

Health and Safety Policy

The Board of Trustees, CEO and Strategic team are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to demonstrate this commitment in every aspect of their work.

| | |
|--|--|
| This policy was created and ratified by the Trust Board in: | Feb 26 |
| The policy owner is: | COO |
| This Policy is: | Statutory Policy |
| This policy is to be published on the: | Website (for external visibility) |
| This policy is based on: | NCC |
| This policy will be reviewed by the Trust Board in: (unless earlier review is recommended by the Trust) | Feb 27 |
| Policy Version: | V6.0 |
| Signed by the Chair of the Board of Trustees | John Smith |

| Version Number | Effective Date | Author | Summary of Changes |
|---------------------------------------|----------------|-----------------------|--|
| V4 | June 2022 | Estates Manager | Previous approved version. |
| V5 (<i>implied interim updates</i>) | 2023–2025 | Estates Manager / COO | Interim updates noted in PDF as “UNDER REVIEW – INTERIM USE ONLY”. No formal Board-approved version recorded. |
| V6 | Feb 2026 | COO | Governance & Ownership <ul style="list-style-type: none"> • Policy owner changed from <i>Estates Manager</i> → <i>COO</i>. • Review cycle changed from <i>3 years</i> → <i>annual review</i>. • Updated signatories and dates (Chair & CEO). |
| V6 | Feb 2026 | COO | Structural & Organisational Changes <ul style="list-style-type: none"> • Expanded CEO/COO responsibilities, including explicit duties around culture, communication, competent persons, and resource allocation. • Introduction of Executive Headteacher role and clarified delegation lines. • Strengthened expectations for LAB oversight and reporting. |
| V6 | Feb 2026 | COO | Risk, Compliance & Process Enhancements <ul style="list-style-type: none"> • Risk assessment section expanded to include Trust-wide template, retention periods, and alignment with the Risk Management Policy. • Accident reporting moved from paper/first-aid book → mandatory online portal with 24-hour RIDDOR escalation requirement. • Clearer separation of accident reporting vs. accident investigation responsibilities. |
| V6 | Feb 2026 | COO | Contractor & DBS Requirements <ul style="list-style-type: none"> • New requirement: all contractors must have DBS checks, or be escorted at all times. • Strengthened expectations for RAMS, permits to work, and reporting obligations. |
| V6 | Feb 2026 | COO | Compliance Policies Added or Updated <ul style="list-style-type: none"> • New cross-references to: Fire Safety, Legionella, Manual Handling, Work Equipment, Asbestos Management, DSE, Hazardous Substances, and Vehicle Use policies. • Expanded asbestos responsibilities including identification of a “responsible person” and annual register updates. |
| V6 | Feb 2026 | COO | Operational Clarifications <ul style="list-style-type: none"> • More detailed expectations for safe systems of work, lone working, PPE, machinery, electrical safety, and housekeeping. • Updated minibus requirements: mandatory pre-use checks and 3-year training cycle. • Updated fire safety expectations including PAT restrictions on personal electrical items. |
| V6 | Feb 2026 | COO | Cultural & Wellbeing Emphasis |

| | | | |
|----|----------|-----|--|
| | | | <ul style="list-style-type: none"> • New commitments around staff and pupil wellbeing integrated into H&S culture. |
| V6 | Feb 2026 | COO | <p>Formatting & Structural Improvements</p> <ul style="list-style-type: none"> • Rewritten for clarity, consistency, and alignment with Trust-wide compliance framework. • Supporting documents and policies expanded and standardised. |

Wensum Trust

Part 1: Trust Board - Our Commitments

Statement of Intent

Effective health, safety and well-being management is an integral feature of our Trust's overall education performance. Our main objective is to provide and maintain a safe and healthy environment for our staff and pupils and others with whom we work, in a balanced and sensible way, that supports our wider learning objectives.

We will achieve this by:

- Developing and maintaining a positive health and safety culture with an emphasis on continually improving our performance, considering human and cultural factors
- Ensuring that health and safety management is an integral part of decision making and organisational processes
- Adopting a sensible and proportionate approach to managing risks, with well-informed decision-making processes for higher risk activities and ensuring a disproportionate amount of time is not spent on trivial or everyday risks
- Encouraging and supporting the personal well-being of staff and pupils through our practices and approach to school life
- Providing a safe and healthy working environment for our staff, pupils and others, that also supports personal well-being.
- Ensuring safe working methods are in place and providing safe equipment.
- Communicating and consulting with our staff and their trade union representatives
- Complying with statutory requirements and where possible best practice
- Investigating and learning the lessons from accidents and work-related ill health incidents
- Providing effective information, instruction and training to enable our staff to be competent in their roles
- Ensuring adequate resources are available to fulfil our health, safety and well-being responsibilities and objectives

We recognise that overall responsibility for health and safety lies with all levels of management having direct responsibility for activities and staff under their control. For these commitments to be effective, employees throughout the Trust must play their part in creating and sustaining a positive health and safety culture and must take responsibility for their own well-being with the encouragement and support of their managers.

Name of Chair of Governors/Trust Board: John Smith

Date: 20/05/2026

Name of CEO: Daniel Thrower

Date: 20/05/2026

In line with the Health and Safety Organisation set out in Part 2 of this Policy, it is the responsibility of all line managers to ensure compliance with health and safety arrangements within their areas of responsibility. From time to time, health and safety arrangements are adopted for the control of risk and reflect the procedures that are to be followed within the academy.

Review date: 09/02/2027

Part 2 - Health & Safety Organisation

RESPONSIBILITIES

Trustees

2.2. Trustees are responsible for ensuring that suitable and adequate organisation and arrangements are in place for the management and control of health and safety within schools. In particular, they will ensure that:

- A written policy statement is created and communicated which promotes a positive attitude towards health and safety in staff and students.
- Responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities.
- People have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds are set aside with which to operate safe systems of work.
- Adequate time and resources are given to individuals to fulfil their roles as defined by this policy
- Health and safety performance is monitored and targets for improvement are set.
- The Trust's Health and Safety Policy is reviewed at least every year.
- The management of health and safety considers the needs of anyone with a protected characteristic under the Equalities Act.

Trustees will also ensure that adequate controls are set in place, via direct action or delegation, for the eventuality of:

- Disclosures of any miscarriages of justice.
- Concerns regarding safeguarding.
- Breaches of the trust policies.
- Breaches of legislation.
- Damage to the environment.
- Unforeseen arisings of health and safety risks involving Trust staff students or members of the public.
- Unethical or improper conduct leading to any of the above.
- The concealment of any of the above eventualities.

Chief Executive Officer (CEO) & Chief of Operations(COO):

2.3. The Chief Officers (including the Chief Executive Officer) have ultimate responsibility for ensuring that the duties imposed on the organisation as the Employer under the Act are carried out and will:

2.3.1. CEO:

- Ensure there is an effective health and safety management structure.
- Ensure that key posts are filled by competent individuals and the requirements of these posts are being met.
- Ensure that matters of health and safety are of equal importance as other key business functions.
- Ensure that the Trust Strategic Leadership Team (SLT) provides, so far as is reasonably practicable, the resources required to meet all statutory health and safety obligations.
- Review safety performance of the company.

2.3.2. COO:

- Ensure the preparation of Policy.
- Provide adequate resources to implement the Policy.
- Ensure there is an effective health and safety management structure.
- Ensure that health and safety considerations are integral to the overall management culture.
- Make adequate channels of communication available to employees so health and safety concerns can be raised, debated and appropriately resolved.
- Ensure establishment and maintenance of effective health and safety management systems.
- Ensure the appointment of a competent person(s) to assist with the development and implementation of the policy and provide competent advice in health and safety matters.
- Ensure review and monitoring of safety performance.
- Promote a positive safety culture through appropriate support and encouragement.
- Ensure safe working conditions are maintained for employees, visitors, contractors, and members of the public.
- Develop a positive attitude to health and safety among employees by demonstrating their own commitment to achieving a high standard of health and safety performance.
- Ensure that safety is given adequate consideration in all projects / schemes undertaken.

Central team / Competent persons:

2.4. The Wensum Trust appoints a Health and Safety Lead who acts as adviser to the CEO, Estates Manager and each Principal/Headteacher on health, safety and welfare issues within the Trust and individual schools. Additionally, the Health and Safety Lead will:

- Provide advice to all personnel on meeting their individual responsibilities with regard to health & safety at work.
- Ensure that risk assessments are undertaken as appropriate by competent persons and that adequate control measures are taken on a risk basis to
-

reasonably minimise the health and safety risks to staff and any other people who may be affected by the school's activities.

- Coordinate and manage the risk assessment review process.
- Coordinate the accident investigation and RIDDOR reporting processes with the school.
- Ensure that accidents and incidents are properly reported and investigated and the findings acted upon without delay.
- Working with the appropriate school personnel ensure that all plant and work equipment provided is, selected through a risk assessment process, suitable, properly maintained and subject to all necessary tests and examinations.
- Develop safe systems of work and procedures and ensure that they are implemented.
- Ensure health and safety audits are completed by suitably qualified, external advisors on a regular basis, for each school.
- Support school site teams to follow up on actions from audits and assessments.
- Undertake suitable training to be competent in their role.

Executive Head / Principal / Head of school

2.5. The Executive headteacher holds ultimate responsibility for their named schools. The Principal / Headteacher, reporting to the Trust, is then responsible for the overall effective communication, monitoring and implementation and compliance of all aspects of the Health and Safety Policy and procedures for staff and activities under their control. In particular, they will:

- Be fully and visibly committed to the Trust's Statement of Intent for health and safety ensuring that a positive health and safety culture is actively demonstrated and promoted through their own leadership.
- Monitor and review health and safety performance through:
 - Ensuring health and safety inspections of work areas/practices are undertaken
 - Setting health and safety targets and objectives through appraisals and other supervisory reviews
 - Ensuring that the management of health and safety in the areas under their control considers the needs of anyone with a protected characteristic under the Equalities Act
- Set a personal example by including health and safety management in daily management practice and demonstrating safe personal working practices.
- Ensure prompt action is taken to resolve any situations that may adversely affect the health and safety of staff or other people.
- Ensure that they personally undertake all relevant training and all staff are given adequate information, instruction, training and supervision to carry out their duties, paying particular attention to new/inexperienced employees and trainees.
- Ensure there are adequate and effective arrangements in place for consulting employees and their trade union representatives on health and safety matters that affect them.
-

- Ensure information that may assist safety representatives in their role is provided to them as necessary.
- Ensure that they seek timely assistance and advice where expert help is required from the Trust's Health and Safety Lead.
- Act as the safety representative for the school if another person is not nominated.
- Include a Health and Safety update to the Local Advisory Board on a termly basis.

Governors/Local Advisory Board

2.6. The Local Advisory Board for each school within the trust will be responsible for:

- Supporting the leadership team to promote a positive culture of sensible health and safety management throughout all school activities which affects all those involved in those activities whether pupils, staff, visitors or contractors.
- Supporting, advising and challenging the leadership team in implementing the Health and Safety Policy and good practices.
- Scrutinising Health and Safety performance and effectiveness in the school.
- Support the Principal / Headteacher to ensure that statutory duties with respect to health and safety are met.
- Scrutinising that risk assessments of the premises and working practices have been carried out and documented.
- Undertake training to fulfil their role effectively.

Line Managers

2.7. All senior managers, middle managers and those with line management responsibility will:

- Apply the Trust's Health and Safety Policy and the relevant Health and Safety Codes of Practice to their own department or area of work and be directly responsible to the Principal/Headteacher for the application of the health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible and ensure any precautions identified are communicated to their staff.
- Ensure that all staff they manage are familiar with the relevant health and safety Codes of Practice and procedures for their area of work.
- Resolve health, safety and welfare problems that members of staff refer to them, with the advice of the Trust's Health and Safety Lead where required, or refer to the Principal/Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment and activities are safe and record these inspections where required.

- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other staff and students to avoid hazards and contribute positively to their own health and safety.
- Investigate any accidents that occur within their area of responsibility and report to the Principal/Head teacher.

Teachers

2.8. Teachers are expected to:

- Exercise effective supervision of their students, to know procedures in place which enable them to affect any health and safety guidance.
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice and to ensure that they are applied.
- Give clear oral or written instructions and warnings to students when necessary.
- Follow safe working procedures.
- Ensure they and their students use appropriate protective equipment, clothing and guards as necessary.
- Report any defects of equipment to their line manager
- Integrate all relevant aspects of safety into the teaching process report all accidents, defects and dangerous occurrences to their line manager and complete any appropriate forms/documentation as necessary.

All Staff

2.9. All staff have an individual responsibility to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, they must:

- Comply with the Trust's Health and Safety Policy and procedures at all times.
- Cooperate with managers in complying with relevant health and safety safe systems of work and procedures.
- Use all work equipment and substances in accordance with instruction, training and information received.
- Wear, use, store, maintain and replace Personal Protective Equipment (PPE) as appropriate.
- Not intentionally misuse anything provided in the interests of health, safety and welfare.
- Take part in and contribute to health and safety inspections, risk assessments etc. as appropriate.

-
- Report any defects of equipment to their line manager.
- Use and not wilfully misuse, neglect or interfere with equipment provided for their health and safety.
- Report all accidents, ill health, incidents of violence and aggression, near misses, hazardous situations, general health and safety concerns, defective equipment or premises and attend all training relevant to their role.

Students

2.10. Students, allowing for their age and aptitude, are expected to:

- Take personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the academy and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with equipment provided for their health and safety.

Safety Representatives / Employee Consultation

2.11. The trust believes that consulting employees on health and safety matters is important in creating and maintaining a safe and healthy working environment.

2.12. Each school should nominate a safety representative to lead on health and safety matters in each school. If a member of staff is not identified this responsibility will sit with the Principal/Headteacher.

2.13. Safety representatives of trade unions recognised by the school will be consulted on all matters of health and safety that may affect staff and on the provision of health and safety information and training. Non-union staff will also be consulted.

2.14. Before making any decisions, which could have health and safety consequences for staff, the Board of Trustees will inform safety representatives about the proposed course of action and give an opportunity to express their views.

2.15. It is the responsibility of safety representatives, as appointed by trade unions or Principals/Headteachers, to make such proposals as they see fit with regard to methods of achieving improvements in health and safety aspects in their area(s) of responsibility.

Contractors

2.16. It is the responsibility of contractors and their employees to:

Contractors entering or working alone in any school must have a completed Disclosure and Barring Service (DBS) background check. Proof of this will be provided to the Estates team, and is retained by the HR team, before work commences.

Any contractor who does not hold a completed DBS check will be escorted at all times while working on site.

- Comply with the Trust's Health & Safety Policy, Safe System of Work and local procedures.
- Abide by relevant Codes of Practice for their trade or discipline.
- Adhere to any Permits to Work supplied to them from the Trust.
- Supply any appropriate Risk Assessments/Method Statements as and when required.
- Report any accidents or dangerous occurrences to the Trust Health and Safety Lead.

Named Individuals with Specific Responsibilities

2.17. Named individuals responsible for Health and Safety (e.g., Trust Health and Safety Lead, Setting Safety Representatives) and their contact details shall be recorded and displayed on the Statutory Health and Safety Law Posters erected on notice boards around the school.

Risk Assessments

2.18. The Wensum Trust, as a whole, is required to assess and control risk; the responsibility for this ultimately rests with all personnel within the school.

General risk assessments will be undertaken by the Principal/Headteacher whereas specific risk assessments will be performed by Heads of Department or other competent person in such areas. All assessments will be completed in consultation with the Trust Health and Safety Lead, where necessary.

Risk assessments are to:

- Follow the Risk Management policy format of 'identify, measure, manage, monitor and report'.
- Be recorded in writing (hard copy) or held digitally (soft copy).
- Be reviewed as per set review date or as changes or updates to legislation apply.
- Shared with all relevant staff, students and visitors in an appropriate manner.

-
- Use the uniform Trust risk assessment template to ensure adherence to above requirements.
- Be retained on location for a minimum 5 year period after succession.

For more information, please refer to the Risk Assessment Policy.

Terms of Reference

2.19. Under Section 2(7) of the Health and Safety at Work Act 1974, the Trust and school has the function, in consultation with the staff and students it represents, of keeping under review the measures taken to ensure the health and safety at work of the employees and students. Specific functions will include:

- The study of accident and notifiable disease statistics and trends so that reports can be made to the Principal/Headteacher on unsafe and unhealthy conditions and practices, together with recommendations for corrective action.
- Examination of safety audit reports on a similar basis.
- Consideration of reports and factual information provided by inspectors of the enforcing authority.
- Consideration of reports that Safety Representatives may submit.
- Assistance in risk assessment and the development of Health & Safety procedures and safe systems of work.
- Monitoring the effectiveness of the Health & Safety procedures and safe systems of work.
- Monitoring the effectiveness of the Health & Safety content of employee training.
- Monitoring the adequacy of Health & Safety communication and publicity in the individual school.

Part 3 - Health & Safety Arrangements

Introduction

3.1. The Health and Safety arrangements apply to all personnel within The Wensum Trust and are provided for information, guidance, and compliance. These arrangements form an integral part of effective management and are key considerations underpinning all educational and financial activity.

Under the Health and Safety at Work Act 1974 and common law, both employers and employees have a duty of care towards the children in their charge. In carrying out their normal duties, all staff must take all reasonably practicable steps to prevent injury to any individual. This will be achieved through the adoption of appropriate

arrangements and procedures developed from risk assessments designed to control and reduce risk.

3.2. More specific arrangements are detailed below and within a number of separate supporting documents that sit alongside this Health and Safety Policy. These documents provide additional operational guidance and will be updated as necessary to address emerging or changing risks.

All personnel have a statutory duty to co-operate in fulfilling the Trust's objectives and a personal responsibility to take reasonable care to ensure that their actions or omissions do not cause harm to themselves or others. Employees must follow any special rules or safe working methods relevant to their role and must report any hazards they identify to their Principal/Headteacher or line manager. No person may intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Specific arrangements for Health & Safety

Accident reporting

3.3. Any accident, incident or near miss shall be reported to the Principal/Headteacher and the Central Team (Health and Safety Lead and the Estates Manager) via the online portal. Only staff having a direct involvement with the incident should complete the report.

3.4. The Central Team shall ensure that the CEO and Chair of Trustees are informed of all accidents of a serious nature and any dangerous occurrences, and where applicable follow the requirements of current legislation (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. Should an accident or incident fall under the severity of R.I.D.D.O.R notification shall be sent, via email, to the Health and Safety Lead and the Estates Manager within 24 hours of the accident or incident.

For more information, please refer to the Accident, incident reporting and investigation policy.

Accident investigation

3.5. Once the details of any accidents, incidents or near misses are passed onto the Principal/Headteacher an investigation by a member of the Leadership Team will be immediately completed and any actions arising should be completed, and subsequently documented, on the online portal within a timely manner to prevent any possible or further harm to person/s using Wensum Trust schools.

This investigation will in turn be reported to the Central Team for assessment for the need for further investigation and to monitor accident trends.

3.6. The Trust Health and Safety Lead will carry out an immediate investigation into the incident in conjunction with the school and relevant individuals in order to identify the root causes and measures to be taken to prevent a recurrence. The findings will be documented and reported to the Trust and Principal/Headteacher. Investigations

such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum.

3.7. All contractors must ensure that accidents involving their personnel are reported to the Health and Safety Lead of the Trust, as well as their own reporting chain.

Reporting procedures

3.8. Any practice or condition that is likely to have an adverse effect on the health and safety of personnel, or damage to equipment or property, is to be reported to the Principal/Headteacher. Such reports and any corrective actions implemented are to be recorded on the current online portal, which is regularly monitored by the Trust Health and Safety Lead and reported to the Local Advisory Board.

Out of school visits and activities (see also Educational Visits Policy)

3.9. All staff who arrange or actively participate in school visits or out-of-school activities must follow the procedures outlined in the separate document held in each school, entitled 'Procedure for school visits and out-of-school activities'. Recording and risk assessment will be processed via the EVOLVE system.

Safe working procedures

3.10. The Principal/Headteacher and staff must ensure that safe working procedures are developed through:

- Assessing the tasks.
- Identifying the hazards.
- Defining a safe system/method of work.
- Implementing the system/method of work.
- Monitoring and review of the system/method of work.
- Safe working procedures shall take into account the age, physical and mental capabilities of the person likely to undertake the activity, including any special limitations, restrictions or training that may need to be applied or undertaken.
- Once developed, safe working procedures must be communicated and implemented to protect all personnel working within their area(s) of responsibility from dangers to their health and safety. They are also to familiarise themselves with laid-down procedures and ensure that personnel under their control are fully conversant with these procedures.
- A separate procedure to cover lone working has been developed and implemented to ensure the safety of staff and students working out of hours or in physically isolated localities.

Defective tools and equipment

3.11. All safety equipment shall be subject to regular inspection, arranged by the school to ensure its continuing fitness for purpose and any defects are reported, repaired or replaced.

3.12. All defects found in hand tools, power tools or any other equipment must be reported immediately to the Principal/Headteacher who will inform the Trust Health and Safety Lead.

3.13. The equipment concerned is to be withdrawn from service, clearly marked with a red tag/label and isolated in an area where it cannot be reissued until a repair has been completed.

For more information, please refer to the Work Equipment Compliance Policy.

Means of access

3.14. When using access equipment, such as ladders, crawling boards etc. the correct equipment is to be used for the job undertaken.

3.15. Suitable training in the use of access equipment will be provided by an appropriately qualified trainer arranged by the Trust Health and Safety Lead.

3.16. All access equipment will be regularly inspected for suitability and condition by the school.

Machinery

3.17. All staff and supervisors controlling the use of machinery must be familiar and comply with the following legislation:

- Lifting Plant and Equipment (Records of Test and Examination, etc.) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Health & Safety (Safety Signs and Signals) Regulations 1996
- Electrical Equipment (Safety) Regulations 1994

For more information, please refer to the Work Equipment Compliance and LOLER policies.

Good housekeeping

3.18. Tidiness, cleanliness and efficiency are essential factors in the promotion of Health & Safety. Good housekeeping is the responsibility of all individuals and will be monitored by Principal/Headteachers and school site teams/caretakers on a regular basis.

Electrical equipment

3.19. New and replacement equipment will be installed to current regulations.

3.20. All portable appliances will be tested annually by a competent appointed person/company.

3.21. Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.

3.22. If electrical equipment becomes faulty or is suspected of being faulty whilst in use, it is to be isolated from the source of supply, withdrawn from service, clearly marked with a red tag/label, secured so that it cannot be used and reported to the Health and Safety Lead or Estates Manager for repair or replacement.

For more information, please refer to the Electrical Safety Policy.

Use of harmful substances

3.23. When using harmful substances, whether they be material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.

3.24. No new materials or chemical substances are to be brought into use unless an assessment using the Control of Substances Hazardous to Health (COSHH) Regulations 2002 has been carried out and clearance has been given for use by the Trust Health and Safety Lead.

3.25. The user of the chemicals is to be in possession of a current Material Safety Data Sheet (MSDS). A collection of COSHH applicable data and safety information is to be held in an accessible place in the front office in case of emergency.

3.26. Work involving lead is not to be carried out under any circumstances without reference in the first instance to the Trust Health and Safety Lead.

For more information, please refer to the Hazardous Substances Policy.

Asbestos

3.27. The Trust / school has a duty to manage asbestos and has a responsibility for protecting those who work and use the premises from the risks to ill health that exposure to asbestos causes.

3.28. The Principal/Headteacher and the Trust Estates Manager/ Health and Safety Lead are responsible for:

- Identifying a responsible person and providing training to ensure their competence.
- Updating the asbestos register on an annual basis or where any work has had a direct impact with existing Asbestos Containing Materials.
- All work which may involve or come into contact with asbestos containing materials shall be controlled and coordinated by the Trust Health and Safety Lead and Estates Manager in accordance with the Trust's Asbestos Management Plan.

-
- All work involving asbestos shall only be undertaken by a licensed asbestos contractor.

For more information, please refer to the Asbestos Management Policy.

Smoking

3.29. Smoking is not permitted on the Trust's sites.

Emergency services / First Aid

3.30. Fire, Police and Ambulance services can be contacted by dialling 9-999 and asking for the service required.

3.31. There is a qualified first aider on call within each school during working hours. A list of further trained and qualified first aiders available throughout the school shall be maintained and held in the main school office.

3.32. First aid boxes shall be maintained in key locations. Inspection and replenishment shall be undertaken by an appropriate appointed member of staff.

Noise

3.33. When noise cannot be controlled at source, all personnel are to wear ear protection in areas where high noise factors exist as determined by local risk assessment. These areas are to be designated with the approved warning signs.

Fire prevention and fire safety

3.34. A fire risk assessment shall be carried out annually, which is coordinated by the Trust Health and Safety Lead or Estates Manager.

3.35. Local fire safety procedures are available for all staff to read in their working environment. The procedures cover all aspects of fire prevention and action to be taken in the event of a fire.

3.36. Specific training for Fire Wardens and other key personnel will be undertaken and regular fire drills conducted and assessed. Any actions as a result of a fire drill should be shared with the Trust Health and Safety Lead.

3.37. Each classroom has a printed notice clearly identifying the evacuation route and assembly areas to be used.

3.38. Staff are responsible for knowing the location of fire alarm break glass points and fire exits. They should also know the location of the assembly point in the event of a fire.

3.39. The most important part of fire control is prevention. It is with this in mind that all staff are to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked 'flammable'. Staff are prohibited from using any electrical item/s brought in from off the premises that have not undergone a Portable Appliance Test (PAT) carried out by a competent person.

3.40. Fire evacuation procedures, fire prevention training, provision and maintenance of fire extinguishers, emergency lighting and fire alarm testing will be carried out in accordance with current legislation.

For more information, please refer to the Fire Safety Policy.

Visitors and site security

3.41. It is the duty of staff within the school to ensure the health and safety of all visitors to their school.

3.42. All visitors will be required to register/book in at reception and will be issued with a visitor's badge and appropriate guidance.

3.43. Visitors will be accompanied at all times when entering work areas and, where protective clothing is issued for a specific area or work, the same level of protection is to be afforded any visitor proceeding to that area.

Contractors

3.44. Contractors working within the school are required to comply with the working rules as issued by the school and Trust. Any breach of these rules is to be reported to the Trust Health and Safety Lead. Any member of staff requiring work done by a contractor should liaise with the Trust Health and Safety Lead or Estates Manager, to make sure all necessary paperwork and Health & Safety requirements are in order.

Use of vehicles

3.45. Only those persons authorised and in possession of the appropriate license/permit are to drive vehicles (including minibuses) on school business. All drivers are expected to:

- Conduct a documented walk-around and functional check to ensure the vehicle is roadworthy, safe, and compliant before use.
- Act responsibly while using vehicles on any school site, abide by signage and adhere to marked routes.

3.46. Staff driving minibuses will need to complete training every three years to ensure they are safe and fit to drive a school minibus.

3.47. Drivers of the minibus have responsibility for leaving it in a good state after each trip and report any concerns they had during the trip when returning the minibus to the school.

Legionellosis

3.48. The primary aim is to prevent the build-up of the Legionella pneumophila organism in water systems and to prevent inhalation of infected water droplets. All statutory weekly/monthly testing shall be carried out by a trained staff member or a suitably qualified contractor/company and a yearly risk assessment undertaken.

For more information, please refer to the Legionella Control And Water Hygiene Management Compliance Policy.

Manual Handling

3.49. Staff are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out. Health and safety information and advice on manual handling is available through the Trust Health and Safety Lead.

For more information, please refer to the Manual Handling Compliance Policy.

Statutory testing

3.50. All statutory testing shall be carried out by suitably qualified contractors in a timely manner and records maintained as required by relevant regulations.

Pregnancy risk assessment

3.51. When a member of staff notifies the school that they are pregnant, the line manager shall ensure that a suitable individual New and Expectant Mother (NEM) risk assessment is carried out, documented and reviewed throughout the term of the pregnancy.

3.52. Where it is determined that a student is pregnant, the Principal/Headteacher shall ensure that a suitable individual risk assessment has been carried out and documented by an appropriate member of staff and is reviewed throughout the term of the pregnancy.

Computers and workstations

3.53. Computer and workstation risk assessments will be carried out in line with current legislation and guidance for all employees identified as 'users' within the regulations.

3.54. Employees using Display Screen Equipment (DSE) are entitled to a free eye test and the cost of basic spectacles if they are required solely for DSE use.

3.55. The Trust has a corporate eye care account. Vouchers can be obtained from the Trust finance team (accounts@wensumtrust.org.uk).

For more information, please refer to the Display Screen Equipment and Computer Workstations Compliance Policy.

Violence towards staff

3.56. Violence and abusive language towards staff will not be tolerated. The Trust's Violence Towards Staff policy should be referred to when dealing with these situations. Signage will be clearly displayed at each school stating the Trust's policy on 'unacceptable behaviour'.

Training

3.57. Health and safety training should form part of the induction process. This should include department or subject specific training, where appropriate. This will be provided for all new employees and recorded on the employee's induction form. Additional training needs will be identified, arranged and monitored by the line manager via the induction, probation and appraisal system.

3.58. Staff with specific health and safety training needs (e.g., site team, first aiders, fire wardens, Health and Safety Lead, technicians, educational visits coordinator, minibus drivers, subject leaders) will be required to attend relevant training courses appropriate to their needs as described in the relevant code of practice and guidance from the Local Authority.

3.59. All staff will undertake regular health and safety training during INSET days on appropriate topics identified by the Trust Health and Safety Lead.

3.60. Records of completed training, including any requirements for refresher training or expiry dates will be maintained within the individual's personnel file.