Health and Safety Policy

TYNE &WEAR LEARNING TRUST

Updated April 2026

Statement of intent

At Tyne and Wear Learning Trust, we are committed to the health and safety of our staff, pupils, and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environments
- Preventing accidents and any work-related illnesses
- Compliance with all statutory requirements
- Minimising risks via assessment and policy
- Providing safe working equipment and ensuring safe working methods
- Including all staff and representatives in health and safety decisions
- Monitoring and reviewing our policies to ensure effectiveness
- Setting high targets and objectives to develop the school's culture of continuous improvement
- Ensuring adequate welfare facilities are available throughout our school
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable

In order to achieve this, staff members must ensure that they understand, and can correctly implement, the Trust's Health and Safety Policy and associated procedures. This policy highlights the key areas of the policy; informing staff of other related school policies, relevant designated individuals and appropriate procedures to follow.

Legal framework

This Policy has due regard to statutory legislation, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- Personal Protective Equipment at Work Regulations 1992 (as amended 2022)
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2023) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- UK Health Security Agency (latest version) 'Health protection in children and young people settings, including education'

This policy has due consideration to the following individual school policies and procedures:

- First Aid Policy
- Code of Conduct Policy
- Dress Code Policy
- Risk Assessment Policy
- Educational Trips and Visits Policy
- Manual Handling Policy
- COSHH Policy
- Display Screen Equipment Policy
- Working at Heights Policy
- Lone Worker Policy
- Positive Handling Policy
- Bomb Threat Policy
- Invacuation, Lockdown and Evacuation Policy
- Business Continuity Plan
- Fire Evacuation Plan
- Accident Reporting Procedure Policy
- Asbestos Awareness
- Data Protection Policy
- Administering Medication Policy
- Whole-school Food Policy
- Infection Control Policy
- Allergen and Anaphylaxis Policy
- Adverse Weather Policy
- Evacuation Procedure
- Visitor Policy

The above documents will be shared to staff members via an online compliance portal which will keep an audit trail of what has been read and on what date.

Competent Person

The Trust will appoint a competent person in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999 to assist in meeting its legal duties.

Roles and responsibilities

The Board of Trustees

The Board of Trustees has ultimate responsibility for ensuring the health and safety of all academies within the Trust. This includes:

- Approving and reviewing the Health and Safety Policy annually
- Ensuring compliance with legal obligations
- Providing strategic direction and resources for health and safety management
- Allocating sufficient resources

The Trust Senior Management Team (SMT)

The SMT is responsible for implementing and overseeing the Trust's Health and Safety Policy, including:

- Review and monitor the effectiveness of the policy
- Ensure they are familiar with the requirements of the appropriate legislation and codes of practice
- Create and monitor a management structure for health and safety
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the Trust and that it is implemented
- Keep up to date with new developments in health and safety issues for schools periodically assess the effectiveness of the policy and ensure that any necessary changes are made
- Identify and evaluate risks relating to possible accidents and incidents connected with Trust sponsored activities, including work experience
- Provide adequate resources (both personnel and finance) to fully deliver the policy
- Take steps to ensure plant, equipment and systems of work are safe
- Ensure safe arrangements for handling, storage and transportation of articles and substances
- Ensure safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance
- Ensure that academies provide adequate training, information, instruction, induction and supervision to enable everyone in the academy to be safe
- Maintain the premises in a condition that is safe and without significant risk
- Provide a working environment that is safe and healthy
- Provide adequate welfare facilities for staff and students

The Headteacher

The Headteacher of each academy is responsible for the day-to-day running of the academy.

They will:

- Be responsible for the day-to-day implementation of the Health and Safety Policy and will be the designated contact for health and safety matters at school level
- Promote a positive, open health and safety culture in school
- Report to local governors on key health and safety issues including outcomes from any academy health and safety meetings
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisors, CEO, CFO etc. as and when necessary
- Ensure all staff co-operate with the policy
- Devise and implement safety procedures
- Ensure there is a programme of inspections, and that monitoring exists
- Ensure a risk assessment schedule is in place and that it is monitored and reviewed
- Ensure effective procedures are in place in case of fire and evacuation
- Ensure accident and emergency procedures are in place
- Ensure practice emergency evacuation and / or invacuation procedures are undertaken three times per academic year, with recorded results
- Ensure working conditions take account of statutory and advisory requirements and codes of practice
- Ensure relevant staff have access to appropriate training

The Health and Safety officer

A nominated health and safety officer at each academy will:

- Ensure regular health and safety inspections are undertaken by appropriate personnel and recommendations are acted upon as soon as possible
- Ensure regular inspections are carried out
- Ensure risk assessments are accurate, suitable and reviewed annually and recorded on the risk assessment register
- Deal with any hazardous practices, equipment or building issues and report to the Headteacher if they remain unresolved
- Provide a good example, guidance and support to staff on health and safety issues
- Carry out a health and safety induction for all staff and keep records of that induction
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
- Ensure any contractors on site are competent in health and safety matters
- Ensure appropriate provision is made for first aid

The Caretaker / Site Supervisor

The caretaker or site supervisor at each academy will:

(If the caretaker / site supervisor is the nominated health and safety officer, then this is in addition to the above)

- Ensure that the premises are inspected and maintained and that equipment is inspected, tested and maintained so that they remain in a safe condition
- Manage the keeping of records of all health and safety activities including maintenance of the building fabric and services
- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards in school to the Headteacher immediately
- Ensure that all work under their control is undertaken in a safe manner
- Ensure that daily checks are carried out of the grounds and buildings to spot any disrepair or other hazards such as broken glass etc.
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- Report the need of any safety and protective equipment and clothing to the Headteacher
- Ensure weekly testing of the fire alarm is undertaken
- Ensure all contractors are ‘inducted’ and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working. Contractors must be given the appropriate level of supervision whilst on site
- Fully co-operate with health and safety arrangements during larger building projects
- Lead on capital projects on behalf of the Headteacher

All other staff

Staff with management / supervisory responsibilities will:

- All management / supervisory staff will make themselves familiar with the requirements of health and safety legislation and codes of practice that are relevant to the work of their area of responsibility

- In addition, the general duties that all members of staff have, they will be directly responsible to the Health and Safety Officer for the implementation and operation of the Trust Health and Safety Policy within their relevant departments and areas of responsibility
- Ensure that staff and contractors are applying health and safety regulations, rules, routines and procedures effectively
- Carry out risk assessments of teaching areas and practices / activities including equipment and substances
- Ensure appropriate protective clothing and equipment, including fire equipment and first aid, are provided and readily available in all areas of the academy
- Perform regular visual health and safety inspections within their area of responsibility
- Management / supervisory staff will take a direct interest in the Health and Safety Policy and in ensuring that staff, students and others comply with its requirements

All other staff will:

- Apply the Trust's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher or nominated Health and Safety Officer
- Ensure that all plant, machinery and equipment within their areas of responsibility are in good and safe working order and adequately guarded, and not make or allow improper use of such plant, machinery and equipment
- Use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- Report any defects in the premises, plant, equipment and facilities that they observe to the Caretaker / Health and Safety Officer
- Follow the accident reporting procedure
- Take an active interest in promoting health and safety and suggest ways of reducing risks
- Leave the classroom / areas of work in a reasonably tidy and safe condition
- Ensure that students are supervised and advise them on how to use equipment safely

Pupils

Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others
- Dress in a manner that is consistent with safety and hygiene standards
- Respond to instructions given by staff in an emergency
- Observe the health and safety rules of the school
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety

Training and First Aid

Each school will ensure that staff are provided with the health and safety training they need for their job. This may not always mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

Staff will be provided with regular training opportunities and have access to support where needed. Staff are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.

Staff will be trained on how to:

- Assess risks specific to their role
- Meet their roles and responsibilities identified within this policy

Where relevant to their role, staff will receive specific training in

- Using industrial machinery.
- Managing asbestos.
- Having responsibility for the storage and accountability for potentially hazardous materials.

Each school will act in accordance with the First Aid Policy at all times. The school will ensure that ample provision is made for both trained personnel and first-aid equipment on-site.

Each school will carry out a first aid needs assessment in order to help inform the First Aid Policy and to assess the first aid needs appropriate to the circumstances of the school.

When conducting a first aid needs assessment, the school will consider:

- The school site.
- Pupils and staff members.
- The hazards and risks present.

Each school will teach Health Education to pupils, including basic first aid, such as dealing with common injuries.

The headteacher will ensure a sufficient number of appropriately trained first aiders available across the site at all times.

Please see the First Aid list in school common areas for all the trained first aiders and their location.

Contacting the emergency services

The headteacher will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using two-way radios.

Where an ambulance is called for a pupil, office staff will contact the pupil's parent. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point – currently, this is the school play yard. Staff will be aware of any pupils who have PEEPs. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

Accident reporting and investigation

All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the health and safety officer using the standard Accident Report Form.

The health and safety officer will be responsible for informing the headteacher if the accident is fatal or a 'major injury', as outlined by the HSE.

More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.

The school will always record and report work-related injuries to staff members or pupils.

Reporting significant accidents

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

Each school will always report 'specified injuries' to the HSE without delay. These injuries include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Serious burn injuries (including scalding) which cover more than 10 percent of the whole body's surface area or cause significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours
- Additional reportable occurrences include the following:
- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, or oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, or mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, or tetanus

- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

A school will also report occupational diseases upon receipt of a written diagnosis from a doctor that a staff member has a reportable disease linked to occupational exposure. These include the following:

- Carpel tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from work involving strong acids or alkalis
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust and soldering using rosin flux
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

Work-related stress and stress-related illnesses will not be reported since they are not usually just one distinct event. RIDDOR stipulates that to be reportable, an injury must have resulted from an accident arising out of or in connection with work.

A school will only report accidents that are:

- Discrete
- Identifiable
- Unintended incidents which cause physical injury

Reporting procedures

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the health and safety officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website: http://www.hse.gov.uk/riddor/report.html. The school will not submit written accident reports to the HSE, except for in exceptional circumstances. The school will report all accidents and injuries online where possible using the above web address. Fatal and specified injuries, as outlined in section 9, must be reported via the HSE online reporting system except where directed otherwise by HSE

Reporting hazards

Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally to the site manager as soon as possible, who will then inform the headteacher as appropriate. Serious hazards will be reported using the appropriate form available in the school office.

Accident investigation

All accidents, however minor, will be investigated by the health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

The health and safety officer will undertake periodic evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident or illness.

Active monitoring system

Each school's procedure for actively monitoring its system will include:

- Biennial audits, including fire risk assessments and health and safety audits.
- Named responsibility for audit follow-up.
- Escalation route for unresolved risks.
- Termly examination of documents to ensure compliance with standards.
- Termly inspection of premises, plants and equipment.
- Regular updates to the headteacher.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

Risk assessment

The headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. The health and safety officer will be consulted when risk assessments are being carried out.

Termly assessments of high-risks areas, such as laboratories, will be undertaken. Annual risk assessments will be conducted for all other areas of the school. Risk assessments will be reviewed immediately following incidents or significant changes. Risk assessments will consider the needs of staff, pupils, visitors and contractors, and will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.
- The governing board will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.
- The school will record any significant findings of any risk assessments, including the following:
- The identified hazards
- How people might be harmed by them
- What the school has implemented to control the risk

Risk assessments will include consideration of security threats, including terrorism and hostile intruder scenarios, where appropriate.

Each school will appoint an educational visits coordinator and ensure they receive the training necessary to carry out the role. Where there is no educational visits coordinator, the headteacher will perform this duty. The educational visits coordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

Slips, trips and falls

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. In order to reduce the number of slips, trips and falls, staff members need to do the following:

- Identify the hazards – risk factors considered include:
    - Environmental (floor, steps, slopes, etc.)
    - Contamination (water, food, litter, etc.)
    - Organisational (task, safety, culture, etc.)
    - Footwear (ensuring it is in line with the school's Dress Code Policy)
    - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the risk assessment regularly and revise if necessary

The school will remain especially vigilant to the following hazards:

- Members of staff or pupils running or carrying heavy or awkward items
- Wearing unsuitable footwear
- Poor lighting – particularly where there are uneven surfaces and level changes
- Contamination
- Obstructions, e.g. bags and trailing cables

Fire safety

All staff fully understand and effectively implement the fire evacuation plan, which will be implemented in the event of a fire.

The headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

The school will test evacuation procedures on a termly basis, as a minimum. Schools are recommended to include different scenarios (blocked exits, etc). Firefighting equipment will be checked on an annual basis by an approved contractor. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the school office. Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held in the school office.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

The school will implement its Fire Safety Policy to ensure that staff, pupils and visitors are safe and aware of the potential risks of fire.

Sharps

For the purposes of this policy, "sharps" is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- During school-based vaccination programmes
- Where an individual within the school requires injections to manage a health condition

- Where a pupil brings a sharp into the school
- Where glass is broken within the school, or broken glass is found on or around the school premises
- Where drug paraphernalia, e.g. heroin needles, is found on or around the school premises

In the context of this policy, offensive weapons are not considered sharps.

The headteacher will ensure that all pupils are informed that, where they see a sharp, they must alert the nearest staff member immediately and avoid touching the sharp.

Where a sharp is found, the nearest staff member will move all pupils away from the area in order to prevent accidental injuries and will guard the sharp while alerting another staff member to collect:

- Protective gloves
- A pair of long-stemmed tongs
- A pincer tool, e.g. tweezers
- Brush and pan
- Sharps box, or alternative safe box, for disposal

Sharps boxes will be marked ‘Danger: Contaminated Sharps’ and ‘Destroy by Incineration’. They will be kept off the floor and out of the reach of pupils. Sharps boxes must not be filled above the designated fill line on the outside of the box. Once filled, boxes will be sealed immediately and removed by a clinical waste contractor or a specialist collection service.

The staff member will check the surrounding area carefully to ensure that no other sharps are in the vicinity. Where the sharp cannot be removed immediately, e.g. due to a delay in obtaining the sharps retrieval kit, the nearest staff member will place a cone or box on top of the sharp to prevent anyone from touching or finding it.

The following procedure will be followed in the event that sharps are found on the school premises:

- Staff will wear protective gloves and will not handle sharps with bare hands
- Staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet
- Only one sharp will be handled at a time and, where there are multiple, sharps will be carefully separated using the pair of tongs
- Sharps will be picked up using the relevant equipment, e.g. pair of tongs or brush and pan for broken glass, and place it into the sharps box, which will be brought to the sharp rather than the other way around
- The appropriate staff, including the headteacher and site manager, will be informed
- The incident will be recorded, with details of when, where and by whom the sharp was found
- Sharps will be disposed of quickly and safely into the school’s sharps bin

Sharps injury

First aid staff will be trained in handling sharps injuries, and will adhere following guidelines in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water
- Wash the wound using water and soap
- Avoid scrubbing the wound while washing
- Avoid sucking the wound
- Dry the wound and cover it with a waterproof dressing
- Seek medical advice

Injuries will be handled in line with the First Aid Policy.

Evacuation, invacuation, lockdown and bomb threat procedure

Each school will follow the procedure outlined in the Invacuation, Lockdown and Evacuation Policy and in PEEPs in the event of a crisis.

All staff fully understand and effectively implement the school's Bomb Threat Policy.

In the event of an emergency, the procedures outlined in the Bomb Threat Policy, the Invacuation, Lockdown and Evacuation Policy, the Evacuation Procedure, and the appropriate Lockdown Procedure will be followed. All staff are trained in handling bomb threats and have easy access to instructions of the procedure, which can be found in the Bomb Threat Policy.

The Trust will take proportionate steps to protect pupils, staff and visitors from security threats, including those relating to terrorism, in line with emerging requirements under the Terrorism (Protection of Premises) legislation (Martyn's Law)

Staff will receive appropriate awareness training in responding to security incidents, including lockdown and invacuation procedures.

Visitors and contractors

The procedures outlined in the Visitor Policy and the Contractors Policy will be implemented by relevant staff when receiving visitors to the school.

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

Construction and maintenance

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Construction work means the carrying out of any building, civil engineering or engineering construction work, including:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration, or other maintenance, decommissioning, demolition or dismantling of a structure.
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion.
- The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure.
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The headteacher will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The headteacher will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The headteacher will also ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
    - What the school wants built or maintained
    - The site and existing structures
    - Information about hazards, such as asbestos
    - Timescales and budget for the build
    - How the school expects the project to be managed
    - CDM appointments of the principal contractor and/or principal designer
    - Welfare arrangements
    - Details of the nearest A&E department
- The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to the headteacher, kept up to date by the health and safety officer, and is made available to anyone who needs to alter or maintain the building.

The headteacher will hold weekly progress meetings with the project team to ensure that all members are carrying out their roles as required. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

Working at heights

Policy and procedures concerning employees working at heights will be addressed in the Working at Heights Policy. Staff members are required to sign statements confirming that they have received, read and understood the policy, prior to being allowed to work at heights.

Manual handling

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or grasp the particular item in a safe and balanced manner.

The school will, as far as practicable, will reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury. Where manual handling tasks are necessary, the school's Manual Handling Risk Assessment will be implemented. The control measures will be monitored to ensure they are reducing the risk of injury and being implemented correctly.

The capability and circumstances, e.g. age, of staff will be taken into account where manual handling tasks are required. Where there is an unacceptable risk of injury or harm, no manual handling tasks will take place.

All members of staff will receive manual handling information and training as needed.

In order to manage these risks, the school will implement and follow its Manual Handling Policy.

Lone working

Policy and procedures concerning employees' lone working will be addressed in the Lone Worker Policy. Staff members will be required to sign statements confirming that they have received, read and understood the relevant policies, prior to being allowed to undertake lone working.

Stress management

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible. All staff wellbeing matters are managed in line with the Staff Wellbeing Policy.

Display screen equipment

Display screen assessments will be carried out by the health and safety officer for teaching staff and administrative staff who regularly use laptops or desktops computers. Further policy and procedures concerning display equipment are addressed in the Display Screen Equipment (DSE) Policy.

Hazardous materials

Each school will act in accordance with the school's COSHH Policy at all times.

The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery. The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary. No chemicals or other hazardous materials will be used without the permission of the headteacher.

The health and safety officer will be responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

The caretaker, in liaison with the health and safety officer, will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments. Control measures will be checked and reviewed by the site manager on a termly basis to ensure continued effectiveness, even when they are known to be reliable.

The headteacher will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. Storage life will be considered by site supervisors. All COSHH and ionising radiations regulations will be adhered to.

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area. Dust and fumes will be safely controlled by local exhaust ventilation equipment.

No staff member or pupil will ever be put at risk through exposure to any hazardous substance used in our practical curriculum. No potentially hazardous materials will be used in lessons without the approval of the health and safety officer. The health and safety officer will ensure staff are appropriately trained to use hazardous materials.

Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

The site manager will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school. A termly audit of hazardous materials will be undertaken by the site manager with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

Asbestos management

In accordance with HSE guidance, asbestos management surveys are undertaken by a United Kingdom Accreditation Service accredited surveying organisation. All risks identified are dealt with on a priority basis. Surveys should be undertaken again following any changes of use to a location or prior to any significant building work.

Further details concerning the management of asbestos can be found in the Asbestos Management Policy.

Cleanliness and infection control

Staff members need to ensure that they keep their workstations and classrooms in a clean, tidy and orderly manner.

Special consideration should be given when cleaning hygiene areas, such as the classroom sink.

Special consideration needs to be given to the disposal of laboratory materials and clinical waste. Where in doubt, staff members should contact the site manager for further guidance.

The headteacher ensures that the school is at a safe temperature for staff and pupils to work in by keeping rooms at a minimum of 16° and with a constant supply of fresh air.

Staff must immediately clean any spillages of bodily fluids with a combination of detergent and disinfectant whilst wearing appropriate personal protective equipment (PPE).

Staff members need to be aware that mops are not to be used to clean up bodily fluid spillages; instead paper towels should be used and discarded properly, following the procedures for clinical waste outlined in the school's Infection Control Policy.

Pupils should be discouraged from stroking any stray animals which may come onto the school premises.

All staff members need to be aware of any pupils displaying signs of infection, such as rashes, vomiting or diarrhoea. Any pupils or staff members with these symptoms need to be sent home and advised to see a doctor.

All staff must undergo a full occupational health check before starting employment at Barnwell Academy.

Any cuts and abrasions a staff member has should be covered with a waterproof dressing.

Further information regarding the school's policies and procedures addressing infection control can be found in the Infection Control Policy.

Medication

The school's Supporting Pupils with Medical Conditions Policy will be read, understood and adhered to at all times. Staff will receive annual training in supporting pupils with medical conditions.

The school will obtain notification from parents regarding any medication that pupils are required to take. Only trained staff will administer medication. The school's Administering Medication Policy will be followed at all times. A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

Smoking

Each school is a non-smoking premises and no smoking will be permitted on the grounds. The school's Smoke-Free Policy will be read and understood.

Security and theft

CCTV systems will be used to monitor events and identify incidents taking place. CCTV systems may be used as evidence when investigating reports of incidents. CCTV footage is personal data, so will be handled in accordance with the school's Data Protection Policy.

Staff and pupils will be responsible for their personal belongings and the school accepts no responsibility for loss or damage. Thefts will be reported to the police and staff will be expected to assist police with their investigation.

All staff will be expected to take reasonable measures to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.

The school will install access control and security measures to ensure the safety of the school, e.g. security glazing on windows. The school will ban individuals from the premises if they pose a risk to any member of the school community. The school will consider any risks that are posed by their local context, e.g. recent arson attacks.

Severe weather

Each school will act in accordance with its own Adverse Weather Policy where the weather could pose a risk to individuals on school site.

The headteacher, in liaison with the governing board, will make a decision on school closure due to severe weather on the grounds of health and safety. If a closure takes place, the governing board will be promptly informed.

Educational trips and visits

Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the school's Educational Visits and School Trips Policy.

Violence and Aggression

The Trust recognises the risk of violence towards staff.

We will:

- Assess risks associated with behaviour
- Provide de-escalation training
- Record and investigate incidents

Contractors and Permit to Work

Contractors will be managed to ensure safe working.

Permit-to-work systems will be used for high-risk activities such as:

- Hot works
- Electrical isolation

Legionella and Water Safety

The Trust will comply with HSE ACoP L8 by:

- Conducting Legionella risk assessments
- Implementing a water management plan