Health and Safety Policy
2025-2028
Stamshaw Junior School

Document Control	
Owning Function:	
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Change History	
Date	Description
August 2025	New policy
September 2028	

Statement of Intent

The University of Chichester (Multi) Academy Trust (hereinafter referred to as "the Trust") is committed to ensuring the health, safety, and welfare of all its employees, students, visitors, and anyone else who may be affected by its activities. This policy outlines our commitment to providing a safe and healthy environment across all academies within the Trust, in compliance with the Health and Safety at Work Act 1974 and other relevant legislation.

The Trust recognises that the effective management of health and safety is essential to the overall performance of the Trust and its academies. We will:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Identify hazards, assess risks, and implement appropriate control measures to minimise the risk of injury or ill health
- Comply with statutory requirements as a minimum standard of safety
- Provide and maintain safe systems, equipment, and machinery
- Ensure safe handling, storage, and use of substances
- Assess risks, record significant findings, and monitor safety arrangements
- Ensure that all employees and students receive adequate information, instruction, training, and supervision to work and learn safely
- Promote a positive health and safety culture where everyone is aware of their responsibilities and is actively involved in maintaining a safe environment
- Continuously monitor and review health and safety performance to drive continuous improvement
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters

Each academy within the Trust is required to adapt this policy to reflect their specific circumstances and ensure that it is effectively implemented.

Signed:
Name: Jo Cooper
Position: Strategic Lead
Date: 01.09.2026

Signed:
Name: Jenny Steward
Position: Assistant Headteacher
Date: 01.04.2026

Organisation

Employer Responsibility

The overall responsibility for health and safety is held by the University of Chichester Academy Trust:

- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements & arrangements
- Periodically monitor and review local health and safety arrangements

The Board of Trustees

The Board of Trustees holds ultimate responsibility for health and safety within the Trust. They are responsible for ensuring that the Trust's health and safety policies are approved, implemented and reviewed regularly. They will ensure that sufficient resources are allocated to health and safety to meet legal obligations.

The Chief Executive Officer (CEO) and Executive Team

- The CEO and Executive Team are responsible for ensuring the overall implementation of the Trust's health and safety policy across all academies
- The CEO and Executive Team will report to the Board of Trustees on health and safety performance, including any significant risks or incidents

Trust Estates and Health and Safety Group

- Oversee health and safety compliance and operational management across the Trust
- Report to the Finance and Audit Committee on overall health and safety matters of the Trust

Local Governing Body

- Identify a linked Governor with responsibility for health & safety
- Support the development and implementation of the academy's site-specific health and safety arrangements
- Ensure that health and safety is considered in strategic decisions, such as curriculum planning, premises development, and staffing
- Receive and review regular reports from the Headteacher or Premises Manager on health and safety performance, incidents, and audits
- Hold the Headteacher and senior leaders accountable for the day-to-day management of health and safety.
- Ensure that roles and responsibilities are clearly defined and that staff are competent and adequately trained.
- Escalate significant health and safety concerns to the Trust Board where necessary
- Have oversight that statutory inspections (e.g. fire safety, legionella, electrical testing) is completed and documented

Responsible Manager

- Develop a positive safety culture
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Assess and control risk on the premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff are aware of their health and safety responsibilities
- Periodically update governing bodies/partnerships as appropriate
- Produce, monitor and periodically review all local safety policies and procedures

All Employees (including volunteers)

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare
- Make proper use of protective clothing and safety equipment provided (in accordance with any training or instruction provided), report any loss or obvious defect in that equipment and take reasonable care of it.
- Report safety concerns to the manager/appropriate person
- Report any accident or incident that has led, or could have led to damage, injury or ill health
- Co-operate with any investigation that might be undertaken with the object of investigating incidents or preventing accidents in the future.
- Work in accordance with training and instructions
- Not act or omit to act in any way that may cause harm or ill-health to others

Academy Health and Safety Coordinator

In addition to all staff responsibilities, the Health and Safety Coordinator will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the Responsible Manager. They will:

- Ensure health and safety records are maintained
- Monitor compliance and checks to ensure they are being carried out
- Manage the health and safety training requirements
- Manage the updating of risk assessments and health and safety policies
- Ensure accident investigations are completed as required
- Advise the Responsible Manager of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors
- Ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally
- Carry out any other functions required by the Responsible Manager or Local Governing Board, Head teacher, or Academy Trust

- Attend health and safety courses and to work within their level of competence and seek appropriate guidance and direction from the Responsible Manager and the Premises and Health and Safety team as required

Academy Site Manager/Coordinator

Site Manager/Coordinator is responsible for undertaking the day to day management of Health and Safety related duties on behalf of the Responsible Manager and Health and Safety Coordinator.

These duties will include, but are not limited to:

- Legionella checks and flushing
- Ladder, stepladder and step stool inspections
- Fire compliance checks
- Supporting asbestos management
- Carrying out minor repairs, and reporting defects
- Carrying out and supporting with risk assessments
- Supporting and monitoring external contractors in their duties
- Carrying out the Health and safety site awareness induction training
- Maintaining COSHH assessments
- Make provision for the inspection and maintenance of work equipment
- Keeping up to date records on Smartlog compliance management system

Academy Health and Safety Committee

The role of the safety committee is to assist in the assessment of safety related matters and provide appropriate support to the Responsible Person. The safety committee periodically meet to monitor and discuss on-site health and safety performance and recommend any actions necessary should performance appear or prove to be unsatisfactory. The safety committee will be informed of all changes in practices and procedures, new guidance, accidents, incidents, and risk related matters.

Specific Roles:

Accident and Incident Investigator

The trained accident investigator will lead on all on site accident investigations in accordance with procedures

They will to work within their level of competence and seek appropriate guidance and direction from the Responsible Manager and the Premises and Health and Safety team when required. They will attend an appropriate accident investigator training course and refresh training every three years.

Fire Safety Coordinator

The Fire Safety Co-ordinator (FSC) is the competent person for fire safety on the premises, acts on behalf of the Responsible Manager and will be responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

The FSC will work within their level of competence and seek appropriate guidance and direction from the responsible manager and Premises and Health and Safety team. They will attend an appropriate fire safety training course and refresh this training every three years.

Asbestos Nominated Responsible Person

The Asbestos Nominated Responsible Person (NRP) will act on behalf of the Responsible Person to provide the necessary competence to enable asbestos to be managed safely in accordance with the Asbestos Policy and Management Plan.

The NRP will ensure that all employees have a reasonable awareness of asbestos management and dangers, that appropriate staff are competent in the use of the asbestos register, and that asbestos is managed in accordance with departmental and corporate requirements. They will advise the Responsible Manager of any condition or situation relating to asbestos which may affect the safety of any premises' users.

They will work within their level of competence and seek appropriate guidance and direction from the Responsible Manager and Premises and Health and Safety team.

Legionella Nominated Responsible Person

The Nominated Responsible Person for Legionella on the premises will act on behalf of the Responsible Manager to provide the necessary competence to enable Legionella to be managed safely.

The NRP will ensure that all periodic and exceptional recording, flushing, cleaning, and general legionella management tasks, are correctly completed and recorded in accordance with departmental and corporate requirements. They will work within their level of competence and seek appropriate guidance and direction from the Responsible Manager and Premises and Health and Safety team.

Working at Height Trained Person

The competent person for working at height will ensure work at height is carried out safely.

They will work within their level of competence and seek appropriate guidance and direction from the Responsible Manager and Premises and Health and Safety team. They will attend an appropriate working at height training course and refresh training every three years.

COSHH Assessor

The COSHH Assessor is the competent person for the assessment of all the hazardous substances on the premises.

They will work within their level of competence and seek appropriate guidance and direction from the Responsible Manager and the Premises and Health and Safety team when

required. They will attend an appropriate COSHH assessor course and refresh training every three years.

Risk Assessor
The Risk Assessor will ensure that risk assessments are completed and hazards are identified and managed.

They will work within their level of competence and seek appropriate guidance and direction from the Responsible Manager and the Premises and Health and Safety team when required. They will attend an appropriate risk assessor training course and refresh training every three years.

Display Screen Equipment (DSE) Assessor
The trained DSE Assessor will support with assessing the needs of the DSE users in accordance with procedures.

They will attend an appropriate DSE assessor training course and refresh training every three years.

Personal Emergency Evacuation Plan (PEEP) Manager
The PEEP Manager will ensure an evacuation plan is created and managed for individuals unable to reach a place of ultimate safety unaided, or within a satisfactory period of time, in the event of any emergency.

Individual evacuation plans are to be added to the Fire Safety Manual.

Arrangements

The following arrangements apply Trust-wide, and are in line with current legislation. Academies must adapt the policy to suit its specific needs, including adding any additional arrangements that are relevant to its particular circumstances.

Accident and Incident Reporting

All accidents, incidents and near misses will be recorded. Incidents involving staff, visitors, contractors, and the more serious accidents/injuries to pupils will be reported on Smartlog. Minor pupil injuries will be recorded locally.

Following the completion of an online accident report, an investigation will be carried out as soon as practicable after the accident.

Premises and Health and Safety Team will review incidents reported on the online system and identify which are notifiable to the Health & Safety Executive (HSE) under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR). If reportable, the Premises and Health and Safety Team will report the incident to the HSE, and a copy of the report will be sent to the line Manager/Academy.

The Responsible Manager will ensure that the governing body and Trust are informed of all incidents of a serious nature. All incident reports will be monitored and reviewed for trend analysis to prevent reoccurrences. The governing body should be regularly updated on monitoring and any trends identified.

Asbestos Management

The on-site management of asbestos is conducted in accordance with the Trust Asbestos procedure and management plan. The management plan will be made site specific and reviewed annually.

Academy asbestos management on-site is controlled by the Nominated Responsible Person (NRP) for Asbestos. The asbestos register will be shown to all contractors who may need to conduct work on site so they are aware of asbestos locations to avoid disturbing Asbestos Containing Materials (ACMs) during their work. Contractors and anyone undertaking intrusive work must read and sign the register prior to being permitted to commence any work on site.

The Responsible Manager, NRP and any other employees who may disturb the fabric of the building will complete the Asbestos Awareness e-learning (or similar) annually. The NRP (and other employees who may carry out invasive works) will also attend an appropriate course on appointment and as per recommended refresher period.

Staff will be informed about the presence of asbestos in the building and trained on the precautions to take.

Under no circumstances must contractors or employees drill or affix anything to walls that may disturb materials without first checking the register to ensure it is safe to do so and/or obtaining approval from the NRP. All work must be suitably planned.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, will be immediately reported to the Responsible Manager and/or the NRP who will immediately act to cordon off the affected area and contact the Premises and Health and Safety team and Asbestos surveyor for guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building will be immediately stopped from working and immediately reported to the Responsible Manager and/or NRP.

Any potential asbestos disturbances will be recorded as an incident and reported to the Premises and Health and Safety team.

Further arrangements are detailed in the asbestos policy and management plan.

COSHH (Control of Substances Hazardous to Health)

All hazardous substances will be properly identified, assessed, and controlled in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations.

Where possible, hazardous substances, materials, chemicals and cleaning liquids will be replaced with non-hazardous equivalents.

The COSHH Assessor shall ensure that:

- Safety Data Sheets (SDS) are available for all hazardous substances • COSHH assessments are completed for all hazardous substances,
- An up to date list of hazardous substances is kept on site.

COSHH assessments will be reviewed every three years, or sooner if there are changes. Hazardous substances must not be used until a COSHH assessment has been carried out and the product has been approved for use by the COSHH assessor.

All hazardous substances are stored appropriately in locked and clearly labelled stores in accordance with the relevant safety data sheets.

Staff will receive adequate training on the safe use of hazardous substances and must follow safe working practices and use protective equipment if identified in the COSHH assessment

The COSHH Assessor will attend a COSHH Assessor course every three years.

Contractor Management

When procuring contractors, the safe selection of contractors checklist will be used to ascertain competence and suitability prior to engaging their services.

Evidence of insurance, qualifications, and relevant certifications will be obtained. Record of DBS check may be required depending on the nature of the works and the proximity to pupils and level of supervision.

Risk assessments and method statements (RAMS) will be obtained and reviewed for all works. If the contractor has less than five employees this does not need to be written down, but they must share the risks and how they will be managed.

All contractors must sign in on arrival and check and sign the asbestos register. All contractors will be provided a contractors' induction that includes emergency procedures, safeguarding, restrictions and relevant hazards.

Contractors will be supervised and monitored appropriately on site. Any unsafe practises must be addressed immediately and may result in removal from the site. It is the responsibility of all staff to report any potential unsafe situations.

A permit to work system will be used for high-risk activities such as hot works.

Further details on contractor management are included in the contractors procedure.

Curriculum Activities

All safety management, risk assessments and maintenance of equipment for curriculum based activities will be conducted under the control of the relevant Department Heads and subject teachers. They will use the appropriate codes of practice and safe working procedural guidance.

Display Screen Equipment (DSE)

DSE assessments will be carried out for all staff who use computers or other display screen equipment regularly, in accordance with the DSE procedure. Assessments will be carried out at intervals not exceeding three years, or when there are changes. Assessments will be reviewed and actioned as necessary by line managers.

All DSE users will complete DSE e-learning, or similar, course annually. The DSE assessor will attend DSE assessor training every three years.

DSE users have the right to request regular free eyesight tests and be reimbursed towards spectacles if required for DSE use.

Driving for Work

The Trust recognises its responsibility to ensure that any driving undertaken for work purposes is carried out safely and in compliance with legal requirements. This applies to all staff who drive Trust owned or hired vehicles or their own vehicles for work related activities, including travel between sites, attending meetings, transporting pupils, or collecting supplies.

Staff must ensure they are fit to drive and hold a valid driving licence

Managers will carry out annual checks of driving licences, verification of business insurance, and confirmation of MOT status on personal vehicles

A driving for work risk assessment will be carried out for driving activities and appropriate controls put in place. Journeys should be planned to avoid fatigue and allow adequate time. Use of mobile phones whilst driving is prohibited unless using a legally compliant hands-free system and it is safe to do so.

Further arrangements are detailed in the Driving for Work policy.

Electricity

It will be ensured that:

- Only authorised and competent persons are permitted to install or repair electrical equipment
- Equipment is not used if found to be defective in any way
- Before use all portable electrical equipment is be checked by the user for damaged plugs and cables and loose or worn controls
- Defective equipment is reported & immediately taken out of use until repaired or disposed of
- All portable electrical equipment is inspected/tested by a competent person at intervals in accordance with HSE's "Maintaining portable electric equipment in lowrisk environments"
- Fixed wiring electrical testing is undertaken every 5 years by a competent contractor
- Personal electrical equipment is not brought onto the premises or used unless it is approved by management and has been PAT tested
- New equipment is added to the work equipment inventory and PAT testing/inspection schedules.

Any defective or suspected defective equipment, systems of work, fittings etc. will be removed from use, reported to the relevant person and repaired or disposed of as soon as possible.

Staff will be trained annually on how to check electrical equipment before use and on electrical equipment procedures.

Fire Safety

Arrangements regarding fire safety are set out in the Fire Safety Manual. The Fire Safety Coordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related queries on site.

The Responsible Manager will ensure through the Fire Safety Co-ordinator that:

- All employees complete the mandatory fire safety e-learning (or similar) course annually
- Fire safety information is provided to all employees at induction and periodically thereafter
- Fire evacuation procedures, fire safety training and fire equipment inspection and testing are carried out in accordance with corporate guidance and the premises fire safety manual
- The Fire Manual is reviewed annually by the Fire Safety Co-ordinator, the Responsible Manager, and Governors making the necessary amendments
- Information from the fire risk assessment is shared with employees annually

The Responsible Manager will ensure that trained Fire Marshals are in place to assist in fire evacuation.

First Aid

A First Aid Needs Assessment will be completed annually to determine the required first aid provision. Adequate first aid provision will be available at all times. The names and locations of the first aid trained staff on site are detailed in the first aid policy and also clearly signposted around the premises.

First Aid should not normally be administered by anyone except first aid trained employees with in-date training certification operating within the parameters of their training.

First aid provision will be regularly monitored, and equipment checks recorded.

Health and Hygiene and Infection Control

Promoting high standards of hygiene and effective infection control measures aims to reduce the risk of illness and ensure a safe environment

- All premises will be kept clean and hygienic, including workspaces, classrooms, toilets, kitchen and communal areas

- A cleaning schedule will be in place and monitored regularly
- Suitable handwashing facilities and supplies must be available
- Staff and pupils are encouraged to practice good personal hygiene, including regular handwashing and respiratory hygiene

First aiders must follow infection control procedures when carrying out first aid. Personal protective equipment (PPE) will be available and used appropriately where required.

Waste will be disposed of safely and in accordance with regulations. Spillage of bodily fluids will be cleaned immediately, using provided spillage clear up kits and disinfectant.

Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions will be adhered to at all times:

- All corridors and passageways kept free from obstruction
- Shelves in storerooms and cupboards stacked neatly and not overloaded
- Floors kept clean and dry, and free from slip and trip hazards
- Emergency exits, and fire doors not obstructed in any way
- Supplies stored safely in their correct locations
- Rubbish and litter cleaned and removed at the end of each working day •
  Poor housekeeping or hygiene conditions reported

Inspections and monitoring

Daily monitoring of the premises, through working routines and staff awareness, will identify general safety concerns and issues which should be immediately reported.

Regular documented inspections of the premises will be carried out in accordance with the premises inspection schedule. Inspection findings will be recorded on the locally adapted Premises Safety Inspection Checklist.

All defects will be reported through the defect reporting system. Any identified high-level risks or safety management concerns will be reported to the appropriate person and actioned as necessary.

Monitoring forms required by the Trust or Risk Protection Arrangement (RPA) will be completed by the required date.

Legionella Management

The Legionella Nominated Responsible Person (NRP) will be appointed and will manage and undertake all processes regarding Legionella in accordance with the Legionella Procedure, or alongside an external provider. They will:

- Record sentinel point temperatures on the online reporting system
- Regularly flush unused outlets
- Report any alterations to the water system
- Undertake descaling and disinfection

A legionella risk assessment will be carried out by a competent person every two years. All findings will be acted upon within the recommended timescales. The risk assessment will be reviewed by the NRP annually.

Legionella monitoring equipment will be calibrated annually.

NRP should complete legionella e-learning, or similar, training annually.

Lettings

Where premises are let to third parties, the premises will ensure that the site is safe for use and that the third parties are aware of and comply with the site's health and safety procedures.

The Responsible Manager will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed and shared with all relevant parties
- The risk assessment for the premises is shared with the users/hirer
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users
- All provided equipment is safe for use
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

External and community users must report all incidents related to unsafe premises or equipment to the site/ Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

Lone Working

Lone working refers to any situation where an individual works without direct supervision or without access to assistance. This may include staff working:

- Outside of normal hours
- In isolated areas of the building
- Offsite or travelling alone for work purposes

Where lone working is unavoidable and foreseeable, the Responsible/Line Manager will ensure there is a lone working risk assessment in place and include controls for managing the risk and means of communication. The risk assessment and arrangements will be shared with lone workers and they will be trained on how to manage risks and what to do in an emergency.

Lone working will only take place:

- With the Responsible Manager/Line Manager's approval
- Following risk assessment
- Where it cannot be avoided

Higher risk activities, such as working at height, must not be carried out whilst lone working.

Manual Handling

Manual handling will be avoided so far as is reasonably practicable. Where this is not reasonably practicable, a suitable and sufficient assessment will be made to identify hazards and preventive measures to be implemented to minimise risks of personal injury due to manual handling activities.

All employees will complete manual handling e-learning, or similar, annually. Staff who undertake regular physical work which would typically include regular moving and handling will attend an appropriate manual handling course specific to the work requirements.

Any significant moving and handling tasks will be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely.

Minibuses

All minibus drivers will complete MiDAS training prior to being permitted to drive and carry out checks on minibuses.

Minibuses will be fit for purpose and in safe condition. Drivers will complete and record preuse checks before every journey. Minibuses will be inspected and serviced within the timeframes required for the vehicle and its age. Any faults or issues must be reported to the relevant person as soon as possible.

Noise and Vibration

Where staff are exposed to significant levels of noise or vibration, risk assessments will be conducted to assess the potential for harm. Control measures such as hearing protection, equipment maintenance, and exposure limits must be implemented.

Staff must be trained on the risks associated with noise and vibration and how to protect themselves.

Non-Fire Emergency Arrangements

Emergency procedures for non-fire related emergencies (gas leak, bomb threat, flooding etc.) must be in place, and will be detailed in the Critical Incident Plan.

All employees will receive information, training and instruction on the non-fire emergency procedures and evacuation plans on induction. Employees will be periodically provided with updated information as the emergency procedures are routinely reviewed and amendments are introduced and regular drills will be conducted.

Personal Emergency Evacuation Plans will be completed and reviewed for any vulnerable persons to ensure provision of safe, assisted evacuation in the event of an emergency incident.

Off-Site Visits

All educational visits will be planned and risk-assessed in accordance with the Trust's polices and Outdoor Education guidance. This includes ensuring that appropriate supervision levels are in place, that risks are managed, and that all necessary emergency procedures are in place.

Provision of Information

All employees will be periodically provided with information regarding safety arrangements.

Visitors and contractors must sign in and be provided with health and safety information on arrival.

The Health and Safety law poster is displayed in a staff area.

Risk Assessment

Risks assessments will be carried out for all activities, premises and equipment where a risk is identified or reasonably foreseeable. All significant risks to staff, pupils, and visitors will be recorded and controls put in place.

The trained risk assessor will oversee the completion of risk assessments. Risk assessments will be carried out by employees with the appropriate knowledge and understanding of the area, task or equipment being assessed. Completed risk assessments will be listed on the risk assessment register.

Risk assessments will be reviewed periodically, and/or after significant changes or incidents. Employees will be informed, where appropriate, of hazards and control measures identified in risk assessments. Risk assessments will be shared with employees and relevant third parties periodically and when there are changes.

Stress

The Trust is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stress.

Work related stress will be identified and managed in accordance with the Stress Policy, including through risk assessment and appropriate consultation with staff, and access to Employee Assistance Programme and Occupational Health.

Managers will be trained to recognise the signs of stress and provide appropriate support to staff.

Traffic Management

Sites will develop a written Traffic Management Plan with arrangements regarding on-site traffic safety. The plan includes:

- A site plan diagram showing traffic and pedestrian routes, loading and parking areas
- Site plan check sheet
- Safe system of work; this can be included in the site plan check sheet

- Risk assessments where necessary

Arrangements will be shared with employees and relevant third parties.

Training

Health and safety induction training will be provided and recorded for all new employees, including temporary workers and volunteers in accordance with the New Staff Induction Checklist.

The Responsible/Line Manager will ensure that all employees and volunteers are provided with adequate information, instruction, and training regarding their safety at work. Training needs analysis will be conducted, from which a comprehensive health and safety training plan will be developed and maintained.

All employees will be provided with the following training as a minimum:

- Induction training including the requirements of the school health and safety policy
- Local training including risk assessments and safe working practices
- Information following health and safety policy or procedural changes
- Appropriate annual refresher courses to meet ongoing training requirements e.g. elearning
- Role specific training
- Refresher training as required

Records of training must be kept. Line Managers must ensure that employees have fully understood their training.

Violence and Aggression

Violent, aggressive, threatening, or intimidating behaviour towards employees, whether verbal, written, electronic or physical, will not be tolerated

A violence and aggression risk assessment will be carried out and control measures put into place. The risk assessment will be shared with relevant employees and reviewed on a regular basis.

Employees must report all violent and aggressive incidents. Incidents will be appropriately investigated, and control measures reviewed to reduce the risk of similar incidents occurring in the future. Incidents will be reported as close to the incident date as possible.

If a child is injured following violence between children, it will be reported as an accident on the accident reporting system.

Violent incident data will be reviewed and shared with the Trust.

Vulnerable Persons

Where there are vulnerable persons (for example a young person, new or expectant mother, someone with a disability or temporary or permanent medical conditions) working or visiting the premises, a risk assessment will be completed. Appropriate procedures will be

implemented, and arrangements for the health, safety, and welfare of vulnerable persons on school premises will be suitably managed.

Work Equipment

Work equipment is any machine, appliance, apparatus or tool used at work by a member of staff in order to carry out their assigned tasks. All work equipment will:

- Suitable for its intended purpose
- Meet required specifications (e.g. British Standards),
- Be maintained and serviced where required
- Be regularly checked and inspected by a competent person, and by an external contractor where required (e.g. PE and play equipment)
- Checked before use

Risk assessments will be conducted for the se of any machinery or tools, and staff must be trained on their safe use.

Guards, safety devices, and personal protective equipment (PPE) will be provided where necessary and regularly inspected.

Any defective equipment will be removed from use, and reported to the relevant person for repair or disposal.

Working at Height

Work at height tasks must be suitably planned and will be undertaken in accordance with the working at height general risk assessment. A separate risk assessment will be carried out for higher risk tasks.

The trained competent person for work at height on the premises will:

- Use steps, stepladders, and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to employees
- Provide stepladder and steps training to employees
- Carry out and record periodic inspections of all working at height equipment such as ladders, stepladders, and podium steps used on-site
- Remove access equipment from use if defective or considered unsuitable for use

The competent person for work at height, and all other employees, must not use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers, and mobile elevated work platforms.

Employees must not work on roofs unless suitable edge protection and safe access arrangements are in place.