NORTH STAR
ACADEMY TRUST

Health and Safety Policy

Author	C Bowyer / Adam Hill	Source	Judicium Model Policy
Approved By	FARR Committee (Doc 1) Local Governing Board (Doc 2)	Status	Statutory
Last Review	September 2026	Next Review	September 2027

Details of Policy Updates

Date	Details
September 2023	'Site Manager' changed to 'Estates Manager' throughout
	Minor grammatical amendments
September 2024	2.3 'read and signed by all contractors before starting any work on the premises.' changed to 'made available to all contractors prior to any work commencing'
September 2025	Wording amendments for 'Caretakers' to 'Site Assistants'. Addition of Electric vehicle information. Addition of note on Tree surveys Updated Asbestos information regarding staff / Contractors (following HSE advice)
September 2026	1.11 'Cook' changed to 'Catering Manager' 2.3 Amendment to asbestos wording 2.23 Addition of 'Vaping' to Smoking section

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Document 1

Statement of Intent

North Star Academy Trust recognises that ensuring the Health and Safety of staff, students and visitors is essential to the success of its schools.

We are committed to:

- Providing a safe and healthy working and learning environment.
- Preventing accidents and work-related ill-health.
- Meeting our legal responsibilities under health and safety legislation as a minimum.
- Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- Ensuring safe working methods and providing safe work equipment.
- Providing adequate information, instruction, training and supervision.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the schools.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Health and Safety procedures will be adopted, and responsibilities will be appropriately assigned to ensure the aims of this policy are met. All Trustees, Governors, staff and students will play their part in its implementation.

Name: _____ **Signature:** _____

(Chair of Trustees)

Name: _____ **Signature:** _____

(Chief Executive Officer)

Date: _____

Document 2

1. Roles and Responsibilities

1.1 Introduction

To achieve compliance with the Statement of Intent, the management team will have additional responsibilities assigned to them as detailed in this part of the policy.

An organisational chart for Health and Safety management is available in Appendix 1.

1.2 The Board of Trustees

The Board of Trustees is responsible for ensuring that:

a) The health and safety policy statement is clear, and promotes a positive attitude towards safety and health for staff and students.

b) The Chief Executive Officer (CEO) is aware of their health and safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.

c) Through the Finance, Audit, Risk and Resources Committee (FARR), clear procedures to assess significant risks are fully implemented and that safe working practices are adopted.

d) Sufficient funds are set aside with which to operate safe working practices.

e) Health and safety performance is monitored, failures in health and safety policy or implementation recognised, and policy and procedure revised as necessary.

f) The CEO will provide Health and Safety updates to the Board as appropriate.

g) The Board will delegate day to day responsibility for Health and Safety matters to the Headteacher at each school within the Trust.

1.3 The Chief Executive Officer (CEO)

a) The CEO has ultimate day to day responsibility for health and safety management and will take all reasonably practicable steps to secure the health and safety of pupils, staff and others by ensuring good practise is developed and implemented with a proactive Health and Safety management and culture.

b) Reports to the Trust Board on health and safety performance and monitors both compliance with, as well as the effectiveness of, this policy.

c) Reports to the Trust Board any significant risks or policy requirements which cannot be met.

d) Delegates day to day responsibility for health and safety management to the Director of Finance and Operations and Headteachers.

1.4 Finance, Audit, Risk and Resources Committee (FARR)

The FARR Committee is responsible for ensuring that:

a) They maintain an overview of the NSAT Health and Safety Policy.

b) Clear procedures to assess significant risks are in place and fully implemented and that safe working practices are adopted.

c) Sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety within the schools.

d) They receive regular monitoring and feedback on Health and Safety compliance and performance from the Local Governing Board.

1.5 Local Governing Board (LGB)

The LGB is responsible for ensuring that:

e) They maintain an overview of the Health and Safety Policy Document 2 through the Health & Safety Link Governor.

f) Sufficient resources are allocated and authorised within the school budgets to meet statutory procedures and standards for health and safety within the schools.

g) Regular monitoring and feedback on Health and Safety compliance and performance is provided to the FARR Committee.

h) They receive operational safety information/reports from Headteachers.

1.6 Headteacher

To be accountable to the LGB /Board of Trustees for the effective implementation of this policy.

To ensure the policy's objectives are fully met by:

a) Planning as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.

b) Providing final authority on matters concerning health and safety at work.

c) Making decisions on health and safety issues based on a proper assessment of any risks to health and safety and ensure the control of those risks appropriately.

d) Delegating specific responsibility for the implementation and monitoring of the Health and Safety Policy to other members of staff where appropriate.

1.7 Officer Responsible for Health and Safety

The Director of Finance and Operations (DFO), in conjunction with the appointed Health and Safety Consultants, Judicium, and the Health and Safety Committee will advise the CEO on health and safety policy. Acting for and on behalf of the CEO, he/she has the responsibility for implementing and monitoring the policy.

The DFO achieves this by ensuring that:

a) This policy is communicated and made available to all relevant persons.

b) Appropriate information on significant risks is given to visitors and contractors.

c) Appropriate consultation arrangements are in place for staff and their safety representatives.

d) All staff are provided with adequate information, instruction and training on health and safety issues.

e) Additional responsibilities for health, safety and welfare are allocated to specific individuals, and they are informed of their duties and responsibilities and have sufficient experience, knowledge and training to undertake them.

f) Risk assessments of the premises and working practices are undertaken.

g) Safe systems of work are in place as identified from risk assessments.

h) Emergency procedures are in place.

i) Machinery and equipment are inspected and tested to ensure it remains in a safe condition.

j) Records are kept of all relevant health and safety activities, e.g. assessments, inspections, accidents, etc.

k) Arrangements are in place to inspect the premises and monitor performance.

l) Accidents are investigated, and any remedial actions required are taken or requested.

m) The activities of contractors are adequately monitored and controlled.

n) A report to the Board of Trustees on the health and safety performance of the school is completed and reviewed annually.

The DFO will delegate the day to day management of Health and Safety to the Estates Manager.

1.8 Estates Manager

Acting on behalf of the DFO, the Estates Manager, with the support of the school Site Assistants, has responsibility for the day to day management of Health and Safety across the Trust.

The Estates Manager achieves this by:

a) Promoting a positive safety culture across the Trust.

b) Providing safe and fit for purpose school premises for students, staff, volunteers and visitors to the schools.

c) Sharing Health and Safety information with staff and visitors

d) Carrying out routine site inspections and Health and Safety compliance checks (including premises related risk assessments) and maintaining accurate records on the Trust compliance system, Every.

e) Identifying and arranging appropriate health and safety related training for staff.

f) Monitoring contractors to ensure safe systems of work.

g) Maintaining oversight of the school emergency plans and procedures, including fire safety.

h) Ensuring compliance with all relevant Health and Safety legislation.

i) Documenting procedures and maintaining a premises operation manual.

1.9 Staff Holding Posts/Positions of Special Responsibility

This includes the Senior Leadership Team, Heads of Departments, Curriculum Leads and Engagement Teams. They must:

a) Apply the schools Health and Safety Policy to their department or area of responsibility and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements in their areas of responsibility.

b) Develop policies and procedures which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.

c) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the DFO.

d) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.

e) Resolve health, safety and welfare problems that members of staff refer to them, and refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.

f) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.

g) Ensure the provision of sufficient information, instruction, training and supervision to enable employees and students to manage risks, avoid hazards and contribute positively to their health and safety.

h) Ensure all accidents, incidents and near misses are recorded and investigated appropriately.

1.10 All Teaching staff

Class teachers must:

a) Exercise adequate supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.

b) Follow the health and safety procedures applicable to their area of work.

c) Give clear oral and written health and safety instructions and warnings to students as often as necessary.

d) Ensure the use of personal protective equipment and guards where necessary.

e) Make recommendations to their Headteacher or Curriculum Lead on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.

f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health and Safety in line with National Curriculum requirements for safety education.

g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the premises without prior authorisation.

h) Regularly check their classrooms for potential hazards and report any observed to the Estates Manager or the Site Assistant via the Trust compliance system, Every.

i) Report all accidents and dangerous occurrences to the DFO as per the accident reporting procedure.

1.11 Catering Manager

The Catering Manager is responsible for the safe operation of the catering facilities and must:

a) Be familiar with the school's Health and Safety Policy and other associated policies.

b) Prepare risk assessments for all catering activities.

c) Ensure that all kitchen staff are instructed and informed to work following policies, risk assessments, and procedures in place.

d) Inform the DFO or the Headteacher of any potential hazards or defects.

e) Be familiar with the current Food Safety legislation and the implications so far as the school is concerned.

f) Ensure that non-catering staff do not use the catering facilities and equipment without the prior agreement of the Headteacher.

1.12 Health and Safety Committee

The school's Health and Safety Committee provides a forum for joint employer/employee discussions of Health and Safety matters. This Committee will meet at least twice a year. All employees are encouraged to bring health and safety concerns to this Committee either directly or through their safety representative if one exists.

The Committee will:

a) review all health, safety, fire safety and security matters, including a review of policy at least annually.
b) advise the LGB of any current issues.
c) comprise of the DFO, Estates Manager, Staff Representative (if one exists) and the LGB Health and Safety Governor.

Students have an opportunity to contribute to the forum via their School Council representatives.

Safety Representatives, whether appointed by a recognised trade union or elected by the workforce, are automatically members of this Committee.

1.13 All staff

All employees must:

a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees, and other persons.

b) Observe all instructions on health and safety issued by the Board of Trustees, or any other person delegated to be responsible for a relevant aspect of health and safety.

c) Follow the guidance given in Health and Safety training received.

d) Report all accidents and near misses as per the reporting procedure.

e) Know and apply emergency procedures in respect of fire, first aid and other emergencies.

f) Co-operate with other persons to enable them to carry out their health and safety responsibilities.

g) Inform their Line Manager of all potential hazards to health and safety and report to the DFO and Estates Manager via the Trust compliance system, Every.

h) Immediately inform their Headteacher of incidents resulting in serious or imminent danger.

i) Inform their Line Manager of any shortcomings they identify with regards to health and safety arrangements.

j) Exercise good standards of housekeeping and cleanliness.

k) Co-operate with any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive.

l) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

1.14 Contractors and Visitors

All visitors to any school site (including contractors) must:

a) report to reception and sign in on arrival.
b) read the 'Information for Visitors' leaflet.
c) read and sign the Asbestos Management Plan, and Asbestos Management Survey, declaring they are in receipt of Asbestos Awareness training, dated within 12 months
d) report any injuries to their host immediately.
e) identify and control any risk arising from their activities and inform the Estates Manager of any risks that may affect the premises, staff, students and visitors.

f) be aware of this health and safety policy, other relevant policies and emergency procedures and comply with these at all times.

When the premises are used for purposes not under the direction of CEO or Headteacher, e.g. where the provision of school meals is outsourced, then the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or their representative will take such actions as are necessary to protect the safety of staff, students and visitors.

1.15 Students

Students, in accordance with their age and aptitude, are expected to:

a) Exercise personal responsibility for the health and safety of themselves and others.

b) Observe standards of dress consistent with safety and/or hygiene.

c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.

d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

2. Arrangements

2.1 Introduction

The following procedures and arrangements have been established within our schools to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

The list provides a summary of all the key Health and Safety arrangements applicable to the school.

2.2 Accident and Incident Reporting

All staff are required to ensure that all accidents are reported to Headteacher (or designated responsible person) who will ensure that the accident is investigated and reported to the CEO & LGB and the Health and Safety Executive as appropriate.

All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated and appropriate steps are taken to prevent a more serious reoccurrence.

2.3 Asbestos

All contractors and visitors must read and ensure they have read and understood the school's Asbestos Management Plan and any associated registers (renovation and demolition survey / management survey.

All Employees who may come into contact with asbestos (by either intrusive works or location vicinity) will be informed of the asbestos location and actions to take upon discovering damaged asbestos.

Estates staff and the Headteacher will be provided the Asbestos Management plan to read and familiarise themselves with.

The Estates Manager is responsible for ensuring that the school's asbestos register is read and signed by all contractors before starting any work on the premises.

Staff must not affix anything to walls, ceilings etc. without first obtaining approval from Estates Manager or Headteacher.

Staff must report any damage to asbestos materials immediately to the Headteacher and DFO or Estates Manager.

Where damage to asbestos material has occurred, emergency procedures will be followed as per the schools Asbestos Management Plan - the CEO will immediately notify the Chair of the Trustees by telephone.

2.4 Contractors

The Estates Manager is responsible for the selection and management of contractors in accordance with the school's Managing Contractors' Policy.

2.5 Curriculum Safety (including off-site learning activities)

All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and students.

The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS, AfPE and other lead bodies should be adopted as appropriate.

2.6 Display Screen Equipment

The DFO is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.

Regular laptop users will be provided with docking stations.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

2.7 Educational Visits and Journeys

The Headteacher is responsible for appointing an Educational Visits Coordinator (EVC) and providing them with suitable training and the necessary resources for them to complete their duties.

The Headteacher and the EVC are responsible for ensuring that all school outings are managed in accordance with the school policy for Educational Visits

Staff involved in Educational Visit should be familiar with the Educational Visits Policy.

2.8 Electrical Safety

The Estates Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person, and any identified remedial work is undertaken without delay.

The Estates Manager will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health and Safety Executive.

All staff must be familiar with school procedures and report any problems to the Estates Manager via the Trust compliance system, Every. Staff must not bring electrical equipment into school without the permission of Headteacher.

Electrical safety also extends to electric vehicle safety – The Estates Manager is responsible for ensuring electric car chargers are maintained in good working order and that they are positioned at least 6 meters away from all school buildings where possible.

Staff are not permitted to charge electric vehicles onsite without the permission of the Head-teacher and must ensure that they utilise the designated charging points only (no 3 pin plug charging is permitted).

2.9 Fire Precautions and Emergency Procedures

The Headteacher is responsible for ensuring:

a) That a Fire Risk Assessment is completed and reviewed annually.

b) The school emergency plan and evacuation procedures are regularly reviewed.

c) All staff complete Fire Safety Awareness.

d) A Fire drill is completed every term.

e) The preparation of a Personal Emergency Evacuation Plan (PEEP) for staff and/or students with special needs.

The Estates Manager is responsible for:

a) The maintenance and inspection of fire safety systems and reporting significant findings to the Headteacher and DFO.

b) The maintenance of exit/escape routes and signage.

c) Weekly fire call point testing.

d) Monthly emergency light testing.

e) Maintaining accurate records of all testing and training events in the fire log book.

f) Supervision of contractors undertaking hot work.

All staff must be familiar with the school Fire Risk Assessment, the emergency evacuation plan and the Fire Management Policy.

2.10 First Aid

The Headteacher must ensure there are sufficient numbers of trained first aiders.

The names of the qualified First Aiders are displayed on notices at various locations around school.

First Aid supplies are kept at key locations around school and notices are displayed around school advising of these locations.

It is the responsibility of the lead First Aider to ensure that stocks of supplies are kept up to date.

All staff must be familiar with the arrangements for First Aid provision and the First Aid and Administration of Medicines Policy.

2.11 Hazardous Substances

The Estates Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed as per the Control of Substances Hazardous to Health Regulations (COSHH) before being used.

Substances that fall under COSHH must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Headteacher. A member of staff who has completed COSHH Risk Assessment training will complete an assessment for any authorised products.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older students under supervision.

Substances used in D&T, Art, and science should be assessed as per COSHH requirements and used in accordance with the generic assessments and guidance provided by CLEAPSS.

2.12 Inclusion

The School complies with the Trust SEN Policy and all teaching and support staff should be familiar with this policy and supporting guidance.

The Headteacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with SEN.

All teaching and support staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.

The SENCo and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety and health of any student with SEN. No student should be excluded from an activity on the grounds of health and safety unless this is unavoidable due to the risk level identified by a risk assessment process.

Where it is considered essential to exclude a student from all or part of activity this exclusion must be authorised by the Headteacher.

2.13 Lettings/shared use of premises/use of Premises outside normal hours

The Headteacher is responsible for ensuring that any use of the premises outside normal hours is managed in accordance with this policy, the Fire Safety Policy and the Lettings Policy.

The Estates Manager is responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on the use of facilities and equipment.

2.14 Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Estates and cleaning staff may be regular lone workers, but teachers and other staff may also work in isolated classrooms/offices after regular hours or during holiday times.

Any member of staff working after hours must notify the Headteacher and Estates Manager of their location and intended time of departure.

Lone workers should not undertake any activities which present a significant risk of injury.

2.15 Managing Medicines and Drugs

No student is allowed to take medication on the school site without a letter of consent from his/her parent/carer.

Staff must notify the Headteacher if they believe a student to be carrying any unauthorised medicines/drugs.

The First Aid and Administration of Medicines Policy provides detailed guidance, and all staff should be familiar with this policy and follow its requirements.

2.16 Maintenance and Inspection of Equipment

The arrangements for the maintenance and inspection of equipment are detailed in the premises operations manual under the control of the Estates Manager.

The Estates Manager must ensure that a schedule of planned preventative maintenance of all equipment is in place and record all maintenance and repair.

All faulty equipment must be taken out of use and reported to the Estates Manager via the Trust compliance system, Every. Staff must not attempt to repair the equipment themselves.

2.17 Manual Handling and Lifting

The Headteacher will ensure that any significant manual handling tasks are risk assessed, and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Estates Manager or Site Assistant, for assistance.

Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

2.18 PE and Playground Equipment

The Physical Education teacher / lead is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the students.

The Estates Manager is responsible for ensuring playground equipment is inspected at least annually by a competent person and regularly by the Site Team.

Risk assessments must be completed for all playground and PE activities, and all staff must be familiar with these.

Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.

All PE equipment must be visually checked before lessons and returned to the designated storage area after use.

Students must not use the PE or playground equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the Estates Manager via the Trust compliance system, Every.

2.19 Personal Protective Equipment (PPE)

Where the need for PPE has been identified in risk assessments, it is the Headteacher's responsibility to ensure adequate supplies of suitable PPE.

Where a need for PPE is identified by risk assessment, staff and students should wear PPE as per instructed on the risk assessment.

Any staff member or student who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their line manager in the first instance, if issues arise, there should be brought to the attention of the Headteacher.

2.20 Risk Assessments

It is the Headteacher's responsibility to ensure that potential hazards are identified, and risk assessments are completed for all significant risks arising from the school undertakings.

The Headteacher is responsible for ensuring the responsibility for completing risk assessments is delegated to the person responsible for that area.

Heads of Department will undertake risk assessments for their specialist areas.

The Estates Manager will undertake premises related risk assessments.

The Education Visits Co-ordinator will ensure that risk assessments are completed by all staff who organise and lead off-site visits.

2.21 Security

The Estates Manager has overall responsibility for the security of the school sites and will, with the support of the Site Assistants, undertake regular checks of the boundary walls/fences, entrance points, outbuildings and external lighting.

The Estates Manager is also responsible for the security of the sites after normal school hours use and lettings.

The numbers on security pads will be changed as necessary, and these changes notified to relevant staff. Staff are reminded that these numbers should not be divulged to any student or parent.

Staff must query any visitor on the premises who is not wearing a visitor badge and escort them back to reception.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held virtually or by phone, if this is not possible, then these should take place in an area where assistance is readily available. The Headteacher should be notified in advance of these meetings where possible.

Incidents of verbal abuse or threatening behaviour by parents, visitors or students must be reported immediately to the Headteacher, and the requirements set on section 2.30 should be followed.

2.22 Site Maintenance

The Estates Manager is responsible for ensuring the safe maintenance of all school premises and grounds and for ensuring cleaning standards are maintained.

The Estates Manager and / or Site Assistant will undertake routine inspections of the sites and report any hazards that cannot be dealt with immediately to the DFO.

All staff are responsible for reporting any damage or unsafe condition to the Estates Manager immediately via the Trust compliance system, Every. When the matter is urgent, this should be communicated by phone/radio.

Tree Surveys are undertaken every 2 years, with recommended remedial action undertaken within the recommended time frames outlined in the report.

2.23 Smoking and Vaping

It is illegal to smoke anywhere within the premises. The trust extends this restriction to e-cigarettes and vaping.

Signage to indicate that smoking is not permitted is displayed in conspicuous areas.

2.24 Training and Development

The Headteacher is responsible for ensuring that staff Health and Safety training needs are completed and provide any identified training.

All new staff will receive specific information and training as part of their induction process.

All staff will receive Health and Safety, Fire Safety awareness training on an annual basis.

Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction, and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for staff briefings and Executive Leadership Team meetings.

2.25 Stress and Wellbeing

The trustees, CEO, and the Headteacher are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

a) An environment in which there is good communication, support, trust and mutual respect.

b) The provision of training to enable them to carry out their jobs competently.

c) Control to plan their work and seek advice as required.

d) Involvement in any significant changes.

e) Clearly defined roles and responsibilities.

f) Consideration of domestic or personal difficulties.

g) Regular supervision, individual support, mentoring and referral to outside agencies where appropriate.

All employees must ensure that they read and understand the Wellbeing Policy.

2.26 Swimming

External venues used by the school will be visited by the leader and individually risk assessed with advice from the operators. A plan of the pool area, emergency alarms and fire exits will be made available to relevant staff with the facility normal operating procedures.

Deep and shallow ends should be clearly marked and ideally divided by a rope wherever possible. Lifesaving devices and at least one lifeguard must be located around the poolside.

All staff and students must be made aware of the facility Emergency Evacuation Procedures.

2.27 Vehicles – Electric

Electric Cars are permitted onsite, but must be parked at least 6 meters away from the school buildings at all times.

Electric Bicycles are permitted onsite, but must be parked at least 6 meters away from the school buildings at all times

Electric Scooters are illegal for usage on public property and are not permitted for usage or storage at any school site within NSAT.

2.28 Visitors

All visitors must sign in and out at the school reception. This includes parents and peripatetic teachers/specialists. A badge will be issued which must be worn at all times whilst on the premises.

Visitors will be made aware of the emergency procedures and other safety information relevant to them.

Contractors undertaking maintenance work will be informed of the emergency procedures and any risks in their work area, e.g. asbestos, fragile roofs etc.

Contractors are required to sign that they have read and understand the Health and Safety rules for contractors.

Visitors will be asked to provide formal identification where necessary.

2.28 Working at Height

The Estates Manager is responsible for the purchase and maintenance of all ladders on the premises.

All ladders conform to BS/EN 131 standard.

The Estates Manager is also responsible for completing risk assessments for all working at height tasks on the premises.

Staff are reminded that `working at height' applies to all activities which cannot be undertaken whilst standing on the floor or activities carried out where a fall from height can take place. This includes any work undertaken next to a hole or recess.

When decorations or displays need to be put at height, a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.

Do not work at height when you are alone. If you are planning to use a step ladder, ask the Estates Manager or Site Assistants to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.

Your knees should be no higher than the top platform of the ladder.

Never overreach. Try always to keep one hand free on the ladder to steady yourself.

2.29 Control of Infections

The Headteacher is responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection risks in line with the requirements set on the Control of Infections Policy.

Staff are responsible for complying with the Control of Infections Policy.

2.30 Harassment, Violence and Aggression

Violence, threatening behaviour or abuse to staff will not be tolerated so all members of the school community, and all visitors can be confident that they are operating within a safe environment.

Policies, procedures and risk assessments will consider the hazard of workplace harassment, assault and violence from students and others to staff.

Government guidance from the Department for Education, the Health and Safety executive and Unions are taken into account when risk assessments are completed;

a) Controls are implemented to reduce as low as reasonably practicable the risk of harassment, aggression, violence and stress from working in fear of violence or assault
b) Individual student risk assessments or Care Plans will be completed when necessary
c) Regular reviews to monitor the effectiveness of the control measures are completed

Staff are provided with information, instruction and training to deal with difficult situations that they may encounter during their normal work activities.

Incidents of harassment, aggression or violence are reported, recorded and investigated in accordance with the Accident Reporting and Investigation procedure.

If a member of staff is subject of workplace harassment, aggression or violence, the school will provide support to the affected employee, and appropriate action will be taken to prevent reoccurrence.

2.31 New and Expectant Mothers

New or expectant mothers should notify their line manager as soon as practicable.

The Headteacher is responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection risks in line with the requirements set on the Control of Infections Policy.

The line manager should review the risk assessments with the member of staff to ascertain if further controls are required. If necessary, a specific risk assessment should be carried out for the new/expectant mother.

The school should consider these risks when completing the risk assessment:

a) Working with hazardous substances
b) Stressful environments
c) Movement around the site (including stairs and distances between classrooms etc.)
d) Doing duties that involve physical effort which might be too arduous
e) Standing for long periods
f) Inherent risks in certain departments, e.g. PE, Science
g) Manual Handling
h) Working in a confined working space
i) Using an unsuitable workstation
j) Infectious diseases
k) The provision of appropriate sanitary and rest facilities.

2.32 Supervision of students

Staff will actively promote sensible, safe behaviour to students.

Dangerous or risky behaviour displayed by students will be addressed and dealt with in accordance with the Behaviour Policy.

Students will only be allowed into or stay in classrooms under adult supervision.

Appropriate supervision of communal areas and toilet access will be in place at break times.

2.33 Water hygiene management (control of Legionnaire' disease)

The DFO and Estates Manager will ensure that competent persons are engaged to manage the water system and control the spread of legionella bacteria.

The Trust will ensure a suitable and sufficient assessment as detailed in the COSHH Regulations and Approved Code of Practice L8 is carried out to identify and assess the risk of exposure to Legionella bacteria from work activities and the water systems on the premises and any necessary precautionary measures.

Where the risk assessment shows that there is reasonable foreseeability of risk, and this cannot be eliminated, a written scheme for controlling the risk from exposure will be written by a competent person. This scheme will specify measures to be taken to ensure that it remains effective;

The Trust will ensure that a suitable and sufficient monitoring regime is in place and that records are kept.

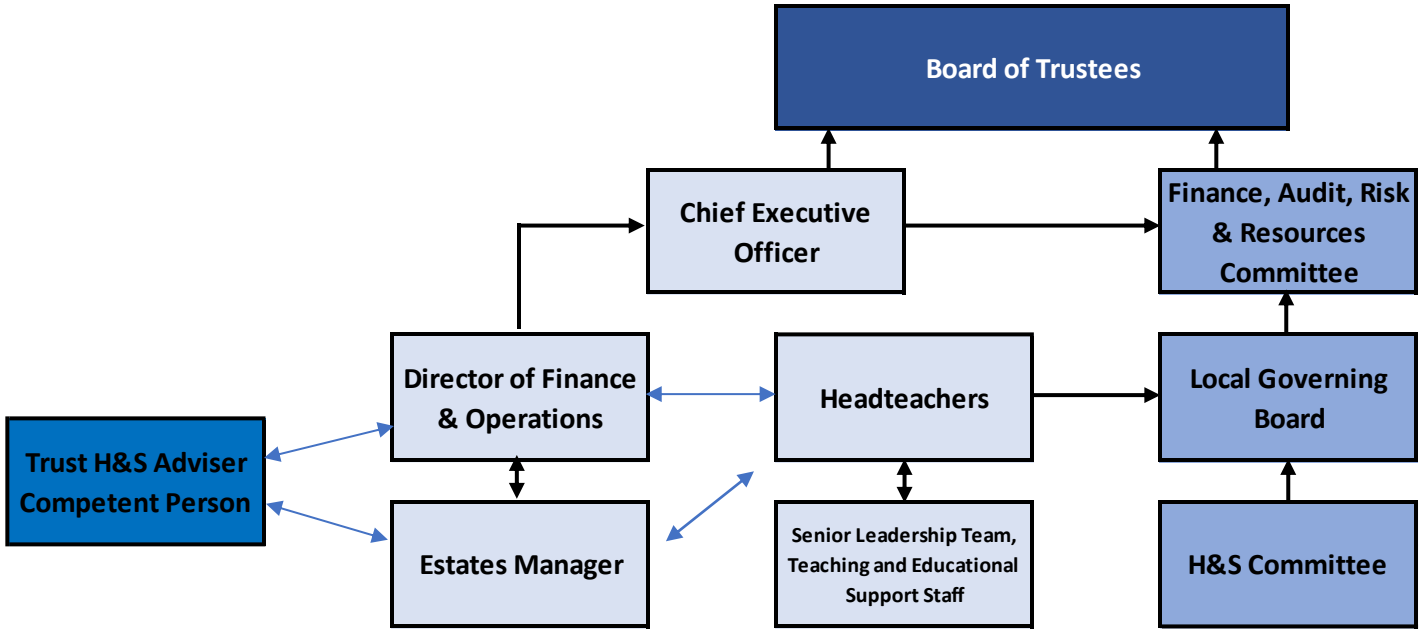
3. Link Policies

This Policy is supported by other associated policies that explain how the school manages specific issues:

- Educational Visits Policy
- First Aid and Administration of Medicines Policy
- Managing Contractors Policy
- Fire Safety Management Policy
- Control of Infections Policy
- Asbestos Management Policy
- Wellbeing Policy
- Curriculum Policies
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Lone Working Policy
- Lettings Policy
- Code of Conduct

4. Further Guidance and Resources

Further guidance can be obtained from organisations such as the Health and Safety Executive (HSE) or Judicium Education. The following are some examples. The Health and Safety lead in the school will keep under review to ensure links are current.

- HSE
  https://www.hse.gov.uk/
- HSE - Sensible health and safety management in schools
  https://www.hse.gov.uk/education/sensible-leadership/index.htm
- Department for Education - Health and safety: responsibilities and duties for schools
  https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools
- National Education Union (NEU) – Health and Safety Advice
  https://neu.org.uk/health-and-safety-advice
- The Royal Society for the Prevention of Accidents (RoSPA)
  https://www.rospa.com/health-and-safety-at-work

Appendix 1 Organisational Chart