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Brighter Futures Learning Partnership Trust

Health & Safety Policy

Version 11

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References	www.HSE.gov.uk

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Part 1 Health & Safety Policy Statement

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Health and Safety Policy Statement 2026-2027

The following is the formal policy statement of Brighter Futures Learning Partnership Trust which confirms the importance that we attach to the health and safety of our employees and those that can be affected by our business.

Brighter Futures Learning Partnership Trust recognises that one of its prime responsibilities, as far as reasonably practicable, is to provide facilities, safeguards and methods of working which, if properly used by employees and other authorised persons on its premises, will be conducive to their safety and health.

In pursuance with its policy Brighter Futures Learning Partnership Trust will: -

- *Ensure that current legal standards are met as a minimum and to this end will ensure that legislative changes are communicated to all concerned.*
- *Ensure that the policy is reviewed on a regular basis, at least once in every twelve-month period, or in the event of changes to legislation, work practices or any other material change.*
- *Ensure that adequate financial and physical resources are available to enable the implementation of necessary health and safety procedures. People are a key resource within the organisation, and we will ensure the competency of their people.*
- *Liaise with and obtain health and safety advice from our external health and safety advisors (Clear Risk Management) where necessary.*
- *Require acceptance by all employees of the need to act responsibly in relation to all matters which may affect the safety and health of themselves and other persons whilst on company premises.*
- *Require acceptance by all persons holding supervisory positions of their responsibility for ensuring the proper use of plant, facilities and proper control of the use of materials.*
- *Require the formulation and implementation of risk assessments and plans, which will achieve further improvements in the field of accident and health hazard prevention.*
- *Require the preparation and implementation of training programmes for employees in safe working and health hygiene practices and in the identification and elimination of potential hazards.*
- *Require the provision of specialist advice and assistance in providing a safe and healthy environment.*
- *Require the setting up of effective consultation procedures on safety and health according to needs and circumstances of the operations and business.*

It is important that every employee contributes towards their own health and safety and that of their colleagues. Your help and co-operation are essential to achieve Brighter Futures Learning Partnership Trust's aim to provide a safe and healthy work environment for all employees and visitors.

Signed on behalf of the Board of Trustees:
Garath Rawson – Trust CEO - September 2026

Part 2 – Organisational Arrangements

Board of Trustees

The Board of Trustees has overall governance responsibility for Health and Safety across the Trust. The Board will receive appropriate assurance and reporting to satisfy itself that the Trust has effective systems for managing health and safety risks and complying with its legal duties.

Chief Executive Officer

The Chief Executive Officer has executive accountability for ensuring that the Trust has effective arrangements, resources and systems in place to discharge its health and safety responsibilities.

Chief Operating Officer (COO)

The COO is the Trust's Executive Director lead for Health and Safety and has delegated operational responsibility for ensuring that the Trust's health and safety management arrangements are implemented effectively. The COO is responsible for escalation of significant risks and non-compliance to the CEO and, where appropriate, the Board.

Trust Estates Manager

The Trust Estates Manager has delegated responsibility from the COO for the operational management and assurance of estates-related health and safety, fire safety, statutory compliance, contractor management and related premises risks.

Headteachers/Executive Headteachers/Principals

Headteachers/Executive Headteachers/Principals are responsible for Health and Safety within their school. This involves:

- Ensuring that the Health and Safety policy is effectively implemented in all areas under their control.
- Allocating sufficient resources to achieve the policy's objectives.
- Ensuring there is enough staff to safely supervise students.
- Reviewing the Health and Safety performance of areas under their control.
- Understanding Health and Safety related policies and procedures and disseminating them through the management organisation.
- Ensuring that all levels of staff undertake the required Health and Safety training, including refreshers, according to their responsibilities.
- Ensuring management Health and Safety responsibilities are contained within job descriptions.
- Ensuring that Trust policy is followed in the recording and reporting of accidents.
- Escalate incidents which are deemed critical to the CEO and COO immediately by telephone.
- Informing the CEO immediately if a formal complaint is received relating to an accident, incident or issue of public health.

- Ensuring that any external provider of services receives a full induction of Trust policies and procedures as detailed in the Financial Management Policy

In the Headteacher's/Principal's absence, the Deputy Head of School/Vice Principal (Secondary Schools) or a selected member of Senior Leadership Team (SLT) (Primary Schools) assumes the above day-to-day Health and Safety responsibilities.

Department Heads

Department Heads are responsible for those employees within their remit. They must:

- Apply the Health and Safety Policies to their own department or area of work and be directly responsible to the Headteachers/Executive Headteachers/Principals for the application of the health and safety procedures and arrangements.
- Develop health and safety policies/procedures in accordance with The Trust's policies which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
- Carry out regular health and safety risk assessments of the activities for which they are responsible on an annual basis as a minimum.
- Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular checks of their areas of responsibility to ensure that equipment, fixtures and fittings, and activities are safe and record these checks where required.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- Ensure all accidents are investigated appropriately and reported to the Office Manager/Lead.
- Include health and safety in reports for the Headteachers/Executive Headteachers/Principal.

Site Managers

Site Managers which includes the caretakers and site managers, are responsible for Health and Safety within their school. This involves:

- Being the nominated Health and Safety lead and fulfilling the role of competent person on Health and Safety matters within their designated school.
- Developing corporate Health and Safety related Policies and associated Health and Safety documentation.
- Developing and delivering Health and Safety training.
- Reporting on Health and Safety performance and issues to the Trust Estates Manager/Chief Operating Officer (COO)

- Reporting to the Trust Estates Manager/COO any actions taken by enforcement agencies, both formal and informal, and monitoring progress made by the Trust in complying with statutory requirements.
- Investigating accidents, near misses and cases of injury or ill health arising from health and safety.
- Any issues relating to stress at work are to be referred to the Central Trust HR department and CEO by the Site Manager.
- Providing advice and guidance on Health and Safety issues at all levels within the school/UTC.
- Ensuring that school buildings and premises are safe and regularly inspected.
- Ensuring appropriate evacuation procedures are in place, and regular fire 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 by competent person.
- Monitoring cleaning contracts and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.
- Ensuring that assessments of hazards are undertaken, reviewed and communicated to all staff.
- Ensuring that incidents, near misses and other work-related health issues are reported and investigated in line with the Trust policy.
- Ensuring risk assessment control measures are implemented.
- Maintaining Health and Safety related policies, procedures, details of first aid arrangements and emergency evacuation procedures and ensuring that these are communicated.
- Ensure employee Health and Safety training requirements are identified and implemented in line with the Trust policy and training needs analysis.
- Ensuring that staff are not given unrealistic deadlines which may lead to safe working practices being compromised or work- related stress.
- Co-operating with the Trust Estates Manager/COO and Clear Risk Management to maintain safe working practices and safe working areas.
- Ensure that students and others having access to premises where a regulated activity is carried out are protected against the risks associated with unsafe or unsuitable premises, by means of suitable design and layout and appropriate measures in relation to the security of the premises.
- Adequate maintenance and where applicable, the proper operation of the premises and use of any surrounding grounds which are owned or occupied by the service provider in connection with the carrying on of the regulated activity.
- Where premises are altered or their use changed, the continued safety and suitability of the premises is assessed and maintained.
- Appropriate risk assessments are undertaken regarding the safety and suitability of the premises, when The Brighter Futures Learning Partnership Trust is not responsible for the premises in which education is delivered.
- Maintaining Trust sites in a safe condition including premises, plant and equipment.
- Ensuring all statutory premises inspections are undertaken.

Staff

All staff have a duty of care of students in the same way that a prudent parent 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
- Take reasonable care of the Health and Safety of students in their care both on and off school/UTC premises.
- Co-operate with the school on all Health and Safety matters.
- Work in accordance with training and instructions.
- Inform their line manager or appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken.
- Reporting accidents, incidents, near misses, cases of work-related ill-health and shortcomings in Health and Safety arrangements to their line manager or appropriate person, following Trust policy.
- Adhere to safe working procedures in accordance with Trust Policies and where appropriate national guidelines.
- Model safe and hygienic practice for students.
- Understand emergency evacuation procedures and feel confident in implementing them.
- Informing the Headteachers/Executive Headteachers/Principal immediately if a parent or visitor raises concerns/questions in respect of health and safety procedures.

Pupils/Students and Parents

Students and parents are responsible for following the school's Health and Safety advice, on-site and off-site (when participating in a school activity) and for reporting any Health and Safety incidents to a member of staff who will, where necessary, escalate to the Site Manager and the Headteachers/Executive Headteachers/Principal.

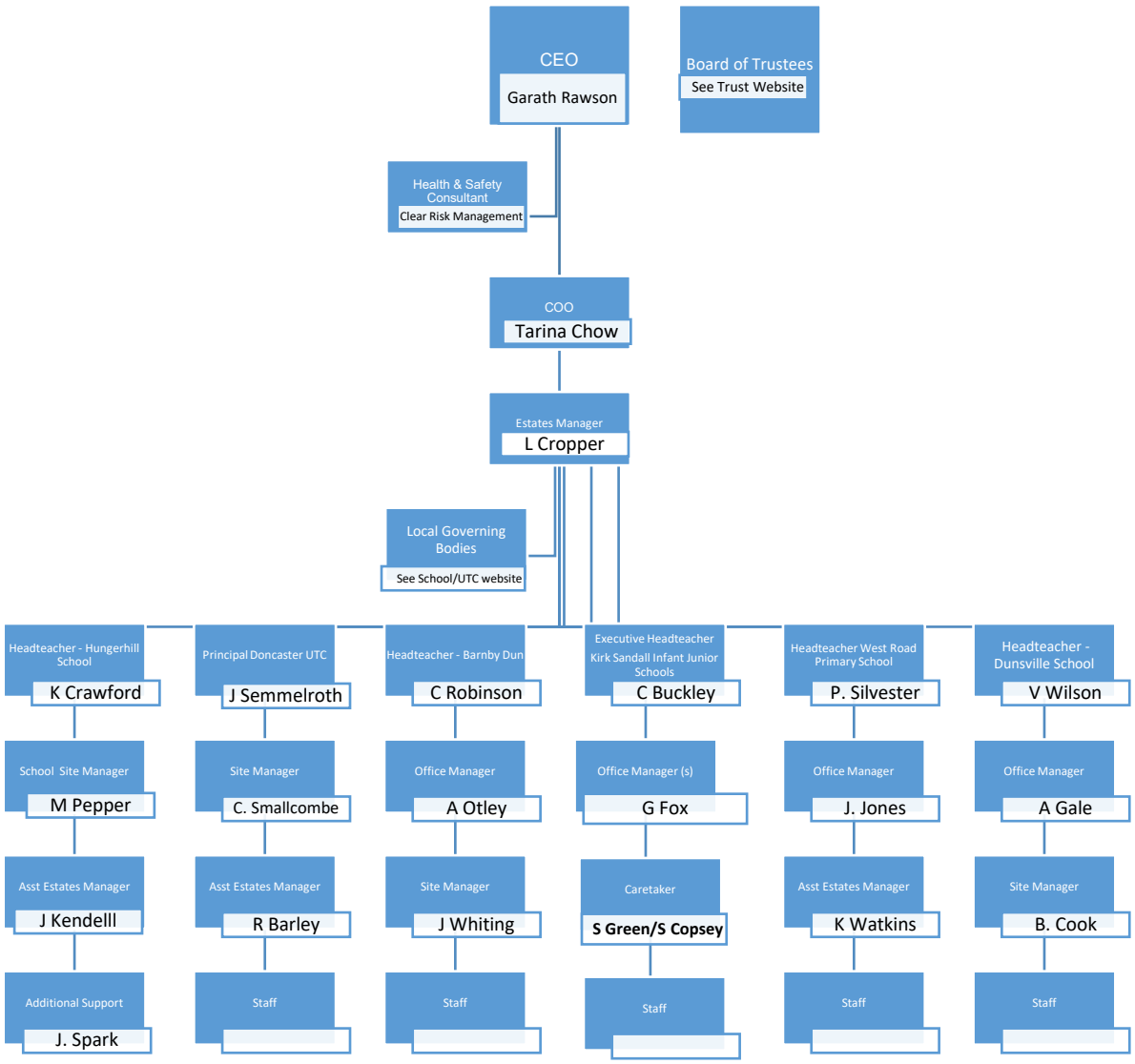
Contractors

Contractors will agree Health and Safety practices, including the submission and approval of detailed Risk Assessments and Method Statements (RAMS) with the Site Manager before commencing work.

Prior to work commencing, the contractor will be inducted by the Headteachers/Executive Headteachers/Principal or a member of the senior leadership team. The Site Managers/caretakers will ensure the contractor has relevant DBS certification (or appropriate supervision is in place), has signed in, has an ID badge, is familiar with the working environment and where they can and cannot access, is familiar with The Brighter Futures Learning Partnership Trust's Policies and Procedures, where and how the contractor can source a permit to work (if required)

and that they are familiar with the RAMS elements of their planned work including checking of the asbestos register.

Contractors shall always ensure the areas in which they are undertaking work are sufficiently demarcated to prevent access by students and staff to prevent exposing them to harm.



Health and Safety Representatives

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the school in writing when a health and safety representative has been appointed, and where this is the case, the academy will consult with that representative on health and safety matters.

Health and Safety Advisor

Brighter Futures Learning Partnership Trust have appointed Clear Risk Management to provide us with competent Health and Safety advice. Clear Risk Management tailor their service to our specific needs. They provide guidance and assist in building a positive Health & Safety culture. Their focus is to enable us to comply with legislation to ensure the Trust is operating efficiently, effectively and most importantly, safely.
Clear Risk Management have worked with us to establish an agreed, practical risk management programme that helps us to manage our risk.

Clear Risk Management are responsible for:

- Understanding exactly what it is that Brighter Futures Learning Partnership Trust need from them and agreeing a plan to carry this work out.
- Providing a competent risk advisor for overall responsibility of the Trust's health and safety and delivering the services as agreed in the proposal.
- Carrying out a health and safety audit of Brighter Futures Learning Partnership Trust.
- Working with us to produce or review the current health and safety management system, policy and arrangements for health and safety.
- Identifying hazards and assessing risks within the Trust to enable us to work together to carry out risk assessments, identifying the controls needed to manage these risks.
- Providing advice to Brighter Futures Learning Partnership Trust about how we can improve our health and safety performance.
- Helping the Trust to complete COSHH assessments.
- Providing six monthly (Secondary) or annual (Primary) reviews of the progress of the Trust in relation to health and safety performance.
- Producing an annual report outlining what work has been carried out in the year and what more can be done going forward.
- Providing health and safety documentation as required.
- Investigating accidents/incidents as required.
- Providing advice about which accidents/incidents need to be reported under RIDDOR.
- Helping Brighter Futures Learning Partnership Trust with any health and safety accreditations the company wishes to obtain.
- Providing any other H&S training the company requires.
- Helping the client to comply with Construction, Design Management Regulations, and any other statutory regulations as necessary.
- Carrying out noise surveys and face fit testing as required.

Part 3 – Detailed Arrangements and Procedures

3.1 Accident Reporting, Recording and Investigation

- All accidents, incidents, near misses and cases of work-related ill health must be reported to the Headteacher/Executive Headteacher/Principal immediately, whether or not an injury resulted.
- Every accident and near miss is recorded on iAM Compliant in the Incidents module by the school, Minor pupil injuries treated by a first aider are also recorded in the school's first aid record. Records are held confidentially and CCTV footage is retained in accordance with the CCTV Policy.
- Serious accidents are investigated by the Headteacher with the Office Manager/Lead and site staff, supported where necessary by the Trust Estates Manager and Clear Risk Management, who will also arrange prompt notification to the Trust's insurers. Remedial actions are recorded and completed as soon as practicable.
- Incidents meeting the escalation criteria — including broken limbs, serious head, back or neck injuries requiring hospital treatment, any report condemning part of a building or equipment, and anything that may lead to closure, a cordon or a legal challenge — must be escalated immediately to the Trust Estates Manager and the Chief Operating Officer (COO).
- Reportable injuries, diseases and dangerous occurrences are reported to the HSE under RIDDOR by the COO or the Trust Estates Manager, within the statutory timescales (10 days for reportable injuries, 15 days for over-seven-day absences).
- Accident and near-miss data is reviewed periodically by the COO and the Trust Estates Manager, and reported to the Trust Board, to identify trends and target preventive action.
- *If incident meets RIDDOR reporting requirements complete the HSE online reporting form. (www.hse.gov.uk/riddor)*

3.2 Asbestos

- The Trust Estates Manager is the Trust's Asbestos Control Manager and the responsible person for the management of asbestos, reporting to the COO.
- An asbestos survey, register and written asbestos management plan are held for every site. The register records the location, type and condition of all asbestos containing materials, or materials presumed to contain asbestos, and is retained and updated for the life of the building.
- A copy of the asbestos register is held at reception and in the site office at each school and is available to staff and to any contractor before work begins. Contractors must consult and sign the register before starting work and must hold a permit to work where work may disturb asbestos.
- The condition of known asbestos containing materials is reinspected annually by a competent surveyor, and materials are labelled where they may be disturbed. Where condition deteriorates, the Trust Estates Manager arranges encapsulation

or removal by a licensed contractor, with air testing and clearance certification, and updates the register and plan.

- No work — including drilling, fixing, cutting or lifting ceiling tiles — may be carried out on the fabric of the building without first checking the asbestos register and obtaining authorisation from the Site Manager.
- If asbestos is discovered or accidentally disturbed, work must stop immediately, the area must be vacated and secured to prevent access, and the Site Manager and Trust Estates Manager informed at once. Anyone potentially contaminated should not leave the area until advised; contaminated clothing is bagged and quarantined. The Trust Estates Manager arranges specialist assessment before the area is reoccupied, and reports under RIDDOR where required.

3.3 Contractors

- Contractors are engaged only from the Trust's approved contractor list. New contractors are vetted through Clear Risk Management, which reviews their health and safety policy, risk assessments and method statements, accreditations, employers' and public liability insurance and training records before approval. Records of the assessment are retained by the Trust.
- For all but minor routine work, RAMS specific to the task and the site are obtained and accepted by the Site Manager or Trust Estates Manager before work starts.
- Contractors report to reception to sign in and out, wear identification always and receive a site induction from the Site Manager covering fire and emergency procedures, the asbestos register, site rules, pupil safeguarding and welfare arrangements, and accident and defect reporting. They sign the asbestos register and hold a permit to work where required (asbestos, hot works, roof access, confined spaces, electrical isolation).
- Contractors' DBS status is confirmed before any work where they may have unsupervised contact with pupils. Work is programmed outside pupil hours wherever possible, and working areas are segregated from pupils and staff.
- The Site Manager monitors contractors' working practices while they are on site. Unsafe practice is stopped, raised with the contractor and recorded in the site diary, and reported to the Trust Estates Manager; contractors who fail to meet the required standards are not re-engaged.
- Notifiable and larger projects are managed under the Construction (Design and Management) Regulations 2015, with the Trust Estates Manager acting as the Trust's project manager and health and safety co-ordinator, and duty holders appointed in writing.

3.4 Curriculum Safety (including out of school learning activity / study support)

- Heads of Department are responsible for ensuring that risk assessments are in place for the practical activities in their subject, that they are reviewed annually, and that all teaching and technician staff have read them and work to them.
- Model risk assessments and guidance from recognised bodies are used as the basis for curriculum safety: CLEAPSS for science and Design and Technology,

the Association for Physical Education for PE, games and swimming, and national subject association guidance for art, food and drama.

- Practical activities are supervised at all times by staff who are competent in the activity, at the group sizes and supervision ratios set out in the relevant risk assessment. New or higher-risk activities are assessed and approved by the Head of Department before they are undertaken.
- Pupils receive instruction in safe working practice, the use of guards and PPE, and emergency stop and shut-off procedures before using equipment. Machinery in Design and Technology is used only by pupils who have been trained and are directly supervised, and workshop and laboratory areas are locked when not in use.
- Staff competence needs — including CLEAPSS training, use of specific machinery, and subject-specific safety updates — are identified by the Head of Department and arranged with the Office Manager/Lead; records are held on the school's training matrix. Newly qualified and supply teachers are briefed on subject safety arrangements before taking practical lessons.
- Equipment used in the curriculum, including PE apparatus, fume cupboards, dust extraction and machinery, is inspected and serviced annually by a competent contractor.

3.5 Electrical Equipment

- The fixed electrical installation at each site is inspected and tested by a competent contractor at least every five years, or more frequently where the report requires it. Electrical Installation Condition Reports are held on the school's compliance file and remedial actions are prioritised by the Trust Estates Manager.
- Portable appliance testing is carried out at intervals determined by the competent person according to the type of equipment and its environment — as a guide, annually for portable equipment in site, kitchen, workshop and Early Years use, and up to every four years for low-risk static IT equipment. An asset register and test records are maintained by the Site Manager.
- Users carry out a visual check of leads, plugs and casings before each use of portable electrical equipment, and site staff include electrical equipment in routine site inspections.
- Staff must not carry out any repair or alteration to electrical equipment or installations, must not use damaged or defective equipment, must not overload sockets or use unfused adaptors, and must not use extension leads as a permanent arrangement.
- Personal electrical equipment must not be brought on site or used without the written permission of the Headteacher and a satisfactory electrical test.
- Defective equipment is switched off, unplugged, labelled 'Do not use' and removed from service immediately, and reported under 3.26. Work on or near

live electrical systems is carried out only by competent, authorised contractors, under isolation and permit to work where required.

3.6 Fire Safety

- The COO is the Trust's responsible officer for fire safety. A fire risk assessment is in place for every site, carried out by a competent assessor and reviewed annually, and following any alteration to the building, change of use or fire-related incident. Actions arising are tracked by the Trust Estates Manager and reported to the COO.
- The Site Manager carries out and records the routine fire safety regime using iAM Compliant: weekly fire alarm test (rotating call points); monthly emergency lighting test; monthly visual check of extinguishers, fire doors, escape routes and signage; and monthly fire door inspection. Annual servicing of the fire alarm, emergency lighting, extinguishers, sprinkler and suppression systems, and fire dampers is arranged by the site manager through approved contractors.
- A fire evacuation drill is held at least once every term and the outcome, including evacuation time and any lessons learned, is recorded on iAM Compliant.
- Fire marshals and a designated evacuation lead are appointed at each site and receive role-specific training. All staff receive fire safety instruction at induction and annual refresher training, covering the action to take on discovering a fire, the action on hearing the alarm, escape routes and assembly points.
- On hearing the alarm, staff and pupils leave the building immediately by the nearest available exit, without collecting belongings, and assemble at the designated assembly point. Class teachers take the register; the office takes the staff, visitor and contractor registers. The evacuation lead confirms the roll call and liaises with the Fire and Rescue Service. No one re-enters the building until told it is safe to do so.
- The fire service is called on 999 immediately on discovery of a fire or activation of the alarm, giving the full postal address, the nature and location of the incident and a contact number. It must never be assumed that someone else has called.
- Personal emergency evacuation plans are prepared for any pupil, member of staff or regular visitor who would need assistance to evacuate and are reviewed at least annually.
- Fire doors must not be wedged or obstructed, escape routes and external assembly routes are kept clear, and combustible materials and waste are not stored against buildings. Any defect to fire safety equipment is reported immediately under 3.26 and rectified as a priority.
- Hot works by staff or contractors are permitted only under a hot works permit issued by the Site Manager, with a one-hour post-work fire watch.
- The full Fire Risk Assessment, including the significant findings and the fire safety arrangements in place to manage identified risks, is recorded, kept up to date and made available to relevant staff and other persons who may require access to it. Any significant changes to the premises, occupancy, activities or fire safety

arrangements will be reflected in the Fire Risk Assessment and associated records.

3.7 First Aid

- A first aid needs assessment is completed for each school by the Headteacher and reviewed annually, taking account of the number of pupils and staff, the age range, pupils with medical needs, the spread of buildings, off-site activities and out-of-hours use.
- Trained first aiders and appointed persons are in place at the levels identified by that assessment, including Paediatric First Aid cover for Early Years as required by the statutory framework. Training is provided at First Aid at Work, Emergency First Aid at Work, Paediatric First Aid, AED and Mental Health First Aid level as appropriate, with certificates valid for three years and refresher training arranged before expiry.
- Names and locations of first aiders and appointed persons, and the locations of first aid equipment and the defibrillator, are displayed on notices in each building and covered in staff induction.
- First aid boxes are provided in identified locations, including the medical room, school office, kitchen, PE and practical areas, and the site office, together with portable kits for off-site visits and minibuses. Contents comply with the first aid needs assessment; medication and creams are not kept in first aid boxes.
- First aiders check and restock first aid boxes monthly and record the check, replacing items that are out of date.
- Automated external defibrillators are located in accessible, signed positions at each site, checked monthly by a named member of staff with the check recorded, and their location notified to the ambulance service.
- All treatment given is recorded, and every injury and near miss is reported to the Headteacher and recorded on iAM Compliant (see 3.1). Parents are informed of any injury to a pupil in accordance with the school's procedures, and head injuries are always notified to parents in writing.

3.8 Gas Safety

- All gas installations, appliances, pipework and flues are serviced and inspected annually by a Gas Safe registered engineer appointed by the site manager, in accordance with the Gas Safety (Installation and Use) Regulations 1998. Certificates are held within iAM Compliant.
- Catering appliances, ventilation and interlock systems, boilers and pressure systems are included in the annual programme; pressure systems are examined in accordance with their written scheme of examination.
- Only Gas Safe registered engineers may work on gas installations. Staff must not attempt any repair or adjustment to gas appliances.
- The location of the gas isolation valve at each site is known to site staff and recorded in the site emergency information.

- If gas is smelled or a leak suspected, the supply is turned off at the isolation valve, windows are opened, ignition sources are avoided, the National Gas Emergency Service is called on 0800 111 999, and the building is evacuated if there is any doubt. The Headteacher and Trust Estates Manager are informed immediately.

3.9 Glass and Glazing

- Safety glazing to BS 6206 / BS EN 12600 is installed in all critical locations — glazing in doors and side panels up to 1500mm from floor level and glazing in walls and partitions up to 800mm from floor level — and in all glazing accessible to pupils.
- A glazing survey and register are held for each site by the Trust Estates Manager. Where existing glazing is not of safety quality and cannot be replaced immediately, it is protected by film, a barrier or a screen, and prioritised for replacement through the Estates Plan.
- Large areas of glazing are made apparent by manifestation (markings or film at eye level) to prevent people walking into them.
- All replacement glazing is carried out by a competent contractor to current standards. Cracked, loose or broken glazing is reported immediately as a defect (see 3.26), and the area is made safe and cordoned off until repaired.
- Broken glass is cleared using gloves, a brush and a rigid container by site staff, never by pupils, and disposed of in a designated container.

3.10 Grounds – Safety / Security

- The Site Manager carries out a documented check of external areas each morning before pupils arrive, covering the condition of paths, steps, handrails, playgrounds and car parks, litter and debris, and the security of gates, fencing and boundaries.
- A winter plan is in place at each site: paths, steps and entrances are gritted and cleared before arrival, priority routes are identified in advance, and grit and salt stocks are maintained. Where safe access cannot be achieved, the area is closed off and alternative routes signed.
- Grounds maintenance is carried out under risk assessment by an approved contractor. Grass cutting and machinery work does not take place while pupils are in the area; only trained and certificated staff use chainsaws, and equipment is subject to pre-use checks and a maintenance regime.
- Trees are inspected by a competent arboriculturist on a cyclical basis, with records held on iAM Compliant; damaged or unsafe trees are made safe promptly.
- Play surfaces, markings, drainage, external lighting and outdoor play equipment (see 3.24) are included in routine inspections. Defects and hazards in the grounds are reported and managed under 3.26.

3.11 Hazardous Substances (COSHH)

- Hazardous substances are only purchased through approved suppliers and must be approved by the Site Manager (site and cleaning products), the Catering Manager (kitchen chemicals) or the Head of Department (curriculum chemicals) before being brought on site. Staff must not bring their own cleaning or chemical products into school.
- The least hazardous product that will do the job is selected. Where a hazardous substance can be eliminated or substituted for something safer, it is.
- A COSHH assessment is completed for every hazardous substance in use before it is first used, and is reviewed annually or when the product, the task or the safety data sheet changes. Assessments and the current safety data sheets are held together in the COSHH file, which is available to all staff and to the emergency services.
- An inventory of hazardous substances held on site is maintained by the Site Manager and reviewed annually; redundant and out-of-date stock is disposed of through a licensed waste contractor.
- Substances are kept in their original labelled containers, never decanted into unmarked containers, and stored in a locked, ventilated store or cupboard away from pupils and from incompatible materials. Flammable materials are stored in a designated flammables cabinet or external store.
- Control measures identified by the assessment — ventilation, dilution systems, safe handling procedures and PPE — are implemented and monitored. Spill kits, eyewash and washing facilities are provided where required.
- Staff who use hazardous substances receive information and training on the hazards, the control measures, the correct use of PPE and what to do in the event of a spillage or exposure, before they use the substance.
- Curriculum use of chemicals in science and Design and Technology follows CLEAPSS guidance and model risk assessments, under the supervision of the Head of Department.

3.12 Health and Safety Advice

- Clear Risk Management is the Trust's appointed Health and Safety Advisor and provides competent advice under Regulation 7 of the Management of Health and Safety at Work Regulations 1999. Schools may contact the advisor directly for advice, and receive risk assessment templates, legislative updates and an annual audit.
- Day-to-day advice is available from the Site Manager and Office Manager/Lead, with the Trust Estates Manager providing technical and estates advice and the COO providing executive oversight.
- Matters that cannot be resolved locally, and any incident meeting the escalation criteria in Part 2, are referred to the Trust Estates Manager and the COO without delay.
- Specialist advice is also obtained from CLEAPSS for science and Design and Technology, the Association for Physical Education for PE and sport, the Trust's

occupational health provider, and the local Fire and Rescue Service and Environmental Health team as required.

3.13 Health and Safety Law Poster

- The Site Manager is responsible for displaying and maintaining the Health and Safety Law poster at each site, in a prominent position accessible to all staff — normally the staff room, and additionally the site office and kitchen where staff do not routinely use the staff room.
- The Employers' Liability Insurance certificate, the signed Health and Safety Policy statement, fire action notices, first aid and defibrillator location notices and emergency contact numbers are displayed alongside it.
- The Office Manager/Lead checks that these notices are in place and legible as part of the termly health and safety checklist.

3.14 Housekeeping – storage, cleaning and waste disposal

- Sufficient storage is provided in each area for the equipment and materials held there, so that corridors, escape routes, plant rooms and electrical intake cupboards are never used for storage. Heavy items are stored at low level and shelving is secured; items are not stored on top of cupboards or within 500mm of ceilings and sprinkler heads.
- Escape routes, fire doors, corridors and stairways are kept clear at all times. Fire doors must not be wedged, propped or obstructed.
- Sufficient waste and recycling containers are provided at each site, emptied on a scheduled basis by licensed contractors, and stored in a secure compound away from buildings to reduce fire and arson risk. Combustible waste is not allowed to accumulate.
- Cleaning is carried out to a documented cleaning schedule. Floors are kept clean, dry and free from trip hazards; spillages are cleaned up immediately, with warning signs used while floors are wet; cables are routed to avoid trailing leads.
- Site inspections by the Site Manager include housekeeping, storage, means of escape and external areas. Housekeeping issues that cannot be resolved locally are reported to the Headteacher.
- All staff are responsible for keeping their own work areas, classrooms and stores tidy, clear of obstruction and free of accumulated combustible material, and for reporting any shortage of storage or waste capacity to the Site Manager.

3.15 Jewellery

- Jewellery is not permitted during PE, games, swimming or practical activities in science, Design and Technology, art or food rooms, in line with Association for Physical Education guidance.
- Pupils are expected to remove jewellery themselves before the lesson; staff do not remove or replace jewellery for pupils. Where newly pierced ears cannot be

removed, the pupil either covers the studs with tape provided by the parent or is given an alternative, non-contact role in the activity.

- Where jewellery is worn for religious or cultural reasons, or is a medical alert item, arrangements are agreed with the pupil and parents and recorded — normally taping, covering or securing the item so it cannot cause injury.
- Watches, fitness trackers and long hair must be removed or secured. Staff undertaking practical activities are expected to follow the same standard.
- The requirement is communicated to parents through the school's uniform and PE arrangements at the start of each year.

3.16 Lettings / Shared Use of Premises

- All lettings are subject to the Trust's Lettings Policy and a signed hire agreement. The Office Manager/Lead is responsible for approving lettings and issuing the conditions of hire.
- Hirers must provide evidence of public liability insurance to a minimum of £5 million, and — where they work with children or vulnerable adults — evidence of their own safeguarding policy and DBS arrangements. Hirers of sports and adventurous facilities must provide evidence of relevant coaching qualifications and first aid provision.
- Before the first letting, the hirer is given a site induction covering fire alarm and evacuation procedures, escape routes and the assembly point, the location of first aid equipment and the defibrillator, accident reporting arrangements, permitted areas and site rules. A written record of the induction is retained with the hire agreement.
- Hirers are confined to the areas specified in the agreement. Kitchens, plant rooms, workshops, science laboratories, stores and staff areas are locked and out of bounds. School equipment — including PE and gym equipment, kitchen equipment, ICT and stage equipment — may not be used unless expressly agreed in writing and the hirer has demonstrated competence.
- The hirer is the responsible person for the safety of their group during the letting, and must maintain a register of attendees, supervise their group at all times, keep escape routes clear, and report any accident, damage or defect to the site before leaving.
- A member of site staff or a keyholder is on site or on call for the duration of the letting. The Site Manager checks the premises before and after each letting and records any damage or defect.
- Lettings that introduce additional risk — including bouncy castles and inflatables, fairground equipment, catering, marquees, fireworks or events open to the public — require a written risk assessment and evidence of the provider's insurance and competence, approved by the Headteacher in advance.

3.17 Lone Working

- A lone working risk assessment is in place for activities carried out alone, including site staff working outside normal hours, staff working in the building before or after school, home visits and pupil attendance visits, and staff working away from the school site.
- Staff conducting home or attendance visits, and site staff working alone on Trust premises, must carry a lone working device (currently Solo Protect) and a charged mobile phone, and must sign in and out of both the device and the site.
- Details of visits and expected return times are left with the school office. Any change of plan or delay must be communicated to the office. Where there is any concern about a location or an individual, the visit is made in pairs or postponed.
- Staff must not undertake higher-risk tasks alone — including working at height, work in confined spaces, roof access, work on electrical systems, or the use of powered machinery such as chainsaws and mowers.
- Any incident of aggression or threatening behaviour, and any near miss, must be reported to the Headteacher and recorded on iAM Compliant portal, whether or not injury resulted.

3.18 Manual Handling and Lifting

- Manual handling operations that carry a risk of injury are identified through risk assessment. The Trust applies the hierarchy of avoid, assess and reduce: the need to handle loads manually is avoided wherever reasonably practicable, remaining operations are assessed, and the risk is reduced by mechanising the task or improving the load, task and environment.
- Handling aids — trolleys, sack barrows, pallet trucks and step stools — are provided at each site, maintained under the planned maintenance programme, and checked before use.
- Manual handling training is provided at induction to staff whose role involves regular handling (site, catering, cleaning, Early Years and SEND staff), with refresher training every three years. Training records are held on the school's training matrix.
- Deliveries are directed to designated delivery points; large or heavy deliveries must be placed by the supplier at the point of use. Staff must not attempt to move heavy or awkward items alone — assistance or equipment must be requested from the Site Manager.
- Team handling and specific safe systems of work apply to identified higher-risk tasks, including moving furniture and staging, gym and PE equipment, and the moving and handling of pupils. Pupil moving and handling is carried out only by staff trained for that purpose, in accordance with the pupil's individual handling plan.
- Staff must report any injury, discomfort or strain arising from handling to their line manager and record it on iAM Compliant.

3.19 Medication

- An individual healthcare plan is agreed with parents, the pupil and, where appropriate, health professionals for every pupil with a long-term or complex medical condition. Plans record the condition, triggers, medication and dosage, what constitutes an emergency, the action to take, and who to contact. Plans are reviewed annually and following any change.
- Medicines are only administered where written parental consent has been obtained. The Trust accepts prescribed medicines only, in the original labelled container as dispensed, with the prescriber's instructions; dosages are never changed on parental instruction. Over-the-counter medicines are not normally administered, and aspirin and ibuprofen are never given unless prescribed.
- Medicines are stored securely in accordance with the product instructions, in a locked cupboard or designated refrigerator. Controlled drugs are kept in a locked, non-portable container accessible only to named staff, with a record kept for audit. Emergency medicines — including inhalers and adrenaline auto-injectors — are readily accessible at all times and are taken on off-site visits.
- Named, trained staff administer medicines. Each administration is recorded and witnessed by a second adult, checking the pupil's name, the prescribed dose, the expiry date and the written instructions. Refusal to take medicine is recorded and parents informed. Pupils are supported to self-manage their own medication where this is appropriate.
- Staff training on specific conditions and procedures (including asthma, anaphylaxis, epilepsy and diabetes) is arranged by the Headteacher through the school nursing service or another competent provider and recorded on the school's training matrix.
- Staff must not dispose of medicines; parents are responsible for collecting and returning expired or unused medicines to a pharmacy. Sharps are placed in a sharps box.
- Medical information is treated confidentially and shared only with staff who need it.

3.20 Monitoring the Policy

- The Site Manager carries out documented routine site inspections, and the Office Manager/Lead completes the termly Trust health and safety checklist for the school. Results and actions are reported to the Headteacher.
- The Headteacher and the designated Local Governing Body health and safety governor carry out an annual safety tour of the school; findings are recorded and reported to the Local Governing Body.
- Clear Risk Management carries out an annual audit of each school's health and safety management arrangements. Audit findings, with named owners and target dates, are tracked by the Trust Estates Manager and reported to the COO.
- The COO reports on health and safety performance to the Chief Executive Officer and the Board of Trustees, including accident and near-miss data and trends,

statutory compliance status, training completion, and progress against audit and inspection actions.

- This policy is reviewed annually by the COO and approved by the Board of Trustees, and sooner following any significant incident, change in legislation or material change in Trust activity.

3.21 New and Expectant Mothers

- Staff are asked to notify the Headteacher in writing as soon as they are aware they are pregnant, have given birth in the last six months, or are breastfeeding, so that a risk assessment can be completed.
- An individual risk assessment is completed by the Headteacher or line manager, in consultation with the member of staff, and is reviewed as the pregnancy progresses, on return to work, and following any change in circumstances or medical advice.
- The assessment considers manual handling, prolonged standing, lone working, working at height, exposure to chemicals and biological agents (including infectious diseases such as chickenpox, rubella and slapped cheek), physical intervention and challenging behaviour, DSE use, fatigue, working hours and rest breaks.
- Duties are modified or reassigned where necessary, suitable rest facilities are made available, and adjustments are recorded. Where a risk cannot be controlled, advice is sought from HR and Occupational Health.
- Fire evacuation arrangements are reviewed and a personal emergency evacuation plan prepared where needed.

3.22 Noise

- Noise exposure is assessed where staff may be exposed to significant noise — grounds maintenance and workshop machinery, Design and Technology equipment, kitchen plant and music teaching. Assessments are arranged by the Trust Estates Manager with support from Clear Risk Management.
- Where exposure is likely to reach the lower exposure action value of 80 dB(A) daily or weekly, or a peak of 135 dB(C), hearing protection is made available, information and training provided, and noise reduction measures considered. Above the upper action values of 85 dB(A) and 137 dB(C), hearing protection zones are designated, signed and enforced, and health surveillance is provided.
- Noise is controlled at source wherever practicable through equipment selection, maintenance, task rotation and limiting exposure time. Noise emission data is obtained before new equipment is purchased.
- Hearing protection is issued, stored and monitored in accordance with 3.25. Staff must report any difficulty in hearing or ringing in the ears to their line manager.

3.23 Occupational Health – Stress and Staff Wellbeing

- The Trust recognises that staff wellbeing is a health and safety issue. Managers are expected to be alert to signs of stress, to treat staff fairly and consistently, to ensure staff are trained and able to carry out their work competently, and to deal with any report of pressure or ill health promptly and supportively.
- The HSE Management Standards — demands, control, support, relationships, role and change — are used to identify and address the causes of work-related stress. A stress risk assessment is completed where an individual or a group is identified as being at risk, and control measures are agreed with the member of staff and reviewed.
- Staff experiencing difficulties should speak to their line manager, the Headteacher or a trade union representative. Confidential support is available through the Trust's Employee Assistance Programme, and referrals to Occupational Health are made by the Headteacher via the HR team.
- Mental Health First Aid trained staff are in place across the Trust, and wellbeing is a standing consideration in staff meetings, appraisal and workload planning. Trends in absence and stress-related referrals are reviewed by the COO.

3.24 Outdoor Play Equipment

- Fixed outdoor play equipment, including trim trails, climbing frames and multi-use games areas, is formally inspected annually by a competent contractor appointed by the site manager. Inspection certificates and reports are retained on iAM Compliant.
- Defects identified in the annual inspection are repaired promptly by a competent person and the completion recorded.
- A monthly inspection is completed by the site manager and documented within iAM Compliant.
- A visual pre-use check is carried out each day the equipment is to be used, covering the condition of the equipment, the surrounding ground surface and the suitability of the weather. Where equipment is not fit for use, it is taken out of use and staff and pupils informed.
- Defects found during daily checks are reported to the Office Manager/Lead and the Site Manager for action (see 3.26).
- Equipment is used only by the age group it was designed for, and only under staff supervision. New equipment is purchased from a reputable supplier, is suitable for the intended age group, and is installed and commissioned by a competent contractor.

3.25 Personal Protective Equipment (PPE)

- PPE is provided free of charge where risk cannot be adequately controlled by other means. It is selected by the Site Manager or Head of Department to protect against the identified hazard, to fit the user comfortably, and to be compatible with other items of PPE worn.

- The need for, and type of, PPE is determined by the relevant risk assessment or COSHH assessment. Items commonly issued include gloves, eye protection, ear defenders, safety footwear, high-visibility clothing, aprons and respiratory protection.
- Issue is recorded on the PPE issue record. Users check PPE before each use, keep it clean and stored in the designated location, and report loss, damage or deterioration to their line manager for replacement. Periodic checks are carried out by the Site Manager.
- Staff are instructed in why PPE is provided, the risks it protects against, how to use, clean and store it, and their duty to wear it. Line managers and supervising staff monitor correct use; where face-fitting RPE is required, face-fit testing is arranged and repeated when appropriate.
- Signage is displayed in areas where PPE must be worn. Persistent failure to use PPE is addressed under the Trust's disciplinary procedure.

3.26 Reporting Defects

- All staff, pupils and visitors must report hazards, damage and defects immediately to the Site Manager, or to the Office Manager/Lead in their absence, using the helpdesk facility within iAM Compliant. Urgent hazards must also be reported verbally without delay.
- Pending rectification, the area or equipment is made safe — isolated, cordoned off, signed or taken out of use and labelled — by the person identifying the defect or the Site Manager.
- The Site Manager arranges remedial work, using approved contractors where the work cannot be completed in-house. Works beyond the school's delegated budget or competence are referred to the Trust Estates Manager.
- The defect report is signed off as complete by the Site Manager once the work is finished. Outstanding defects are reviewed at Senior Leadership Team meetings and escalated to the Trust Estates Manager where they remain unresolved.

3.27 Risk Assessments

- The Headteacher is responsible for ensuring that all necessary risk assessments are completed, communicated and reviewed at their school. The Trust provides a suite of model risk assessments, developed with Clear Risk Management, for schools to adapt to local conditions.
- Risk assessments are completed by the person who manages the activity — Site Managers for premises and grounds activities, Heads of Department for curriculum and practical subjects, and the visit leader for off-site activities — with support from the Trust Estates Manager and Clear Risk Management as the competent adviser.
- Individual assessments are completed for staff or pupils who need them, including new and expectant mothers (3.21), young people at work (3.47), staff

with a health condition or disability, and pupils whose behaviour or medical needs present a specific risk.

- Assessments follow the HSE five-step approach and are recorded on the Trust's standard form, held in the school's risk assessment folder and shared with everyone affected.
- Actions arising are given a named owner and target date, tracked by the Headteacher, and reported through the termly health and safety report to the Local Governing Body. Assessments are reviewed at least annually, and immediately following any incident, change of activity, equipment, staffing or premises.

3.28 School Buildings

- Trust premises comprise the main school and academy buildings and their associated outbuildings, stores, sports facilities and grounds. No school currently operates a residential, outward bound or off-site centre.
- Where a school uses any additional or temporary building (including modular classrooms, leased accommodation or off-site sports facilities), the Trust Estates Manager ensures a fire risk assessment, asbestos survey, water safety assessment and statutory servicing regime are in place before occupation.
- All buildings, facilities and equipment are maintained under the Trust's planned preventative maintenance programme, managed by the Trust Estates Manager with Site Managers. Statutory servicing records are held on the school's compliance file and monitored centrally.
- Condition surveys inform the Trust Estates Plan, which is used to prioritise capital and maintenance funding.

3.29 School Transport

- A specific risk assessment is completed for all transport of pupils, whether by Trust minibus, staff vehicle or contracted coach or taxi operator.
- Only authorised drivers may drive Trust minibuses. Authorisation is granted by the Headteacher on evidence of a valid driving licence with the appropriate legal entitlement for the vehicle being driven, MiDAS training where required by the Trust, and a satisfactory licence check. Where a Section 19 permit applies, the relevant permit requirements must also be met. Licences and driver authorisations are re-checked annually by the Office Manager/Lead.
- Drivers must declare any medical condition or medication that may affect their ability to drive, and must not drive if unfit, tired or under the influence of alcohol or drugs.
- The Site Manager carries out and records documented pre-use daily checks and weekly checks of each minibus (tyres, lights, fluids, first aid kit, fire extinguisher and seat belts), and ensures MOT, servicing, tax and insurance are current. Records are held with the vehicle file.

- Contracted coach and taxi operators are checked for licensing, insurance and DBS clearance of drivers before engagement.
- Pupils are supervised at all times when boarding, travelling and disembarking, with a minimum of one adult in addition to the driver. Seat belts must be worn, and registers taken before departure and before the return journey

3.30 School Trips / Off-Site Activities

- All school trips and off-site activities must be planned, approved and managed in accordance with the BFLPT Educational Visits Policy. Each school has a named Educational Visits Co-ordinator (EVC), who supports staff with the planning, risk assessment, approval and monitoring of educational visits. Staff should refer to the Educational Visits Policy and seek advice from their school's EVC for further information.

3.31 Signs and Signals

- Safety signs and signals comply with the Health and Safety (Safety Signs and Signals) Regulations 1996, and fire safety signage complies with BS 5499 / BS ISO 7010.
- Signage in place includes fire exit and escape route signs, fire action notices and assembly point signs, prohibition and mandatory signs (no smoking, PPE required, no unauthorised access), hazard warning signs (asbestos, electrical, chemical store, wet floor), first aid and defibrillator location signs, and traffic and speed limit signs.
- The Site Manager checks signage as part of routine site inspections and replaces missing, damaged or faded signs. Signage requirements arising from risk assessments are actioned by the Site Manager and verified by the Trust Estates Manager during compliance checks.

3.32 Smoking

- All Trust sites, including grounds, entrances, outbuildings and vehicles used on Trust business, operate a site-wide no-smoking policy in accordance with the Health Act 2006 and associated regulations.
- The restriction applies equally to e-cigarettes and vaping devices, and to staff, pupils, parents, visitors, contractors and those attending lettings.
- No-smoking signage is displayed at entrances and around the site by the Site Manager. Staff are expected to advise anyone smoking of the policy and to report any refusal to the Headteacher.
- Support for staff who wish to stop smoking is available on request from the Office Manager/Lead. Breaches by staff are dealt with under the Trust's disciplinary procedure.

3.33 Staff Consultation and Communication

- Health and safety is a standing agenda item at Senior Leadership Team meetings and at whole-staff meetings and is reported termly to the Local

Governing Body. A Trust Health and Safety Committee meeting, chaired by the COO, is held termly.

- The Committee's terms of reference cover: review of accidents, incidents and near misses; progress against action plans; results of inspections, audits and risk assessment reviews; statutory compliance status; changes in legislation or guidance; training and competency; and agreement of remedial actions and owners.
- Staff can raise a health and safety concern or improvement suggestion at any time — directly with their line manager or the Site Manager, through their trade union or staff representative, via the health and safety item at staff meetings, or by reporting a defect (see 3.26). Concerns are acted on and the outcome fed back to the person raising them.
- Staff are kept informed through induction, staff meetings and briefings, email bulletins, the Trust newsletter, and staff noticeboards.
- This policy, risk assessments, the asbestos register, the fire log, safety data sheets and the statutory compliance file are held at each school and are available to all staff on request from the Office Manager/Lead.

3.34 Supervision

- Pupils must not be left unattended during lessons or at any time they are in the care of the school. Class teachers are responsible for the supervision of their class, including safe entry, exit and movement around the site.
- A rota of staff supervision operates before school, at break and lunchtimes, and at the end of the day, published by the Headteacher. Higher-risk areas — playgrounds and play equipment, science laboratories, Design and Technology rooms, PE and food rooms are supervised at all times when in use.
- Practical activities in specialist rooms and higher-risk curriculum activities are supervised by appropriately qualified staff, at the ratios set out in the relevant subject risk assessment.
- Ratios for off-site visits are determined by risk assessment and approved by the Educational Visits Co-ordinator. A minimum of two adults accompanies any visit, drivers do not count towards supervision while driving, and mixed-gender groups include at least one male and one female supervisor. Indicative minimums are 1:6 for Early Years, 1:10 for Key Stage 1 and 1:15 for Key Stage 2 and above, with enhanced ratios for pupils with additional needs or adventurous activities.

3.35 Swimming Pool Operating Procedures (where applicable)

- No Trust site currently operates its own swimming pool. Where swimming forms part of the curriculum it takes place at an external facility, and the operator's Normal Operating Procedures and Emergency Action Plan are obtained and followed, alongside the school's own visit risk assessment (see 3.30).
- The group leader confirms before each session: minimum supervision ratios and the presence of a qualified lifeguard; how assistance is summoned in an

emergency; supervision arrangements in changing areas; maximum bather numbers; and first aid provision.

- Pupils with medical conditions affecting swimming are identified in advance and arrangements agreed with parents (see 3.19).
- Should a Trust site acquire a pool, written Pool Safety Operating Procedures covering water quality testing, plant operator training, maximum bather load, supervision standards and conditions of hire will be prepared and approved by the Trust Estates Manager before use.

3.36 Training and Development

- All new staff, including supply and volunteer staff, receive health and safety induction within one week of starting, delivered by the Headteacher's nominee (usually the Office Manager/Lead or Site Manager). Induction covers this policy, fire and emergency procedures and assembly points, first aid arrangements, accident and near-miss reporting, risk assessments relevant to their role, site rules and reporting of defects.
- Minimum competencies are identified through the training matrix for specific activities (risk assessment, manual handling, working at height, use of hazardous substances, DSE, use of machinery) and for specific roles (Headteacher, Office Manager/Lead, Site Manager, Head of Department, first aider, fire marshal, educational visits co-ordinator).
- Training needs are identified through induction, annual appraisal and risk assessment, and are arranged by the Office Manager/Lead with the Trust Estates Manager. Refresher training is scheduled before certification expires.
- All training is recorded, with signed records and certificates held on the school's training matrix and reported to the COO. Staff must tell their line manager if they feel they need further training for any aspect of their work.

3.37 Vehicles on Site

- Site traffic arrangements are set out in each school's site plan. Vehicles must observe the site speed limit, use the marked routes and park only in designated bays.
- Vehicle movements are restricted at the start and end of the school day and at break times. Deliveries are scheduled outside these times wherever possible.
- Pedestrian and vehicle routes are segregated by marked walkways, barriers and signage. Gates and barriers are managed by the Site Manager.
- Reversing is avoided wherever possible; where unavoidable, larger vehicles must be banked by a competent person. Drivers of delivery and contractor vehicles report to reception on arrival and follow the directions of site staff.
- Staff, contractors and visitors must not leave engines running unnecessarily and must not permit pupils to be in vehicle manoeuvring areas unsupervised.

- Drivers using their own vehicles on Trust business must complete the vehicle use form and hold a valid licence, MOT and business insurance (see the Trust's arrangements for cars used on Trust business).

3.38 Vibration

- Work with hand-held and hand-guided tools and machinery (including mowers, strimmers, hedge cutters, chainsaws, breakers and power tools) is assessed for hand-arm vibration exposure in accordance with the Control of Vibration at Work Regulations 2005.
- Controls include selecting low-vibration equipment, maintaining tools in accordance with manufacturer's instructions, limiting trigger time, rotating tasks, and providing anti-vibration gloves and warm, dry clothing.
- Where exposure may approach the daily exposure action value, the Trust Estates Manager arranges exposure calculation with Clear Risk Management and health surveillance is offered through Occupational Health.
- Staff must report tingling, numbness or loss of grip strength to their line manager immediately.
- Where exposure assessment indicates that employees may be exposed to vibration at or above the Exposure Action Value (EAV) of 2.5 m/s² A (8), exposure will be reduced so far as is reasonably practicable. Exposure must not exceed the Exposure Limit Value (ELV) of 5.0 m/s² A (8). Where appropriate, health surveillance will be provided to employees identified as being at risk.

3.39 Violence to Staff

- The risk of violence and aggression towards staff is included in each school's general risk assessment, with specific assessments where an individual pupil, parent or role presents a known risk.
- Control measures include controlled site access and visitor signing-in, secure reception areas, staff not meeting a potential aggressor alone, agreed procedures for removing a person from site, and support from the Headteacher and, where necessary, the police.
- All staff must report every incident of verbal or physical violence, threat or abuse — whether or not injury resulted — to the Headteacher, and record it within iAM Compliant.
- Incidents are reviewed by the Headteacher for patterns of time, place, persons and cause, and reported to the COO where escalation is required. Staff involved are offered debriefing and support, including access to the Employee Assistance Programme.

3.40 Visual Display Units (VDU's) / Display Screens / DSE

- A DSE workstation assessment is completed by every member of staff who uses display screen equipment for more than one hour continuously each day, using

the HSE workstation checklist or the checklist on iAM Compliant. Assessments are held by the Office Manager/Lead.

- Assessments are reviewed when workstations, equipment or duties change, following any report of discomfort, and for staff who work from home.
- Staff receive information and training on adjusting their chair, screen and workstation, adopting good posture, and the importance of regular breaks and changes of activity. Continuous DSE use should not normally exceed one hour without a short break or change of task.
- Defective or unsuitable workstations and equipment are reported to the Site Manager as a defect (see 3.26).
- Any discomfort or health concern is reported to the line manager, who will arrange a reassessment and, where necessary, referral to Occupational Health.
- DSE users may request a free eye and eyesight test, arranged by the Central Operations Team on request. Where the test identifies that special corrective appliances are required specifically for display screen work, the Trust will meet the cost of those appliances. The Trust is not responsible for the cost of normal corrective appliances required for general vision correction.

3.41 Waste Management

- General, recycling and food waste is removed by licensed contractors arranged by the Site Manager. Waste transfer notes and consignment notes are retained on the compliance file.
- Clinical and offensive waste (sharps, needles, bodily fluids, sanitary and nappy waste) is segregated at source into designated, labelled containers and collected by a licensed contractor. Sharps boxes are used for all needles, are kept out of pupil reach and are never filled above the marked line.
- Spillages of blood or bodily fluids are cleared only by trained staff using the site spill kit and disposable PPE, following the infection control procedure.
- WEEE, batteries, fluorescent tubes, paints and chemical waste are stored securely and disposed of separately through approved contractors in accordance with the WEEE and hazardous waste regulations.

3.42 Water Quality

- A legionella risk assessment is in place for every site and is reviewed regularly, and whenever there is reason to suspect that it is no longer valid. The assessment is reviewed following any significant change to the water system, building use or occupancy, changes to key personnel, evidence that control measures are no longer effective, or any suspected or confirmed case of Legionnaires' disease associated with the system. The Trust will review the Legionella Management Plan annually.
- The Trust Estates Manager is the appointed responsible person for water safety, supported by an approved water hygiene contractor. Site Managers carry out and record the routine tasks set out in the site Water Safety (Legionella) Manual,

including weekly flushing of little-used outlets. Monthly hot and cold-water temperature checks, and quarterly cleaning and descaling of showerheads and TMV servicing is completed by an approved water hygiene contractor.

- Records are kept in the site Water Safety Manual and iAM Compliant and are available for inspection. Out-of-specification results are reported immediately to the Trust Estates Manager, who arranges remedial action with the water hygiene contractor.
- Any suspected or confirmed case of **Legionnaires' disease/legionellosis associated with a Trust water system** is escalated immediately to the COO. Where the case meets the RIDDOR reporting criteria, including a case of legionellosis in an employee who has worked on cooling towers or hot and cold-water systems that are likely to be contaminated with legionella, it is reported to the HSE within the applicable statutory timescale.

3.43 Welfare

- Welfare facilities meet or exceed the standards required by the Workplace (Health, Safety and Welfare) Regulations 1992 and the associated Approved Code of Practice: a reasonable workroom temperature, normally at least 16°C (13°C where much of the work involves rigorous physical effort), adequate ventilation and lighting, wholesome drinking water, and sufficient toilets and washbasins with hot and cold water, soap and drying facilities.
- Separate, suitably equipped facilities are provided for staff and pupils, and staff rest and eating facilities are provided at every site.
- Site Managers monitor temperature, ventilation, lighting, water supply and cleanliness as part of routine site checks. Heating, cooling, ventilation and lighting equipment is included in the planned maintenance programme.
- Shortfalls are reported as defects under 3.26 and escalated to the Trust Estates Manager where they cannot be resolved on site.

3.44 Work Equipment - Maintenance / Inspection / Selection

- Equipment subject to periodic inspection, examination or testing includes: ladders, steps and access equipment; PE, gym and playground equipment; Design and Technology machinery and abrasive wheels; local exhaust ventilation and dust extraction; lifts and lifting equipment; boilers, heating and pressure systems; kitchen equipment; fire alarm and smoke detection; emergency lighting; fire extinguishers; panic and intruder alarms; fixed electrical installations and portable appliances.
- Statutory inspection, servicing and testing is arranged by the Trust Estates Manager with Site Managers, at the frequency specified by the competent person, insurer or manufacturer. Certificates and reports are held on iAM Compliant.

- Users carry out pre-use visual checks. Site Managers carry out and record routine checks (weekly for higher-risk equipment, covering guarding, emergency stops and condition) and maintain the maintenance log.
- Defective equipment is taken out of use immediately, labelled or isolated, and reported under 3.26 Reporting Defects.
- New equipment is selected by the Trust Estates Manager in consultation with the Headteacher and the intended user. It must be CE/UKCA marked, suitable for the task and user group, supplied with instructions in English, and installed and commissioned by a competent contractor before first use.

3.45 Work Experience (where applicable)

- Before a placement is confirmed, the Headteacher's nominated work experience co-ordinator checks that the provider holds employer's liability insurance, has a health and safety policy and risk assessments covering the student's activities, and has named a supervisor.
- Placements involving higher-risk activities, equipment or substances are only approved where the provider supplies a specific young person's risk assessment (see 3.47).
- Work experience co-ordinators are briefed on placement vetting and young person risk assessment; further support is available from the Trust Estates Manager and Clear Risk Management.
- Students, parents and providers are given written details of supervision, expectations and accident reporting arrangements before the placement begins.

3.46 Working at Height

- Work at height is avoided where reasonably practicable. Where it is unavoidable, the work is risk assessed and planned in advance, applying the hierarchy of control: prevent falls first (guard rails, tower platforms), then minimise the distance and consequences of a fall.
- Only trained and authorised staff use steps, ladders or access equipment. Teaching and support staff must not use ladders or stepladders; low-level kick stools may be used for light, short-duration tasks. All other work at height is referred to the Site Manager.
- Access equipment is visually checked by the user before every use and formally inspected and recorded by the Site Manager at least termly. Defective equipment is taken out of use and labelled immediately.
- Pupils must not use ladders, stepladders or access equipment under any circumstances. Contractors supply their own equipment and provide method statements, checked at induction (see 3.3).
- Roof access, work on fragile surfaces and work over water or excavations is permitted only under a Permit to Work authorised by the Trust Estates Manager.

3.47 Young People at Work

- A young person's risk assessment is completed before any person under 18 (employee, volunteer or work experience student) starts work. It is shared with the young person, their parent/carer where under 18, and their supervisor.
- No work is allocated beyond the young person's physical or psychological capacity, or involving exposure to radiation, toxic or carcinogenic substances, extreme heat or cold, high noise or vibration. Hazardous equipment must not be used, and higher-risk activities are only undertaken under the direct supervision of a competent employee.
- Induction covers site rules, emergency and fire procedures, accident and near-miss reporting, prohibited areas and equipment, and the name of their supervisor. Close supervision applies throughout the placement, with regular checks of understanding.
- Work is not allocated during the restricted period between 22:00 and 06:00. Risk assessment and training records are retained on the school's training file.

3.48 Related Trust Policies and Documents

This policy should be read alongside: the BFLPT Educational Visits Policy; Supporting Pupils with Medical Conditions / Drugs and Medicines Policy; First Aid Policy; Safeguarding and Child Protection Policy; Lettings Policy; CCTV Policy; Drug and Alcohol Policy; Critical Incident and Business Continuity Plan.

Site-specific documents held at each school: Fire Risk Assessment and Fire Log; Asbestos Register and Management Plan; Water Safety (Legionella) Manual; Statutory Compliance system; Risk Assessment Portal.

Part 4 – Key Performance Indicators

4.1 Introduction

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required. There are two types of indicators:

1) Leading – can be measured without an incident, accident or damage to property occurring. Useful to predict or prevent future events.
2) Lagging – are indicators that show the number and severity of events that have occurred.

4.2 School KPIs

The following indicators are monitored at each school and reported to the COO and, through the termly health and safety report, to the Local Governing Body and the Board of Trustees. Performance is reviewed against target at the termly Trust Health and Safety Committee.

Leading indicators

Statutory compliance checks completed on time — weekly fire alarm test, monthly emergency lighting test, water temperature and flushing records, gas and electrical servicing, PAT (target 100%).
Risk assessments reviewed within the last 12 months, including curriculum, premises and individual assessments (target 100%).

Mandatory health and safety training completed and in date — induction, first aid, fire marshal, manual handling, DSE, COSHH (target 100%).

Health and safety induction completed within one week of a new starter's first day (target 100%).

Termly health and safety checklist and documented site inspections completed (target 100%).

Fire evacuation drill held each term, with evacuation time recorded (target 3 per year).

Annual safety tour by the Headteacher and termly visits by the Local Governing Body health and safety governor completed.

Actions from the annual Clear Risk Management audit closed by their target date (target 100%; report number overdue).

Defects rectified within the agreed target time, and number of defects outstanding at month end.

Near misses reported — monitored as a measure of reporting culture, with an increase treated as a positive indicator.

Lagging indicators

Number of accidents and injuries, reported separately for staff, pupils and visitors or contractors.

Number of RIDDOR reportable injuries, occupational diseases and dangerous occurrences.

Number of over-seven-day absence injuries, and total working days lost to work-related injury or ill health.

Number of incidents of violence or aggression towards staff.

Number of work-related stress or wellbeing referrals to Occupational Health.

Number of employers' liability and public liability claims notified to insurers.

Number of fire, arson and property damage incidents.

Number of enforcement or advisory visits, notices or actions from the HSE, the Fire and Rescue Service or Environmental Health.

Part 5 – Policy Review and Approval

5.1 Review

This policy is reviewed annually by the COO, and sooner following any significant incident, change in legislation or material change in Trust activity, in line with the monitoring arrangements set out at 3.20. The next scheduled review is September 2027.

5.2 Approval and Version Control

This policy is approved by the Board of Trustees. On each approval the version number and date are recorded in the version control table at the front of this document, and the approved version is published on the Trust website. Only the version published on the website may be relied upon.

5.3 Communication

This policy is issued to all staff, forms part of the health and safety induction for new starters, and is made available to pupils and students, parents, contractors and visitors on request. The site-specific arrangements, registers and risk assessments referred to in Part 3 are held at each school and are available for inspection.

Health and Safety Policy Version 11 agreed by Trust Board October 2026