

# Health & Safety Policy



## The People's Learning Trust: Health & Safety Policy

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Health & Safety Policy	02.10.2025	Board of Trustees	02.10.2026

**For this policy the following representatives need to sign off this document:**

Role & Responsibilities	Name
Chair of Trustees	Alison Haynes
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CFOO	Linda McMullen
Director of Estates & Facilities	Steve Skupski

**Version History**

# Health & Safety Policy

Date	Version	Status	Summary of Changes

# Health & Safety Policy

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# Health & Safety Policy

## 1. Aims

### **The People's Learning Trust aims to:**

- Provide and maintain a safe and healthy environment across the Trust estate.
- Establish and maintain safe working procedures amongst staff, students and all visitors to the Trust estate.
- Have robust procedures in place in case of emergencies.
- Ensure that the premises, equipment and vehicles are maintained safely, and are inspected in line with statutory requirements set out in this policy and Every Compliance Checker (monitored through the Every Compliance system).

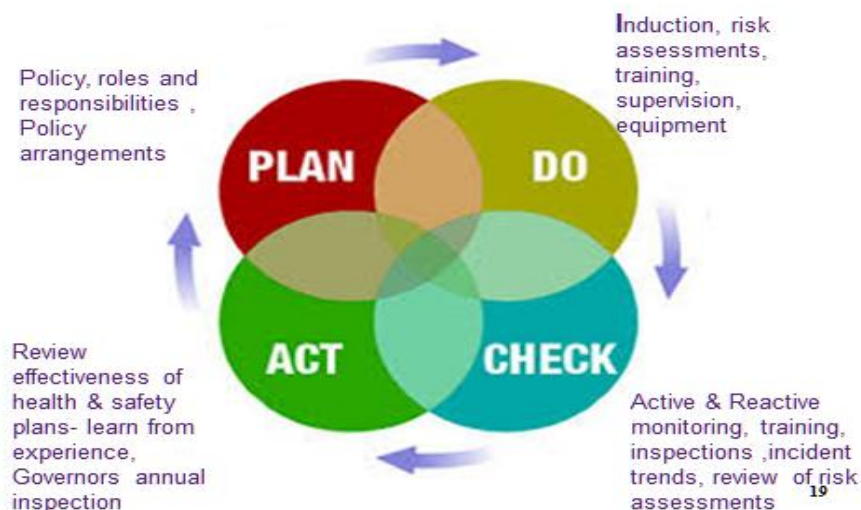
The People's Learning Trust's Health & Safety Policy is the start of our Health & Safety Management System (HSMS) and is relevant to all academies across the Trust. The purpose of a HSMS is to ensure that all relevant health and safety requirements are identified and that there is a structure in place for carrying them out to the correct standard and the required frequencies.

The HSMS promotes a cyclical approach to health and safety management that operates over an annual basis and is then repeated, with the aim of continually improving health and safety in the Trust and across all academies. This is in line with the Health & Safety Executive's Managing for Safety HSG65.

Health and safety management requirements and statutory inspection and maintenance requirements that need to be met by our academies are presented in the various sections of the HSMS.

The diagram below shows a pictorial representation of the Health and Safety Management System or management cycle.

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## 2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties' employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

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- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The People's Learning Trust follows [national guidance published by Public Health England](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#) and [Ofsted report a serious childcare incident](#)

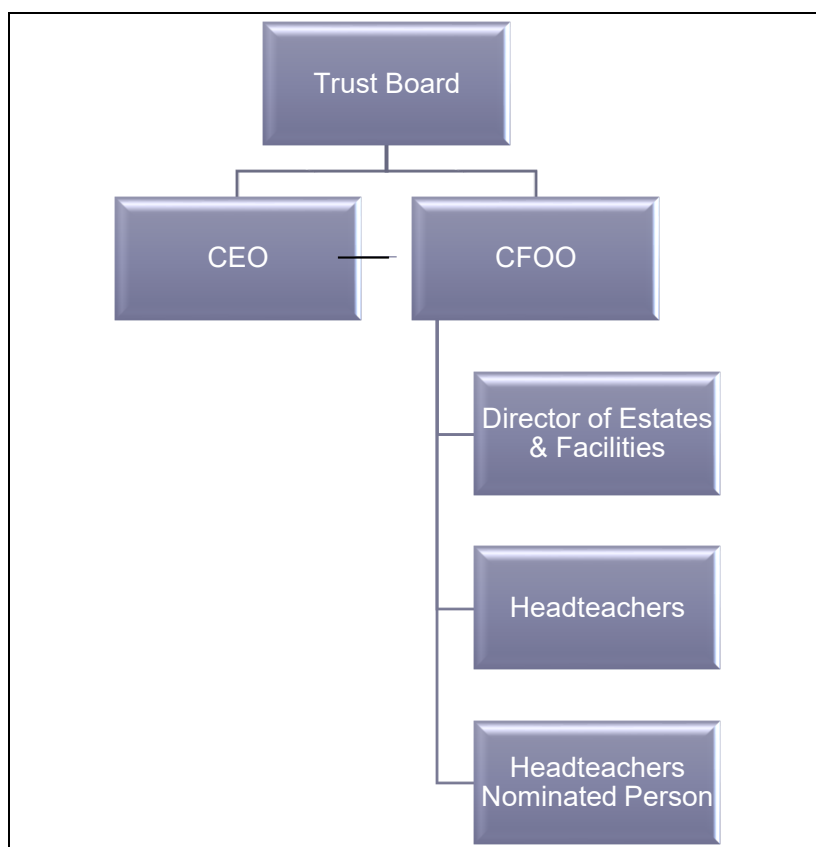
This policy complies with our funding agreement and articles of association.

- The People's Learning Trust will consult employees on health and safety issues. Consultation will be either direct or through a safety representative that is either elected by the workforce or appointed by trade unions. As set out in: [The Health and Safety \(Consultation with Employees\) Regulations 1996](#) and [The Safety Representatives and Safety Committees Regulations 1977](#)

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## 3. Organisations roles and responsibilities - Across the Trust Estate

### Trust Organisational Chart



### 3.1 The Trust Board

The Trust Board has responsibility for health and safety across the Estate through the CEO, who delegates day-to-day responsibility to the Director of Estates & Facilities and to Headteachers at each Academy through the scheme of delegation.



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The Trust Board has a duty to take reasonable steps to ensure that staff, students and visitors are not exposed to risks to their health and safety. This applies to activities on or off all academy premises.

The People's Learning Trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by academy activities in order to identify and introduce the health and safety measures necessary to manage those risks.
- Inform and consult employees about risks and the measures in place to manage them.
- Ensure that adequate health and safety training provision is provided.

## 3.2 Health and Safety Lead

The nominated health and safety lead / Competent Person at The People's Learning Trust is the Director of Estates & Facilities. The nominated health and safety lead will:

- As the designated 'competent person' for health and safety, maintain strategic oversight of Health & Safety across the Trust Estate.
- Ensure that the relevant legislation and good practices are in place and continually observed.
- Ensure our compliance system and our health and safety services provider are being managed and are delivering a high-quality product and service which meets the needs of academies.
- Develop and implement policies, procedures and processes concerning Health and Safety (including risk/emergency management).
- Promote and monitor safe working practices within the trust and provide regular reports to the Executive Team and Trustees where required.
- Actively monitor developments and changes in legislation in respect of health and safety requirements and advise on appropriate action as required.

## 3.3 Headteacher

The headteacher of an academy is responsible for that academy's health and safety, day-to-day and annually must feedback to the Trust on areas for improvement to policy/procedure.

This involves:

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- Implementing the Trust health and safety policy.
- Ensuring there is enough staff to safely supervise students.
- Ensuring that the academy buildings and estates are safe and inspected in line with statutory requirements ensuring the Every Compliance system is maintained and up to date.
- Use of Trust standardised templates and compliance systems (any supplementary policies or templates should be approved by the Trust).
- Providing adequate training for academy premises staff as advised by the Director of Estates & Facilities.
- Reporting to the local governing board and Director of Estates & Facilities on health and safety matters.
- Ensuring appropriate Evacuation & Lockdown procedures are in place and regular practice drills are held.
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff.
- Ensuring all risk assessments are completed and reviewed.

In the headteacher's absence, each academy will designate a member of the SLT or site FM to assume the above day-to-day health and safety responsibilities.

## 3.4 Local Governing Body (LGB)

Each Local Governing Body (LGB) will have responsibility for the following:

- Formulating a Health and Safety statement detailing the responsibilities for ensuring health and safety within the Academy.
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary.
- Providing appropriate resources within the establishment's budget for the implementation of the attached arrangements.
- Receiving from the Headteacher or other nominated member of staff reports on health and safety matters.

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- Promoting a positive health and safety culture and high standards of health and safety within the Academy.
- Monitoring academy compliance with Trust Health and Safety Policy and statutory obligations as well as challenging academies to ensure best practice is followed. LGB's should also have an oversight of Health and Safety risk.

## 3.5 Staff

Academy staff have a duty to take care of students in the same way that a prudent parent /guardian would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with the academy and trust in health and safety matters.
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken.
- Model safe and hygienic practice for students.
- Understand emergency evacuation procedures and feel confident in implementing them.

## 3.6 Students and parents/guardians

Students and parents/guardians are responsible for following each academies health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

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## 3.7 Contractors

Contractors will agree health and safety practices with the headteacher or site Facilities Manager/caretaker at each academy before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment and method statement of all their planned work.

## 3.8 Risk Assessments

The Trust will assess the risks to the health and safety of their employees while they are at work in accordance with Regulation 3 of the Management of Health and Safety at Work Regulations 1999.

All risks around the general workplace, building, grounds, rooms, workplace tasks, occupations, events and equipment involved will be assessed and approved by the Headteacher on a termly basis.

The person(s) undertaking the inspection will complete a report and action plan in writing and submit this to the headteacher & Director of Estates & Facilities and recorded in Every Compliance.

The responsibility for following up actions detailed in the safety inspection report will rest with the Academy Business Manager.

- Slip, Trip, Fall
- Movement around the site
- Housekeeping
- Corridors and stairs
- Main Hall

This list is not exhaustive, and other areas can be assessed based on the risks involved.

The risk assessments are to be reviewed on an annual basis or when there are changes to the building.

Specific risk assessments relating to individual people, e.g., employees with a medical condition or a young person/student are held on that person's file.

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## 3.9 Curriculum Activities

Safety policies and Risk Assessments for Curriculum activities will be carried out by the relevant Heads of Department and subject teachers using relevant Health and Safety Codes of Practice for Design & Technology, Science, Art and PE etc. Lesson risk assessments should be incorporated in either Schemes of Work or Lesson Plans and safety within lessons should be included in lesson observations.

**Heads of department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.**

The Business Manager will identify all work equipment in an equipment register and ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

## 3.10 Non-Curriculum Activities

Risk assessments for non-curriculum activities will be carried out by competent people in accordance with the trust policy

Risk assessments will be reviewed on an annual basis, when there has been a change in location, equipment, people or procedures and always after a reported accident and/or near miss. Staff carrying out activities should be made aware of risk assessments and any changes to risk assessments relating to their work.

## 3.11 Annual H&S Inspection

The Trust will ensure that an annual H&S audit is carried out by an external consultant to establish the needs of each Academy, and the findings and actions are recorded in Every Compliance.

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## 4. Buildings

### 4.1 Asbestos

In accordance with the control of Asbestos at Work Regulations 2012 each academy will have an asbestos management plan that will include:

- A current & valid Asbestos survey, an Asbestos register including plans showing the location and type of Asbestos. Arrangements for contractors to be made aware of the location of Asbestos and to sign a register confirming they have been made aware. The actions that should be taken if Asbestos is damaged or disturbed e.g. Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately and not re-commence until the area is declared safe.
- Academy site teams and responsible people are briefed on the hazards of asbestos, the location of any asbestos in the academy and the action to take if they suspect they have disturbed it.
- A survey/record is kept of the location of asbestos that has been found on the academy site and inspected on a monthly basis, reviewed annually or as required after any intrusive work.

Please see appendix 2 for further information.

### 4.2 Legionella

In accordance with the requirements of the HSE's Approved code of Practice for the control of Legionella L8 the Trust will ensure:

- That the use of systems that give rise to a foreseeable risk of legionellosis are avoided or, where this is not reasonably practicable, written schemes for minimising the risk from exposure are prepared, implemented and monitored
- A current legionella risk assessment will be completed for each individual academy and building across the estate, by a reputable water hygiene services contractor chosen by the trust. Each academy is responsible for ensuring that the identified operational controls are conducted and recorded in the Academy's Legionella logbook.

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Each risk assessment will be audited annually by the Director of Estates & Facilities and a member of the academy, and when significant changes have occurred to the water system and/or building footprint.

- The risks from legionella are mitigated by the following: A fully comprehensive service agreement with an appropriate service provider as defined by the trust. The Academy Facilities Manager/Caretaker will be responsible for the weekly low usage flushing and monthly temperature checks.
- Additional checks will be required, particularly when there are showers and after periods of non-use e.g. summer holidays and these requirements will be addressed by the Premises Manager and recorded in Every Compliance. Thermostatic temperature control valves are maintained on an annual basis to ensure correct operation.

## 4.3. Fire

Under the Regulatory Reform (Fire Safety) Order 2005 the 'responsible person' and is responsible for ensuring:

- A current fire risk assessment is located in the fire folder / logbook.
- The fire risk assessment is reviewed on an annual basis or when there are changes to the building.
- Remedial actions identified in the Fire Risk Assessment have been completed and signed off.
- The Director of Estates & Facilities is the Responsible Person for Fire Safety and for ensuring the fire risk assessment is undertaken and implemented.
- Written fire/emergency procedures are made available to all staff and included in the establishment's induction process.
- An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the site.
- Fire plans have been drawn up to assist the fire and rescue service on arrival. These are retained in the fire logbook.
- Emergency exits, fire alarm call points, fire appliances and assembly points are clearly sign posted with signs conforming to the "Health & Safety (Safety Signs and Signals) Regulations 1996. The locations of the above will be identified on the academy's site plan.

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- Where activities are being provided by non-academy/centre staff such as a third-party provider, the academy/centre will provide appropriate information, instruction and training on the establishment's emergency procedures and emergency contact details.
- All staff are fire marshals as they have specific responsibilities for assisting the safe evacuation of children and young people in their charge.
- Fire drills are carried out termly and performance recorded in the Every Compliance system.
- The Academy will maintain an inventory of all substances on site within the fire logbook and review this annually, indicating on plans their location within the building. All hazardous substances used in Science, Design Technology and Art must be stored in accordance with CLEAPSS guidance. [www.cleapss.org.uk](http://www.cleapss.org.uk)
- Displays- the Fire Authority recommends a maximum of 20% display of the total surface area, limiting display to 3m in length with a 1m fire break.

All documentation relating to fire safety including inspection, service, maintenance and repair records will be maintained in the Academy's fire logbook (with the Business Manager in the main office).

- Emergency contact and key holder details are maintained by the main office and.
- The following local checks are carried out and logged in the Every Compliance system by the Premises Manager / Academy Caretaker:
  - Daily checks of fire evacuation routes to ensure that they are clear
  - Weekly fire alarm call point tests
  - Monthly check of emergency lighting
  - Monthly Fire Marshal Inspection Checklist to include:
    - Fire doors to ensure they are in a good condition and easily opened
    - Emergency escape routes
    - Firefighting equipment to ensure that it is the correct location and not discharged

The following inspection and maintenance requirements are carried out by a contractor and inspection records/certificates are available:

- Maintenance and service of the fire alarm system
- Maintenance and inspection of the emergency lighting and batteries, including full discharge test.
- Annual firefighting equipment inspection



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- 6 monthly testing of fire shutters and annual maintenance

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. The fire risk assessment and inspections of the premises will be monitored through the compliance system with statutory checks facilitated through the appointed body to the Trust and site responsible persons.

Emergency evacuations are practiced at least once a term and managed by each academy Headteacher.

New staff will be trained in fire safety, and all staff and students will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire, and emergency services contacted. Evacuation procedures will also begin immediately.
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident, they can use them without putting themselves or others at risk. ***Do not fight a fire, get out, stay safe.***
- Staff and students will congregate at the signposted assembly points. These are to be determined locally by each academy and relayed to staff and students.
- Form tutors/class teachers will take a student register, which will then be checked against the attendance register of that day.

The Headteacher or nominated person will take a register of all staff.

- Staff and students will remain outside the building until the emergency services, headteacher or nominated person with responsibility say it is safe to re-enter.

Each academy will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities. Academies will determine this in their emergency plans or personal emergency evacuation plans (PEEPs).

A fire safety checklist can be found in Appendix 1 as a guide if required

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## 4.4 Housekeeping

Good standards of housekeeping across all areas of the Academy will be maintained by carrying out regular site inspections to include:

- Floors and Gangways:
  - Wet, greasy, dusty or dirty floors; spills or splashes of solids or liquids etc.
  - Unsuitable floor surface or covering; trailing cables; congestion; obstructions; inadequate lighting
- Furniture and Fittings
  - Check circulation routes are not impeded by the arrangement of furniture.
  - Check furniture is not damaged or unstable.
  - Check no furniture is in a dangerous condition, (rough wood, splinters, protruding screws, nails, loose components etc.
- Storage
  - Check accessibility, are shelf mountings secure, are shelves overloaded, are bulky items stored at waist height – not at high or low level, is storage logical and tidy, are storage areas kept secure, is access equipment available for high shelves e.g. a kick stool or step ladder
- Waste
  - Are there adequate containers for disposal of waste? Are they emptied regularly, check for waste accumulating on escape routes
  - Clinical waste such as **swabs, tissues** etc used for first aid treatment will be placed in the medical bins on site.
  - Incontinence waste such as **disposable nappies, stoma bag** etc will be placed in the hazardous waste disposal units on site
  - Items such as **needles, syringes and other sharps** will be placed in the “sharps bin”.

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- Welfare Facilities
  - Is there adequate storage for coats, personal belongings are facilities for making refreshments and eating snacks kept clean and tidy, is food stored in appropriate containers
- Fire
  - Flammable materials will be kept away from heat and ignition sources, stored in approved correctly labelled containers.

## 4.5 Lighting

- Each room or other space within the Academy will have lighting appropriate to its normal use and which satisfies any more specific requirements.
- The maintained illuminance of teaching accommodation must not be less than 300 lux on the working plane.
- Where visually demanding tasks are carried out there must be maintained illuminance of not less than 500 lux on the working plane.
- Light fittings must not produce a glare index of more than 19, where glare index measures the direct glare from light fittings which might be seen, for example, by someone looking up from their work.
- It is the responsibility of all staff to report any defects so that appropriate repairs can be instigated.

## 4.6 Contractor Management

The Trust recognises that the use of contractors in the academy environment has the potential to introduce additional hazards and risks that are not normally present and will ensure:

- The suitability and competence of the contractor is established prior to appointments by the provision of information as required in the new contractor application form and stored in the Every Compliance system
- Detailed risk assessments and method statements are provided by the contractor for the requested works.
- They obtain a permit to work or permission to undertake works which may involve hot work, working with asbestos, use of hazardous substances, roof access, etc

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- Information, instruction and training is provided where necessary to contractors on anything which may affect their health and safety.
- The co-operation and communication between all parties involved, to ensure the health and safety of all the workplace and anyone who is likely to be impacted by the work.
- All contractors must report to the academy reception where they will be asked to sign in and given the appropriate information and the appropriate identification badge.
- Contractors will be issued with guidance on fire procedures, asbestos management, local management health and safety arrangements and vehicle movement restrictions.
- If the contractors work involves carrying out of any building, civil engineering or construction work, and falls within the remit of **Construction (Design Management) Regulations 2015** and the new **School Estate Management Standards**, it is strongly recommended that advice and assistance is sought from the Director of Estates & Facilities.

## 4.7 Security across the Trust Estate

The Trust is responsible for the security of the academy estate sites in and out of academy hours. They are responsible for ensuring the intruder and fire alarm systems are maintained at each academy.

- Each academy is responsible for daily visual inspections of their respective site.
- The Headteacher and Deputy will maintain a list of key holders for emergencies and will inform the Executive Team of who they are.
- There is a Security risk assessment, and all actions have been implemented.
- The risk assessment is on an annual basis or when there are changes to the building.
- If necessary, expert advice is obtained to determine the security risks and precautions required to deal with them.
- Employee are provided with enough resources, information and training to implement the security procedures.
- Ensure that all visitors, contractors and agency employee adhere to the security arrangements.

## 4.8 Gas safety

In accordance with the Gas Safety (Management) (Amendment) Regulations 2023

- Each Academy will carry out annual gas safety to ensure compliance with the regulations

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- Establishing clear and well communicated emergency procedures for gas related situations.
- Inspections Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer as per the trust approved suppliers list.
- Gas pipework, appliances and flues are regularly inspected and maintained in line with statutory requirements.
- All rooms with gas appliances are checked by the Trust's approved provider/named individual to ensure that they have adequate ventilation

## 4.9 COSHH

Under the Control of Substances Hazardous to Health Regulations 2002 all academies are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals.
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the academy nominated person and audited by the trust, these are to be circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Hazardous substances and cleaning materials are sourced from an approved supplier in order to ensure non-hazardous substances or substances that present the lowest level of risk are used.

There is an inventory of chemicals (e.g. cleaning and maintenance products, hazardous substances kept on site including science, biology, swimming pools etc.), reviewed in annually.

Relevant Manufacturers Safety Data Sheets available for all cleaning/maintenance substances

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All academy staff are to use and store hazardous products in accordance with instructions on the product label. All hazardous products are to be kept in their original containers, with clear labelling and product information.

Any hazardous products are to be disposed of in accordance with specific disposal procedures, and all waste disposal certificates kept locally at each academy.

Emergency procedures, including procedures for dealing with spillages, are to be displayed near where hazardous products are stored and in areas where they are routinely used.

Employees using the substances are appropriately competent.

## 5. Grounds

### 5.1. Vehicles on site and use of private vehicles

The movement of vehicles presents a foreseeable risk in an Academy environment and will ensure:

- If pedestrian routes within the site are not clearly defined and segregated from vehicles a risk assessment should be in place demonstrating the controls in place to mitigate the risk to pedestrians.
- Vehicular access to the academy is restricted to academy staff and visitors only and not for general use by parents / guardians when bringing children to or collecting them from the academy.
- Academy gates are kept shut between 8:50am and 3pm
- Children's and parents' access shall be kept clear of vehicles
- Access from the road shall be kept clear for emergency vehicles.

### 5.2. External play equipment

Playground and sports equipment present foreseeable hazards in an academy environment and will ensure:

- Risk assessments are undertaken to identify all hazards and control measures
- External play equipment will only be used when supervised.
- Daily visual inspections are carried out by the Premises Manager
- Pre-use inspections are carried out by all users

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- Equipment should be checked daily by the Premises Manager for any apparent defects
- Termly formal inspections are carried out by the Premises Manager and recorded in Every Compliance
- Annual inspection will be carried out by a suitably competent contractor
- Records of all inspections to be kept in Every Compliance.

## 5.3. Tree safety and grounds maintenance

Trees can present significant hazards if not managed and maintained in a safe condition and will ensure that:

- Risk assessments are undertaken on the grounds and the maintenance activities that are carried out. e.g. leaf blowing, mowing, strimming
- Employees will only use equipment for which they are trained in line with the Provision & Use of Work Equipment Regulations 1999
- Professional tree inspections and maintenance are carried out where applicable and that records of this work are available.
- Visual grounds inspections and maintenance are carried out as necessary and that records are available.

## 5.4. General Grounds Risk Assessments

Risk assessments will be carried out and results stored in the risk section of the Every Compliance system for the following:

- Site Inspections (termly)
- Playgrounds
- MUGGA pitches
- Sports Fields

This list is not exhaustive, and other areas can be assessed based on the risks involved. New risk assessments are to be carried out on an annual or termly basis or when there are changes to the grounds.

## 6. Work Equipment / Lifting Equipment / Pressure Systems

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- **Work equipment** is almost any equipment used by an employee, student, and visitor whilst at work and includes:
  - Machines such as circular saws, drills, photocopiers, mowers, strimmer's, leaf blowers
  - Hand tools- screwdrivers, hammers, knives, chisels
  - Lifting equipment- hoists, lifting slings, stair lifts, changing beds
  - Other equipment such as ladder, trolleys, water pressure cleaners
  - Includes equipment which employees provide for their own use at work.
- **Lifting equipment** is any work equipment, including any lifting accessories, used in lifting operations, such as hoists, goods and passenger lifts, vehicle tail lifts fitted to vehicles, cleaning cradles and its suspension equipment, tele-handlers. The 'are relevant to all activities involving the lifting and lowering of loads, whether those loads are goods, equipment or people.
- **Pressure Systems** are concerned with equipment or systems which contain steam at any pressure, gases which exert a pressure in excess of 0.5 bar above atmospheric pressure or fluids, which may be mixtures of liquids, gases and vapours where the gas or vapour phase may exert a pressure in excess of 0.5 bar above atmospheric pressure. This could include, but would not be limited to, items such as compressors, air receivers, autoclaves, boilers and steam heating systems, pressure cookers and steamers, coffee machines and process plant and equipment.
- It is recognised that even simple hand tools can cause serious injuries through misuse, lack of training or poor maintenance. In accordance with the Provision and Use of Workplace Equipment (PUWER) Regulations 1998, Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and the Pressure Systems Safety Regulations 2000 and will ensure:
- A risk assessment of equipment is undertaken to take into consideration:
  - The individual hazards presented by the equipment
  - Appropriate selection of equipment for the task
  - Use
  - Inspection
  - Maintenance
  - Training



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- All equipment has conformity with EC requirements.
- Employees will only use equipment for which they have received adequate information, instruction and training. **Note:** other than the CDT Dept, only basic DIY tools can be used, e.g. drills, sanders, jig saws, etc.  
Prior permission must be given by the Health and Safety for operational staff to use higher-risk tools, e.g. angle grinders, circular saws, welding tools, wood turning lathes, chain saws, ride on mowers, etc.
- Only trained persons undertake any maintenance, repairs or modifications of work equipment.
- All dangerous parts of machinery/equipment designed with guards and protection devices are provided and used in line with manufacturer's instructions.
- There are documented local safe systems of work for the use of the equipment.
- Relevant warning signs are displayed by the equipment.
- Trained users carry out pre-use inspections.
- There are documented periodical user checklists to inspect the equipment.
- Employees are required to report to Business Manager or Premises Manager any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring, these should be raised as issues within Every Compliance system and assigned to the relevant owner.
- Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.
- All plant and equipment requiring statutory inspection and testing under health and safety legislation (i.e., steam boilers, compressors, lifting equipment, local exhaust ventilation, pressure cookers etc.) will be inspected by appropriate contractors/insurance company at specific intervals and recorded in Every Compliance
  - Maintenance and inspection of work equipment as required within the manufacturers / suppliers' instructions.
  - Detailed and thorough examination of lifting equipment who must then complete a written report. These examinations must be carried out before use for the first time, after assembly and before use at each location, and regularly, while in service, as follows:
    - 6 months, for lifting equipment and any associated accessories used to lift people
    - 6 months, for all lifting accessories
    - 12 months, for all other lifting equipment

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- Whole-system maintenance programme for pressure systems that considers factors such as age, uses and the environment to be identified and detailed in a written scheme of examination. Where statutory inspections of pressure system are required, these should be entered into Every Compliance so that arrangements for qualified inspectors to inspect the equipment or systems can be made, such inspections would need to repeat every 12 months.

## 7. Equipment

- All equipment will be registered and stored in the asset management system within Every Compliance.
- Machinery and vehicles are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place, the trust will support all academies with maintenance planning.
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

### 7.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.
- Any Student or volunteer who handles electrical appliances does so under the supervision of the member of staff who directs them.
- Any potential hazards will be reported to the relevant nominated person at each academy immediately.
- Only trained staff members can manually check plugs visual checks should be carried out each time they are used.
- Portable appliance testing (PAT) will be carried out by a qualified person in accordance with the Health and Safety Management Arrangements for Portable Appliance

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Testing and Inspection, and an asset register maintained and stored on Every Compliance.

- All isolator switches are clearly marked to identify their machine.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.
- The fixed wiring and electrical system is inspected by an electrical contractor on a five yearly basis and the inspection reports are available. All remedial actions are completed.

## 7.2 PE equipment

- Students are taught how to carry out and set up PE equipment safely and efficiently. Academy staff check that equipment is set up safely.
- Any concerns about the condition of the gym floor or other apparatus will be reported to the nominated person at each academy.
- Internal and external fixed equipment, e.g. climbing bars, will be inspected in line with guidelines and legislation.
- Equipment will be inspected on an annual basis and recorded in Every Compliance

## 7.3 Display screen equipment

All employees that are computer users complete the Display Screen Equipment Self-Assessment Checklist.

- All trust staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment arranged by the Academy Business Manager Via an approved training system. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.
- Staff identified as DSE users should have an annual eyesight test by a qualified optician (and corrective glasses provided if required specifically for DSE use) Please refer to individual academy arrangements for reimbursement.

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## 7.4 Specialist equipment e.g. for mobility impaired users

- Parents/guardians are responsible for the maintenance and safety of their children's wheelchairs. In each academy, staff promote the responsible use of wheelchairs.
- Oxygen cylinders are stored in a designated space, and academy staff must be trained in the removal storage and replacement of oxygen cylinders.
- Specialist hoists shall only be used by trained staff and will be inspected and maintained by nominated contractor.

## 7.5 Vehicles (Minibuses & Private Vehicles)

The list of topics below is aimed at reducing personal injury risk to vehicle occupants or those in third party vehicles. It is also intended to reduce liability risk for the Trust in the event of third-party injury involving a collision with a Peoples Learning Trust owned vehicle.

### Driving:

- Each driver must have a current & relevant license that indicates what People or classes of persons are entitled to drive, checked by the academy business manager
- Any person who is driving on the order or with the permission of the policyholder.
- Provided that the person driving holds a licence to drive the vehicle and is not disqualified from holding such a licence.
- A second driver would need to be available if the journey is longer than 3.5hrs in any one direction with a minimum break of 2 hours before return journeys.
- Frequent minibus drivers should undertake MIDAS training
- Employees who drive their private vehicle for work (this includes any activity in which a private vehicle is driven for the purpose of work, including travelling from the normal place of work to another location for a meeting) must have the relevant licence and Insurance checked and recorded annually and stored in the Every Compliance system.

### Vehicle:

- Vehicle(s) should be serviced and have a valid MOT at least annually and also additionally in accordance with manufacturer's instructions. Evidence of the service should be shared with the academy business manager and stored on Every Compliance

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- Should be fitted with working seatbelts on all seats.
- Vehicle should have clear seating capacity and configuration which is understood by the driver.
- A pre-journey checklist is available and should be filled in and also filed in the Academy office on the day of journey (or sent via smart phone before setting off)
- In addition to the checklist, clarify who is separately responsible for water, screen wash, oil and fuelling on a regular basis.
- Form of navigation to be used should be communicated in advance of travel and in line with new 2022 legislation on devices being in a cradle with single presses required by the driver

## Minibuses:

- The Academy Business Manager is responsible for undertaking checks on and the operation of minibuses in accordance with H&S Guidance.

## Route and Weather Planning:

- The driver must familiarise themselves with the planned route and any known hazards prior to setting off on the journey.
- Conduct met office weather warning check one day before and on the day of the journey.
- There are a number of new smart motorways in the North West (M62 J10-12, M6 J16-J19, M60/M62 J18-20) and elsewhere. The driver must be clear on how to drive on a smart motorway.

## 8. Lone working

Employees should be encouraged not to work alone in an academy where it cannot be avoided.

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Caretaker duties

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- Site cleaning duties
- Working in a single occupancy office

Employees who carry out duties relating to any of the above should follow the guidelines below:

- Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.
- Obtain permission from the Line Manager or Headteacher and notify him/her on each occasion when lone working will occur.
- Work involving potentially significant risks (for example work at height, operating dangerous equipment, etc) should not be undertaken whilst working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available
- Employees should not put themselves or others at risk.
- Employees should have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site, (e.g. when visiting homes), notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and also to pre-plan the route if the premises are unfamiliar).
- If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.
- The lone worker will ensure that they are medically fit to work alone.

## 9. Working at height

In accordance with Working at Height Regulations 2005, Academies will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. The trust can support with this if required.

- Work at height will be avoided where it is reasonably practicable to do so.
- Where this is not possible e.g. putting up displays, changing light fittings, etc.
- the Business Manager will ensure a risk assessment is conducted taking

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account of the fact that working from ladders and step ladders can only be carried out for ,

- 'low risk' activities, e.g. change a light bulb, putting up displays, etc
- light work (up to 10kg) and
- less than 30 minutes for any activity

**Note: for more than 5 minutes duration for work above 2 meters and the need to use mobile tower scaffolds**

- Where this is not possible and there are site specific hazards, e.g. cleaning gutters, collecting balls from roofs, etc., the Premises Manager will ensure a task specific risk assessment is conducted prior to carrying out the work and the risk reduced as far as is reasonably practicable including identifying measures for fragile roofs, guard rails, planning for emergencies and rescue, etc.
- A copy of the assessments will be provided to employees authorised to work at height.
- Employees who are required to work at height will receive appropriate training that will be refreshed every 3 years.
- Employees who are required to work at height will have access to appropriate equipment, e.g. a Foot stool (elephants' foot) for teaching and support staff
- Step ladders, ladders, platforms for the site team
- Employees who are required to work at heights must be suitably trained and for higher risks, then it must be delivered by specialist providers. Training must be refreshed every 3 years
- Employees who have access to the equipment will carry out inspections prior to use.

## 10. Manual handling

Under the Manual Handling Operations Regulations 1992 all manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will ensure:

- Where it is not reasonably practicable to eliminate these activities, a risk assessment involving objects or people will be carried out and the risk reduced as far as is reasonably practicable in accordance with the Manual Handling Operations 1992.

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- It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.
- When a risk assessment indicates that employees may be lifting loads above the recommended safe lifting levels, a specific assessment must be carried out identifying suitable control measures following the hierarchy of control.
- The assessment must be recorded in writing shared with employees.
- Specific training will be provided to employees that are required to carry out manual handling of loads and manual handling of people. For objects this needs to be refreshed every 3 years whilst for people it needs to be annually refreshed.
- Information and instruction is provided to employees on the health risks associated with manual handling.
- Employees are not expected to carry out manual handling operations which are unsafe or beyond their individual capabilities (managers must take account of employees concerns with regards to manual handling, reviewing the risk assessment if necessary).
- Any equipment provided to eliminate manual handling e.g. hoists, cranes, pallet trucks, etc are inspected as per the manufacturer's recommendations

Staff who carry out lifting are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use mechanical aid, such as a trolley, or ask another person for help.
- Take a more direct route that is clear from obstruction and is as flat as possible.
- Ensure the area where you plan to offload the load is clear.
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.



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## 11. Educational visits & off-site activities

When taking students off the academy premises, academies will ensure that:

- All trips and visits will be recorded on Evolve (or Evolve + for dangerous or oversees activity) and signed off by the appropriate EVC at least four weeks before the trip date.
- Risk assessments are completed where off-site visits and activities require them.
- All off-site visits are appropriately staffed.
- Staff will take an academy mobile phone, a portable first aid kit, and information about the specific medical needs of students along with the parents'/guardian's contact details.
- For academies without Early Years Foundation Stage there will always be at least one first aider on Academy trips and visits
- Academy's with Early Years Foundation Stage provision, for trips and visits with students in the Early Years Foundation Stage, there will always be at least one first aider with a current pediatric first aid certificate.
- For other trips, there will always be at least one first aider on Academy trips and visits.
- Please also refer to the minibuss policy

## 12. Lettings

This policy applies to lettings. Those who hire any aspect of an academy site or any facilities will be made aware of the content of the trust/academy's health and safety policy and will have responsibility for complying with it.

## 13. Violence & Aggression at work

The People's Learning Trust believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

Risk assessments are carried out to identify all possible situations and tasks during which violence and aggression may occur and what precautions are in place to reduce the likelihood.

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All staff will report any incidents of aggression or violence (or near misses) directed at themselves to their line manager/headteacher/HR immediately including reporting on the relevant system. This applies to violence from students, visitors or other staff.

Counselling is offered to employees following violent, aggressive, or abusive behaviour.

## 14. Smoking

Smoking or vaping is not permitted anywhere across the Trust Estate

## 15. Infection prevention and control

The Trust follows national guidance published by Public Health England and The Department for Education when responding to infection control issues. We will encourage staff and students across the trust to follow the good hygiene practice, outlined below, where applicable.

**Reference appendix 4** - for recommended absence periods for preventing the spread of infection.

### 15.1 Handwashing

- Wash hands regularly for 20 seconds with liquid soap and warm water or use a hand sanitiser and dry with paper towels.
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings.

### 15.2 Coughing and sneezing

- Cover mouth and nose with a tissue, dispose of tissue immediately, do not reuse.
- Wash hands for 20 seconds with liquid soap and warm water or use a hand sanitiser after using or disposing of tissues.
- Spitting is forbidden and will be dealt with in line with the trust's disciplinary procedures.

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## 15.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles, face shields and or face masks if there is a risk of splashing the face or contamination via airborne particles. The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron.
- Use the correct personal protective equipment for the task or incident being dealt with.

## 15.4 Cleaning of the environment

- Secondary Academies - Clean the environment frequently and thoroughly.
- Primary Academies - Clean the environment, including toys and equipment, frequently and thoroughly.
- Where a member of staff or student shows symptoms of a contagious viral infection, all surfaces must be cleaned and disinfected.
- Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues) should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

## 15.5 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment.
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface.
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below.
- Make spillage kits available for blood spills.

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- Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

## 15.6 Laundry

- Wash laundry in a separate dedicated facility.
- Wash soiled linen separately and at the hottest wash the fabric will tolerate.
- Wear personal protective clothing when handling soiled linen.
- Do not shake dirty laundry, this minimises the possibility of dispersing any contamination through the air.
- Bag children's soiled clothing to be sent home, never rinse by hand.
- Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

## 15.7 Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins.
- Remove clinical waste with a registered waste contractor.
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.
- Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas if you feel there is a risk of wider contamination or until the waste has been stored for at least 72 hours.
- If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.
- All waste disposal certificates are to be retained on site and available for inspection at any time.

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## 15.8 Animals

- Wash hands before and after handling any animals.
- Keep animals' living quarters clean and away from food areas.
- Dispose of animal waste regularly and keep litter boxes away from students.
- Supervise students when playing with animals.
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet.

## 15.9 Students vulnerable to infection

Some medical conditions make students vulnerable to infections that would rarely be serious in most children. The Academy will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/guardian will be informed promptly, and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

## 15.10 Exclusion periods for infectious diseases

All academies will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 4. In the event of an epidemic/pandemic, The People's Learning Trust and all academies will follow advice from Public Health England about the appropriate course of action.

## 16. New and expectant mothers

Risk assessments will be carried out and logged whenever any employee or student notifies the Academy that they are pregnant, these are to be completed by the responsible Health & Safety lead or Line Manager. It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had

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chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.

- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.
- In order to protect their own health and that of their unborn child, women who are, or who may be, pregnant should avoid close contact with livestock animals.

## 17. Occupational stress

The People's Learning Trust and its academies are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within each academy for responding to individual concerns and monitoring staff workloads. At the discretion of the line manager access to Occupational Health or Counselling may be arranged.

The Trust takes a proactive approach to managing stress in the workplace in line with HSE guidance by assessing risks in the following areas:

- Demands
- Control
- Support
- Relationships
- Role
- Change

The academy may need to take immediate action to review the employee's job role. Appropriate actions would be discussed with the employee affected to determine what work they feel they can undertake. Reasonable adjustments may be agreed

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## 18. Accident & Incident reporting

### 18.1 Student Accident & Incident records

- Any accident or incident involving a student should be recorded in the relevant system, the record will be completed as soon as possible after the accident/incident occurs by the member of staff or first aider who deals with it (this includes accidents whether injury is immediately known or not).
- As much detail as possible will be supplied when reporting an accident/incident including witness statements.
- Recording in the relevant system enables Information about injuries to be recorded and reported on by the trust.
- Records held in the system and accident book will be retained by the academy for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.
- Accidents linked to a road traffic incident whilst using an academy mode of transport whether minibus, taxi or private vehicle should be reported immediately to the academy and the points above followed

### 18.2 Staff Accident & Incident records

- Any incident or accident reporting that involves a member of staff will be recorded in the relevant system, this recording process replaces the need for an accident book and complies with legislation. Entering this information allows reporting to be gathered at Trust level.
- If an academy wishes to keep an accident book as well as the above, that is acceptable, recordings must be made in both the accident book and in the relevant system.

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## 18.3 Accident & Incidents RIDDOR reporting

- An *accident* is an unplanned, unwanted event however minor that causes injury to people, damage to property or other loss.
- A *near miss* is a similar unplanned event without consequent injury or loss, but which had the potential to do so. Reporting these incidents help identify any weaknesses in operational procedures as deviations from normal good practice may only happen infrequently but could have potentially high consequences
- A *dangerous occurrence* is something that happens in connection with the work of the Academy and is included in the relevant schedule of the RIDDOR Regulations.
- A *lost time accident* is an accident which is not RIDDOR reportable but involves lost time from work or possibly required first aid treatment.
- The RIDDOR Regulations are the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995
- Industrial Injury and industrial illness have specific meanings that relate to state benefit payments. For the purpose of this arrangement industrial injury is any work-related injury or illness. A work-related injury is caused or exacerbated by the work tasks, demands or environment that obtains at work.

The nominated person at each academy will keep a record of any accident/incident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7) and report these to the Director of Estates & Facilities and in the relevant system.

The Headteacher will carry out an investigation into the incident and in agreement with the Director of Estates & Facilities will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations



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- Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - 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 requires resuscitation or admittance to hospital for more than 24 hours
- 
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days.
  - Where an accident leads to someone being taken to hospital
  - Where something happens that does not result in an injury but could have done.
  - Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to Academy's include, but are not limited to:
    - The collapse or failure of load-bearing parts of lifts and lifting equipment
    - The accidental release of a biological agent likely to cause severe human illness.
    - The accidental release or escape of any substance that may cause a serious injury or damage to health.
    - Electrical short circuit or overload causing a fire or explosion.

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

RIDDOR reporting in schools: [Incident reporting in schools \(accidents, diseases and dangerous occurrences\) EDIS1](#)

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## 18.3 Notifying parents/guardians - Academies with Early Years Foundation Stage

The nominated person at each academy will inform parents/guardians of any accident or injury sustained by a student in the Early Years Foundation Stage, and any first aid treatment given on the same day, or as soon as reasonably practicable.

## 18.4 Reporting to child protection agencies - Academies with Early Years Foundation Stage

The nominated person at each academy will notify the relevant local child protection agencies of any serious accident or injury to, or the death of, a student in the Early Years Foundation Stage while in the Academy's care.

## 18.5 Reporting to Ofsted

The nominated person at each academy will notify Ofsted of any serious accident, illness or injury (including food poisoning affecting at least 2 children) to, or death of a student in the Early Years (Nursery only) while in the Academy's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

## 18.6 Critical Incident Planning:

The trust, and each academy will have in place a critical incident plan outlining the recovery process in case of an emergency event, or events, which involve the experience of significant personal distress to a level which potentially overwhelms normal responses and procedures which is like to have emotional and organisational consequences.

- There is an emergency management plan in place which firstly considers various types of emergencies and how the Academy is placed to deal with them, and secondly to give the Academy community confidence when faced with a crisis.
- The critical incident plan & lockdown procedures are in line with the new legislation Martyn's Law, officially the Terrorism (Protection of Premises) Act 2025
- The emergency plan will consider arrangements for adverse weather including extreme heat.
- There are Lockdown procedures.
- Staff will be briefed on the contents of the emergency plan and their roles and responsibilities on induction and an annual refresher at the start of each academic year.
- Training and exercising can help ensure the plan is fit for purpose and that the procedures outlined in the plan for dealing with an emergency can be carried out effectively if an emergency does occur.

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- Each Academy will carry out an exercise, simulating an emergency situation, at least once per year.

## 19. Training - Across the Trust Estate

Staff at The People's Learning Trust should be provided with health and safety training as part of their induction process.

Staff who work in high-risk environments, such as in science labs or with woodwork equipment, or work with students with special educational needs (SEN), should be given additional health and safety training.

Staff who are responsible for driving academy vehicles are appropriately qualified to drive vehicles, documentation is checked annually, and training records are monitored and updated each year in line with policy.

## 20. Noise

Under the Control of Noise at Work Regulations 2005 the Head teacher on behalf of the Governing Body will identify activities e.g. use of machinery, power tools, or petrol strimmer's by premises/caretaking staff, etc., that expose their employees and others to the damaging effects of noise e.g. hearing loss. A simple guide to establish whether a workplace requires a detailed noise risk assessment is:-

- Employees have to raise their voices to carry out a normal conversation when about 2m apart for any part of the day.
- Employees use noisy powered tools or machinery for more than half an hour each day (including employees and students in DT Departments).
- Employees are exposed to impact noises such as pneumatic impact tools or hammering.
- Employees and students playing of loud music in Music departments; and
- Employees have raised their concerns about noise levels within the service area and have requested the use of/or wear hearing protection.

It is the responsibility of Trust/Headteachers to ensure:

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- A competent person carries out a suitable and sufficient noise risk assessment
- New plant or equipment is assessed prior to procurement, for the lowest reasonable noise emitting levels. Headteachers should request specific information from manufacturers/suppliers prior to purchase/hire to ensure so far as is reasonably practicable that noise exposure is below the 2nd action level
- They prevent personal exposure to noise levels exceeding the upper exposure limit values.
- They provide employees (and students) with adequate hearing protection and enforce its use when noise levels are above the upper exposure action value, where such exposure cannot be reduced at source.
- Hearing protection is available to employees upon request when noise levels are above the lower exposure action value.
- They arrange routine noise health surveillance within their service area when the noise risk assessment indicates a risk to employees' health.
- They arrange pre-employment health screening for all new 'at risk' employees.
- 'At risk' employees within their service area are given suitable information, instruction, and training on noise risks and the appropriate controls.
- Any conflicting issues that they cannot resolve are escalated to a senior manager.

## 21. Vibration

Under the Control of Vibration at Work Regulations risk assessments of any activities that expose their employees and others to the damaging effects of vibration will be carried out e.g. hand arm vibration syndrome (HAVS). Such activities might include use of machinery, power tools, or petrol strimmer's by premises/caretaking staff.

- A competent person carries out a suitable and sufficient vibration risk assessment.
- The risk assessment is reviewed annually or when new equipment or processes are introduced
- If your risk assessment indicates that employees may be exposed above the exposure limit value or the exposure action value, any control measures which you implement are based on the general principles of prevention
- If employees are likely to be exposed above the daily exposure value, immediate action is taken to reduce the exposure below the limit value

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- Records are maintained identifying what vibrating equipment employees use and how often they use them Health surveillance is provided to employees who continue to be regularly exposed above the (EAV) and records are maintained
- Any health surveillance records are treated as confidential (and retained for a period of at least 50 years)
- Information and training is given to employees on health risks and the control measures which are in place.
- All new employees who are likely to be exposed to vibration complete the 'initial checklist' prior to undertaking their duties (contact Occupational Health Unit )
- All existing employees exposed to vibration complete an annual vibration checklist
- Any new equipment which is procured has the lowest possible vibration magnitude, contact the manufacturers for this information

## 22. First Aid

Adequate first aid provision and first aid facilities are in place in line with the requirements of the Health & Safety (First Aid) Regulations 1981 and will nominate a First Aid Coordinator/Business Manager who will ensure that:

- A First Aid Needs Assessment is carried out to determine the provision of appropriate First Aiders during periods before and after the Academy day, during events, holidays and when lone working takes place.
- That First Aiders have a current certificate and that new people are trained should first aiders leave.
- There are checks every term that the contents of first aid boxes and, if required, defibrillators are complete and replenished as necessary.
- A travel first aid kit is available and is taken by an appointed member of staff when taking a group of children out of the academy.

Where the first aider or Headteacher considers that hospital treatment is required the Academy should summon the emergency services for transport by ambulance.

If, despite being fully appraised of the situation, the emergency service does not consider it necessary for transport by ambulance, but the academy consider that further medical advice is required, the academy should contact the students next of kin. If the next of kin cannot be contacted and/or do not have access to own transport, the academy can, **only** in these

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**exceptional** circumstances arrange to transport the injured person using their academy staff transport.

Please note they must be accompanied by an additional responsible adult to support the injured person. A member of staff should stay with the injured child until their parents/guardians arrive at the hospital.

## 23. General Tasks Risk Assessments

Where required appropriate risk assessments will be carried out for the following works

- Confined Spaces
- Adverse weather
- Working with Live Electrical Equipment
- Cleaning

This list is not exhaustive, and other areas can be assessed based on the risks involved. The risk assessments are to be reviewed on an annual basis or when there are changes.

## 24. Personal Protective Equipment (PPE)

In accordance with the Personal Protective Equipment Regulations 1992 (as amended) the wearing of PPE clothing and or equipment is considered to be the last line of defence against a hazard to health that cannot be eliminated or controlled by other means. The Trust/Headteacher will ensure that there are arrangements to ensure:

- A full risk assessment is carried out to identify specific hazards and the most appropriate risk controls.
- The assessment also identifies whether any PPE is required by employees to protect against residual risks.
- PPE is provided as a last resort, collective measures are preferable over individual measures (engineering controls, safe systems of work).
- Employees are not charged for PPE which they are issued with (including replacement PPE).
- Replacement PPE is readily available for those who require it, and it is easily obtained.
- A signed record is available for the issuing of PPE to employees.

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- A system is in place for the maintenance, testing and cleaning of PPE that follows the manufactures instructions.
- Suitable storage is made available to prevent against damage, sunlight, heat, loss and contamination.
- All employees are provided with Information, instruction and training on the risk(s), which the PPE will protect, the correct application, use, maintenance and cleaning of PPE. (Manufacturers guidance is suitable).
- When issuing PPE, you take account of the ergonomic factors of each individuals requirements e.g. beards, face size, hand size etc (not a one size fits all approach) and Face Fit Testing is carried out.
- The PPE does not create another hazard by wearing it (limiting visibility, movement).
- Any PPE which is provided to employees bares the CE mark.
- Employees are supervised to ensure they wear PPE, if PPE has been identified as a risk control measure, then it must be worn at all times.

## 25. Monitoring - Across the Trust Estate

This policy will be reviewed by the trust Director of Estates & Facilities annually.

At every review, and including any amendments, the policy will be approved by the Trust Board.

## 26. Links with other policies

This health and safety policy links to the following policies and documents:

- First aid
- Premises management policy
- Risk assessment
- Supporting students with medical conditions
- Accessibility plan
- Educational Visits
- Minibus
- GDPR – Sharing of Information

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## 27. Sign off

<b>Presented &amp; Approved by Trust Board</b>	
<b>Signed by Chair of Trust Board</b>	
<b>Name of Chair of Trust Board</b>	
<b>Date</b>	
<b>Version</b>	
<b>Date of next Review</b>	



# Health & Safety Policy

## Appendix 1. Fire safety checklist (example only)

ISSUES TO CHECK	YES/NO
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and students understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	
ISSUES TO BE CHECKED ON THE COMPLIANCE MANAGEMENT SYSTEM ONLINE	YES/NO
Fire Alarm System checks Weekly, 6 Monthly, annually	
Fire Doors Monthly	

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ISSUES TO CHECK	YES/NO
Fire Evacuation Practices Termly	
Fire Evacuation Routes check daily	
Fire Extinguishers, Fire blankets Weekly Annually.	
Emergency Lighting Monthly, annually.	

# HEALTH & SAFETY POLICY



## Appendix 2. Asbestos record

- Asbestos Management Policy and Records are held at each Academy
- In accordance with the control of Asbestos at Work Regulations 2012 Head teacher on behalf of the Governing Body is the 'responsible person' and will ensure:
- A current and valid asbestos survey has been carried out by a qualified person.
- There is an Asbestos Management Plan held on site.
- Carry out a risk assessment of any work with asbestos and asbestos-containing materials in order to determine whether it is 'licensable' (work notifiable to the HSE at least 14 days in advance of starting intended work), 'notifiable non-licensed work' or 'non-licensable'.
- Only contractors licensed by the HSE will be used for licensable of asbestos-containing materials and advice will be sought by the competent Asset providers prior to commencing the work.
- In order to ensure that no fibres are released during the works, only competent contractors will be used for 'notifiable non-licensed' and 'non-licensable work' of asbestos-containing materials and a Permit to Work authorising the works will be completed prior to starting. Advice will be sought by the competent Asset providers prior to commencing the work.
- The person who assists the Head teacher in the management of asbestos within the Academy is the Premises Manager who is responsible for ensuring that,
- Maintaining the Asbestos Management Plan and ensuring that it is available for inspection (Corporate retentions policy 40 years).
- All remedial actions have been recorded in Every Compliance and carried out.
- The asbestos register is held in Main Office or Sign in desk, and will be made available to all staff, visiting contractors and their employees prior to carrying out inspections, maintenance, repair or construction activities who will sign the 'signing in' sheet. These will be held in the Asbestos Management Plan.
- Note: areas such as those above 3m in height, ceiling voids, etc. will not have been surveyed and thus asbestos should be presumed to be present in such areas until confirmed otherwise. This includes even small jobs such as installing telephones or computers, putting up shelving, display boards or installing security services.

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- Ensuring that under no circumstances staff drill or affix anything to walls without first obtaining approval.
- They minimise the potential for accidental exposure when work is to commence on assumed or identified asbestos that is not licensable works by controlling working methods of staff and contractors through the completion of a risk assessment and a permit to work.
- If there is a potential to disturb asbestos containing materials (ACM), all relevant employees are clear on the location. Time, date and persons notified will be held in the Asbestos Management Plan.
- All work on the fabric of the building or fixed equipment by academy staff or contractors is entered in the Asbestos Management Plan and signed by those undertaking the work.
- Together with the Headteacher/Principle, they receive training every 3 years to ensure they can fulfil their responsibilities and maintain records in the Asbestos Management Plan.
- The Asbestos Register and Management Plan is reviewed annually.

## Appendix 3. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for academy's and other childcare settings from Public Health England. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check.](#)

Infection or complaint	Recommended period to be kept away from an academy or nursery
<b>Athlete's foot</b>	None.
<b>Campylobacter</b>	Until 48 hours after symptoms have stopped.
<b>Chicken pox (shingles)</b>	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school.

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Infection or complaint	Recommended period to be kept away from an academy or nursery
	A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
<b>Cold sores</b>	None.
<b>Pandemic</b>	The People's Learning Trust follows guidelines from the DfE and Public Health England. All academies in the Trust have individual risk assessments and these should be referred to along with current guidelines.
<b>Rubella (German measles)</b>	5 days from appearance of the rash.
<b>Hand, foot and mouth</b>	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
<b>Impetigo</b>	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
<b>Measles</b>	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
<b>Ringworm</b>	Exclusion not needed once treatment has started.
<b>Scabies</b>	The infected child or staff member should be excluded until after the first treatment has been carried out.

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Infection or complaint	Recommended period to be kept away from an academy or nursery
<b>Scarlet fever</b>	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or guardians and staff.
<b>Slapped cheek syndrome, Parvovirus B19, Fifth's disease</b>	None (not infectious by the time the rash has developed).
<b>Bacillary Dysentery (Shigella)</b>	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
<b>Diarrhoea and/or vomiting (Gastroenteritis)</b>	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
<b>Cryptosporidiosis</b>	Until 48 hours after symptoms have stopped.
<b>E. coli (verocytotoxigenic or VTEC)</b>	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.

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Infection or complaint	Recommended period to be kept away from an academy or nursery
<b>Food poisoning</b>	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
<b>Salmonella</b>	Until 48 hours after symptoms have stopped.
<b>Typhoid and Paratyphoid fever</b>	Seek advice from environmental health officers or the local health protection team.
<b>Flu (influenza)</b>	Until recovered.
<b>Tuberculosis (TB)</b>	Students and staff with infectious TB can return to an academy after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Students and staff with non-pulmonary TB do not require exclusion and can return to an academy as soon as they are well enough.
<b>Whooping cough (pertussis)</b>	A child or staff member should not return to an academy until they have had 48 hours of appropriate treatment with antibiotics, and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
<b>Conjunctivitis</b>	None.
<b>Giardia</b>	Until 48 hours after symptoms have stopped.
<b>Glandular fever</b>	None (can return once they feel well).
<b>Head lice</b>	None.

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Infection or complaint	Recommended period to be kept away from an academy or nursery
<b>Hepatitis A</b>	Exclude cases from an academy while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
<b>Hepatitis B</b>	Acute cases of hepatitis B will be too ill to attend an academy and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
<b>Hepatitis C</b>	None.
<b>Meningococcal meningitis/ septicaemia</b>	If the child has been treated and has recovered, they can return to the academy.
<b>Meningitis</b>	Once the child has been treated (if necessary) and has recovered, they can return to the academy. No exclusion is needed.
<b>Meningitis viral</b>	None.
<b>MRSA (meticillin resistant Staphylococcus aureus)</b>	None.
<b>Mumps</b>	5 days after onset of swelling (if well).
<b>Threadworm</b>	None.
<b>Rotavirus</b>	Until 48 hours after symptoms have subsided.