*Enabling all to flourish*
*rooted in God's love*

# Trust Policy

# Health and Safety

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|---|---|
| **Policy type** | Trust wide |
| **Review** | Annually |
| **Author/Responsible Officer** | Head Of Estates |
| **Approved by** | Finance, People and Operations Committee |
| **Date of ratification** | October 2026 |
| **Date of next review** | October 2027 |

This policy is a mandatory policy for all DSAMAT Academies and must be implemented without any amendments



The Diocese of St Albans Multi Academy Trust is a company limited by guarantee.
Registered in England No 10449374 Registered Office: **Manshead CE Academy, Dunstable Rd, Caddington, Luton, LU1 4BB**

# OUR POLICY STATEMENT

## *'Enabling all to flourish rooted in God's love'*

JOHN 10:10

Our Trust's mission is to ensure that all pupils are enabled to flourish; academically, socially, spiritually, physically and mentally, rooted in God's Love. This belief is central to our vision and our work in service of our communities, pupils, staff and families and is rooted in our Christian Foundation. Our policies are underpinned by our Trust and Schools Christian Visions, serving a range of different contexts and school communities.

Our commitment to mutual flourishing within the school community is recognised within our policies and procedures and ensures that we are governed by principles that are guided by the central belief of prospering, thriving and growing for all. Our polices are based on the belief that equitable treatment for all pupils, staff and the wider community is essential for ensuring holistic flourishing for all. Each policy is developed collaboratively and draws upon and is informed by the National Church of England Vision and the Diocesan Board of Education Vision. Our polices are adapted to recognise the individuality of each school and its community.

Our policies provide clear expectations for all Trust colleagues and ensures a consistency of approach across our schools and that we are living out our Trust values of Hope, Nurture, Equality, Respect and Collaboration.

Each policy forms part of our Trust Governance and ensures that we are held to the highest standards as we carry out our duties.

# POLICY AT A GLANCE

## HEALTH AND SAFETY | DSAMAT SCHOOLS

*Enabling all to flourish: Rooted in God's love*

### IN AN EMERGENCY

If there is an immediate risk to life or serious injury, call **999**.
Follow the school's emergency procedures (e.g. fire, lockdown, first aid) and inform the Headteacher as soon as possible.

## KEY THINGS EVERY SCHOOL MUST DO

### 1 LEADERSHIP AND RESPONSIBILITIES

- Understand and fulfil your health and safety responsibilities.
- Provide appropriate resources and support.
- Ensure effective arrangements are in place at all levels.

### 2 RISK ASSESSMENTS

- Carry out suitable and sufficient risk assessments for significant risks and activities.
- Use Trust templates or create ad hoc assessments in iAM Compliant.
- Keep assessments under review and implement identified control measures.

### 3 SAFE ENVIRONMENTS

- Maintain safe premises, equipment and working practices.
- Ensure statutory compliance and planned maintenance.
- Carry out required inspections, testing and checks.

### 4 TRAINING AND COMPETENCE

- Ensure all staff receive appropriate health and safety information, instruction and training for their role.
- Provide additional training where required (e.g. first aid, fire safety, manual handling).
- Keep training records up to date in iAM Compliant.

### 5 REPORTING AND LEARNING

- Report accidents, incidents, near misses and hazards promptly through iAM Compliant.
- Investigate significant incidents and implement actions.
- Learn from incidents, inspections and assurance activity.

### 6 WORKING TOGETHER

- Ensure pupils, staff, visitors, contractors and volunteers follow school arrangements.
- Communicate health and safety information to those who need it.
- Work together to maintain a safe and healthy environment across the Trust.

## OUR APPROACH

We manage health and safety using the Plan, Do, Check, Act approach, supporting continuous improvement across the Trust.




## WHERE TO FIND THE ESSENTIALS

- **Policy statement and our approach** — Section 1
- **Roles and responsibilities** — Section 2
- **General arrangements** — Section 3 (e.g. fire safety, first aid, contractors, etc.)
- **Forms, templates and guidance** — iAM Compliant (Documents and Policy Templates)

## APPENDICES

- **Appendix 1: Reporting accidents and incidents** — Six-step guide
- **Appendix 2: Risk assessment** — A quick guide for schools

**Use this page as a quick guide.** All staff must read and understand the policy, complete required training and follow school and Trust arrangements.



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**Appendix 2: Risk Assessments: A Quick Guide for Schools**

# 1. Health and Safety Policy Statement

The Diocese of St Albans Multi-Academy Trust (DSAMAT) is committed to providing and maintaining a safe and healthy environment for our employees, pupils, visitors, contractors and anyone else who may be affected by our activities.

We recognise our legal and moral responsibilities for health, safety and welfare and will take all reasonably practicable steps to prevent injury, ill health and harm.

We aim to create a positive health and safety culture across the Trust, where everyone understands their responsibilities, risks are managed effectively, concerns are raised openly and lessons are learned when things go wrong. We will achieve this through strong leadership, effective communication, consultation, cooperation and continuous improvement.

**We will:**

- Provide appropriate resources to plan, manage, monitor and continually improve health and safety across the Trust.
- Maintain effective systems for identifying hazards, assessing risks and putting appropriate controls in place.
- Provide employees with suitable information, instruction, training and supervision so they can carry out their work safely.
- Monitor health and safety performance and take action where standards are not being met.
- Maintain our premises, equipment and working environments so that, so far as is reasonably practicable, they are safe and without risks to health.
- Provide suitable welfare facilities for employees and others using our premises.
- Seek competent professional advice and support where specialist knowledge or expertise is required.
- Maintain effective arrangements for reporting, investigating and learning from accidents, incidents, near misses and health and safety concerns.
- Appoint competent contractors and ensure their work is appropriately managed and monitored.
- Maintain appropriate insurance arrangements and review these as required.
- Support Headteachers and other leaders to understand and fulfil their health and safety responsibilities.
- Consult and communicate with employees on matters that may affect their health, safety and welfare.

Review this policy at least annually, and sooner where there are significant changes to legislation, guidance, Trust operations or organisational arrangements.

### Everyone working for DSAMAT is expected to:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do.

- Understand and follow this policy and the health and safety procedures relevant to their role.
- Cooperate with the Trust and their school to help us meet our health and safety responsibilities.
- Follow relevant risk assessments, safe working practices and instructions.
- Report hazards, defects, incidents and health and safety concerns promptly, particularly where they cannot resolve the matter themselves.
- Attend required health and safety training and apply that training in their work.
- Never intentionally interfere with, misuse or damage anything provided for health, safety or welfare purposes.

Health and safety is a shared responsibility. The Trust Board, Executive Team, Headteachers, managers, employees and contractors all have a part to play in maintaining safe schools and workplaces.

### *1.1 Managing Health and Safety: Plan, Do, Check, Act*

DSAMAT adopts the Health and Safety Executive's **Plan, Do, Check, Act** approach to managing health and safety.

This provides a practical framework for managing health and safety as an integral part of the Trust's activities and supports continuous improvement across all schools.



The four stages are applied across DSAMAT as follows:

## PLAN

We establish clear health and safety policies, responsibilities and standards, identify significant risks and determine the resources and arrangements needed to manage them effectively.

This includes:

- setting Trust-wide health and safety expectations and priorities;
- identifying significant hazards and risks;
- maintaining suitable and sufficient risk assessments;
- establishing clear roles and responsibilities; and
- planning resources, maintenance and investment according to risk.

## DO

We put our policies and plans into practice and ensure that appropriate controls are implemented across the Trust and its schools.

This includes:

- implementing risk assessments and control measures;
- providing appropriate information, instruction, training and supervision;
- maintaining statutory compliance and planned preventative maintenance;
- managing contractors and higher-risk activities;
- maintaining safe premises, equipment and working practices; and
- ensuring employees understand and fulfil their health and safety responsibilities.

## CHECK

We monitor and assess whether our health and safety arrangements are working effectively and whether required standards are being achieved.

This includes:

- monitoring statutory compliance and PPM through iAM Compliant;
- completing routine premises checks and inspections;
- undertaking Safe School Assessments and other assurance activity;
- monitoring risk assessments and outstanding actions;
- reviewing accidents, incidents and near misses; and
- identifying significant risks, trends and areas of non-compliance.

## ACT

We use the information gathered through monitoring, incidents and assurance activity to learn, improve and take corrective action.

This includes:

addressing significant or overdue actions;

- investigating incidents and identifying lessons learned;
- reviewing health and safety performance and emerging risks;
- escalating significant concerns through the Trust's management and governance arrangements;
- reviewing policies, procedures and control measures where necessary; and
- using findings to inform future priorities, resources and investment.

**Plan, Do, Check, Act** is a continuous cycle. Findings from monitoring, inspections, Safe School Assessments, incidents and other assurance activity are used to improve arrangements and inform future planning across DSAMAT.

### *1.2 Monitoring and Review*

DSAMAT will regularly monitor health and safety performance across the Trust to ensure that risks are being managed effectively, statutory requirements are being met and action is taken where standards fall below expectations.

**iAM Compliant** is the Trust's central system for recording and monitoring key health and safety information, including statutory compliance, planned preventative maintenance (PPM), risk assessments, accidents and incidents, training and identified actions.

Health and safety performance will be reviewed throughout the year, with an annual review used to identify overall performance, trends, significant risks and priorities for improvement.

The review will consider:

- statutory compliance and significant overdue or outstanding actions;
- completion and review of risk assessments and other health and safety tasks;
- significant or recurring risks across the Trust;
- accident, incident and near-miss trends and any lessons learned;
- findings and actions arising from Safe School Assessments, audits and inspections;
- significant premises, fire safety, security and contractor management issues;
- completion of required health and safety training;
- relevant changes to legislation, statutory guidance and recognised good practice;
- significant changes to the Trust's health and safety arrangements, responsibilities or systems; and
- priorities and actions for further improvement.

Significant findings, risks and areas requiring improvement will be reported through the Trust's appropriate management and governance arrangements.

# 2 Roles and responsibilities

Effective health and safety management requires clear leadership and everyone to understand their responsibilities. Health and safety is a shared responsibility across DSAMAT, with oversight provided by the Trust Board and Executive Team and day-to-day responsibilities delegated appropriately across the Trust and its schools.

## *2.1 Members*

The Members meet at least annually and, through their role, hold the Trust Board to account for the effective governance of the Trust.

## *2.2 Trust Board*

The Trust Board has overall responsibility for ensuring that appropriate arrangements are in place for the effective management of health and safety across DSAMAT.

The Trust Board will:

- provide strategic leadership and oversight of health and safety;
- ensure that the Trust complies with its statutory health and safety responsibilities;
- seek assurance that significant health and safety risks are identified and appropriately managed;
- ensure that appropriate resources are available to support effective health and safety management; and
- monitor health and safety performance through the Trust's governance arrangements.

## *2.3 Finance, People and Operations (FPO) Committee*

The Finance, People and Operations Committee provides oversight and assurance in relation to health and safety and estates management on behalf of the Trust Board.

The Committee will:

- receive regular reports on significant health and safety, estates and compliance matters;
- review health and safety performance, significant risks, trends and areas requiring improvement;
- receive assurance on statutory premises compliance and significant outstanding actions;
- receive appropriate reporting from Safe School Assessments and other assurance activity;
- monitor significant estates and condition risks; and
- provide challenge and seek assurance that appropriate action is being taken where standards are not being met.

### 2.4 Audit, Risk and Compliance (ARC) Committee

The Audit, Risk and Compliance Committee provides oversight of significant organisational risks and the effectiveness of the Trust's risk management and internal control arrangements.

Health and safety risks will be reported through the Trust's risk management arrangements where appropriate, with significant matters escalated in accordance with the Trust's governance structure.

### 2.5 Chief Executive Officer

The Chief Executive Officer (CEO) has overall executive responsibility for health and safety across the Trust.

The CEO will ensure that:

- appropriate health and safety arrangements are established and maintained;
- adequate resources are available to manage health and safety effectively;
- significant health and safety risks are appropriately managed and escalated;
- health and safety performance is monitored and reviewed;
- Headteachers and other leaders understand and fulfil their health and safety responsibilities; and
- appropriate action is taken where significant concerns or failures are identified.

### 2.6 Head of Estates

The Head of Estates leads and coordinates the Trust's arrangements for health and safety, premises compliance and estates risk management, working with the CEO, Headteachers, school staff and other Trust leaders.

The Head of Estates will:

- maintain and review the Trust Health and Safety Policy and associated arrangements;
- provide advice, guidance and support to schools on health and safety and premises compliance;
- oversee the Trust's arrangements for statutory premises compliance, planned preventative maintenance and estates risk management;
- monitor health and safety and statutory compliance information through iAM Compliant;
- coordinate the Trust's Safe School Assessment programme and monitor resulting actions;
- monitor significant or overdue health and safety and estates actions and escalate concerns where appropriate;
- oversee Trust-wide arrangements for areas including fire safety, asbestos, water hygiene, electrical safety and other statutory premises requirements;
- support schools in the management of contractors and ensure appropriate Trust-wide contractor management arrangements are maintained;

- monitor significant accidents, incidents and near misses and support investigations where required;
- identify significant trends, recurring issues and opportunities for improvement;
- provide health and safety and estates performance information through the Trust's management and governance arrangements; and
- seek competent specialist advice where additional expertise is required.

### *2.7 Local Governing Boards*

Local Governing Boards provide local oversight and challenge within the Trust's Scheme of Delegation.

They will:

- receive appropriate information from the Headteacher about significant health and safety matters affecting the school;
- seek assurance that significant risks and actions identified through inspections, assessments or audits are being addressed; and
- raise significant concerns through the appropriate Trust governance arrangements where necessary.

### *2.8 Headteachers*

Headteachers are responsible for the day-to-day implementation of the Trust's Health and Safety Policy within their school, supported by their Senior Leadership Team, the school's Health and Safety Lead and the Trust's central team.

Headteachers will:

- promote a positive health and safety culture within their school;
- ensure that staff understand the health and safety responsibilities relevant to their roles;
- ensure Trust health and safety policies and procedures are followed;
- ensure suitable school and activity-specific risk assessments are in place and reviewed when required;
- ensure appropriate emergency arrangements are in place, communicated and practised;
- ensure staff complete required health and safety training;
- appoint an appropriate member of staff to act as the school's Health and Safety Lead;
- ensure required school health and safety inspections, checks and actions are completed;
- monitor health and safety actions assigned to the school through iAM Compliant and ensure they are progressed within appropriate timescales;
- ensure accidents, incidents and near misses are reported and investigated in accordance with Trust procedures;
- make sure that serious defects or hazards are made safe until they can be fully resolved;
- report serious risks that cannot be resolved at school level promptly to the Head of Estates; and

- inform the Head of Estates immediately of any serious health and safety incident, visit or notice from an enforcing authority, or suspected breach that could put pupils, staff or others at significant risk.

### *2.9 School Health and Safety Lead*

Each school will appoint a Health and Safety Lead. In smaller schools this role may be undertaken by the Headteacher or another appropriate member of staff.

The Health and Safety Lead supports the Headteacher with the day-to-day coordination of health and safety within the school.

Their responsibilities will include:

- supporting the completion and review of school risk assessments;
- coordinating routine health and safety inspections and checks;
- monitoring school-level health and safety actions;
- reporting hazards, defects and concerns to the Headteacher and, where appropriate, through iAM Compliant;
- supporting the investigation and follow-up of accidents, incidents and near misses;
- helping to ensure required records and supporting evidence are maintained;
- supporting the Headteacher in identifying health and safety training needs;
- helping to ensure staff are aware of relevant emergency procedures;
- coordinating required fire evacuation and lockdown drills and recording the outcomes;
- communicating relevant health and safety information to staff; and
- escalating significant or unresolved concerns to the Headteacher.

Appointment as the school's Health and Safety Lead does not remove health and safety responsibilities from the Headteacher, managers, employees or the Trust.

### *2.10 Line Managers*

Managers and others with responsibility for staff, activities or areas of work have responsibility for managing health and safety within their area of control.

They will:

- ensure staff receive appropriate induction, information, instruction and supervision;
- identify hazards and ensure appropriate risk assessments and safe working arrangements are in place;
- ensure staff follow relevant safety procedures and use any required protective equipment;
- maintain appropriate standards of housekeeping and safe working;
- identify health and safety training needs;
- respond appropriately to hazards, defects and concerns raised by staff;
- ensure accidents, incidents and near misses are reported; and

escalate matters they cannot resolve to the appropriate manager or Headteacher.

## 2.11 Employees

All employees have a responsibility to take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions.

Employees must:

- follow the Trust's health and safety policies, procedures, risk assessments and safe working practices;
- follow reasonable health and safety instructions;
- complete required health and safety training;
- use equipment, machinery and protective equipment correctly and in accordance with their training;
- report hazards, defects, accidents, incidents and near misses promptly;
- raise health and safety concerns with their manager, Health and Safety Lead or Headteacher;
- cooperate with the Trust in meeting its health and safety responsibilities;
- avoid actions or behaviour that could put themselves or others at risk; and
- not intentionally interfere with or misuse anything provided for health, safety or welfare purposes.

## 2.12 Pupils and Students

Pupils and students are expected, taking account of their age, understanding and individual needs, to:

- follow reasonable health and safety instructions given by staff;
- behave in a way that does not put themselves or others at unnecessary risk;
- follow the school's emergency procedures;
- use equipment and facilities appropriately;
- report hazards, damage or safety concerns to a member of staff; and
- not intentionally interfere with or misuse equipment provided for health and safety purposes.

## 2.13 Staff and Trade Union Consultation

DSAMAT recognises the importance of consulting employees on matters that may affect their health and safety.

The Trust and its schools will consult employees and recognised trade union representatives, where appropriate, using established communication and consultation arrangements.

Employees are encouraged to raise health and safety concerns and contribute to the development and improvement of safe working practices.

### 2.14 Parents and Carers

Schools may consult parents and carers where health, safety, security or other relevant matters may significantly affect pupils or the wider school community.

The nature and extent of consultation will depend on the issue and the circumstances.

### 2.15 Failure to Follow Health and Safety Requirements

Everyone working for DSAMAT is expected to follow the Trust's health and safety policies, procedures and reasonable safety instructions.

Deliberate or serious failure to follow health and safety requirements, including the misuse or interference with safety equipment, may be addressed through the Trust's appropriate management or disciplinary procedures.

## 3 General Arrangements for Health and Safety

The following arrangements explain how DSAMAT manages the main areas of health and safety across the Trust.

These arrangements support the commitments and responsibilities set out in Sections 1 and 2 of this policy. Where a separate Trust policy, procedure or guidance document exists, this should be followed alongside this policy.

Schools may also have local procedures where these are necessary to reflect their individual premises, activities or circumstances. Local arrangements must be consistent with Trust policy and must not reduce the standards or controls required by DSAMAT.

iAM Compliant is the Trust's central health and safety and estates management system and is used, where applicable, to manage and record statutory compliance, planned preventative maintenance, premises checks, risk assessments, accidents and incidents, actions, training and other health and safety information.

### 3.1 Accident, Incident and Near-Miss Reporting

All accidents, incidents and near misses must be reported promptly in accordance with the Trust's Accident and Incident Reporting Procedure.

Accidents, incidents and near misses must be recorded through **iAM Compliant**, which provides the Trust's central record for reporting, investigation, monitoring and follow-up action.

Staff must report:

- accidents resulting in injury or ill health;
- incidents where a person has been placed at significant risk;
- near misses where injury or harm could reasonably have occurred;
- significant property or equipment damage where this has created, or could have

created, a health and safety risk; and

- incidents of violence or aggression where these fall within the Trust's reporting arrangements.

Serious incidents must be brought to the attention of the Headteacher immediately. The Headteacher must inform the Head of Estates promptly where an incident is serious, potentially reportable to an enforcing authority, involves a significant failure of health and safety controls, or presents an ongoing risk.

Accidents and incidents will be investigated at a level proportionate to their seriousness and potential consequences. The purpose of an investigation is to establish what happened, identify underlying causes and ensure appropriate action is taken to prevent recurrence.

Actions identified following an investigation must be recorded, assigned and monitored through iAM Compliant where appropriate.

Incidents will be reviewed against the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Where an incident is reportable, the required notification will be made to the Health and Safety Executive by an appropriate authorised person.

Accident, incident and near-miss information will be reviewed to identify trends, recurring issues and opportunities for improvement. Significant findings will be reported through the Trust's health and safety monitoring and governance arrangements.

**"Appendix 1 provides a six-step guide to reporting accidents and incidents through iAM Compliant"**

### *3.2 Administration of Medicines*

The Trust's arrangements for the administration of medicines and support for pupils with medical conditions are set out in the **Supporting Pupils with Medical Conditions Policy**.

Each school must ensure appropriate local arrangements are in place for the safe storage, administration and recording of medication, including arrangements for educational visits and other activities away from the school site.

### *3.3 Asbestos*

DSAMAT will manage asbestos-containing materials in accordance with the Control of Asbestos Regulations and the Trust's Asbestos Policy and management arrangements.

Each relevant school will have a **school-specific Asbestos Management Folder**, containing the school's asbestos information, surveys, management arrangements, re-inspection records and other relevant documentation. The Trust's Asbestos Policy is held within each school's Asbestos Management Folder and is also available electronically through **iAM Compliant Policies and Procedures**.

No work that could disturb the fabric of a building may begin until the relevant asbestos information has been checked and the work has been confirmed as safe to proceed.

Contractors and others carrying out intrusive work must be provided with relevant asbestos information before work begins and must follow the Trust's contractor management and permit-to-work arrangements where applicable.

**Annual asbestos re-inspections** will be coordinated by the Head of Estates in line with the planned preventative maintenance (PPM) date recorded on iAM Compliant. Re-inspections will be undertaken by an appropriately competent person.

Copies of completed re-inspection reports will be retained within the school's Asbestos Management Folder and held electronically. Any actions identified through surveys or re-inspections will be monitored and progressed through iAM Compliant.

School staff must not drill, cut, fix into or otherwise disturb building materials unless they have been authorised to do so and the relevant asbestos information has been checked.

Any known or suspected damage to asbestos-containing material must be reported immediately. The affected area must be kept secure and undisturbed until appropriate advice has been obtained and the material has been assessed or made safe.

Staff with specific asbestos management responsibilities will receive appropriate information, instruction and training.

### *3.4 Alcohol, Drugs and Medication*

Employees must not attend work or carry out their duties while impaired by alcohol, illegal drugs or any other substance that could affect their ability to work safely.

Where prescribed or over-the-counter medication may affect an employee's ability to carry out their work safely, they should inform their manager where this is relevant to workplace safety. Appropriate advice and, where necessary, a risk assessment will be considered.

Any concerns will be managed sensitively and in accordance with relevant Trust employment policies.

### *3.5 Behaviour*

Schools will manage pupil behaviour in accordance with their Behaviour Policy and other relevant Trust and school procedures.

Where pupil behaviour presents a foreseeable risk of injury or harm to pupils, employees or others, appropriate risk assessments and control measures must be put in place.

Significant incidents resulting in injury, violence, aggression or a serious near miss must also be reported through the Trust's accident and incident reporting arrangements.

### *3.6 Catering and Food Safety*

Catering activities must be managed in accordance with applicable food safety and hygiene requirements, including allergen management requirements.

Where catering is provided by an external contractor, the provider is responsible for managing the health and safety of its employees and the safe operation of its catering

activities. The contractor will be managed in accordance with the Trust's contractor management arrangements.

Where catering is provided directly by a school, the Headteacher must ensure that appropriate management arrangements are in place, including:

- suitable food safety procedures;
- appropriate staff training and competence;
- risk assessments and COSHH arrangements;
- allergen management;
- inspection and maintenance of catering equipment; and
- appropriate cleaning and hygiene arrangements.

Responsibility for the maintenance of the building, fixed services and equipment will be clearly agreed between the school, Trust and catering provider.

Any significant health, safety, premises or equipment concerns must be reported promptly and escalated to the Head of Estates where appropriate.

### *3.7 Children on Site Who Are Not Pupils*

Children who are not registered pupils of the school should only be permitted on school premises where appropriate arrangements have been agreed by the Headteacher or another authorised person.

Suitable supervision and appropriate consideration of health, safety and safeguarding risks must be in place.

### *3.8 Contractors*

Contractors must be managed in accordance with the Trust's **Contractor Management arrangements**.

Contractors appointed by or working on behalf of DSAMAT must be appropriately competent for the work they undertake and provide relevant health and safety information before work begins.

The level of contractor assessment and monitoring will be proportionate to the nature and risk of the work.

Before work starts, relevant information must be exchanged between the Trust or school and the contractor. This may include:

- risk assessments and method statements;
- safeguarding and site security requirements;
- asbestos information;
- fire and emergency arrangements;
- site-specific hazards;
- isolation requirements;

- permits to work; and
- arrangements to protect pupils, staff and other building users.

Contractor compliance information and relevant records will be maintained and monitored through iAM Compliant where applicable.

Construction work falling within the Construction (Design and Management) Regulations 2015 will be managed in accordance with the Trust's duties under those Regulations. Appropriate appointments, competence checks, planning and management arrangements will be established according to the nature and scale of the project.

Schools must report any concerns regarding contractor behaviour, unsafe working practices or failure to follow agreed safety controls immediately to the Headteacher or designated senior leader. Where there is an immediate risk of serious injury, work must be stopped and the area made safe.

Serious or repeated concerns must be escalated to the Trust's Head of Estates, who will coordinate any necessary action with the contractor and determine whether further investigation or restrictions are required.

### *3.9 Caretaking and Cleaning*

Schools will maintain appropriate arrangements for caretaking, cleaning and day-to-day premises management. The arrangements will reflect the size, staffing and needs of each school.

Site staff or other designated employees will carry out the premises checks and routine tasks allocated to them through iAM Compliant. These may include security checks, fire safety checks, water hygiene tasks, housekeeping inspections and routine premises checks.

Defects or hazards identified during these checks must be recorded and appropriate action taken. Serious defects must be made safe immediately and escalated to the Headteacher and Head of Estates where necessary.

All employees are expected to maintain safe and tidy working areas and ensure corridors, escape routes and other circulation areas are kept free from unnecessary obstruction.

Where cleaning is undertaken in-house, the school will ensure appropriate arrangements are in place for staff training, COSHH, risk assessments, safe working practices, equipment and personal protective equipment (PPE).

Where cleaning is provided by an external contractor, the contractor will be managed in accordance with the Trust's contractor management arrangements.

Specific risk assessments must be completed where required, including for young persons, lone working and higher-risk cleaning activities.

### *3.10 Control of Substances Hazardous to Health (COSHH)*

Hazardous substances must be managed in accordance with the Control of Substances Hazardous to Health Regulations (COSHH).

Schools and departments using hazardous substances must ensure that:

- suitable COSHH assessments are available;
- current safety data sheets are available where required;
- substances are appropriately labelled and securely stored;
- employees receive appropriate information, instruction and training;
- required PPE is provided, maintained and used; and
- substances are used and disposed of safely.

Departments such as Science, Design and Technology, premises, cleaning and catering must maintain appropriate arrangements relevant to the substances they use.

External contractors are responsible for providing appropriate COSHH information for substances they bring onto Trust premises.

### *3.11 Curriculum Safety*

Health and safety must be considered as part of the planning and delivery of curriculum activities.

Teachers and other staff are responsible for identifying hazards within activities under their control and following relevant risk assessments, guidance and safe working practices.

Where a hazard cannot be safely resolved, the activity must be stopped or appropriate interim controls introduced. Premises-related defects or hazards should be reported through iAM Compliant.

Specialist curriculum areas must follow appropriate recognised guidance. This includes:

- Science, CLEAPSS guidance;
- Design and Technology, relevant BS 4163 and recognised specialist guidance; and
- Physical Education, current Association for Physical Education (AfPE) safe practice guidance.

At Manshead CE Academy, appropriate specialist arrangements will also be maintained for activities requiring additional controls, including radiation protection where applicable.

Staff must be appropriately competent to use specialist equipment and machinery and pupils must be suitably instructed and supervised.

### *3.12 Display Screen Equipment (DSE)*

DSAMAT will manage risks associated with display screen equipment in accordance with its DSE arrangements.

Employees identified as DSE users will be provided with appropriate information and will complete a workstation assessment when required.

Assessments should also be reviewed where there is a significant change to the workstation, equipment, working arrangements or where the employee reports discomfort or other

concerns.

Appropriate equipment or reasonable adjustments identified through the assessment will be considered and provided where required.

Eligible DSE users will be able to access eye and eyesight testing and corrective appliances where required specifically for DSE work, in accordance with the Trust's arrangements.

### *3.13 Educational Visits and Journeys*

Educational visits must be planned, assessed and approved in accordance with the school's Educational Visits arrangements and relevant guidance.

Each school will appoint an Educational Visits Coordinator (EVC) who will support the planning and approval of educational visits and ensure visit leaders are appropriately competent.

The level of planning and risk management must be proportionate to the nature and complexity of the visit.

Appropriate consideration must be given to matters including supervision, transport, medical needs, safeguarding, emergency arrangements and the needs of individual pupils.

### *3.14 Electricity and Electrical Installations*

Electrical systems and equipment must be maintained so that they do not present an unacceptable risk to pupils, staff or others.

Fixed electrical installations will be inspected and tested by competent persons at appropriate intervals. Required inspections, testing and remedial actions will be managed through the Trust's planned preventative maintenance arrangements and monitored through iAM Compliant.

Portable electrical equipment will be maintained and inspected according to risk and the type of equipment and environment in which it is used.

Employees must visually check electrical equipment before use and report damaged plugs, cables, sockets, exposed wiring, overheating or other defects. Defective equipment must be taken out of use until it has been made safe.

Employees must not undertake electrical repairs unless they are appropriately trained, competent and authorised to do so.

Personal electrical equipment should not normally be brought onto school premises for use without appropriate authorisation.

### *3.15 Emergency Evacuation and Lockdown*

Each school must maintain appropriate emergency arrangements covering foreseeable situations including fire, lockdown and other serious incidents.

Emergency procedures must be appropriate to the individual school and communicated to employees. Relevant information must also be provided to pupils, visitors and contractors where appropriate.

Emergency evacuation and lockdown drills will be undertaken at the frequency required by the Trust. Drills, outcomes and resulting actions must be recorded through iAM Compliant.

Headteachers are responsible for ensuring that school-specific emergency and critical incident arrangements are kept up to date.

Lessons identified following drills or actual incidents must be reviewed and appropriate improvements implemented.

### *3.16 Equipment, Machinery and Hand Tools*

Work equipment must be suitable for its intended use, appropriately maintained and used only by people who have received the necessary information, instruction and training.

Departments responsible for specialist machinery and equipment must maintain appropriate safe operating procedures and ensure required inspection and maintenance arrangements are followed.

Equipment must be visually checked before use where appropriate.

Damaged, defective or unsafe equipment must be taken out of use, clearly identified and reported until it has been repaired, replaced or confirmed as safe.

Employees and pupils must not use machinery or equipment for which they have not received appropriate instruction, training or supervision.

### *3.17 Enforcement Authorities*

Any visit, correspondence, notice or formal action from an enforcing authority relating to health, safety, fire safety, environmental health or other relevant safety matters must be notified to the Head of Estates without delay.

The CEO must also be informed where the matter is serious or could result in formal enforcement action, significant organisational risk or reputational impact.

Employees must cooperate with authorised enforcement officers but should refer formal requests for information or statements on behalf of DSAMAT to the Headteacher, Head of Estates or appropriate Trust lead.

### *3.18 Equality, Accessibility and Reasonable Adjustments*

Health and safety arrangements will take account of individual needs and the Trust's equality responsibilities.

Reasonable adjustments will be considered where required to enable employees, pupils, visitors and others with disabilities or additional needs to access and use Trust premises safely.

Schools will maintain appropriate accessibility arrangements and Personal Emergency Evacuation Plans (PEEPs) where required.

Health and safety controls must be proportionate and should not unnecessarily restrict access, participation or inclusion.

### *3.19 Fire Safety*

Fire safety will be managed in accordance with the Trust's Fire Safety Policy and school-specific fire safety arrangements.

Each school will have an appropriate Fire Risk Assessment undertaken by a competent person. Fire Risk Assessments will be reviewed at appropriate intervals and following significant changes or where there is reason to believe the assessment is no longer valid.

Fire safety compliance requirements and actions will be monitored through iAM Compliant.

Schools must ensure that:

- fire alarm systems are tested at the required frequency;
- emergency lighting and other fire safety systems receive required checks and maintenance;
- escape routes and fire exits remain clear and available;
- fire doors are appropriately maintained;
- firefighting equipment is appropriately inspected and maintained;
- suitable emergency arrangements are in place;
- fire evacuation drills are undertaken and recorded;
- staff receive appropriate fire safety information and training; and
- PEEPs are completed where individuals may require assistance to evacuate safely.

Defects affecting fire safety must be reported promptly. Serious defects must have suitable interim controls put in place until they can be fully resolved.

Required checks, drills and actions will be recorded through iAM Compliant where applicable.

### *3.20 First Aid*

First aid arrangements will be maintained in accordance with the Trust's First Aid Policy.

Each school will assess its first aid needs and ensure appropriate numbers of suitably trained first aiders are available.

Schools will maintain appropriately located and stocked first aid equipment and make employees aware of how first aid assistance can be obtained.

First aid arrangements must take account of the size and layout of the school, activities undertaken, educational visits and the needs of pupils and employees.

### *3.21 Gas Safety*

Gas installations and appliances will be inspected, serviced and maintained by appropriately competent Gas Safe registered engineers in accordance with relevant requirements and manufacturer recommendations.

Required servicing and inspections will form part of the Trust's planned preventative maintenance programme and will be monitored through iAM Compliant.

Staff must not interfere with gas installations or undertake repairs unless appropriately qualified and authorised.

Where curriculum areas use gas, appropriate emergency isolation arrangements must be available and relevant staff must understand how to use them.

Any suspected gas leak or significant defect must be treated as an emergency and the appropriate emergency arrangements followed.

### *3.22 Grounds Maintenance*

Grounds maintenance activities must be appropriately planned and managed to protect pupils, staff, contractors and visitors.

External grounds maintenance providers will be managed in accordance with the Trust's contractor management arrangements.

Contractors must provide appropriate evidence of competence, insurance and relevant risk assessments or safe working arrangements.

Work must be coordinated with the school to prevent activities such as grass cutting, tree work or use of machinery creating unnecessary risks to pupils or others.

Where grounds maintenance is undertaken by Trust employees, suitable risk assessments, equipment, training and PPE must be provided.

## *3.23 Infection Prevention and Control*

Schools will follow the Trust's Infection Control Policy and current public health guidance where relevant.

Appropriate arrangements will be maintained for managing bodily fluids, spillages and other foreseeable infection risks.

Suitable spill kits and PPE will be available where required and employees expected to deal with such incidents will receive appropriate information and instruction.

Where specialist cleaning or decontamination is required, appropriate competent support will be obtained.

### *3.24 Water Hygiene and Legionella*

DSAMAT will manage water hygiene and Legionella risks in accordance with the Trust's Legionella Policy, planned preventative maintenance arrangements and each school's site-specific Legionella Risk Assessment.

Each school will maintain a Legionella Logbook, containing the relevant risk assessment, monitoring records, testing information and other site-specific water hygiene documentation. The Trust's Legionella Policy will also be available through iAM Compliant Policies and Procedures**.**

Each relevant premises will have a suitable and sufficient Legionella Risk Assessment undertaken by a competent person and reviewed at appropriate intervals, following significant changes or where there is reason to believe the assessment is no longer valid.

Required servicing, inspections and routine water hygiene tasks will be scheduled and monitored through iAM Compliant in line with the requirements of the Legionella Risk Assessment.

Schools must ensure that locally assigned tasks, including flushing of little-used outlets and temperature monitoring where required, are completed at the specified frequency and recorded in the Legionella Logbook and/or iAM Compliant, as appropriate.

Employees responsible for carrying out water hygiene monitoring must receive appropriate information, instruction and Legionella awareness training.

Any abnormal temperature readings, missed checks, defects, changes to the water system or other concerns must be reported promptly. Appropriate action must be taken and significant or unresolved concerns escalated to the Head of Estates.

Relevant records, including risk assessments, monitoring information and evidence of remedial works, will be retained to demonstrate that water hygiene risks are being effectively managed.

### *3.25 Lettings and Shared Use of Premises*

Schools hiring or allowing third parties to use their premises must follow the Trust or school's approved lettings arrangements.

Before a letting begins, appropriate arrangements must be agreed covering matters including:

- permitted activities;
- insurance;
- safeguarding where applicable;
- fire and emergency arrangements;
- first aid;
- security and access;
- supervision; and
- responsibilities for health and safety.

Hirers are responsible for managing the risks arising from their activities and must comply with relevant Trust and school requirements.

Schools must ensure hirers receive appropriate information about emergency procedures and any significant site-specific hazards relevant to their use of the premises.

### *3.26 Local Exhaust Ventilation (LEV)*

Where Local Exhaust Ventilation systems are installed, they must be appropriately maintained, inspected and thoroughly examined by competent persons at the required intervals.

This includes relevant systems within Science and Design and Technology at Manshead CE Academy.

Required statutory examinations will be included within planned preventative maintenance and monitored through iAM Compliant.

Departments using LEV systems must complete appropriate routine checks and report defects promptly.

LEV equipment must not be used where a defect means that it cannot adequately control the relevant exposure risk.

### *3.27 Lone and Out-of-Hours Working*

Lone working must be appropriately risk assessed where the nature of the work, location or circumstances could present an increased risk.

Employees must not work alone where the risks cannot be adequately controlled.

Schools will establish local arrangements for employees working alone or outside normal school hours. These should include appropriate communication, access, security and emergency arrangements.

Higher-risk activities must not be undertaken alone where the risk assessment identifies that assistance or supervision is required.

### *3.28 Lifting Equipment and Lifting Operations*

Lifting equipment and accessories must be suitable for their intended use and appropriately maintained and examined.

Where equipment is subject to statutory thorough examination, this will be undertaken by a competent person at the required intervals and managed through the Trust's planned preventative maintenance arrangements.

Relevant inspection and examination dates and actions will be monitored through iAM Compliant.

Users must carry out appropriate pre-use checks and report defects immediately.

Lifting equipment must not be used where it is defective, outside its inspection period or otherwise considered unsafe.

### *3.29 Maintenance and Inspection of Premises and Equipment*

DSAMAT will maintain its premises and equipment so that, so far as is reasonably practicable, they remain safe and suitable for use.

Statutory inspections, servicing and planned preventative maintenance will be scheduled and monitored centrally through iAM Compliant.

Schools are responsible for completing locally assigned premises checks and reporting defects and hazards promptly.

Users of equipment are responsible for reporting obvious damage, deterioration or defects.

Unsafe equipment must be taken out of use until it has been repaired, replaced or confirmed as safe.

Premises defects requiring repair must be reported through iAM Compliant. Actions will be prioritised according to risk.

Significant building condition issues will also inform the Trust's condition data, estates planning and capital investment priorities.

### *3.30 Manual Handling*

Hazardous manual handling should be avoided so far as is reasonably practicable.

Where it cannot be avoided, an appropriate manual handling assessment must be completed and suitable control measures implemented.

Employees undertaking manual handling activities must receive appropriate information, instruction or training according to the level of risk.

Mechanical aids should be used where appropriate.

Individual assessments must be considered where an employee or pupil has specific needs that may increase the risk associated with moving or handling activities.

### *3.31 Monitoring Health and Safety Performance*

Health and safety performance will be monitored throughout the year rather than relying solely on an annual review.

iAM Compliant will provide the Trust's central system for monitoring statutory compliance, planned preventative maintenance, premises checks, actions and other relevant health and safety information.

Monitoring will include:

routine premises checks at frequencies determined by risk and statutory requirements;

- review of statutory compliance and planned preventative maintenance;
- monitoring of overdue and high-risk actions;
- school health and safety inspections;
- Safe School Assessments;
- accident, incident and near-miss information;
- fire safety and emergency arrangements;
- contractor management;
- risk assessments;
- training compliance; and
- significant estates and condition risks.
- Headteachers will monitor health and safety performance within their schools.

The Head of Estates will provide Trust-wide oversight of premises compliance and relevant health and safety performance, identifying significant risks, trends and areas requiring improvement.

Significant findings will be reported through the Trust's management and governance arrangements.

### *3.32 New and Expectant Mothers*

Where an employee informs the Trust that they are pregnant, have recently given birth or are breastfeeding, any relevant workplace risks will be reviewed and appropriate action taken.

Where necessary, an individual risk assessment will be completed taking account of the employee's work activities and circumstances.

The assessment will be reviewed where circumstances change or as the pregnancy progresses.

Appropriate adjustments will be made where reasonably practicable to protect the health and safety of the employee and their child.

### *3.33 Physical Education and Outdoor Play Equipment*

Physical Education activities will be managed in accordance with appropriate recognised guidance, including current AfPE safe practice guidance.

Employees delivering PE must be appropriately competent and ensure activities, equipment and supervision are suitable for the pupils involved.

PE, sports and outdoor play equipment will receive appropriate routine checks and periodic inspection or servicing.

Required specialist inspections will be managed through the Trust's planned preventative maintenance arrangements and recorded through iAM Compliant where applicable.

Defective equipment must be taken out of use until it has been made safe.

### *3.34 Personal Protective Equipment (PPE)*

Where risks cannot be adequately controlled by other means, suitable PPE will be provided.

The type of PPE required will be determined by the relevant risk assessment and must be appropriate for the activity and individual user.

Employees provided with PPE must:

- use it as instructed;
- take reasonable care of it;
- store it appropriately; and
- report loss, damage or defects.

Relevant employees and pupils must receive appropriate instruction in the correct use of PPE.

PPE will be provided without charge to employees where it is required for their work.

### *3.35 Permits to Work*

A permit-to-work system will be used where required for higher-risk work or where additional control and authorisation are necessary.

Activities may include hot work, work on certain electrical systems, confined spaces, intrusive work affecting asbestos-containing materials and other high-risk activities identified by the Trust.

Permits must only be issued by an appropriately authorised and competent person.

A permit to work does not replace a suitable risk assessment or method statement.

### *3.36 Parent Teacher Associations and School Events*

Activities organised by Parent Teacher Associations or similar groups on Trust premises must be appropriately planned and risk assessed.

Relevant risk assessments and event arrangements must be agreed with the school before the activity takes place.

Responsibilities for matters including supervision, contractors, temporary equipment, food, first aid, fire safety and emergency arrangements must be clear.

Higher-risk or unusual events should be referred to the appropriate Trust lead where additional advice is required.

### *3.37 Reinforced Autoclaved Aerated Concrete (RAAC)*

DSAMAT will follow relevant Department for Education and professional guidance for the identification and management of RAAC within its estate.

Where RAAC is known or suspected to be present, appropriate surveys, assessments,

monitoring and control measures will be implemented.

Any restrictions or management arrangements identified as necessary must be followed by schools, employees, contractors and other building users.

Significant changes in condition or concerns must be reported immediately to the Head of Estates.

## *3.38 Risk Assessments*

Risk assessment is a fundamental part of the Trust's approach to health and safety and must be used to identify and manage significant risks to pupils, employees, visitors, contractors and others who may be affected by Trust or school activities.

Each school must ensure that **suitable and sufficient risk assessments** are in place for significant hazards and activities under its control.

Risk assessments must:

- identify the significant hazards associated with the activity, environment or equipment;
- identify who may be harmed and how, including pupils, employees, visitors, contractors and anyone who may be particularly vulnerable;
- consider the level of risk and the controls already in place;
- identify any additional measures required to eliminate the hazard or reduce the risk to an acceptable level;
- identify who is responsible for completing any additional actions;
- be appropriate and proportionate to the activity and level of risk;
- be communicated to employees and others who need to understand or follow the control measures; and
- be recorded and readily accessible to those who need them.

### 3.38.1 Risk Assessment – Trust Templates

DSAMAT provides a range of risk assessment templates through **iAM Compliant under Trust Documents, Templates**, Risk Assessments.

Schools should use the relevant Trust template where one is available. Templates must be reviewed and adapted to reflect the **actual circumstances of the individual school, activity, premises and people involved**.

A Trust template must not simply be adopted without checking that the hazards and control measures accurately reflect what happens within the school.

Where an appropriate Trust template is not available, **iAM Compliant provides the facility to create an ad hoc risk assessment**. Schools should use this facility to assess significant risks that are specific to their premises, activities or circumstances. You can fine the templates under **iAM Compliant, Documents, Write a risk assessment.**

Specialist risk assessments, such as fire, asbestos, Legionella or other technical assessments, must be undertaken by an appropriately competent person where specialist knowledge is required.

### 3.38.2 Risk Assessments - School-Specific

Headteachers must ensure that appropriate risk assessments are in place for the significant risks and activities within their school.

This should include, where relevant:

- premises and site-specific hazards;
- curriculum activities;
- playgrounds and outdoor activities;
- school events and activities;
- lone and out-of-hours working;
- manual handling;
- work at height;
- use of equipment, machinery and hazardous substances;
- security and access arrangements;
- employees or pupils who may require an individual risk assessment;
- new and expectant mothers;
- young persons and work experience;
- activities involving contractors or third parties where the school retains responsibility; and
- any other activity or circumstance presenting a significant health and safety risk.

This list is not exhaustive. Schools must consider the activities and risks that are specific to their own circumstances.

### 3.38.3 Risk Assessment - Individual Risk Assessments

An individual risk assessment must be considered where a person's circumstances mean that general controls may not adequately manage the risk.

This may include employees or pupils with particular medical, physical or additional needs, new and expectant mothers, young persons or where an individual's circumstances create additional health and safety considerations.

Relevant individuals should be involved in the assessment where appropriate, and confidential or sensitive information must be handled appropriately.

### 3.38.4 Risk Assessment - Implementing Control Measures

Completing a risk assessment is not, by itself, sufficient. The control measures identified within the assessment must be put into practice.

- Where additional actions are required, they must be:
- prioritised according to the level of risk;
- assigned to an appropriate person;

- given a reasonable completion date;
- monitored until completed; and
- escalated where the risk cannot be adequately controlled at school level.

Where a significant risk cannot be immediately resolved, appropriate **interim control measures** must be put in place.

An activity must not continue where there is a foreseeable risk of serious harm that cannot be adequately controlled.

### 3.38.5 Risk Assessment - Communication

Risk assessments must be communicated to employees and others who are required to follow them.

Employees must understand the control measures relevant to their work and must report where controls are not working, circumstances have changed or additional hazards have been identified.

Where appropriate, relevant information from a risk assessment must also be communicated to pupils, contractors, visitors or other people affected by the activity.

### 3.38.6 Risk Assessments - Review

Risk assessments must be kept under review and updated where necessary.

A risk assessment must be reviewed when:

- there is a significant change to the activity, equipment, environment or people affected;
- new hazards are identified;
- an accident, incident or near miss indicates that existing controls may not be effective;
- relevant legislation, guidance or Trust arrangements change;
- concerns are raised about the effectiveness of existing controls;
- there is reason to believe the assessment is no longer valid; or
- the scheduled review date is reached.

The review must consider whether the existing control measures remain effective and whether further action is required.

### 3.38.7 Risk Assessment - Monitoring and Assurance

Risk assessment arrangements will be monitored through the Trust's health and safety assurance processes, including Safe School Assessments**.**

Schools may be required to demonstrate that appropriate risk assessments are in place, are school-specific, have been communicated to relevant employees and that identified control measures are being implemented.

Significant gaps, overdue reviews or actions arising from risk assessments must be addressed promptly. Where significant risks cannot be resolved locally, they must be escalated to the Head of Estates.

iAM Compliant will be used to support the creation, storage, review and monitoring of risk assessments and associated actions across the Trust.

***Appendix 2 – Risk Assessment – "Quick guide for schools"***

### *3.39 School Transport*

Schools will maintain appropriate arrangements for transport activities under their control.

Where transport is provided by a local authority or external provider, responsibilities for the safe provision of that transport must be clearly understood.

Schools must raise concerns about unsafe transport arrangements with the relevant provider or local authority.

Travel and transport arrangements for educational visits must also comply with the Trust's educational visits requirements.

### *3.40 Security*

Each school must maintain appropriate arrangements for the security of its premises, pupils, employees and visitors.

Security arrangements will be based on the circumstances and risks of the individual school and will include appropriate controls for:

- site access and egress;
- gates, doors and access-control systems;
- visitors and contractors;
- pupil arrival and departure;
- safeguarding;
- out-of-hours access; and
- emergency and lockdown arrangements.

Schools will maintain an appropriate security risk assessment and report significant defects or concerns promptly.

Access codes, keys, fobs and other security credentials must be appropriately controlled and withdrawn when no longer required.

### *3.41 Safety Signs*

Schools are responsible for providing appropriate safety signage where necessary to communicate significant health and safety requirements or risks.

Safety signs must be appropriate, clearly visible and maintained in good condition.

Damaged, missing or inappropriate safety signage must be reported to the Headteacher or designated responsible person and replaced by the school where required.

### *3.42 Slips, Trips and Falls*

Schools must maintain premises so that foreseeable slip, trip and fall hazards are appropriately controlled.

Employees must maintain reasonable standards of housekeeping and avoid creating unnecessary obstructions in classrooms, corridors, escape routes and other areas.

Defects such as damaged flooring, uneven surfaces, leaks or other significant hazards must be reported promptly.

Schools will maintain appropriate arrangements for adverse weather, including the prioritisation and treatment of access and egress routes during icy conditions.

### *3.43 Smoking and Vaping*

**Smoking and vaping are not permitted anywhere on DSAMAT premises or grounds.**

This applies to employees, pupils, contractors, visitors and other users of Trust premises.

Employees, contractors, visitors, parents and carers are also expected not to smoke or vape immediately outside school entrances, exits or main school gates, or in areas where they are clearly visible to pupils entering or leaving the school.

Anyone wishing to smoke or vape must move an appropriate distance away from the school entrance and boundary and must not congregate immediately outside the school gates.

This expectation supports the Trust's commitment to providing a healthy environment for pupils, reduces exposure to smoking and vaping, and ensures that smoking and vaping are not normalised or promoted in view of children and young people.

Schools must ensure that appropriate signage and communication are in place to support these arrangements.

### *3.44 Health and Safety Training*

DSAMAT will ensure employees receive appropriate health and safety information, instruction and training relevant to their roles and responsibilities.

Health and safety training requirements will be determined according to role, activity and level of risk.

New employees will receive appropriate health and safety information as part of their induction, including relevant emergency procedures and arrangements for reporting hazards, accidents and incidents.

Mandatory and role-specific health and safety training will be assigned and monitored through **iAM Compliant** where applicable.

Refresher or additional training will be provided where required, including following changes to responsibilities, equipment, procedures, legislation or identified risk.

Headteachers and line managers are responsible for ensuring employees under their management complete required training.

Training completion and significant areas of non-compliance will be monitored by the Trust.

### *3.45 Vehicle and Minibus Use*

Where schools operate minibuses or other Trust vehicles, suitable management arrangements must be maintained covering drivers, vehicles and journeys.

Only appropriately authorised and competent employees may drive Trust minibuses.

Schools must ensure that:

- drivers hold the appropriate driving entitlement;
- relevant driver checks are undertaken;
- vehicles are appropriately insured, maintained, serviced and tested;
- required pre-use checks are completed;
- defects are reported and addressed; and
- vehicles are not used where a defect could affect safety.

Drivers must comply with road traffic legislation and must not use a hand-held mobile phone while driving.

Employees using their own vehicle for Trust business must hold an appropriate driving licence, insurance covering business use where required and a valid MOT where applicable.

### *3.46 Visitors and Volunteers*

Schools must maintain appropriate arrangements for managing visitors, guests and volunteers while on Trust premises.

All visitors and guests must report to the designated reception or school office on arrival and follow the school's signing-in procedures. They must also sign out when leaving the premises so that the school maintains an accurate record of who is on site at any given time, including for safeguarding, security and emergency evacuation purposes.

Visitors and guests must wear or display the appropriate visitor identification while on site and must not access areas of the school for which they have not been authorised.

Safeguarding requirements, including supervision, DBS checks and any other appropriate vetting, will be determined in accordance with the Trust's safeguarding arrangements.

Visitors must receive relevant health and safety, safeguarding, security and emergency information appropriate to their activities and the areas they will access.

Before a volunteer starts working within a school, the school must ensure that a suitable and proportionate risk assessment has been completed for the activities they will undertake. This must consider the nature of the work, the environment, any equipment being used, supervision requirements and any additional risks relevant to the individual or activity.

The risk assessment must be communicated to the volunteer and reviewed where their activities or circumstances change. Where an appropriate Trust risk assessment template is available, this should be adapted to the school's circumstances. Where no suitable template exists, an ad hoc risk assessment can be created through iAM Compliant**.**

Volunteers must also complete all required safeguarding, induction, identification and other appropriate checks before undertaking their role.

Visitors, guests and volunteers must follow all reasonable health and safety, safeguarding, security and emergency instructions while on Trust premises.

## *3.47 Violence, Aggression, Harassment and Sexual Harassment*

DSAMAT will not tolerate violence, threats, aggression, harassment or sexual harassment towards its employees, pupils or others.

Foreseeable risks of violence, aggression, harassment and sexual harassment must be appropriately assessed, with suitable preventative and protective measures implemented to reduce the risk of harm.

Employees must report incidents or concerns involving violence, aggression, harassment or sexual harassment through the appropriate Trust reporting arrangements, including iAM Compliant where the incident falls within health and safety reporting requirements.

Incidents involving pupils must also be recorded and managed through the appropriate behaviour, safeguarding or child protection procedures, where required.

All reports will be taken seriously, handled sensitively and investigated as appropriate, with due regard to confidentiality and the welfare of those involved.

Following an incident, consideration will be given to the wellbeing of those affected, any necessary investigation, appropriate support and whether additional control measures or preventative action are required.

### *3.48 Employee Wellbeing and Occupational Health*

DSAMAT recognises that employee health and wellbeing are important to maintaining a safe and effective working environment.

The Trust will provide access to appropriate wellbeing and employee support arrangements as set out in the Trust Wellbeing policy.

Where an employee's health may affect their ability to undertake their role safely, appropriate management support, risk assessment, reasonable adjustments or Occupational Health advice may be considered.

Health information will be handled appropriately and confidentially.

### *3.49 Welfare*

DSAMAT will provide suitable workplace welfare facilities for employees, including appropriate toilets, washing facilities, drinking water, rest facilities and suitable working environments.

Schools will also maintain appropriate welfare arrangements for pupils according to their age and needs. Welfare facilities must be appropriately maintained, accessible and kept in a suitable condition.

### *3.50 Work Experience and Young Persons*

Where DSAMAT provides work experience placements or employs young persons, appropriate consideration must be given to their age, experience, maturity and awareness of risk.

Suitable arrangements must be in place before the placement or work begins, including appropriate induction, supervision and risk assessment where required.

Young persons must not undertake work for which they do not have the necessary maturity, competence, training or supervision.

The person responsible for the placement must ensure relevant control measures are communicated and implemented.

### *3.51 Working at Height*

Work at height must be avoided where reasonably practicable.

Where work at height cannot be avoided, it must be properly planned, appropriately supervised and carried out by competent people using suitable equipment.

A suitable risk assessment must be completed for work at height, taking account of the task, height, duration, environment and equipment required.

Employees must not undertake work at height unless they have received appropriate information, instruction and training for the activity and equipment being used.

Ladders and stepladders must only be used where they are suitable for the task and a safer means of access is not reasonably practicable. They must be appropriately inspected and maintained.

Specialist access equipment, including mobile access towers, must only be erected or used by appropriately trained and competent persons.

Employees must not improvise access equipment or stand on unsuitable furniture or other objects to gain additional height.

Contractors undertaking work at height must provide suitable risk assessments and method

statements and demonstrate appropriate competence.

Any defective access equipment must be taken out of use immediately and reported.

Where work at height presents a significant risk, appropriate arrangements must be established to prevent falls and protect people below from falling objects.


APPENDIX 1
How to Report an Accident or Incident
on iAM Compliant
Enabling all to flourish rooted in God's love
Report it | Record it | Take Action | Keep Everyone Safe
1 Go to Incidents
Log in to iAM Compliant and select 'Incidents' from the top menu.
iAM Compliant
Premises
Documents
Help Desk
Incidents
Forms
Insights
2 Report a new incident
Click 'Report an incident' and choose the correct type from the list.
Incidents
Report an incident
Accident
Incident
Near Miss
Unsafe Condition
3 Complete the details
Fill in the required information about what happened.
Where did it happen?
When did it happen?
Describe what happened
Add photos or files (if available)
4 Save the report
Check the information is correct and click 'Save'.
The incident is now recorded on the system.
Save
5 Assign ownership
Assign the incident to the person or team who will be responsible for investigating, managing and closing it.
Owner *
Select person/team
To be an owner you must be a Location Manager level or above.
6 Investigate, update and close
Add actions, update with findings and keep the information up to date.
When all actions are completed, change the status to 'Closed'.
Status
Closed
Make sure the incident is closed on the system once all actions are complete.
RIDDOR REPORTABLE INCIDENTS
Certain serious accidents, occupational diseases and specified dangerous occurrences must be reported to the Health and Safety Executive (HSE) under RIDDOR.
Potential RIDDOR incidents must be referred to the Head of Estates for review before submission, in accordance with the Trust's RIDDOR procedure.
Do not delay in reporting – seek advice if you are unsure.
KEY REMINDERS
Report all accidents, incidents, near misses and unsafe conditions.
Record accurate and factual information as soon as possible.
Include photos or supporting documents where available.
Assign the incident to the appropriate person or team.
Keep the information up to date and add actions.
Investigate incidents and learn from them.
Close the incident when all actions are complete.
WHY IT MATTERS
Keeps everyone safe.
Ensures issues are addressed promptly.
Helps us to learn from what happens.
Supports legal compliance (e.g. RIDDOR).
Identifies trends and helps prevent future incidents.
Improves our schools and working environment.
Report it. Learn from it. Keep everyone safe.

Enabling all to flourish
rooted in God's love

APPENDIX 2

# Risk Assessments
## Quick Guide for Schools

### What is a risk assessment?
A risk assessment helps you identify hazards, decide who may be harmed and put control measures in place to reduce the risk to an acceptable level. It is a key part of keeping our pupils, staff, visitors and others safe.

### Who is this for?
All school staff, including Headteachers, site teams and anyone responsible for activities, premises or people.

## How to complete a risk assessment

**1 Choose a method**
Use a relevant Trust template in iAM Compliant or create an ad hoc risk assessment if no template exists.

**2 Identify hazards**
Identify the significant hazards linked to the activity, environment or equipment.

**3 Consider who may be harmed**
Include pupils, staff, visitors, contractors and anyone who may be particularly vulnerable.

**4 Assess the risk**
Consider the level of risk and the control measures already in place.

**5 Identify and implement controls**
Identify any additional measures required, assign actions to a named person and give a completion date.

**6 Review and keep up to date**
Check regularly and update when there are changes, new hazards, an incident or when the review date is due.

### Using Trust templates
- Find templates in iAM Compliant: **Documents > Templates > Risk Assessments**
- Select the most relevant template.
- Adapt the template to reflect your school, activity, premises and people involved.
- Do not simply adopt a template without checking it is relevant.

### Creating an ad hoc risk assessment
- If there isn't a suitable template, create a new risk assessment in iAM Compliant.
- Use this for school-specific risks or activities not covered by a template.
- Ensure it is completed to the same standard as Trust templates.

### Key areas to consider
- Premises and site hazards
- Curriculum activities
- Playgrounds and outdoor activities
- School events
- Lone and out-of-hours working
- Manual handling
- Work at height
- Use of equipment and hazardous substances
- Security and access
- Contractors or third parties
- Individuals with additional needs
- New and expectant mothers
- Young persons and work experience
- School-specific risks

This list is not exhaustive. Consider the activities and risks specific to your school.

### Individual risk assessments
- Complete where general controls may not be enough.
- Consider employees or pupils with particular medical, physical or additional needs.
- Includes new and expectant mothers, young persons or any individual with additional considerations.
- Involve the relevant individual where appropriate.
- Handle confidential information sensitively.

### Implementing control measures
- Put the identified controls into practice.
- Prioritise actions based on the level of risk.
- Assign to a named person with a completion date.
- Monitor until completed.
- Use interim control measures where risks cannot be immediately resolved.
- Do not continue an activity where there is a foreseeable risk of serious harm.
- Escalate significant risks to the Head of Estates.

### Communication
- Share relevant risk assessments with staff and others who need to follow them.
- Ensure employees understand the control measures relevant to their work.
- Communicate key information to pupils, contractors, visitors or others where appropriate.

### Review
Review risk assessments when:
- there are changes to the activity, equipment or people
- new hazards are identified
- after an accident, incident or near miss
- legislation, guidance or Trust arrangements change
- concerns are raised about effectiveness
- the assessment is no longer valid
- the scheduled review date is reached

### Monitoring and assurance
- Risk assessment arrangements are monitored through Safe School Assessments and Trust assurance processes.
- Schools may need to evidence school-specific risk assessments and that actions are completed.
- Address any gaps, overdue reviews or actions promptly.
- Use iAM Compliant to support creation, storage, review and monitoring across the Trust.

### Specialist risk assessments
Fire, asbestos, Legionella and other technical assessments must be undertaken by an appropriately competent person where specialist knowledge is required.