



# TAPESTRY LEARNING PARTNERSHIP

## Health & Safety Policy

<b>Department:</b>	Estates & Facilities
<b>Policy Owner:</b>	Chief Operating Officer
<b>Date of issue:</b>	March 2026
<b>Date revised:</b>	
<b>Next review date:</b>	March 2027

## Revision History

Version	Date	Author	Summary of changes

# Contents

- 1.0 Introduction .....4
- 2.0 Roles and Responsibilities.....4
- 3.0 Training and Competency .....8
- 4.0 Incident Reporting .....8
- 5.0 Risk Management .....8
- 6.0 Contractor Management .....9
- 7.0 Safeguarding Requirements for Contractors.....9
- 8.0 Conclusion.....9
- 9.0 Health and Safety Arrangements.....10

## 1.0 Introduction

Tapestry Learning Partnership (the Trust) is committed to providing a safe, healthy, and supportive environment for all employees, pupils, students, visitors, contractors, and members of the wider community. The Board of Trustees recognises its duty to create conditions in which everyone can work, learn, and thrive without unnecessary risk.

To achieve this, the Board, together with senior leaders, managers, and all staff, will take all reasonable steps to meet statutory requirements, follow recognised codes of practice, and apply relevant guidance to maintain the highest standards of health and safety across the Trust.

This policy is informed by and aligned with the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. In fulfilling its responsibilities under these and associated legislation, the Trust adopts a proactive, risk-management approach. This includes:

- Providing and maintaining safe facilities, equipment, systems, and working conditions for employees, pupils, students, visitors, contractors, and the public.
- Ensuring safe arrangements for the transport, handling, storage, and disposal of articles and substances that may pose a risk to health.
- Offering appropriate information, instruction, training, and supervision so that employees can carry out their duties safely and confidently.
- Promoting open communication so staff and their representatives can raise health and safety concerns and have them addressed promptly and effectively.
- Embedding health and safety considerations into all project planning, operational activity, and decision-making processes.

Through this policy, the Trust aims to foster a positive health and safety culture where risks are well managed, responsibilities are clear, and everyone feels confident and equipped to play their part in keeping our school communities safe.

## 2.0 Roles and Responsibilities

The Trust recognises the importance of clearly defining health and safety roles and responsibilities for all individuals and groups involved in its operations. This section sets out where accountability lies and how responsibilities are delegated to ensure consistent and effective implementation of health and safety arrangements across the organisation.

## **Overall Accountability and Delegated Responsibility**

### **Board of Trustees – Overall Accountability**

The Board of Trustees holds ultimate legal accountability for health and safety across the Trust. The Board ensures that appropriate arrangements, policies, resources and governance are in place to manage health and safety effectively.

### **Chief Operating Officer (COO) – Strategic Responsibility**

The COO holds delegated responsibility from the Board for ensuring that effective health and safety arrangements operate across all sites. The COO provides strategic leadership, oversees compliance and ensures the implementation of this policy remains compliant with current legislation.

The COO is responsible for:

- Ensuring Trust-wide arrangements, policies, and procedures are in place to manage health and safety risks.
- Monitoring compliance across all academies, ensuring robust systems for recording, tracking, and addressing issues.
- Ensuring hazards and risks are identified and appropriately controlled.
- Communicating relevant health and safety information, expectations, and updates to leaders and staff.
- Providing assurance to the Board that controls, monitoring systems, and reporting arrangements are in place and effective.
- Receiving and scrutinising health and safety reports from the Head of Estates and Facilities, Headteachers, and other leaders.
- Reporting significant risks, non-compliance, or emerging issues to the Board in a timely manner.

Although the COO delegates operational responsibilities to the Head of Estates and Facilities and Headteachers, overall responsibility for ensuring that this policy is implemented across all Trust sites remains with the COO.

### **Head of Estates and Facilities (HoE) – Operational Delivery**

The HoE is delegated operational responsibility by the COO for the day-to-day implementation of the Trust's health and safety arrangements. The HoE ensures that all sites meet statutory and Trust-wide requirements.

The HoE is responsible for:

- **Operational Delivery:** Implementing the Trust's health and safety arrangements, procedures, and safe systems of work across all sites.
- **Compliance:** Overseeing statutory and legislative compliance and ensuring inspections, tests, and maintenance activities are completed and recorded.
- **Monitoring and Reporting:** Conducting or overseeing audits, inspections, and compliance checks, and reporting outcomes to the COO.

- **Risk Management:** Ensuring risk assessments are in place, reviewed, and acted upon.
- **Site Team Leadership:** Providing direction and support to School Site Teams across the Trust.
- **Maintenance & Planning:** Managing planned and reactive maintenance programmes.
- **Security:** Maintaining effective security arrangements across all premises.
- **Contractor Safety:** Ensuring safe systems of work, contractor induction, and permit-to-work arrangements are followed.
- **CDM Compliance:** Ensuring compliance with the Construction (Design and Management) Regulations 2015 for relevant projects.
- **Escalation:** Reporting unresolved or significant risks promptly to the COO.

### **Headteacher Responsibilities**

Headteachers are responsible for the overall management of health and safety within their school and for implementing Trust-wide arrangements at a local level. They may act as Health and Safety Coordinator or may delegate this to a senior leader.

Headteachers are responsible for:

- Implementing all Trust health and safety policies, procedures, and standards at school level.
- Working collaboratively with the HoE and the School Site Team to ensure statutory and regulatory compliance.
- Maintaining safe working practices for staff, pupils, students, contractors, and visitors.
- Ensuring staff understand and meet their health and safety responsibilities.
- Ensuring school-based procedures, risk assessments, and codes of practice are in place and reviewed annually.
- Monitoring incidents, hazards, and near-misses and ensuring timely action and escalation.
- Consulting staff on health and safety matters.
- Communicating health and safety information appropriately to staff, pupils, parents, and visitors.
- Escalating significant risks or unresolved issues to the HoE or COO.

Headteachers remain accountable for health and safety within their school.

### **Health and Safety Coordinator and School Site Team**

Working under the direction of the Headteacher and in support of the HoE, the Health and Safety Coordinator and the School Site Team are responsible for:

- Ensuring daily operational compliance with Trust health and safety procedures.
- Supporting the completion, review, and implementation of risk assessments.
- Completing routine premises inspections and maintaining accurate records.

- Maintaining safe, compliant equipment and PPE inventories.
- Keeping COSHH registers up to date and ensuring safe storage of hazardous substances.
- Ensuring contractors follow site rules, induction processes, and safe systems of work.
- Assisting with the reporting, investigation, and monitoring of incidents.
- Communicating relevant health and safety information to the Headteacher and HoE.
- Escalating concerns that cannot be resolved locally.

### **All Leaders**

Leaders at all levels are responsible for implementing this policy within their areas of control and reinforcing a strong safety culture. They must:

- Ensure Trust health and safety standards and local procedures are followed within their teams.
- Communicate health and safety information clearly.
- Consult with staff on health and safety matters and identify training needs.
- Complete and review risk assessments for their areas.
- Ensure safe working practices are understood and followed.
- Ensure incident and near-miss reporting, inspections, and monitoring are completed as required.
- Consider health and safety during line management meetings.
- Escalate unresolved concerns to the Headteacher or Health and Safety Coordinator.

### **All Members of Staff**

All staff must take reasonable care of their own health and safety and that of others. They must:

- Follow Trust and school health and safety procedures.
- Use equipment safely and report defects or hazards.
- Report incidents, near misses, and concerns promptly.
- Participate in required training.
- Complete risk assessments for new activities where appropriate.
- Supervise pupils safely in line with behaviour and safeguarding expectations.

### **Pupils and Students**

Pupils and students are expected to:

- Follow instructions designed to keep themselves and others safe.
- Participate in drills and evacuation procedures.
- Use equipment safely.
- Report hazards, concerns, or incidents to staff.
- Behave in a manner that does not put themselves or others at risk.

### 3.0 Training and Competency

The Trust is committed to ensuring that all staff receive appropriate training, guidance, and support to enable them to carry out their health and safety responsibilities competently and confidently.

All staff will receive core health and safety training as part of their induction to the Trust. Mandatory training modules will be assigned through the Trust's online training system to ensure a consistent baseline of understanding across the organisation.

Additional role-specific requirements will be reviewed through line management meetings and incorporated into ongoing professional development to ensure staff maintain the skills and knowledge required for their roles.

The Trust will allocate sufficient resources, including funding, time, and access to appropriate training materials, to ensure that staff are able to meet their health and safety responsibilities as part of their normal working practices.

### 4.0 Incident Reporting

The Trust requires that all incidents, accidents, and near misses are reported promptly to the relevant line manager and recorded using the Trust's central reporting system. All associated follow-up documentation and any required investigation must be completed in accordance with Trust procedures.

An initial investigation should be undertaken by school staff, ideally the line manager of the individual(s) involved. The findings must then be shared with the Headteacher and the Central Estates Team, who will advise on any further action required. This may include completing additional documentation, undertaking a more detailed investigation, consulting third-party Health and Safety advisors via the Trust's Health and Safety Competent Person, or determining whether the incident meets the criteria for external reporting.

RIDDOR notifications must only be submitted by the HoE or COO. Further information on RIDDOR reporting requirements can be found in the Trust's First Aid Policy.

### 5.0 Risk Management

The Trust is committed to ensuring that all hazards arising from its operations, whether affecting staff, pupils, students, visitors, or contractors, are identified, assessed, and managed through suitable and sufficient risk assessments. Where required, these assessments will be supported by safe systems of work or written procedures designed to eliminate risks where possible and, where elimination is not achievable, to reduce them to the lowest reasonably practicable level.

The Trust provides a set of mandatory risk assessments that each school is required to have in place. This list forms the minimum expectation; however, it is

not exhaustive. Schools are also expected to complete additional risk assessments in response to local circumstances, activities, or unique features of their site (e.g. reward days, ponds or water features, therapy dogs, specific curriculum activities).

All risk assessments and associated documentation must be reviewed by competent personnel whenever there is a significant change to activities, equipment, staffing, or working practices, or at least annually, to ensure they remain current, effective, and compliant.

## 6.0 Contractor Management

The Trust has a legal and moral duty to ensure the health, safety, and welfare of all contractors working on its behalf. It must also ensure that contractor activities do not present risks to employees, pupils, students, visitors, or other site users.

All contractors, sub-contractors, and specialist providers working on Trust premises are required to comply with relevant health and safety legislation, HSE guidance, and the Trust's safeguarding and site-specific procedures. Schools must, in turn, ensure that contractors are made aware of all relevant risks on the premises, such as the presence and location of asbestos, that may affect the work they undertake. The School Site Team or the Central Estates Team will ensure that contractors have undertaken a formal induction prior to the commencement of any works on Trust sites, these should be kept on site and on the Trust's compliance system.

All employees and contractors share a legal responsibility to take reasonable care of their own health and safety and that of others, and to co-operate with their employer in meeting health and safety requirements.

Where maintenance, minor building works, or other construction-related activities are undertaken, the Trust has duties under the Construction (Design and Management) Regulations 2015 (CDM). Compliance with CDM ensures that construction work, alterations, and repairs are planned and delivered safely and without risk to health.

## 7.0 Safeguarding Requirements for Contractors

Any contractor working on site during term time must:

- Hold an enhanced DBS check.
- Have their details recorded on the school's Single Central Register (SCR); and
- Present valid identification to school staff, who must check and sign to confirm verification.

## 8.0 Conclusion

This policy supports the Trust's commitment to providing a safe, compliant, and well-managed environment for all staff, pupils, students, visitors, and

contractors. All stakeholders are expected to follow the principles and practices set out in this document and contribute to maintaining high standards of health and safety across the Trust.

The policy will be reviewed annually, or sooner where required by operational changes, audit findings, incidents, or updates to relevant legislation or statutory guidance.

The Trust is committed to continual improvement and welcomes feedback on how health and safety arrangements can be strengthened further. Any updates or amendments to this policy will be communicated to relevant stakeholders via email.

## 9.0 Health and Safety Arrangements

### Compliance Schedule

The Trust will monitor and coordinate statutory compliance activities in partnership with the Headteacher, Health and Safety Coordinator and/or Site Team Lead at each school. The table below outlines the tasks to be completed, the relevant legislation or regulatory guidance, and the frequency at which checks and tests must be carried out.

This schedule forms part of the wider audit process undertaken by the Central Estates Team.

Scope of Work / Service / Task	Applicable regulations	Frequency (months)
Portable electrical appliance testing (PAT)	EAW; FRRO; HASAW; MHSW	[note 4]

Service of the accessible aid call systems	EAW; HASAW; MHSW; EA	[note 4]
Maintenance of building management control systems	EAW; FRRO; HASAW; MHSW	12
Maintenance of CCTV systems and camera maintenance	HASAW; MHSW; LONE	12
Maintenance of gutter and rainwater systems	HASAW; MHSW	6, 12
Maintenance of sump and sewage pumps	HASAW; MHSW; PUWER	6, 12
Maintenance of supply and extract ventilation fans including air handling units	EAW; HASAW; PUWER; SPR	12
Maintenance of accessibility aids, patient handling equipment, lifting aids and hoists	HASAW; MHSW; PUWER; LOLER	6
Fire Extinguisher/Blanket Inspection	FRRO; HASAW; MHSW	12
Maintenance of sports equipment	HASAW; MHSW; PUWER;	12
Maintenance of playground equipment	ROSPA; HASAW; MHSW; PUWER;	12
Gas soundness testing	GSR; HASAW; MHSW;	12
Boiler servicing and controls	GSR; HASAW; MHSW;	12
Air Source Heat Pump	HASAW; MHSW;	12
Engineering inspection of fume cupboards	GSR; HASAW; MHSW; COSHH; SPR	12
Engineering inspection of local exhaust ventilation	GSR; HASAW; MHSW; COSHH; SPR	12
Maintenance and inspection of catering local exhaust ventilation	GSR; HASAW; MHSW; COSHH	6 /12 [notes 3 & 4]
Structural inspection of fire escapes and lighting masts	HASAW; MHSW	60
Fixed electrical installation testing and condition report	EAW; FRRO; HASAW; MHSW	60
Fire detection and suppression systems	FRRO; HASAW; MHSW	[note 1]
Emergency lighting drain down test	FRRO; HASAW; MHSW	12
Lightning conductors inspection and condition	FRRO; HASAW; MHSW	11
Passenger & goods lifts maintenance	HASAW; MHSW; PUWER; LOLER	6
Passenger & goods lifts LOLER certification	HASAW; MHSW; PUWER; LOLER	6
Automatic door maintenance	HASAW; MHSW; PUWER; EA	6
Management of asbestos	HASAW; MHSW; ACMR (regulation 4), COSHH	12
Water hygiene risk assessments as required under ACOP L8	HASAW; MHSW; ACOP L8	[Note 2]
Water hygiene monitoring	HASAW; MHSW; ACOP L8	1/3/6/12 [note 4]
Intruder detection and alarm system maintenance	HASAW; MHSW; PUWER; EA	6 /12 [note 3]
Automatic gates & barriers	HASAW; MHSW; EAW; PUWER	12

Accessibility aids, patient handling equipment, lifting aids, hoists LOLER certification	HASAW; MHSW; PUWER; LOLER	6
Tree condition survey	HASAW; MHSW; OLA	24
Catering equipment maintenance	GSR; PUWER; HASAW; MHSW;	12
Radon monitoring	IRR; HASAW; MHSW	[Note 5]
Inspection of pressure vessels	PSSR	12
Inspection of sports equipment	HASAW; MHSW; PUWER;	12
Inspection of playground equipment	ROSPA; HASAW; MHSW; PUWER;	12
Condition survey	HASAW; MHSW; SPR	36
Air conditioning efficiency assessment TM44 (Dependent of size of system)	EPBD	60
Servicing of the Air Conditioning Units	HASAW; EAW	12
Maintenance of Access controls	HASAW; MHSW; PUWER; EA	12

[note 1] - Service periods as recommended by the system manufacturer

[note 2] - On substantial changes to water systems or operating procedures

[note 3] - Varies with size and complexity of the system

[note 4] - Determined by risk assessment

[note 5] - Determined by risk assessment; generally, 12 months in high-risk areas

### **Glossary of acronyms relating to specific legislation and approved codes of practice:**

HASAW - Health and Safety at Work Act 1974

MHSW - Management of Health and Safety at Work Regulations 1999

PUWER - Provision and Use of Work Equipment Regulations 1998

ACOP L8 - The control of legionella bacteria in water systems

FRRO - The Regulatory Reform (Fire Safety) Order 2005

LOLER - Lifting Operations and Lifting Equipment Regulations 1998

EAW - Electricity at Work Regulations 1989

RDEC - Regulations for Display Energy Certificates of public buildings

EA – Equality Act 2010

IRR - Ionising Radiations Regulations 2017

GSR - The Gas Safety (Installation and Use) Regulations 1998

COSHH - The Control of Substances Hazardous to Health Regulations 2002

SPR - The School Premises (England) Regulations 2012  
ACMR - Control of Asbestos Regulations 2012  
LONE – HSE Lone Working indg73  
PSSR - Pressure Systems Safety Regulations 2000  
ROSPA - Code of Good Practice for Play Areas  
OLA - Occupiers' Liability Acts 1957 and 1984  
EPBD - Energy Performance of Buildings Directive

*Note: This is not an exhaustive list of legislation.*

### **Asbestos Management**

Asbestos is present in some schools in the Trust. When managed appropriately, it presents very little risk to health. However, poor or ineffective management can result in significant health hazards.

The Control of Asbestos Regulations 2012 place a duty on employers to prevent exposure to asbestos, so far as is reasonably practicable. Each school maintains a Local Asbestos Management Plan (LAMP), which outlines the day-to-day arrangements for managing asbestos, defines key roles and responsibilities, and sets out the procedures to follow in the event of an emergency.

If an accidental asbestos disturbance occurs, staff must contact the Central Estates Team immediately. The Central Estates Team will provide support to ensure the correct emergency procedures are followed and will notify the Health and Safety Executive (HSE) where required.

### **Communication and Consultation**

The Trust will encourage active participation through consultation with all employees in line with the Health & Safety (Consultation with Employees) Regulations 1996 and will so far as is reasonably practicable:

- Appoint competent persons to provide advice and to implement emergency procedures.
- Provide information on risks to health and safety and on preventive measures.
- Provide employees and associates with information and training before starting work or when new risks are identified.
- Provide information to employees to enable them to carry out their work safely.

Employees are expected to communicate effectively, including promptly reporting any unsafe acts, unsafe conditions, defects or failures in the Trust's safety management systems. They must also report all accidents, injuries, dangerous occurrences, and any release of a hazardous substance.

The Trust is committed to involving employees in decisions about health and safety and in developing good practice across the organisation. We will respond to all genuine comments, enquiries, and suggestions aimed at improving safety.

### **Construction (Design & Management) Regulations 2015 (CDM)**

The Trust may from time-to-time commission construction work at or to its premises. In this event the Trust will obtain advice and will ensure so far as is reasonably practicable compliance with the Construction (Design & Management) Regulations 2015 and any other relevant regulations. The Trust would only have duties under CDM as a Client.

As a client, the Trust are responsible for making suitable arrangements to manage the project. This includes appointing the necessary duty holders, allocating sufficient time and resources, and ensuring that all relevant information is prepared and shared with those involved. The Trust must also ensure that the Principal Designer and Principal Contractor carry out their duties effectively and that appropriate welfare facilities are provided.

### **Control of documentation**

The Trust aims to maintain clear, concise, and functional safety documentation that effectively supports its schools. All documentation will be proportionate to the level of risk and stored within the Trust's compliance software, ensuring appropriate access for those who need it. Where necessary, documents will be password protected to safeguard confidential information and prevent unauthorised amendments.

All records required by law, such as policies and risk assessments, will be formally documented, with significant findings shared as appropriate. Documentation relating to statutory checks will be held on site, with duty holders aware of where these records are kept. These documents will be easily accessible to those who require them.

All documentation will be retained for a minimum of three years.

### **Display Screen Equipment (DSE)**

The Trust acknowledges that staff who 'habitually' use DSE should have suitable equipment to undertake the tasks that they are required to carry out, know how to use the software applicable to their role and complete a DSE self-assessment and will ensure that:

- All static workstations used by staff meet the minimum standards required.
- Equipment is maintained in good working condition.
- Staff are aware of best practice in using DSE and issued with relevant information.
- Staff whose roles require significant use of DSE complete a self-assessment which is reviewed at suitable intervals by a competent person.
- Assessments are reviewed if there are significant changes to equipment/layout/individual health.
- DSE users are made aware that an appropriate eye and vision test is available to them on request.

### **Driving for Work**

All staff who use their own vehicle for work purposes must hold a full UK driving licence, have appropriate business insurance, and ensure their vehicle is maintained in a roadworthy condition in line with DVLA requirements.

Mobile phones must not be used under any circumstances while driving. When on public highways, drivers must comply with all statutory driving regulations and the Road Traffic Acts.

For staff who transport pupils, whether in a school vehicle or their own, annual licence checks will be carried out.

Risk assessments will be completed and documented for all situations where pupils are transported off-site, whether as part of an educational visit or for any other reason.

### **Glazing**

In relation to glazing within its premises, the Trust will ensure it complies with the Workplace (Health, Safety and Wellbeing) Regulations 1992 in existing buildings and the Building Regulations 2000 (as amended) which covers new buildings. All identified critical glazing will conform with EN12600.

The Trust will manage the risks associated with glazing safety by ensuring that:

- An up-to-date glazing audit and risk assessment conducted by a competent person has been completed.
- Any remedial actions identified are actioned as appropriate.
- Any broken glazing is made safe and repaired.

### **Health Surveillance**

Health surveillance is intended to establish appropriate processes for identifying early signs of work-related ill health in staff who may be exposed to specific health hazards. It also ensures that any issues identified are promptly acted upon.

Schools must determine the need for health surveillance through their risk assessments. Health surveillance should be considered for any tasks or areas where employees may be at risk from, but not limited to:

- Noise
- Vibration
- Hazardous substances

Health surveillance may include a range of checks carried out by different individuals or professionals, including:

- The employee (self-checks)
- A responsible person within the school
- An Occupational Health provider
- A clinical professional

### **Hybrid Working**

Employees who work from home are protected by health and safety legislation in the same way as if they were working on Trust premises. All Trust health and safety policies and procedures therefore apply, including the requirement to report work-related near misses, incidents, and accidents.

Employees working from home will be provided with the necessary information to ensure they can work safely. Managers are responsible for maintaining regular contact with their teams and ensuring safe working practices are followed, with support from the Trust's Central Team where required.

Employees are responsible for their own safety while working from home and must raise any health and safety concerns with their line manager so that appropriate action can be taken.

Any work equipment provided by the Trust for home use must be kept in good condition, and any faults or damage must be reported promptly so that repairs or replacements can be arranged. Employees are responsible for looking after the equipment issued to them and reporting any concerns without delay.

### **Housekeeping Standards**

Good housekeeping is one of the most practical and effective ways to improve safety, and it is an area where everyone can contribute. Slips and trips remain a common cause of workplace injury, and reducing these risks depends on all staff keeping work areas free from unnecessary obstructions and hazards wherever possible.

Maintaining good housekeeping is essential in all work environments. Every employee is responsible for keeping their workspace clean, tidy, and safe at all times.

### **Lifting Operations and Lifting Equipment**

Lifting equipment must be of sufficient strength for its intended use and suitable for the loads it is expected to lift. All machinery, lifting equipment, and lifting accessories must be clearly marked with their Safe Working Load (SWL). Where relevant, accessories must also be marked to show any specific lifting characteristics.

Any equipment used to lift people must be designed to prevent crushing, trapping, striking, or falling from the carrier. Equipment intended to lift people

must be marked with both the maximum safe load and the safe number of occupants.

Lifting equipment must be thoroughly examined and inspected:

- After installation but before first use
- After re-assembly or installation at a new location
- After any incident or situation that may affect safety

Inspection requirements:

- Equipment used to lift people (including lifts/elevators and accessories such as hooks, eyebolts, and shackles) must be examined every 6 months.
- All other lifting equipment must be examined every 12 months, or in accordance with an examination scheme set by a competent person based on a risk assessment.

A competent person must carry out all examinations and determine whether additional testing is required.

Reporting defects:

Examiners must report any defects verbally and in writing within 28 days to the Trust, any leasing company, and, where required, the local enforcing authority. If a defect presents a safety risk, the equipment must not be used until it has been fully repaired.

### **Lighting**

Natural lighting is the preferred form of illumination and should be used wherever possible. Where artificial lighting is required, it must be installed in a way that avoids shadows, excessive glare, and flickering or stroboscopic effects, as these can present safety risks, including triggering epileptic episodes.

Adequate lighting must be provided in all areas, including external spaces. This includes stairways and emergency exit routes, which must also be equipped with emergency (battery-powered) lighting. Areas without natural light will require appropriate artificial lighting.

Site teams will carry out lux-level surveys to identify any areas requiring remedial work.

### **Local Exhaust Ventilation (LEV)**

Where employees may be exposed to substances or agents that pose a risk to their health, the Trust must take all reasonably practicable steps to reduce that exposure to the lowest achievable level. Local Exhaust Ventilation (LEV) can be an effective measure for reducing airborne contaminants and improving safety.

To achieve compliance, the Trust will:

- Review existing arrangements and procedures for managing hazardous substances to identify where current controls are insufficient to protect staff or others from ill health.
- Identify where LEV is required to reduce exposure to an acceptable level or to provide additional protection.
- Assess the suitability and adequacy of any LEV systems provided.
- Ensure staff understand why LEV is needed and how to use it correctly.
- Ensure managers and supervisors are aware of when LEV is required and the importance of its use.
- Provide appropriate facilities for cleaning, maintaining, and servicing LEV systems.

All identified LEV must undergo statutory inspection by a competent person in accordance with legal requirements.

### **Management and Control of Contractors**

The Trust engages a range of contractors for various tasks, including (but not limited to) maintenance, servicing, PE, wrap-around care, and transport. To ensure the safe management of risks associated with contractor use, the Trust will:

- Require contractors to complete pre-qualification questionnaires so that appropriate due diligence can be carried out. This will include obtaining:
  - A copy of the contractor's Health and Safety Policy
  - Evidence of training for their staff or sub-contractors
  - Details of any enforcement action taken by regulatory authorities
  - Information on any outstanding enforcement action
  - Information on any serious or fatal accidents
  - Copies of insurance policies (employers' liability and public liability)
  - Method statements and relevant risk assessments for planned tasks
  - A list of personnel expected to undertake the work
- Where contractors cannot provide the above information, they will be required to complete a Declaration of Competency and agree to work within the Trust's safe systems of work.
- Provide contractors with clear briefs ahead of any works.
- Hold pre-start meetings where required.
- Share key contact information with contractors.
- Ensure appropriate levels of supervision are in place for all contractor activity.

### **Schools will:**

- Plan contractor work outside school hours, at weekends, or during holidays where possible.

- Review the impact of contractor activity on site operations and adjust processes as needed.
- Communicate any changes to day-to-day school operation resulting from contractor work to ensure a safe environment throughout the duration of works.
- Hold copies of relevant Risk Assessments and Method Statements so that work can be effectively supervised and monitored by school staff.
- Supervise contractors while they are on site.
- Visually monitor works as required and immediately report any concerns.
- Ensure works are signed off upon completion and that all necessary certificates and documentation are obtained.

### **Manual Handling**

Across schools, a range of manual handling tasks may be required — from moving files and equipment to assisting individuals with mobility needs. The schools will manage the risks associated with these tasks by ensuring that:

- Manual handling is avoided wherever possible.
- Where it cannot be avoided, tasks must be properly risk assessed, undertaken by competent staff, and carried out in a manner that is as safe as reasonably practicable.
- Staff who carry out specific manual handling activities receive appropriate training, and training records are maintained.
- Any equipment provided to assist with manual handling is appropriately maintained and serviced in accordance with statutory requirements.
- Defective equipment is removed from use immediately until repaired or replaced.
- Individual risk assessments are completed for staff with medical conditions that may be affected by manual handling, and tasks may be restricted where required.
- All accidents arising from manual handling activities are investigated to identify root causes and implement further controls as necessary.

### **Monitoring (Audits, Inspections and Checks)**

Audits and inspections are important parts of health and safety arrangements and allow an organisation to check the effectiveness of the safety management system that is being introduced. The Trust will put in place measures to rate effectiveness and identify any exposures or opportunities to improve health, safety and well-being within the organisation. Any issues highlighted are to be allocated to the right level within the Trust who can ensure it is dealt with proportionately to the risk it poses.

Monitoring includes (but not limited to):

- Accident/incident investigation
- Accident statistics and trend monitoring
- Near miss reporting

- Planned Preventative Maintenance (PPM's)
- Health surveillance
- Classroom inspections
- Health and Safety inspections
- Health and Safety management audits
- Governor meetings

### **New, Expectant and Nursing Mothers**

When an employee notifies the school that they are pregnant, the school must arrange for a risk assessment to be completed. This assessment will consider the specific risks relevant to new and expectant mothers and appropriate control measures will be implemented in line with the Management of Health and Safety at Work Regulations.

As far as is reasonably practicable, the Trust will make suitable provisions for pregnant and nursing mothers, based on the findings of the risk assessment.

### **Noise**

The Trust has a duty to protect the hearing of employees and any other persons who may be exposed to excessive noise arising from work activities. In day-to-day school operations, noise levels are generally low and unlikely to cause harm.

However, School Site Teams may be exposed to noise levels above 80 dB(A) when using certain tools or equipment. Identified noise levels on equipment must be followed, and appropriate control measures implemented to reduce exposure for both the operator and others nearby.

A full noise assessment will be undertaken if noise levels increase significantly as a result of new processes, equipment, or changes to plant. The assessment will determine whether reasonably practicable noise-reduction measures can be applied or whether additional controls are required.

### **Pedestrian, Traffic and Vehicle Management**

Vehicle movement within school car parks must follow the school-specific car park risk assessments and the car park management plan. Under no circumstances should vehicle movement or parking restrict emergency access. Vehicles must never be parked in a way that blocks emergency exits at any site.

Safe pedestrian walkways and routes must be maintained at all times. If pedestrian routes cannot be kept safe or accessible, this must be reported immediately to the Central Estates Team and the Health and Safety Competent Person, and further advice sought.

Car parks used at the start and end of the school day must have an appropriate level of supervision. Staff responsible for supervising car parks must receive adequate information, instruction, training, and supervision to carry out this duty safely and effectively.

### **Permits to Work (PTW)**

The Permit to Work (PTW) requirement applies equally to employees, contractors, and visitors. Only individuals who have been trained, validated, and formally authorised by the Trust may issue permits.

Contractors must formally register all work taking place on site and must follow the PTW system where applicable.

Schools must ensure full compliance with the Trust's PTW system when managing the following types of high-risk activity:

- Hot works
- Work at height
- Electrical works
- Fire system works
- Gas works

Supervision will cover that the person(s) working under the PTW are:

- Only doing the work defined in the scope on the PTW.
- Following the required controls defined on the PTW and related risk assessments and method statements.
- Behaving responsibly.
- Maintaining a safe and tidy work area.

Tasks must be stopped immediately and made safe if safety is compromised, and the issue must be reported to the appropriate supervisor or line manager. Any failure to comply with permit requirements or the safe system of work will be reported to the Headteacher and the Central Estates Team and may result in the contractor being removed from site.

### **Pressure Systems**

As a user of pressure systems, the Trust is aware of its responsibilities under the Pressure Systems Safety Regulations to ensure the correct use of systems including component parts. In addition to ensure a safe method of installation is adopted and that key information is displayed.

Thorough examinations of pressure systems and any associated pipework will be completed by a competent person in line with current legislation. This examination will also include a review of the written scheme for pressure systems. Safe operating limits will be decided and documented as part of the scheme.

### **Security**

The school, with assistance from Central Estates Team, will actively ensure that the security of the site is assessed, and adequate arrangements are in place to

control access into the school. All visitors are required to sign in at reception and are required to wear a visitor's badge.

The Trust's Safeguarding Policy is to be followed at all times and information shared with those on site to ensure that any safeguarding or security concerns can be reported.

### **Visits by Regulatory Authorities**

The Headteacher is responsible for all visits. If the Headteacher is unavailable, a nominated deputy must undertake this responsibility. Wherever possible, visits should be planned and agreed in advance.

Support will be provided by the Trust's Central Estates Team as required.

The Headteacher is responsible for communicating the outcomes or findings of any visit.

If the school is subject to an investigation, the Trust's Central Estates Team must be informed immediately. Legal counsel must also be informed immediately and advice sought before any further action is taken.

### **Welfare at Work**

The Trust will provide a safe place of work and working environment. The Trust will ensure that suitable welfare facilities, as well as a safe means of access and egress to and from every place at which any of the facilities are provided. Welfare provisions provided include:

- Adequate ventilation.
- Reasonable temperature including a means of heating.
- Appropriate lighting, windows/glazing, skylights and ventilators.
- Maintenance of cleanliness.
- Adequate room dimensions and space.
- Safe workstations and seating.
- Managed risks from the potential for falls or falling objects.
- The safe condition of floors and traffic routes.
- Appropriate sanitary and washing facilities.
- The provision of clean drinking water.
- The provision of accommodation changing and drying facilities for clothing.
- The provision of a rest room or other area to rest and to eat meals.

### **Young Persons**

All risks to young persons, defined as those under 18 years of age and over the Minimum School Leaving Age (MSLA), will be assessed before they begin any work. These assessments will take full account of their potential inexperience, lack of awareness of existing or potential hazards, and their physical and emotional immaturity. Specific risks identified for young persons will be explicitly addressed within the risk assessment.

For children undertaking work experience, information about identified risks and the control measures in place will be provided to parents or guardians. The findings of the risk assessments will determine whether a young person may be restricted or prohibited from certain work activities.

Young persons over the MSLA may only undertake higher-risk activities when:

- It is necessary for their training,
- Risks have been reduced so far as is reasonably practicable, and
- They are properly supervised by a competent person.

This approach is in full compliance with the Management of Health and Safety at Work Regulations 1999.

### **Fire Alarms**

Fire alarm systems must be tested weekly through the activation of a manual call point. Call points should be tested on a rotational basis to ensure that each one is activated at least once over the course of the school year. Depending on the number of call points on site, schools may be required to activate more than one call point per week to achieve full coverage.

In addition to weekly testing, all fire alarm systems are subject to periodic inspection and servicing by a competent third-party contractor. All activities carried out on the system, including weekly tests, maintenance, and remedial works, must be fully recorded and made available for inspection by the Fire and Rescue Service and the Central Estates Team. Records must be maintained within the Trust's compliance system.

### **Fire Doors**

All fire doors and associated hardware must be inspected and maintained by a competent person. Records of all inspections, including any identified remedial actions and their completion, must be logged and retained within the Trust's compliance system.

Final exit doors must be inspected weekly by School Site Teams. A record of each inspection is to be maintained and stored in the compliance system.

### **Emergency Lighting**

Emergency lighting is designed to activate in the event of a failure of the normal lighting supply. While fire risk assessments will identify any site-specific requirements for lighting levels, as a minimum all final exit routes and access corridors must be provided with adequate emergency illumination.

Emergency lighting must be flash-tested monthly by School Site Teams using the installed key switches. In addition, a full annual test must be carried out by a competent person. Records of all testing, monthly flash tests, annual tests, and

any remedial actions, must be logged and stored within the Trust's compliance system.

### **Legionella Management**

Legionella bacteria are present at low levels in all water systems. In small quantities the bacteria are not normally harmful. However, they can become dangerous if allowed to proliferate. Growth is more likely when cold-water temperatures exceed 20°C, when hot-water temperatures fall below 50°C, or when water is permitted to stagnate, such as in dead-leg pipework or infrequently used outlets. Legionnaires' disease is typically contracted through the inhalation of aerosols containing Legionella bacteria.

Each school has an up-to-date Water Risk Assessment identifying any site-specific risks. Any remedial actions arising from the assessment must be completed as soon as practicable, with all documentation stored within the Trust's compliance system.

School Site Teams are responsible for the weekly flushing of low-use outlets to prevent stagnation. All flushing activities must be recorded and uploaded to the compliance system.

### **Portable Appliance Testing**

Portable Appliance Testing (PAT) refers to the examination of electrical appliances and equipment to ensure they are safe to use. While many electrical safety defects can be identified through a visual inspection, certain faults can only be detected through formal testing. Visual examination remains a critical part of the process, as some defects cannot be identified by testing alone.

A competent person must be appointed to carry out annual inspections of electrical equipment. Although some risk assessments may suggest that certain items, such as fixed lighting or desktop computers, do not require annual testing, for clarity and to avoid any ambiguity, all electrical equipment is to receive an annual inspection.

New electrical equipment should be supplied in a safe condition and should not require immediate formal PAT inspection or testing. However, a simple visual check should be undertaken to confirm the item is undamaged. The site lead must also be informed so the new equipment can be added to the asset register, ensuring it is not missed during the next scheduled annual inspection.

### **Gas Safety**

Maintenance of all gas installations must be carried out in accordance with relevant gas safety regulations. A competent technician must be appointed to undertake the annual servicing of gas appliances, installation pipework, and associated flues to ensure they are operating safely and efficiently.

Schools must verify that any contractor carrying out gas-related work is Gas Safe registered and holds the appropriate and valid certificates of competence for the specific type of work being undertaken (e.g. non-domestic systems).

In addition to heating plant, certain equipment, particularly within secondary schools, must also undergo a gas tightness test. This may include gas proving devices, science laboratory gas taps, design and technology equipment, and catering appliances. These items are also subject to annual inspection and testing.

All records of annual servicing, inspections, and any emergency works must be uploaded to and retained within the Trust's compliance system. This documentation forms part of ongoing assurance processes and will be used to inform capital investment planning.

### **Fixed Wire Testing**

Fixed wire testing, formally known as the Electrical Installation Condition Report (EICR), is the process used to inspect and assess an electrical installation's fixed wiring to ensure it is safe, compliant, and fit for continued use.

All schools must complete an EICR every five years. In some cases, due to site size or budget constraints, a school may opt to test 20% of the installation each year, subject to approval by the HoE. Where this approach is used, it must be clearly recorded which specific 20% of the installation has been tested annually. Additionally, a 100% visual inspection of the electrical installation must be completed each year to identify early signs of deterioration or failure.

All records, including EICR reports, visual inspections, and any remedial works, must be uploaded to and stored within the Trust's compliance system.

### **Working at Height**

Falls from height are one of the most common causes of serious workplace accidents and remain the leading cause of work-related fatalities. The Trust requires that all work at height is carefully managed to minimise risk.

Working at height must be avoided wherever reasonably practicable. Where it cannot be avoided, suitable measures must be taken to prevent falls, either by working from an existing safe place or by using appropriate equipment. All such activities must be assessed and recorded within the school's Working at Height Risk Assessment, which must be reviewed annually and stored in the compliance system.

Any equipment used for working at height must be suitable, stable, and sufficiently robust. Equipment must be visually checked before use and subject to periodic inspection to ensure ongoing safety. All Trust ladders and access equipment require a termly inspection, must display appropriate ladder tags, and all inspection records must be uploaded to the compliance system.

No high-level work is to be carried out during lone working. All activities must be planned and undertaken when multiple people are on site, ideally working in pairs so that ladders can be safely footed.

Use of access towers or mobile elevated platforms is permitted only for staff who have received appropriate training (e.g. PASMA, IPAF). All training records must be retained on the school's compliance system.

### **Lone Working**

Lone working should be avoided wherever possible. In certain roles, such as caretaking, limited lone working may be unavoidable. This must be reduced to the shortest duration reasonably practicable. A Lone Working Risk Assessment must be completed and appropriate control measures implemented.

### **Sports and Playground Equipment**

Equipment used for physical education and outdoor play must be maintained in a safe and serviceable condition at all times. To ensure continued safety, all sports and playground equipment must undergo an annual inspection by a competent person, supported by routine pre-use checks carried out by staff.

Any equipment identified as faulty, damaged, or unsafe must be immediately taken out of service and clearly marked or removed to prevent use. Repairs or replacements must be arranged promptly, and all inspection records, along with details of any remedial actions, must be uploaded to the Trust's compliance system.

### **Control of Substances Hazardous to Health (COSHH)**

Many materials or substances used or generated in the workplace have the potential to cause harm. These may include dusts, gases, vapours, or fumes that can be inhaled, as well as liquids, gels, or powders that may come into contact with the eyes or skin. Harmful microorganisms may also be present and can cause infection, allergic reactions, or toxic effects. Such risks can arise from everyday items including paints, cleaning agents, flour dust, solder fumes, blood, and waste materials.

Ill health caused by hazardous substances is preventable. While many substances can pose a risk, when used, stored, and controlled correctly, those risks can be effectively managed.

All schools are required to maintain an up-to-date COSHH Register for every substance used on site, and to ensure that staff have access to it. The register must include signed acknowledgements from staff confirming they have read and understood it. These records must be uploaded to the school's compliance system.

Where cleaning, catering, or grounds maintenance services are outsourced, the contractor is responsible for maintaining relevant COSHH documentation. This

information must be shared with the school, for example, by storing COSHH sheets inside cleaning cupboards and other relevant areas, so that staff remain aware of the substances used on site.

### **Radiation protection arrangements - Science**

Practical work involving radioactive substances must have clear educational value and be conducted in a safe and controlled environment. When planning any activity involving radioactive sources, staff must carefully consider the maturity, behaviour, and capability of the pupils involved.

All practical work with radioactive materials must be carried out in a laboratory and supervised by a qualified science teacher who has received appropriate training and has a sound understanding of radiological hazards and basic radiation protection principles.

Each school must appoint a Radiation Protection Officer (RPO). The RPO is responsible for ensuring that all work with radioactive materials complies with the requirements set out in the CLEAPSS Guide L93 – Managing Ionising Radiations and Radioactive Substances in Schools and Colleges.

The RPO, supported by the Trust's third-party Health & Safety consultants, will ensure that statutory tests, source leak checks, dose assessments, secure storage controls, and record-keeping requirements are completed and maintained in line with regulatory expectations.

### **Radon Gas**

Radon is a naturally occurring radioactive gas and can be a hazard in homes, schools, and workplaces. It is colourless, odourless, and tasteless, meaning it cannot be detected without specialised monitoring equipment. Radon is released from rocks and soil found throughout the UK, and levels can vary significantly between locations.

The Trust will carry out radon monitoring across all schools in line with relevant guidance. Monitoring results will be uploaded to and reviewed within the Trust's compliance system. Each school will also maintain a Radon Risk Assessment, which must be reviewed and updated every five years, or sooner if monitoring results or building changes indicate an increased risk.

### **Grounds Maintenance**

Across the Trust, we engage third-party grounds maintenance contractors to ensure that all school grounds are maintained to a consistent, high standard. This contracted model supports both the aesthetic presentation and the functional requirements of our outdoor spaces, while providing value for money and ensuring that grounds remain safe, accessible, and appropriate for school use.

Through robust contract management and regular performance monitoring, the Trust ensures that all grounds maintenance operatives are:

- Suitably trained and qualified.
- Fully insured for the activities they undertake.
- Competent to carry out the tasks set out in the ground's maintenance specification.
- In possession of an enhanced DBS check.

This approach ensures consistency, safety, and quality across all sites within the Trust.

### **Catering Arrangements**

For the majority of the Trust, catering services are delivered by third-party providers who supply high-quality, nutritious meals that support the health, wellbeing, and educational outcomes of pupils and staff. These services are designed to meet the diverse dietary needs of our school communities while ensuring value for money and operational efficiency.

Through effective contract management, the Trust ensures that catering providers:

- Employ trained and qualified staff with appropriate food handling and hygiene certifications.
- Comply fully with all relevant food safety legislation, including the Food Safety Act 1990 and associated regulations.
- Adhere to national nutritional standards for school meals, including the School Food Standards, providing balanced and age-appropriate meals that promote healthy eating habits.
- Take full responsibility for health and safety compliance within their operations, including risk assessments, allergen management, hygiene protocols, and safeguarding practices.

The Trust monitors performance against the agreed catering specification to ensure that providers consistently maintain high standards of service, food quality, safety, and compliance across all sites.

### **Cleaning Arrangements**

Cleaning services across the Trust are delivered through a combination of in-house teams and third-party contractors, depending on the operational needs of each school site. Regardless of the delivery model, the Trust is committed to maintaining clean, safe, and hygienic environments that support the wellbeing of pupils, students, staff, and visitors.

Through effective contract and operational management, the Trust ensures that all cleaning personnel, whether directly employed or provided through external contractors, are:

- Suitably trained in cleaning techniques, infection control measures, and the safe and effective use of cleaning chemicals.

- Fully compliant with all relevant health and safety legislation, including COSHH (Control of Substances Hazardous to Health) regulations.
- Responsible for maintaining high standards of cleanliness in line with the Trust's cleaning specification and any site-specific requirements.
- Accountable for implementing appropriate risk assessments and safe working practices, including the use of personal protective equipment (PPE), safe systems of work, and safeguarding protocols.

The Trust monitors cleaning standards regularly through scheduled audits and unannounced spot checks. This ensures consistency, compliance, and quality across all sites and helps maintain a safe, hygienic, and welcoming learning environment.