



# HEALTH AND SAFETY POLICY

Revision Date	Reviser	Previous Version	Description of Revision
24/2/2020	Fiona Packer (Trust H&S Compliance Officer)	Version 1	New Trust H&S policy created
29/4/2020	Bernie Green (Chief Executive Officer)	Version 1	New policy formally approved by the Trust CEO
12/5/2020	Board of Trustees	Version 1	New policy formally adopted by the Board of Trustees
28/1/2021	Fiona Packer	Version 2	Revised policy formally reviewed to include The Level's schools
10/2/2021	Mike Kerrigan	Version 2	Revised policy formally approved by the Board of Trustees
12/02/2021	Bernie Green	Version 2	Revised policy formally adopted by the Trust Chief Executive Officer
07/02/2022	Fiona Packer	Version 3	Annual review of existing policy
08/02/2022	Bernie Green	Version 3	Formal approval of policy
24/01/2023	Fiona Packer	Version 4	Annual review of existing policy
01/02/2023	Bernie Green	Version 4	Formal approval of policy
04/01/2024	Fiona Packer	Version 5	Annual review of existing policy
31/01/2024	Mike Kerrigan	Version 5	Revised policy formally approved by the Board of Trustees
16/4/2024	Fiona Packer	Version 6	Reviewed to include Pen Mill
7/06/2024	Fiona Packer	Version 7	Reviewed to include Ash
5/12/2024	Fiona Packer	Version 8	Reviewed to include Evercreech & Lovington
17/06/2025	Fiona Packer	Version 9	Reviewed to include Ilchester
11/11/2025	Fiona Packer	Version 10	Reviewed to include Butleigh

**This policy document will be formally reviewed annually and shared with all staff.**

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## **The Policy**

The Board of Trustees, Governing Bodies, Headteachers and Senior Leadership Teams are fully committed to ensuring the Health and Safety of all employees, pupils and any other person who could be affected by its activities.

This policy document has been prepared in accordance with the requirements of the Health and Safety at Work Act 1974, and related legislation and is issued for the direction, guidance and information of all employees, pupils, parents, service providers and members of the public to whom it may apply.

The aims, objectives and targets of the policy are based on the following principle:  
***"Being the best we can be"***.

This policy document covers the following sites:

### **Preston C of E Primary School**

The Toose  
Yeovil  
Somerset  
BA213SN

### **Kingfisher Primary School**

Kingfisher Drive  
Houndstone  
Yeovil  
Somerset  
BA228FJ

### **Countess Gytha Primary School**

West Camel Road  
Queen Camel  
Somerset  
BA227LT

### **North Cadbury C of E Primary School**

Cary Road  
Yeovil  
Somerset  
BA227DE

### **Manor Court Community Primary School**

Duck Lane  
Chard  
Somerset  
TA202ES

**Huish Episcopi Primary School**  
North Street  
Langport  
Somerset  
TA109RW

**Hambridge Primary School**  
Hambridge  
Langport  
Somerset  
TA100AZ

**Middlezoy Primary School**  
Church Road  
Middlezoy  
Somerset  
TA70NZ

**Othery Primary School**  
Othery  
Bridgwater  
Somerset  
TA70PX

**Pen Mill Infant & Nursery Academy**  
St Michael's Avenue  
Yeovil  
Somerset  
BA214LD

**Ash C of E Primary School**  
Main Street  
Ash  
Somerset  
TA126NS

**Evercreech C of E Primary School**  
Paradise Crescent  
Evercreech  
Shepton Mallet  
Somerset  
BA46EH

**Lovington C of E Primary School**  
Lovington  
Castle Cary  
Somerset  
BA77PX

**Ilchester Infant Site**

Illustrious Crescent  
Ilchester  
Somerset  
BA228JX

**Ilchester Junior Site**

Somerton Road  
Ilchester  
Somerset  
BA228JL

**Butleigh Primary School**

High Street  
Butleigh  
Glastonbury  
BA68SX

This policy also applies to situations where employees are required to work, visit, or supervise activities on other sites.

## Statement of Intent

As a responsible employer, Preston Primary Academy Trust will honour its legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 and associated regulations and codes of practice.

Preston Primary Academy Trust recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the Health, Safety and Welfare of employees, children and visitors so far as is reasonably practicable.

In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken, and arrangements will be made, where significant risks are identified. The necessary preventative and protective measures will also be put into place, so far as is reasonably practicable, using a sensible risk management approach.

Preston Primary Academy Trust is committed to the prevention of accidents and ill Health.

Preston Primary Academy Trust will work towards continual Health and Safety improvement.

To achieve these objectives, Preston Primary Academy Trust will:

- Conduct all our activities safely and in compliance with legislation and where possible in accordance with best practice.
- Provide safe working conditions and safe equipment.
- Ensure that a systematic approach to identify risks is developed and implemented and sufficient resources are allocated to control them.
- Provide suitable information, instruction, training and supervision.
- Promote a positive Health and Safety culture that is demonstrated by open communication and a shared commitment to the importance of Health, Safety and Welfare
- Promote the principles of sensible risk management.
- Monitor, review, and modify this policy and any arrangements as required.

All of Preston Primary Academy Trust employees have a responsibility to take reasonable care of themselves and others and to co-operate with their employer to ensure statutory duties and obligations are fulfilled.

Signed on behalf of the Trust:

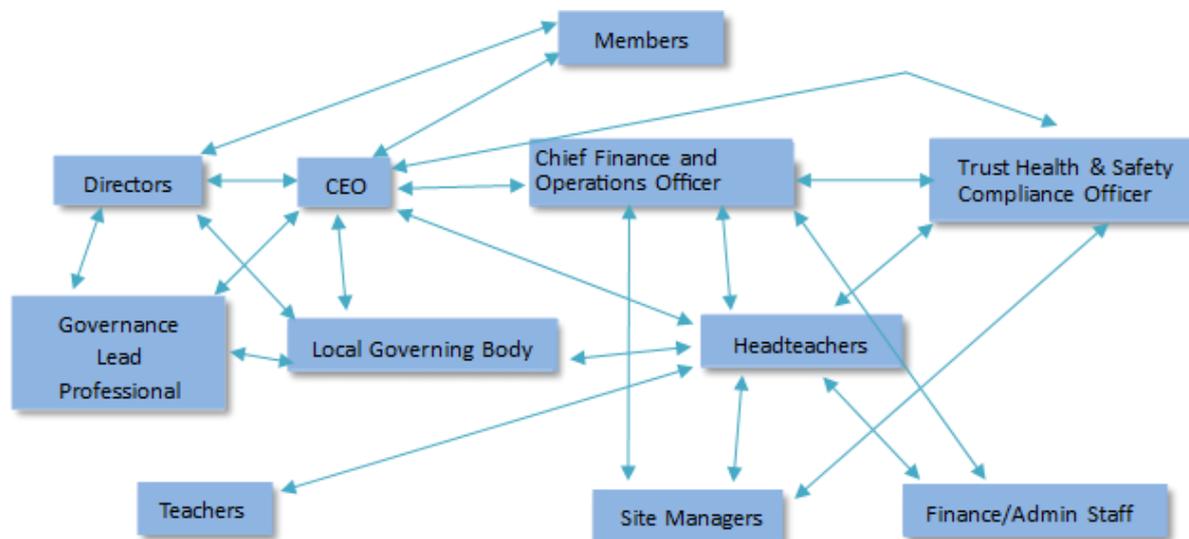


Date: 11/11/2025

Name: Bernie Green

Designation: Chief Executive Officer

## Organisation – Scheme of Delegation (Structure Chart)



Please refer to the [Scheme of Delegation](#) for further information on each role.

## Organisation - Roles & Responsibilities

### Preston Primary Academy Trust (PPAT)

The Trust has overall responsibility as the employer to ensure compliance with Health and Safety legislation and to ensure the Health, Safety and Welfare of employees, children, visitors, contractors and the self-employed.

The Trust is responsible for:

- determining the Health and Safety policy and its implementation
- allocating sufficient funds for Health and Safety
- establishing clear lines of responsibility and accountability for Health and Safety
- periodically assessing the effectiveness of the policy and ensuring that any necessary changes are made.
- identifying and evaluating risks relating to possible accidents and incidents connected with the Trust.
- providing access to competent Health and Safety advice

### The Chief Executive Officer (CEO)

Without limiting the responsibility of the Trust, the CEO and Head Teachers of each school, will generally oversee the day-to-day management of Safety and implementation of this policy within Trust schools.

The CEO and Head Teachers will comply with the Trust's Health and Safety policy and in particular will:

- make him/herself familiar with any documentation and/or instruction referring to the Health and Safety arrangements for staff, building maintenance or operation of Trust schools and maintain an up-to-date system of policies, procedures, and risk assessments.
- work with trade unions and employee Health and Safety representatives and ensure that all employees are aware of and accountable for their specific Health and Safety responsibilities and duties.
- in the event of any hazard or risk to Health and Safety of any persons under their control, take appropriate action to control the hazard/risk.
- ensure the Health and Safety policy, procedures, action plan and risk management programme are implemented as an integral part of business, operational planning, and service delivery.
- liaise with Local Governing Bodies
- undertake monitoring and ensure the provision of adequate resources to achieve compliance.
- ensure that local procedures for the selection and monitoring of contractors are in place.
- take appropriate action under the Trust's disciplinary procedures against anyone under their control found not complying with Health and Safety policies and/or procedures.
- ensure the Trust has access to competent Health and Safety advice.

In addition to their statutory duties, the CEO, Head Teachers, and teachers have a common law duty of care for children which stems from their position in law "in loco parentis".

### **School Leadership Teams**

The leadership teams at each Trust school, with support from the Trust CEO, will undertake general responsibility to ensure that all necessary Health and Safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Head Teacher. Any member of staff with supervisory responsibilities will: -

- make themselves familiar with and conform to this policy, including any instructions and requirements for safe methods of work.
- identify new and existing hazards, initiate risk assessments, record the significant findings, implement any necessary control measures, and review these to ensure that they remain relevant.
- check and document that the working environment is safe; equipment, products and materials are used safely; that Health and Safety procedures are effective and complied with and that any necessary remedial action is taken.
- inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials, and clothing as is necessary to enable them to work safely.

- complete a Health and Safety induction checklist for all new employees at the commencement of their employment.
- report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence.
- be responsible for aspects of Health and Safety included in their job description.
- organise risk assessments where significant risks are identified and ensure as far as is reasonably practicable the implementation of any control measures.
- ensure that all statutory registers and records are adequately kept.
- ensure the reporting and investigation of all accidents.
- ensure all persons under their control are aware of the reporting procedure.

### **Trust Finance/Admin staff & Premises Staff**

In addition to the responsibilities above, this group has specific duties:

- To maintain an understanding of the Health and Safety Policy arrangements and their responsibilities detailed within them.
- To maintain an awareness of the relevant premises related Health and Safety legislation, issues, and procedures.
- To control contractors working on the premises and ensure that hazard information has been exchanged and suitable risk control measures implemented.
- Ensuring adequate security arrangements are maintained.
- Ensuring the general cleanliness of the premises and that adequate welfare facilities are maintained.
- Arranging for regular inspection of the areas of the premises for which they are responsible; that workplace Health and Safety standards are in effective working order and that a safe means of access and egress is maintained.
- Ensuring that adequate Fire Safety arrangements and emergency procedures are implemented and maintained.
- Ensuring that plant and equipment is adequately maintained.
- Arranging for the regular testing and maintenance of electrical equipment
- Maintaining suitable records of plant and equipment maintenance and tests
- Ensure fire risks are formally assessed, and adequate Fire Safety arrangements are provided, maintained, monitored, and recorded including fire risk assessments fire evacuation drills, fire officer inspections and the maintenance of fire extinguisher/blankets, emergency lighting, fire alarm (including detectors and sensors) and any other Fire Safety equipment devices.
- Ensuring first aid requirements for the premises are formally assessed and adequate provision is provided, maintained, and monitored.
- Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored.
- Ensuring the adequate provision of Health and Safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations 1996
- Maintaining a Health and Safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations 2015 and make this available to contractors upon request.

- Ensuring that adequate systems are in place for the management of asbestos through the 'Local Asbestos Management Plan' and control of legionella and excessive hot water temperatures.
- To respond promptly to a notification of a defect that could affect the Health and Safety of building occupants/visitors.
- Liaison with other staff members where premises/equipment monitoring, and maintenance responsibilities are held elsewhere within the Trust i.e., design and technology and science.

### **Trust Health & Safety Compliance officer**

The Trust H&S Compliance Officer has been appointed internally by the Trust, and will act as the competent person for the Trust. The Trust H&S Compliance Officer is required to:

- Provide support and oversight to all schools within the Trust with regards to compliance and H&S areas of operation
- Ensure that Trust policies, compliance activity and H&S activities are appropriately reviewed, developed, and monitored to support the delivery of the Trust priorities.
- Provide assurance regarding compliance.

### **All Staff**

All employees, volunteers, apprentices, governors, agency staff, peripatetic workers and contractors must comply with the Trust's Health and Safety policy and associated arrangements, in addition to any specific responsibilities which may be delegated to them. All staff are required to:

- take reasonable care for their own Health and Safety at work and of those who may be affected by their actions or by their omissions.
- cooperate with their line manager and senior management to work safely.
- comply with Health and Safety instructions and information and undertake appropriate Health and Safety training as required.
- not intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety and Welfare
- report to their manager any Health and Safety concerns, hazardous condition or defect in the Health and Safety arrangements
- support the Trust schools in embedding a positive Safety culture that extends to children and any visitors to the site.

### **Children**

All children are expected to behave in a manner that reflects each school's behaviour policy and in particular are expected to:

- take reasonable care for their own Health and Safety and of their peers, teachers, support staff and any other person that may be at the school.

- cooperate with teaching and support staff and follow all Health and Safety instructions given.
- not intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety and Welfare
- report to a teacher or other member of staff any Health and Safety concerns that they may have.

## **Arrangements for Health and Safety**

The following arrangements will be adopted to ensure that the Trust & CEO fulfil their responsibilities and provide the foundation for securing the Health and Safety of employees and all users of the sites.

### **Setting Health and Safety objectives**

All Trust schools and the Head Teachers will specifically review progress of Health and Safety objectives at their regular meetings with their Local Governing Body. Where necessary Health and Safety improvements will be identified and included within each school's action plan.

### **Provision of effective Health and Safety training**

The Board of Directors and the Head Teacher will consider Health and Safety training on an annual basis.

### **Provision of an effective joint consultative process**

Each school Health & Safety Governor will report to the Trust Board on an annual basis through the LGB minutes and annual review. The Board will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates.

### **Establishing adequate Health and Safety communication channels**

Communication channels will be established for the exchange of Health and Safety knowledge and information. Where necessary, these communications will be recorded and include:

- senior leadership team meetings and staff meetings
- provision of information relating to safe systems of work and risk assessments
- training provided.
- communications with relevant specialist advisors and bodies

Where Health and Safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

### **Financial resources**

The CEO will ensure that adequate resources are being deployed to ensure adequate Health and Safety management and control.

## **Specialist advice/support**

The Trust has ensured that access to competent H&S advice and support is readily available to assist with the compliance of their statutory duties and meeting their Health and Safety objectives.

## **Accident and assaults**

Apart from manually recording minor incidents in the “Bumps Book” all accidents, assaults and near miss incidents will be reported using I Am Compliant or an agreed reporting form within 24 hours of occurrence; RIDDOR reportable incidents, will be reported to the HSE within 10 days, using I Am Compliant.

All significant incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, children etc.

Accident, assaults and near miss incidents across all Trust schools will be monitored at least termly by the Trust H&S Compliance Officer; identification of significant trends or major incidents will be reviewed, action points agreed and reported to the CEO on a monthly basis.

Accident records will be retained for the following periods: Pupil's records will be retained for a period of Date of Birth + 25 years, employee records will be retained from the date of incident + 7 years and forms relating to work related ill Health is current year + 10 years or longer (40 years where there has been potential exposure to asbestos, where radiation is the cause retention is last action + 50 years).

## **Audit**

The Trust's Health and Safety management systems will be audited on an annual basis. The Trust sees this process as a positive assessment of its Health and Safety management system and takes appropriate action to continually improve Health and Safety across the Trust.

## **Contractor management**

The Trust will comply with the HSE's approved code of practice Construction (Design and Management) Regulations 2015' (L153) relating to the management and control of contractors. The Trust schools will ensure that:

- roles of client, principal designer, designer, principal contractor, contractor are understood and formally allocated.
- competent contractors are used.
- clear specifications of works are drawn up by a competent person to include phases of the work, duration, separation of building and academy site, delivery times and locations, tapping into utilities, site security, fire and emergency coordination, fire escape routes, accident reporting etc.

- pre-start meetings take place to discuss how works will be managed, responsibilities, codes of conduct and to assess new hazards that may be introduced to the site.
- key contacts are identified.
- regular update meetings take place throughout any works/projects.
- works are visually monitored, and any concerns immediately reported.
- works are signed off and any associated certification and documentation is obtained.
- all staff/ children and other users of site remain in a safe environment for the duration of the works.
- all contractors are given access to the asbestos register.
- all contractors to complete a contractor site induction sheet before work can proceed.

### **Control of hazardous substances (COSHH)**

The Trust will comply with the HSE's approved code of practice Control of Substances Hazardous to Health (L5) relating to the management and control of hazardous substances on site. The Trust schools will ensure:

- an inventory of all hazardous substances on site is kept and updated regularly.
- wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used.
- a COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff.
- wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented.
- where identified as part of the risk assessment, appropriate PPE will be provided to staff.
- any requirement for exposure monitoring or Health surveillance will be carried out.
- sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to Health posed by substances in the workplace and the importance of control measures provided.
- training records are maintained for those who receive training.
- information will also be given to others who may be affected, such as contractors, temporary staff, and visitors.
- only substances purchased through the Trust's procurement systems can be used on site.
- substances are stored correctly and those that are no longer used are disposed of as per the substance's Safety data sheet
- COSHH risk assessments are monitored and reviewed annually.

### **Dealing with Health and Safety emergencies - procedures and contacts**

As per legal requirements all dangerous occurrences and near miss incidents that are RIDDOR reportable incidents, will be reported to the HSE within the required timescale.

All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, children etc.

### **Defect reporting**

All Trust schools have a defect reporting procedure whereby any damage or defect to the premises, equipment or furnishings is reported. Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

### **Display screen equipment (DSE)**

All Trust schools acknowledge that staff who use DSE should have suitable equipment to undertake the tasks that they are required to carry out, know how to safely use the equipment and have a DSE assessment which is reviewed at suitable intervals. All Trust schools ensure that:

- all static workstations used by staff meet the minimum standards required.
- equipment is maintained in good working condition.
- staff are aware of best practice in using DSE and issued with relevant information.
- staff whose roles require significant use of DSE are prioritised for individual assessment.
- assessments are reviewed at least every 2 years, or earlier if there are significant changes to equipment/layout individual Health.
- a trained DSE assessor is available.

### **Driving**

All staff that drive their own cars for work purposes must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition. Some schools within the Trust maintain insurance cover for staff using their own cars for work purposes.

### **Electrical systems and equipment**

All Trust schools maintain and service electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) are periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.

Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance 'Maintaining portable electrical equipment in low risk environments' (INDG236), by a competent contractor with records maintained.

Formal visual inspections of all portable electrical appliances are undertaken annually. Staff are instructed to undertake a visual inspection of equipment prior to

use and not to use any equipment that appears damaged or defective. The Trust's defect reporting procedure is followed as required.

## **Fire Safety**

The Trust is committed to providing a safe environment for both staff and children. The Trust schools manage the risk of fire by ensuring:

- a comprehensive fire risk assessment is in place, reviewed annually and any actions/improvements identified are progressed given consideration to risk and cost.
- a detailed fire and emergency evacuation plan has been developed that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation, this will include the development of a Personal Emergency Evacuation Plan (PEEP) for any person requiring assistance in an evacuation.
- statutory inspections are carried out on all fire related systems and equipment either by competent contractors or in house by trained staff.
- staff receive fire awareness training that is regularly updated, and fire marshals receive role specific instruction.
- a fire drill is undertaken every 90 days to practice evacuation arrangements and to ensure that the evacuation procedure is carried out successfully and as expected.
- a fire logbook is kept and maintained.

## **First-aid and supporting children' medical conditions.**

Adequate first aid arrangements are assessed, maintained, and monitored at each Trust school and for all activities that they lead. All Trust schools ensure that:

- the number of first aiders and appointed persons meets recommendations, and adequate cover is available to cover for annual leave and unexpected absences.
- all first aiders and appointed persons hold a valid certificate of competence; each Trust school maintains a register of all qualified staff and will arrange re-training as necessary.
- a list of trained first aiders is held by each Trust school.
- sufficient numbers of suitably stocked first aid boxes are available and checked periodically to ensure they are adequately stocked.
- a suitable area is available for the provision of first aid.
- staff are regularly informed of first aid arrangements within each Trust school through induction, teacher training days and the staff handbook which is issued annually.
- where first aid has been administered this is recorded in the first aid treatment book
- correct reporting procedures are followed including those required under RIDDOR regulations.
- individual risk assessments have been carried out which consider first aid provision for lone workers and employees who travel in works vehicles that carry passengers.

- information, instruction, and training will be provided to staff on any specific medical conditions of children and the procedures to follow in case of an emergency.
- children with medical conditions will be cared for in line with the Trust medical conditions policy.
- medication shall be kept securely in line with the Trust medical conditions policy.

### **Glass & Glazing**

All Trust schools will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and the Approved Code of Practice L24 as it relates to glass and glazing

All Trust schools will survey its glass surfaces in doors, windows, and door side panels for the presence of Safety glass and where appropriate will make remedial actions to install Safety glass or film and have it suitably marked to that effect.

### **Grounds - Safety/Security**

All Trust schools will ensure that there is safe access and egress from the buildings and grounds including balancing the need for security with the need for emergency escape. All Trust schools will ensure that there is a regime for maintaining the grounds, perimeter demarcation (where owned) and equipment e.g., outdoor play equipment

### **Housekeeping – storage, cleaning & waste disposal**

All Trust schools will ensure that there is suitable and sufficient storage including systems for ensuring that items are included on an inventory and checked periodically where necessary for Safety.

All Trust schools will ensure that there are systems in place for cleanliness, to minimise the accumulation of rubbish, for the removal and disposal of controlled waste and for the cleaning of spills/ wet floors to minimise the risk of slips. All Trust schools will ensure that there are suitable and sufficient external waste bins secured from the risks of arson and tampering.

Where applicable and to accommodate the requirements of environmental legislation all Trust schools will arrange for suitable disposal/recycling of relevant items e.g. fluorescent lighting and waste electrical appliances.

Suitable arrangements will be made for the clearing of snow as part of winter preparedness.

### **Lone working**

All Trust schools will ensure through risk assessment that all staff who work alone are given suitable instruction on lone working procedures including communications, emergency procedures and any restrictions during lone working e.g., work at height.

## **Management of asbestos**

All schools within the Trust, which contain asbestos, will comply with the HSE's approved code of practice 'Managing and working with asbestos, Control of Asbestos Regulations 2012, Approved Code of Practice & Guidance (L143). The Trust is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. All relevant Trust schools have a whole site asbestos 'Management survey' (previously known as Type 2 survey) from which a local asbestos management plan (Lamp) has been developed. Asbestos registers across all sites will be kept up to date.

Annual inspections of all identified asbestos containing materials (ACMs) that are not encapsulated or in restricted access areas are undertaken and documented; where necessary more frequent checks of ACMs will be undertaken. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in each school's local asbestos management plan.

Prior to any works that will or has the potential to alter the fabric of the building; a 'Refurbishment and demolition survey' (previously known as a Type 3 survey) will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing. Where necessary works that are likely to disturb asbestos will be planned so as to avoid disturbance (re-routed) or the asbestos will be removed by competent licensed contractors prior to building works commencing.

## **Moving and handling**

All Trust schools comply with the HSE's approved code of practice 'Manual Handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23).

Within all Trust schools there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. All Trust schools manage the risk associated with moving and handling tasks by ensuring that:

- moving and handling is avoided whenever possible.
- if it cannot be avoided, moving and handling is properly planned, has a relevant risk assessment, is carried out by competent staff, and carried out in a manner which is, so far as is reasonably practicable, safe.
- those undertaking specific moving and handling tasks have received appropriate training and training records are maintained.
- any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements.
- any defective equipment is taken out of use until repaired or is replaced.
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling task being restricted.
- any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required.

## **Noise**

All Trust schools will plan for the assessment of risk, protection and other control measures where the noise levels reach the action values as detailed within the Control of Noise at Work Regulations 2005

## **Occupational Health services and work-related stress**

The Trust acknowledges that there are many factors both work-related and personal that may contribute to staff being absent from work through injury and ill-health including stress.

The Trust will follow the principles of the HSE guidance 'Managing the causes of work-related stress' (HS(G) 218). The following arrangements are in place to locally manage staff Health issues:

- employees are advised that it is their responsibility to inform their line manager, CEO, the Head Teacher, or another member of the senior leadership team of any ill Health issues. The Trust HR support services will also be informed.
- The Head Teacher and/or the CEO will meet and discuss the ill Health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels.
- the member of staff will be offered a referral to an occupational Health professional for advice and support, e.g., counselling, etc.
- the member of staff will be advised that support can also be provided through their trade union.
- a series of regular review meetings will be scheduled to monitor ill Health and stress levels where they have been identified.
- if it is identified that there is a high occurrence of staff ill Health or stress within the Trust the CEO will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

## **Off-site visits including school-led adventure activities.**

All Trust schools adopt the National Guidance for the Management of Off-site visits and Learning Outside the Classroom (LOTCC) activities.

## **Risk Assessments**

Risk assessments are undertaken for tasks/activities where significant hazards have been identified or where there is a foreseeable risk of injury/ill Health.

Within all Trust schools' various persons are tasked with the development of risk assessments based on their knowledge, experience, and competence. Relevant staff will develop the risk assessments prior to consultation with all staff to which they are relevant prior to sign off. Risk assessments are accessible to staff at all times via I Am Compliant.

New and expectant mothers risk assessments will be conducted in line with HSE Guidance.

Reference to the Trust Risk Assessment Policy is included in the appendix at the end of this document

## **Smoking**

All Trust schools comply with UK law on smoking in both indoor and external spaces. The Trust has a no smoking policy which extends to the limits of the curtilage of all of our sites. The policy extends to the uses of substitute inhalers and all types of vaping devices including e-cigarettes. All Trust schools have signage on site and will ensure that persons seen smoking onsite are instructed not to do so.

## **Statutory Inspections**

All Trust schools ensure that statutory inspections are undertaken at required intervals for all plant and equipment required. I Am Compliant provides details of required inspections, date of last inspection, date of next inspection and who is responsible for undertaking the next inspection. The system is populated by Site Managers & monitored by the Trust H&S Compliance Officer.

## **Preventing workplace harassment and violence**

The Trust is committed to providing a safe and secure working and educational environment for staff, children, and any other persons on its sites. Where applicable, in addition to the control measures identified in the site-specific lone working risk assessment, the following procedures are in place:

- Staff are advised to:
  - avoid confrontation if possible.
  - withdraw from a situation or escalating situation.
  - arrange seating so that a clear escape route from the room to a place of Safety is available. Sit near the door or use a room with two doors.
  - contact emergency services, as appropriate.
  - inform the CEO, Head Teacher or Trust H&S Compliance Officer if confrontation has taken place.
  
- The Trust will:
  - ensure the CEO, Head Teacher or Trust H&S Compliance Officer attends the site of an incident on being informed of an incident, if considered necessary
  - have in place procedures for the reporting of incidents.
  - offer counselling/ support through Occupational Health
  - debrief individuals following any incident.
  - provide training on how to manage conflict and aggression as required
  - review the appropriate risk assessments following any incident.

## **Water hygiene management (Legionella)**

The Trust will comply with the HSE approved code of practice 'Legionnaires' disease - The control of legionella bacteria in water systems' (L8).

The Trust will:

- employ an external person with relevant knowledge and competence to obtain initial advice on any necessary actions.
- employ a competent external contractor to provide a suitable survey/risk assessment; with the risk assessment being reviewed at least every two years or whenever there is reason to suspect it is no longer valid.
- Address any remedial actions identified by the survey including dead leg removal or drain down.
- employ a competent external contractor to undertake water sampling and routine cleaning, maintenance and disinfection of water systems and thermostatic mixing valves (TMV's) as applicable.
- ensure regular flushing of little used outlets is completed by a competent individual on a weekly basis.
- employ a competent person to undertake monthly monitoring of water systems including temperature readings.

## **Working at height**

The Trust will follow the principles of the HSE guidance 'The Work at Height Regulations 2005 (as amended) A brief guide' (INDG401). The Trust schools use a variety of access equipment for working at height tasks including ladders, step ladders and kick stools. All Trust schools will ensure that:

- work at height is avoided whenever possible.
- if it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
- those undertaking work at height have received appropriate training and training records are maintained.
- all access equipment (ladders, step ladders, tower scaffolds etc.) is identifiable and inspected as required.
- any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements.
- any defective equipment is taken out of use until repaired or is replaced.
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted.
- any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required.

## **Workplace inspections**

All Trust schools recognise the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and children. Formal workplace inspections are undertaken by the Trust H&S Compliance officer on an annual basis with findings documented and any actions allocated with remedial actions. The inspection findings are reviewed with actions monitored for close out at the CEO monthly meeting. It is recognised

that annual inspections alone will not keep a premise safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the academy's defect reporting procedure. In addition to the above, Site Managers carry out formal inspections of equipment, grounds, fencing, furniture etc. at regular intervals throughout the year and records are kept.

## **Lettings**

Each Trust school has a lettings policy (where applicable). The policy covers procedures for fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid. Persons/organisations letting the site must agree to:

- co-operate and co-ordinate with the school on Health and Safety matters.
- agree to the terms of the lettings policy in relation to Health and Safety arrangements.
- provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities.

Where lettings take place, each Trust school will ensure that:

- the premises are in a safe condition for the purpose of use.
- the Health and Safety arrangements detailed in the lettings policy are fully explained and communicated to all individuals or groups letting a space/area of the school premises.
- adequate arrangements for emergency evacuation are in place and communicated.
- users are consulted on Health and Safety matters.
- the school's Health and Safety arrangements are made available to shared users.

## **Monitoring and review**

This Health and Safety Policy together with the associated procedures and Health and Safety performance, will be reviewed by the Trust and the CEO on a regular basis (every year as a minimum), or as required.

In order to substantiate that Health and Safety standards are actually being achieved, the Trust will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

The Trust will use different types of systems to measure Health and Safety performance:

### **Active monitoring systems**

- Spot checks and regular site inspections will be undertaken, and records maintained.

- Documents relating to the promotion of the Health and Safety culture will be regularly examined and reviewed.
- Appropriate statutory inspections on premises, plant and equipment will be undertaken.
- Where necessary, Health surveillance and environmental monitoring systems will be implemented to check the effectiveness of Health control methods and to detect early signs of harm to Health.
- The Trust H&S Compliance Officer will meet with the CEO on a regular basis to monitor the implementation of this policy.
- Identifying where Health and Safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill Health (work-related sickness), damage to property, etc.

### **Reporting and response systems**

- Ensuring that monitoring information is received, having regard to situations which create an immediate risk to Health or Safety, as well as longer-term trends and ensuring remedial action is taken.
- Health and Safety committee, Local Governing Body/Board of Directors and Senior Leadership team will all receive and consider reports on Health and Safety performance.

### **Investigation systems**

- Investigations will be implemented for incidents proportionate to the severity of the incident. The investigation will incorporate systems to identify both the immediate and the underlying causes of events.
- Analysing data to identify common features or trends and initiate improvements.
- Where cases of occupational ill-Health are to be investigated where complaints relating to occupational Health and Safety are to be recorded and investigated
- Where accidents/incidents and assaults with the potential to cause injury, ill-Health or loss are to be reported, recorded, and appropriately investigated.

### **Third Party Monitoring/ Inspection**

- All Trust schools will be subject to third party inspection and monitoring, as part of Ofsted requirements. Actions arising from third party audit/inspection will be incorporated within Trust/schools' action plans with appropriate target dates for completion.

### **Appendices**

The list below contains additional sub-policies (arrangements) that are available which contribute towards the overall Preston Primary Academy Trust Health and Safety policy to which each school must have regard. These policies (arrangements) must be used in conjunction with the policy.

Please note that this list is not exhaustive and is continuously being developed and updated with new policies and arrangements.

1. First Aid policy
2. Driving for Work policy – this includes a separate driving for work RA form
3. Risk Assessment policy
4. New & Expectant Parents policy – this includes a separate new & expectant mothers RA form
5. Hazardous Substances policy – this includes a separate COSHH RA form
6. Slips, Trips & Falls policy
7. Manual Handling policy
8. Electrical Equipment policy
9. Legionella policy
10. Medical Policy
11. Stress policy – this includes separate RA forms for the management of work-related stress
12. Asthma policy
13. Diabetes policy
14. Epilepsy policy
15. Lockdown procedures
16. H&S policy Trust
17. Reporting of H&S incidents policy
18. Work at height policy
19. Managing contractors' policy
20. Asbestos policy – this includes a local asbestos management plan
21. Workplace Health, Safety and Welfare policy – this includes a workplace checklist
22. Fire policy – this includes an arson policy & checklist, hot works guidance, personal emergency evacuation plans, forms & guidance, and the forms for managing fire safety
23. Display Screen Equipment (DSE) policy – this includes individual user guides and self-assessment forms
24. Lone working policy
25. Work related violence policy
26. Work equipment policy
27. Young people at work policy – this includes a capability assessment and a generic activity risk assessment form
28. Managing construction tasks (CDM) policy
29. School trips & visits policy
30. Animals in schools' policy
31. Personal Protective Equipment (PPE) policy – this includes a PPE checklist
32. Investigating Health & Safety Incidents policy – this includes an accompanying investigation form
33. Retention of documents policy
34. Menopause policy
35. Minibus policy
36. Health & Well-Being policy
37. Radon policy
38. Violence & Aggression in Schools policy
39. Sun Protection policy

40. Infection Control & Cleaning of Bodily Fluids policy
41. Traffic Management policy
42. Defect Management policy
43. Forest School Policy
44. Food Policy