Consilium Academies

HEALTH & SAFETY POLIC

MAY 2026

Date of Approval
May 2026

Approved by
Trust Board

Date of next Review
April 2027

Excellence and Equity with integrity

Introduction

This policy document has been prepared to define the way that Consilium Academies intends to manage health and safety and meet the requirements of Section 2 (3) of the Health and Safety at Work etc. Act 1974.

This Act requires an employer to prepare a statement of general policy with respect to health and safety at work, and the organisation and arrangements set up to carry out that policy.

The document system formally communicates the instructions and procedures covering operation and work activities from the CEO to the Managers/Supervisors and all other personnel employed or involved in the Trust's activities.

The document system has been developed to meet statutory requirements for a Safety Management System to ensure the health and safety of all personnel associated with work activities of the Trust, including contractors, visitors, and the public.

The Policy and its associated documents apply as defined to all personnel employed or contracted to Consilium Academies as appropriate to the work being undertaken.

It is the duty of personnel so involved to apply the requirements of these documents to their work.

Statement of Intent

Consilium Academies ("the Trust") has overall responsibility for the health, safety and welfare of staff, students, and visitors in the academies it operates. The Trust recognises that decisions about workplace health and safety should be collaborative, reasonable, and proportionate to maintain a safe environment where students can learn and achieve their full potential and where employees are supported to ensure work related stressors are avoided.

The health, safety and welfare of staff, students and visitors is of paramount importance. We will achieve a safe environment for all by embedding a positive health and safety culture throughout our organisation and assisting all members of the school community to play their part.

The safety culture of our academies is the product of individual and group values, attitudes, perceptions, competence, and patterns of behaviour. This policy includes our vision to ensure that our academies have a strong and positive safety culture through communication, training, collaboration and leading by example.

Together, we are committed to achieving the following objectives:

1. To provide, as far as reasonably practicable, a safe and healthy working environment for all.

2. To ensure that all members of the school community are aware of their health and safety responsibilities, what is expected of them and what they need to do to discharge them.
3. To ensure that all staff have access to appropriate training and resources to enable them to play an active part in achieving a safe and healthy working environment.
4. To have an effective system for communicating and consulting on health and safety matters.
5. To effectively plan, implement, monitor, and review the arrangements in place to ensure we have a safe and healthy working environment.
6. To prevent accidents, incidents and near misses so far as is reasonably practicable and investigate all incidents in a timely manner.
7. To encourage, promote and continuously improve the Trust's health and safety performance.
8. To ensure that we protect the environment.
9. To review and revise this policy as necessary at regular intervals.

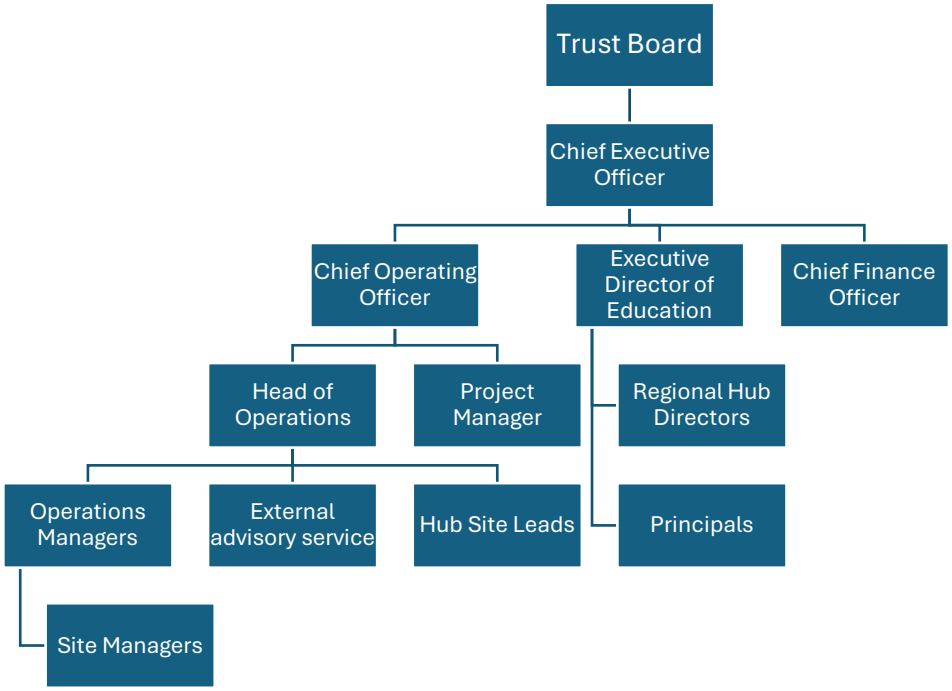
Active monitoring system

The Trust's procedure for actively monitoring its system will include:

- Annual audits, including fire risk assessments and health and safety audits.
- Termly examination of documents to ensure compliance with standards.
- Termly inspection of premises, plants and equipment.
- Monthly reports and updates to the Head of Operations and Principal.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

Responsibilities for Health and Safety

Hierarchy of control



Board of Trustees (Audit Committee)

The board of Trustees are a peer of volunteers who are responsible for setting the direction of Consilium Academies objectives, through setting the pertinent strategy, in line with Consilium Academies mission values and beliefs. Operationally the Trust will:

- Provide adequate resources
- Ensure competent persons are appointed
- Ensure appropriate arrangements are in place and being reported

Chief Executive Officer

The Chief Executive Officer has overall executive accountability and liability for all matters within Consilium Academies, they are appointed by and accountable to the board of Trustees.

The Chief Executive Officer delegates authority to the Chief Operating Officer, Head of Operations and relevant Operations Managers/Site Managers for their respective areas of responsibility.

The Chief Executive Officer has direct responsibility for the management and oversight of health and safety within the operational activities of Consilium Academies and for ensuring that decisions of the Board of Trustees understand their responsibility to maintain high standards of health and safety management. The Chief Executive Officer will be able to call on the advice and assistance of the Chief Operating Officer and Head of Operations.

Overall and final responsibility for health and safety

The **Board of Trustees, Chair of Trustees and Chief Executive Officer carry the key responsibilities** for assessing, recording, and implementing the correct health and safety procedures. They will do this by:

1. Leading by example on all matters relating to health, safety, and welfare,
2. Promoting and following this Health and Safety Policy,
3. Dedicating budget to the health and safety provision at the academies,
4. Communicating effectively with parents, staff, and students,
5. Monitoring and reviewing health and safety procedures and practice
6. Day to day responsibility for ensuring this policy is put into practice

The Board of Trustees, Chair of Trustees and Chief Executive Officer have assigned health and safety responsibilities as follows:

Head of Operations

1. Bring to the attention of the Heads of Departments any health, safety or welfare problems or concerns
2. Review legislation and circulating the information as may be necessary
3. Reviewing and keeping up to date safety procedures and policies
4. Ensuring so far as is reasonably practicable that all relevant health and safety documentation is regularly reviewed and complied with
5. Monitoring and reporting on compliance performance
6. Competency and training levels are in line with best practice requirements
7. Provide guidance and good practice for the Academies, where required
8. To will carry out periodic health and safety walk rounds, inspections, and audits to ensure requirements to monitor, review and record safe systems of working within Academies are met.
9. Seek support and professional advice from external advisors as necessary.
10. Liaising with and appraising the performance of external competent advisory services.

Health and Safety Consultancy (External)

1. Provide competent advice to responsible persons.
2. Provide physical reviews of health and safety management including audits of establishments and processes.
3. Produce regular reports on Health and Safety compliance to the Chief Operating Officer and Head of Operations.
4. Assist with the creation and implementation of this policy.
5. Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
6. Be the designated contact with relevant authorities and the HSE where necessary.
7. Support staff with any queries or concerns regarding health and safety.

8. Identify hazards by conducting risk assessments.

Chief Operating Officer

1. The Chief Operating Officer will carry out periodic health and safety audits within Academies and report the findings to the Executive Team - ensuring requirements to monitor, review and record safe systems of working within Academies are being met.
2. Seeks support and professional advice from external advisors as necessary.
3. The Chief Operating Officer will ensure that the board of trustees has a broad understanding of compliance across the Trust and can support and challenge performance. The Trust will ensure they are kept up to date with any health and safety legislation changes.
4. Leads the allocation of School Condition Allocation (SCA) to allocate funding to areas of high risk.
5. Appoints and makes final decisions regarding the competent advisory service including undertaking competitive tendering processes where necessary.
6. Sets the direction for effective health and safety management.
7. Introduces management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
8. Review this policy and its effectiveness **at least annually**.
9. Take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff.

Chief Finance Officer

1. Through the budget setting process, ensures that funding is made available to undertake all statutory inspections.
2. Works with the Chief Operating Officer throughout the year to ensure adequate funding is available for remedial projects.
3. Supports the SCA review process to ensure that high priority remedials are addressed in a timely manner.

Senior Leadership Team and Principals

The Principal has the following responsibilities:

1. Responsibility for the implementation of health and safety in their respective establishment - lead by example.
2. Ensuring that adequate and appropriate risk assessments are carried out and reviewed prior to any activity either on-site or off-site.

3. Liaising with the Head of Operations and Chief Operating Officer as appropriate to inform that person of any health and safety issues or risks that arise.
4. Ensuring that all support and cover staff are fully trained and equipped to deal with health and safety issues and emergencies
5. Ensuring that all staff, pupils, contractors, visitors and volunteers are aware of their health and safety obligations to one another
6. Ensuring that regular practice fire drills and lockdown drills are undertaken
7. Ensuring that adequate information related to health and safety is obtained and passed on to relevant staff, contractors, members of the public, statutory authorities etc.

The Senior Leadership Team has the following responsibilities:

1. To lead by example
2. Ensuring that any school activity, either on or off-site, is risk assessed and consideration has been given to health and safety in terms of the wider school policy
3. Keeping up to date with any changes to arrangements surrounding activities and the implications of these on health and safety
4. Ensuring that all staff and pupils are aware of their health and safety responsibilities, including what to do in case of a fire, emergency, or medical emergency, and that all those taking part in any given activity are given proper training and health and safety briefing
5. Managing their budgets to cover health and safety maintenance, checks and provision for activities under their department

Operations Managers

1. Manage the business and support functions, this includes the arrangements for Health and Safety at each school. They line manage the support service leads and are responsible for ensuring all school policies are implemented and regularly updated.
2. Are responsible for facilities management and must ensure legal, statutory, regulatory, and local obligations covering, site, premises, assets, grounds, plants, and vehicles. They will line manage the respective support staff functions and take ownership of all matters non-teaching related.
3. Will supervise any planned construction works, purchase and repair of all furniture and fittings in line with financial policy, ensure continuity of utilities, site service and equipment.
4. Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements, arranging suitable insurance cover outside of RPA and ensuring evacuation plans are in place and reviewed regularly.
5. For matters extended outside of the knowledge of the Operations Managers and to seek further guidance, they will liaise with the Head of Operations and Chief Operating Officer.
6. Ensure that information on health and safety good practice is available to academy staff and visitors, that it is up to date, easily accessible and promoted throughout the academy. This includes the academy health and safety policy and risk assessment templates.
7. Collate and store all relevant risk assessments for their academy and through routine monitoring and observation ensure they are being carried out.

8. Ensure that all new employees are given the appropriate health and safety induction training, relating to both whole-school health and safety and any specific provision relating to their role in the school.
9. Ensuring that the Site Manager has completed the relevant checks on the equipment and competency of contractors that come into the school and that they meet all necessary safeguarding requirements.
10. Ensure that permits to work and appropriate logging of activities is taking place.
11. Support and challenge the performance of the Estates helpdesk, ensuring that any high priority health and safety related items are dealt with swiftly.
12. Carry out site walks at least once per fortnight with the Site Manager to ensure that the school is operating safely and flagging any relevant matters for immediate attention.
13. Meets weekly with the Site Manager to ensure facilities management services are operating efficiently and effectively.
14. Review compliance information weekly to ensure that all procedures are being followed and any remedial action taken.
15. Leads communication to the wider staff team on any matters arising and seeks feedback to inform health and safety related decision making.
16. Ensuring that all accidents, incidents, and dangerous occurrences, within their academy are reported. Reviewing all such reports and ensuring that a full investigation is carried out and appropriate remedial action is taken where necessary in line with Trust policy.

Site Managers

1. Lead by example, ensuring their workspaces are models of good practice and high health and safety cultures.
2. Site Managers ensure that any information related to health and safety management are passed onto the relevant senior leader in a timely manner. They provide support and advice to the Senior Leadership Team and staff.
3. Site Managers act as Health and Safety representatives for the site they are responsible for.
4. Site Managers will undertake periodic health and safety audits are fulfilling their requirement to follow safe systems of work in the running of their area of the business and the appropriate licences, test certificates, insurances etc are up to date and fit for purpose. This person will formalise the on-site communication of health and safety matters with contractors that are appointed.
5. Ensure that remedial actions from audits are completed in a timely manner, commensurate with the level of risk, seeking support from the Head of Operations and Chief Operating Officer for guidance, where required.
6. Ensure that all compliance related evidence is uploaded to the electronic monitoring system in a timely manner.
7. Produces and shares an annual calendar that maps out the cycle of inspections across the year such that no routine services are missed.

8. Encourages good housekeeping and shares good practice with wider colleagues to foster a safety culture.
9. Following any contractor work on site or ad-hoc repairs, Site Managers must ensure that spaces are returned to a safe operating condition and no dangerous equipment or tools have been left unattended.

Heads of Department, Line Managers and Supervisors

All Line managers, whether Teaching or Support Staff are responsible for:

1. Leading by example
2. The practical implementation of the Health and Safety Policy and other subsidiary policies and procedures, the requirements of the Health and Safety at Work Act 1974 and other relevant legislation
3. Ensuring that operations under their control are, so far as is reasonably practicable, conducted without detriment to the health and safety of employees or others affected by their activities
4. Obtaining and ensuring adherence to a safe system of work by competent employees and contractors
5. Ensuring that their area of responsibility is subject to risk assessment, regular inspections, and adequate supervision
6. Making adequate consideration to health and safety when specifying, purchasing, or hiring equipment or materials and ensuring that contractors under their control do likewise where applicable
7. Ensuring that all pupils, staff, and volunteers understand their health and safety responsibilities and are familiar with the school health and safety policy and procedures
8. Ensuring that all relevant training and preparation is carried out for all on- and off-site activities

Employees and Staff

Employees of the Trust, whether they are fixed term, contract, or permanent take the responsibility of:

1. Ensuring that they are familiar and up to date with the Trust's health and safety policy and standard procedures
2. Keeping their managers informed of any developments or changes that may impact on the health and safety of those undertaking any activity, or any incidents that have already occurred
3. Ensuring that all the correct provisions are assessed and in place before the start of any activity
4. Making sure that the pupils taking part in the activity are aware of their own health and safety responsibilities
5. Cooperating fully with the Trust to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance
6. Ensuring that any equipment used is properly cared for and in the proper working order. Any defects should be immediately reported to a senior manager, and that piece of equipment should not be used.
7. All employees and staff are required to as part of the Health and Safety at Work Act 1974:

    a Take reasonable care for the health and safety of him/herself and others who may be affected by his/her acts of omissions

b To co-operate with his/her employer in matters relating to health and safety to enable the employer to comply with requirements

c Duty not to misuse or interfere with anything provided in the interests of health and safety or welfare (not restricted to employees).

8. Co-operate in the implementation of the requirements of all Health and Safety legislation, related codes of practice and safety procedures /instructions
9. Refrain from doing anything or omitting to do anything that causes danger to themselves or others
10. Immediately bring to the attention of the Site Manager and Operations Manager any situation or practice of which they are aware, which may lead to injury or ill health
11. Take responsibility for good housekeeping in the area within which they work
12. Report all accidents, incidents, and dangerous occurrences in accordance with company guidelines
13. Follow the advice given in Company Health and Safety Training to control workplace risks
14. Take responsibility for their own health and safety.

Volunteers have the same responsibilities for health and safety as any other staff and will be expected to be familiar with the Trust's health and safety policy and procedures.

Teachers

Teachers are expected to:

1. Lead by example
2. Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out
3. Follow the health and safety measures to be adopted in their own teaching areas as laid down in the relevant risk assessments
4. Give clear oral and written instructions and warnings to pupils when necessary
5. Follow safe working procedures
6. Require the use of protective clothing and guards where necessary
7. Make recommendations to their Principal or manager regarding equipment and improvements to plant, tools, equipment or machinery
8. Integrate all relevant aspects of safety into the teaching process
9. Report all accidents, defects, and dangerous occurrences to their manager.

Pupils

Staff are primarily responsible for health and safety, but pupils must understand their own responsibilities so staff can work effectively.

As members of the Trust community, and allowing for their age and aptitude, pupils are expected to:

1. Take personal responsibility for the health and safety of themselves and others
2. Observe standards of dress consistent with safety and/or hygiene
3. Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency
4. Use and not wilfully misuse, neglect or interfere with things provided for their health and safety
5. Behave sensibly around the school site and when using any equipment
6. Report health and safety concerns or incidents to a member of staff immediately
7. Act in line with the school code of conduct / school behaviour policy.

Contractors

All Contractors working on Trust premises are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on Trust premises or elsewhere on the Trust's behalf, the safety of their workforce and for ensuring that their work does not endanger the safety or health of others.

Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement.

Ensuring health and safety standard is maintained and improved

Communication

This Policy acknowledges the importance of involving all members of the school community in matters of health and safety including by means of consultation and discussion in order to achieve a collaborative approach to health and safety. This is achieved through the Health and Safety Committees which meet regularly.

Safety representatives of trade unions recognised by the Trust will be consulted on all matters of health and safety that may affect staff and on the provision of health and safety information and training. Non-union staff will also be consulted directly.

Everyone in the school community is urged to share any health or safety concerns with their teachers, Principals, Head of Operations, Chief Operating Officer, or directly with the Board. Before making any decisions, which could have health and safety consequences for staff, the Trust will inform safety representatives about the proposed course of action and give them an opportunity to express their views.

Training

Trustees along with Principals, Senior Leaders and Managers of each school under its overall jurisdiction are committed to involving employees at all levels in the maintenance of Health and Safety standards.

Employees will be provided with training to enable them to play their part in establishing and maintaining a safe environment and a positive culture of health and safety.

External Health and Safety Consultants will be used to provide professional health and safety advice if required.

Policy Review

The Health and Safety Policy is to be monitored and reviewed at least annually. For this to be successful a series of benchmarks need to be established. Such benchmarks, or examples of good practice, are defined by comparison with the health and safety performance of other parts of the organisation or the national performance of the sector.

The Health and Safety Executive (HSE) publish an annual report, statistics, and a bulletin, all of which may be used for this purpose.

There are several reasons to review the Health and Safety policy such as, but not limited to:

1. Significant organisational changes have taken place.
2. There have been changes in key personnel.
3. There have been changes in legislation and/or guidance.
4. New work methods have been introduced.
5. There have been alterations to working arrangements and/or processes.
6. There have been changes following consultation with employees.
7. The monitoring of risk assessments or accident/incident investigations indicates that the Health and Safety policy is no longer effective.
8. Information from manufactures has been received.
9. Advice from an insurance company has been received.
10. The findings of an external Health and Safety Audit has been received.
11. Enforcement action has been taken by the HSE or Local Authority (LA).
12. A sufficient period of time has elapsed since the previous review.

Monitoring, Reporting and Supervision

Monitoring and reporting are vital parts of a health and safety culture. Management systems must allow the board to receive both specific (e.g. incident-led) and routine reports on the performance of the health and safety policy. Only a strong system of monitoring can ensure that the formal review can proceed as planned – and that relevant events in the interim are brought to the board's attention.

The Board of Trustees will ensure that:

1. Appropriate weight is given to reporting both preventive information (such as progress of training and maintenance programmes) and incident data (such as accident and sickness absence rates);
2. Periodic audits of the effectiveness of management structures and risk controls for health and safety are carried out;

3. The impact of changes such as the introduction of new procedures, work processes or products, or any major health and safety failure, is reported as soon as possible to the board;
4. There are procedures to implement new and changed legal requirements and to consider other external developments and events;
5. Sickness absence and workplace health will be monitored effectively to identify any underlying problems that could damage performance or result in accidents and long-term illness;
6. Workplace health and safety data is collected and reviewed to allow benchmarking against other organisations in the sector;
7. Senior manager appraisals include an assessment of their contribution to health and safety performance;
8. Contractor performance is reported and reviewed;
9. Supervisory and line management arrangements are assessed, clearly defined, and appropriately allocated – relevant individuals have the necessary skills and training.

Arrangements for Health and Safety

Risk Assessment

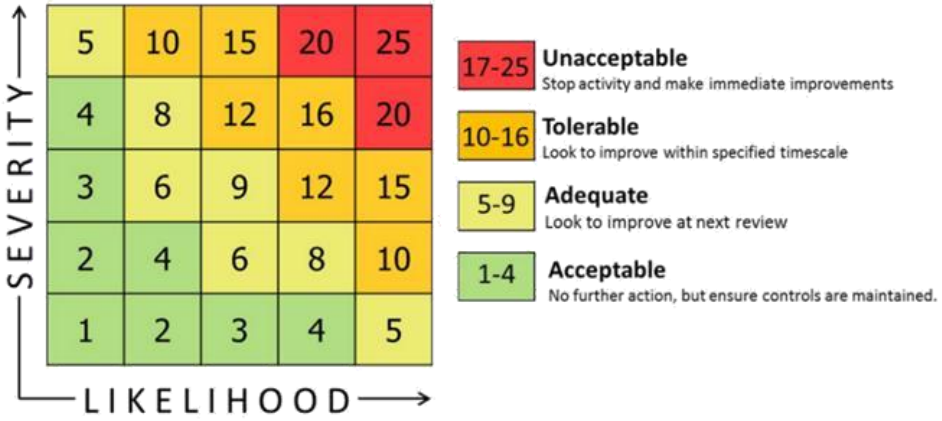
Effective risk assessment is the foundation of all school health and safety checks, and the Trust takes steps to ensure that all academy staff are confident and familiar with carrying out risk assessments and recording and reporting risks.

Risk assessments must be collated and stored online in the relevant shared location such that they can be reviewed by the central team and external advisors at any such time. This will include:

1. at regular intervals
2. after accidents, incidents, and near misses
3. after any significant changes to workplace, working practices or staffing
4. after any form of notice has been served.

The Trust carries out risk assessments in accordance with the Health and Safety at Work Act 1974. It is impossible to eliminate all risk, but the Trust does take reasonable steps to decrease risk as far as is reasonably practicable. Any activity that is considered too high risk to the health and safety of our pupils, staff, or the general public through risk assessment will not be carried out.

The matrix below is used during risk assessment to assess initial activity or location risk, and then residual risk once all the controls have been put in place to decrease risk.



The size or category of risk is determined by considering two factors: Severity and Likelihood
Severity is ranked as:
5 – Catastrophic - deaths
4 – Major – more than Seven days absence (RIDDOR)
3 – Moderate – Over three days absence
2 – Minor – minor injuries
1 – Insignificant – no injury
Likelihood is ranked as:
5 – Very likely – there is a 1 in 100 chance of the hazardous event happening
4 – Likely – there is a 1 in 1000 chance of the hazardous event happening
3 – Fairly likely - there is a 1 in 10,000 chance of the hazardous event happening
2 – Unlikely - there is a 1 in 100,000 chance of the hazardous event happening
1 – Insignificant – there is a very slight possibility of this event happening

Training

Health and safety induction training will be systematically provided to all new employees and work experience placement students. A signed register verifying receipt and comprehension of the induction training will be maintained.

Where annual refresher training is mandated for specific areas, records will be diligently updated to ensure knowledge and skills remain current.

Curriculum and subject-specific health and safety training will be delivered as required, with documentation regularly reviewed to confirm ongoing proficiency.

Strategic Health and Safety Management and Academy Management Training will also be delivered, with training records consistently updated to maintain standards.

Each employee will possess a health and safety training record, managed by the Consilium Centre for Professional Learning (CFPL) and monitored by the Operations Manager.

Training needs will be identified, coordinated, and led by the Operations Manager in collaboration with the CFPL department.

Consultation (Health and Safety Committee)

All establishments will have a Health and Safety Committee led by the Operations Manager, who will document and report any concerns to the Head of Operations. This review will form part of routine

monthly line management and weekly catch-up calls. Any serious risks should be immediately and directly raised with the Head of Operations or Chief Operating Officer.

The Health and Safety Committee will have a written constitution which sets out what they will do to manage health, safety, and welfare together. This includes:

1. Its purpose and objectives,
2. Membership,
3. Meeting arrangements,
4. Arrangements for reporting the outcome of meetings
5. The Committee considers, amongst other things, statistics on accident records, ill health, sickness absence;
6. Accident investigations and subsequent action;
7. Inspections of the workplace by enforcing authorities, management or employee health and safety representatives;
8. Risk assessments;
9. Health and safety training;
10. Emergency procedures; and
11. Changes in the workplace affecting the health, safety, and welfare of employees.

If the health and safety committee is discussing accidents, the aim is to stop them happening again, not to give blame. The Committee will:

1. Look at the facts in an impartial way
2. Consider what precautions might be taken
3. Recommend appropriate actions
4. Monitor progress with implementing the health and safety interventions.

The Trust Leadership Team will routinely discuss Health and Safety matters across the schools and respond or intervene where necessary.

Workplace Safety

The Trust will take reasonable steps to ensure that the academy environment and workplace is reasonably safe for pupils, staff, and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards such as loose wires. Appropriate clothing and good conduct will also be expected in school, and both contribute to good health and safety practice.

Any hazards around the academy site that are noticed by any member of the academy community should be reported to a senior leader.

Certain departments such as science labs and design technology workshops will have more health and safety risks due to equipment and substances being used in these lessons. Information on health and safety in each department can be found in the school office.

Only teachers and pupils trained to use specialised equipment will be allowed to do so, with appropriate risk assessments being carried out prior to commencement of activities.

Code of Conduct

The Trust is concerned with ensuring the good health and safety of members of the school community both on an individual basis and as a whole school body. Appropriate and considerate school behaviour and conduct is an important part of health and safety and there are various school regulations in place to monitor behaviour, as well as provisions for behaviour support.

Visit by an enforcement officer

The Health and Safety at Work etc. Act 1974 and associated legislation convey powers on inspectors/ fire officers who are appointed by the relevant enforcing authority to enforce statutory compliance.

Non-compliance may lead to prosecution, but this is always seen as a last resort, except for:

1. Failure to comply with an Improvement or Prohibition Notice.
2. Failure to manage fire safety or notify the Fire Service of any significant risks on the academy.
3. A breach of law that has significant potential for harm, regardless of whether it caused an injury.
4. Reckless disregard for the health and safety of workers or others.
5. Repeated breaches of legal requirements where it appears that management is neither willing nor structured to deal with adequately.
6. Substantial legal contravention, where there has been a serious accident or a case of ill health.

Staff's responsibilities include:

1. Not obstructing any reasonable request made by an Enforcement Officer.
2. Complying and co-operating with requests by the officer.

Specific Arrangements – General School Operations

Accidents and Near Misses

In the event of an accident or near miss taking place either at the academy, or off-site on an academy-organised activity, the member of staff will immediately report to whomever is in charge. A first aider should assess the injury as soon as possible.

Parents (or emergency contacts where the parent is not available) will be contacted as soon as possible in the event of serious injury or ill health of a pupil. **Medical treatment or the contacting of emergency services will not be delayed if the academy cannot contact a parent or guardian.** If a pupil needs to be taken to hospital, and a parent or guardian is not immediately available, a member of academy staff will accompany the pupil to hospital and wait for the parent to arrive.

Pupils will only be sent home if there is a parent or guardian available to be with them there. If they have suffered injury or are unwell, they will be kept in the school office/nurse's office until they can be collected.

Pupils will have individual health care plans (IHCP) if there is allergy medication or other prescriptive medication that needs to be on-site for pupils to use regularly or in a case of emergency. Individual health

care plans will be reviewed systematically to ensure that they suit the pupil's needs and remain effective. A record of any medication of this sort will be kept in the school office. Any medicine administered in school will be recorded.

The Trust has a central accident and incident reporting system which must be completed for all accidents, major and minor.

An investigation may be launched by external authorities in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Accident reports will be reviewed, and witnesses may be interviewed.

This may happen in cases including but not limited to:

1. Deaths
2. 'Specified injuries' in respect of employees or pupils
3. Over-7-day injuries (where a member of staff is away from work or unable to perform their normal work duties for more than 7 consecutive days);
4. 'Specified dangerous occurrences'' (where something happens that does not result in an injury, but could have done)
5. 5. 'Occupational diseases'
6. 'Injuries resulting in hospital visits for treatment in respect of pupils and employees who are injured out of or in connection with work activities' (examinations and diagnostic tests do not constitute 'treatment' in such circumstances).

The Trust or School Leadership Team may decide to conduct further internal or external investigations into any incident to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.

Accident records will be assessed on a regular basis by the Operations Manager to identify any trends and so that prompt action can be taken where necessary to avoid repeated incidents of a similar nature.

Alcohol and Drug Misuse

Alcohol or drug misuse by staff, students, or contractor(s) at the schools (including supervisory and management staff) can adversely affect the health and safety of themselves or others. Therefore, it is the policy of the Trust that alcohol and/or drugs (including legal highs) are prohibited on site.

Any persons known to be, or strongly suspected of being affected by alcohol and/or drugs must be referred to the appropriate supervisory or management representative who will arrange for the person to be removed from the workplace.

Students are more vulnerable, susceptible, and often pressured into taking substances, therefore it is imperative the staff stay vigilant and address any suspicious activity as soon as possible. Signs and posters should be displayed for raising awareness and to encourage students to report any issues – confidentially.

Smoking/Vaping

Smoking and/or vaping is strictly prohibited on any premises connected with the Trust. This includes:

- Smoking on any part of the school premises or grounds, including in buildings, classrooms, toilets, corridors, playgrounds, and sports fields.
- Smoking within view of the school grounds.
- Smoking within the immediate vicinity of the school, where children could reasonably expect to be present, at the start of, or end of the school day.
- Littering with cigarette butts or other smoking-related waste.

Any person found to be smoking on school premises or grounds will be asked to stop immediately. If they refuse, they may be asked to leave the school premises. Persistent offenders may be banned from the school premises and employees may be subject to the disciplinary action.

The Trust's occupational support services can provide advice and guidance for employees that may be struggling to break the smoking habit.

Control of Substances Hazardous to Health (COSHH)

There are areas in the academy where hazardous substances will be stored. The Trust has systems in place to ensure that hazardous substances are used correctly, and records are kept preventing the misuse or accidental misuse of such substances.

The precautions the Trust takes include:

1. Safe storage in locked cabinets, with a clear system explaining how and where chemicals are stored and who has responsibility for any keys to locked cabinets. Safety data sheets and information on procedures for assessing substances hazardous to health are kept in the school office. Safety data sheets describe the hazards the chemical presents, and give information on handling, storage, and emergency measures in case of an accident
2. Only staff that are trained to use these substances will have access to them. These staff will be trained in proper maintenance, storage, and use of these chemicals
3. Clear labelling of all chemical bottles. Any hazardous substances should be stored in the original containers wherever possible and not decanted into an unlabelled container. Where they are decanted, full COSHH details should be transferred to the new container 4. Clear record of chemicals ordered, who they are ordered to, and that they are ordered for
5. Safe disposing of chemicals
6. Appropriate PPE for use when handling hazardous substances
7. Strict 'off-limits' policy for pupils. Pupils will only be allowed to handle hazardous substances under the supervision of a member of staff (in science lessons, for example and where risk assessments are in place).

Substances that are for use in the science classrooms are under the responsibility of the science department manager. For more information on the control of these substances please see the supporting science department health and safety document, which can be found in the school office.

All COSHH signage must conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended) relating to labelling and packaging of chemicals. Staff and pupils will be taught to recognise signs and any posters in use will display signs. All labels must follow the CLP

classification system, any chemicals or documents found with the CHIP classification system are to be disposed of as soon as possible.

Disabilities

The Equality Act 2010 legally protects people from any sort of discrimination in the workplace. The Trust is committed to complying with the Act and as such will ensure appropriate provisions are in place.

A disability is defined as having a physical or mental impairment that has a substantial or long-term negative effect on the ability to do normal daily activities. To this end, the Trust will endeavour to promote the employment of disabled people, identifying suitable opportunities wherever possible. The Trust will also ensure that its employment practices tackle disability discrimination and promote disability equality.

The Trust will provide the necessary support, assistance, access/egress, and care to disabled staff or students. When an existing employee becomes disabled, the Trust will make every reasonable effort to continue to provide suitable employment in the same job or suitable alternative job. If an existing student becomes disabled, the Trust will ensure appropriate arrangements are in place to accommodate their requirements – without discrimination.

A Personal Emergency Evacuation Plan (PEEP) will be compiled on a case-by-case basis for staff or students.

Emergency procedures

The trust publishes a School Emergency Management Plan (SEMP) which outlines the expected response to an emergency or business continuity response. This is tailored by school leaders to the perceived risks identified at their academy. The SEMP represents the emergency procedures for each school.

Fire Safety and Evacuation

Each academy carries out whole school fire drills at least once per half term. There are emergency exits located and signposted around the school, and emergency procedures posters detailing what to do in the event of a fire are posted around the academy site.

Escape routes and fire doors are checked regularly to ensure that they are free from obstruction.

Fire risk assessments are carried out annually by a competent contractor, recorded, and regularly reviewed for each building. Fire alarm safety checks are carried out regularly and recorded.

The emergency procedures should be followed in the event of an evacuation of the academy for any reason. In the event of a power cut, emergency exit lights will indicate where the emergency exits are. Emergency lights are tested along with the other fire maintenance checks. In the event that there is a significant failure in the emergency lighting system, a dynamic risk assessment must be undertaken and short term solutions implemented if necessary to ensure that the building is safe to operate.

Operations Managers are responsible for ensuring all legal compliance checks related to fire safety have taken place, are in date and remedial actions have been completed. With the Site Manager, they must ensure that these works are programmed and that routine observations around the school show that policies and procedures are being followed. Where they are not, they are responsible for taking urgent remedial action and must seek support from the Head of Operations if needed.

Heat Stress in the Classroom or Workplace

Schools have a responsibility to provide a safe learning environment. This includes protection from heat stress, which can occur during hot weather or in warm environments like kitchens or workshops.

Heat Stress Risks:

1. Heat exhaustion: Symptoms include heavy sweating, weakness, dizziness, nausea, and headache.
2. Heatstroke: A medical emergency with symptoms like high body temperature, confusion, seizures, and coma.

Prevention:

1. Scheduling: When possible, strenuous outdoor activities or physical education classes should be held during cooler parts of the day (e.g., mornings or evenings).
2. Hydration: Ensure easy access to cool, clean drinking water throughout the day. Encourage frequent sips, even if students don't feel thirsty.
3. Air Conditioning/Ventilation: Maintain comfortable temperatures in classrooms and buildings whenever possible. Use fans for additional air circulation.
4. Clothing: Students should wear loose-fitting, lightweight, and light-coloured clothing that allows sweat to evaporate.
5. Sun Protection: For outdoor activities, provide shade areas and encourage students to wear hats and sunglasses. Apply sunscreen (SPF 30 or higher) regularly.
6. Acclimatisation: For strenuous activities planned during hot weather, gradually increase the duration and intensity of activity over several days to allow students to adjust.

Monitoring and Response:

1. Staff should be trained to recognise signs and symptoms of heat stress.
2. If a student shows signs of heat stress, move them to a cool, shaded area. Loosen clothing and encourage them to drink fluids. If symptoms worsen, call emergency services.
3. Develop a communication plan to inform staff and students about hot weather procedures.

Additional Considerations:

1. Students with certain health conditions or taking medications may be more susceptible to heat stress. Individual needs should be considered.
2. Provide cooling options like wet towels or cooling vests for high-risk activities.

Ladders and Step Ladders

Ladders are only used when other equipment is unsuitable, due to low risk, short use, or workplace constraints. Work from ladders is permitted solely when a risk assessment confirms it's the only practical solution. The Trust aims to minimize ladder use; if required, risk assessment must confirm:

- Three points of contact can be maintained
- The task lasts less than 30 minutes
- The task is low risk
- Ladders meet BS EN131 'Professional' standards

- Ladder angle does not exceed 75 degrees (1:4 ratio)
- Ladders are easily identified and regularly inspected

Further controls like stays or securing devices will be applied where possible. Users must be trained and aware of ladder hazards.

Step ladders are used only for low-risk, brief tasks in tight spaces. Equipment with platforms and edge protection is preferred; podium steps are considered first. Step ladders must be tall enough so work occurs no higher than the third tread from the top, and placed on firm, level ground. All ladders and step ladders are inspected before each use and regularly, with records kept.

Lockdown Drills

Each academy carries out a simulated lockdown exercise for the whole school in line with the expectations of the Consilium Operating Blueprint, but at least annually. Training to be provided to all staff the procedure and its purpose explained to the students. This will be led by the Principal with support from the SLT, Operations Manager and Site Manager.

Parents will be notified in advance of the exercise.

Each academy should plan and conduct during an inset or teacher training day, an additional lockdown exercise for staff. This will give the opportunity to ask questions and raise any concerns.

The outcome of the drill to be recorded on the appropriate form. Any actions to be addressed and closed out in a timely manner.

Manual handling

The Trust operates in accordance with the *Manual Handling Operations Regulations* (1992) as amended. 'Manual handling' describes activities which involve lifting, carrying, moving, holding, pushing, lowering, pulling, or restraining an object or person. The Trust will provide information, instruction, and training on safe manual handling for day-to-day tasks, and will, as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involve a risk of injury.

Risk assessments are carried out by the Line Manager and measures required to eliminate risk, or reduce it to the lowest level, which is reasonably practicable, are identified from the information in the risk assessment and used to implement a safe system of work. While the Trust takes steps to reduce risk in the workplace, it is also the responsibility of staff and pupils to act in accordance with health and safety legislation and school policy.

The Trust expects employees to:

1. Safeguard their own health and safety whilst at work, and that of any person who may be affected by their actions
2. Follow safe systems of work as determined by the result of the risk assessments
3. Use mechanical aids which have been provided for their use and which they have been trained to use. Faults with any equipment should be reported to line management immediately
4. Ensure that they use equipment as per manufacturer's instructions

5. Attend training sessions as required and apply the knowledge/skills to daily tasks
6. Report all accidents and incidents which have either caused or could have caused harm or injury
7. Report any difficulties, including 'near misses' they have experienced in order that the risk assessment can be reviewed to prevent injury occurring
8. Inform line management if they are unable to perform manual handling duties
9. Ensure that they do not try to perform a manual handling operation which they believe is beyond their physical capability
10. Comply with policy regarding suitable clothing, such as footwear and jewellery, so as not to injure pupils or themselves when undertaking a manual handling task
11. Avoid the need to lift, carry, push, pull, lower or support loads wherever possible
12. Mechanise tasks where they cannot be avoided by the use of trolleys, barrows, lifts, or hoists
13. Ensure risk assessments have been carried out, which consider the work task, the activity involved, individual capacity, working environment and any other relevant factors.

Medicines

Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

We will ensure that we consult health and social care professionals, pupils, and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

New or Expectant mothers

The Trust takes seriously the health, safety, and welfare of mothers to be, unborn children, new-born babies and new mothers. Notification that the employee is pregnant will be required in writing along with confirmation documentation from a registered medical practitioner or registered midwife. It is recommended that mothers to be or nursing mothers inform the school/Trust no later than 15 weeks before the expected week of childbirth that she is pregnant.

Once this is confirmed, the Operations Manager will support a review of her current work, specific risk assessment and implement any changes/control measures to protect her unborn baby.

<u>This assessment will consider the following considerations:</u>

1. Long working hours
2. Stress
3. Noise
4. Violence
5. Exposure to toxic substances e.g., chemicals
6. Manual handling.

This assessment will be reviewed at regular intervals by managerial staff or as/when the employee requests it. The Trust will also ensure there are suitable facilities for pregnant and breastfeeding mothers to rest whilst at work.

Occupational Health / Welfare

The Board of Trustees takes the health and wellbeing of all its staff and pupils very seriously and acknowledges that in a busy and hardworking environment, managing work-related stress alone can be very difficult.

We urge any staff member who is experiencing stress to talk to their manager or a member of the senior management team, and the academy will do everything that it can to support them.

We will talk to members of staff to listen to their concerns and opinions about stress in the workplace as well as checking sickness absence records, staff turnover data, exit interviews, incident reports etc. to identify any problem.

The Trust is committed to identifying vulnerable students and staff, developing school-based prevention programmes, and strengthening co-operation with mental health services, students, and parents.

The Trust is committed to investing in mental health, providing better information and awareness, increasing social inclusion and cohesion, supporting teachers, and involving parents and mental health services. The Trust will address any instances of bullying and will adopt methods to reduce bullying in our academies.

Off-site visits

Refer to the Education External Visits policy for further information.

Site security and visitors

School security is a vital component of good health and safety, and we want pupils and staff to feel safe in school.

To ensure that our school is a secure environment we:

1. Record details of all visitors entering and leaving the site,
2. Have designated key holders
3. Engage the services of an alarm monitoring company

Slips and Trips

Slips and trips are the most common cause of injury at work – and the most reported injury to members of the public. They can lead to both minor and major injuries – and sometimes fatal accidents from head injuries following a fall from height, where the underlying cause was a slip or trip.

Slips and trips occur across all education premises. Sites can be busy with large numbers of people moving around at the same time – often rushing. Slip and trip accidents in education academy happen for several reasons.

They typically involve:

1. Members of staff or pupils/students running or carrying heavy or awkward items,
2. Wearing unsuitable footwear,
3. Poor lighting - particularly where there are uneven surfaces and changes of level

4. Contamination – both from wet surfaces – caused by water, and fluid spillages; and slippery surfaces - caused by contaminants e.g., food, litter etc.
5. Obstructions – particularly bags and trailing cables

To prevent slip and trip incidents we will:

1. Ensure suitable cleaning regimes are in place,
2. Ensure appropriate footwear is worn, including slip resistant footwear for kitchen staff,
3. Ensure there is appropriate lighting,
4. Ensure there is appropriate storage space

Stress management

The trust is committed to the health and wellbeing of all associates and places value on both physical and mental health. Stress may have many causes, including both work and non-work-related factors.

Stress within the workplace is a major cause of sickness absence, high staff turnover and poor performance in an organisation. The trust aims to ensure that stress is managed effectively within the organisation utilising the Health and Safety Executives (HSE) Management Standards for Work Related Stress.

Stress within the working environment is often triggered by what is known as stress indicators. The stress response occurs when actual or perceived pressures on an individual are greater than their ability to cope. It is important to recognise the types of pressures that might contribute to feelings of stress in associates.

The primary sources of stress at work:

1. Demands - workload, work patterns and the work environment
2. Control – how much say the employee has in the way they do their work
3. Support – the encouragement, sponsorship and resources provided by the employer, management, and fellow employees
4. Relationships – includes promoting positive working, the avoidance of conflict and dealing with unacceptable behaviour
5. Role – whether the employee understands their role and conflicting roles are avoided
6. Change – how change is managed and communicated.

Staff are instructed to speak to their line manager as soon as possible to raise any concerns however, staff also have access to the Employee Assistance Programme and can seek free counselling support if required.

Vehicle and pedestrian segregation

Where possible vehicle movement e.g., car parking / deliveries, will be away from footpaths, crossings, gates, and doorways.

Traffic entering school premises will be controlled and monitored to ensure that vehicle movement is, where possible, reduced, and managed.

Where bus operators are required to collect / drop off children, the Trust will follow its selecting and managing contractor's policy. Specifically, the Trust will take reasonable steps to ensure that bus operators have the appropriate Operator's licence, are insured, MOT'd and drivers have been DBS checked.

Students, staff, and visitors are reminded to be extra vigilant when crossing roads near to the academy at the start of and at the end of the school day due to the large numbers of vehicles and pedestrians around at that time. Students are reminded that distractions such as wearing headphones, texting or otherwise using a mobile phone should not be engaged in.

Violence at work

The Health and Safety at Work Act 1974 places a duty on employers to ensure the health, safety, and welfare of employees at work. The trust takes any acts of violence very seriously. Often these situations cannot be predicted, and the purpose of this policy and associated supportive documentation is to set out the way in which the Trust will comply with these legal requirements.

DEFINITIONS

1. Violence – is defined as 'any incident in which an individual is abused, threatened, or assaulted in circumstances related to their work.' (HSE).
2. Aggression – refers to any behaviour that is hostile, destructive, and/or violent.
3. Associated hazards:
4. Physical attacks
5. Verbal abuse
6. Low morale
7. Stress or depression

The risk of violence to staff must be adequately assessed at school level. Appropriate arrangements are documented and operated within the school for reducing the risk of violence to the lowest level reasonably practicable and for periodically reviewing the arrangements in place. Ensure staff are aware of how to identify and manage situations appropriately by providing training as required.

Ensure adequate reporting mechanisms are in place and for encouraging staff to report all incidents involving violence, or threats of violence, even if the incident was relatively trivial. If the event is of a serious nature, it must be reported, escalated, and investigated with the support of the People team.

The risk of violence to staff is adequately assessed, taking account of particular activities and layout issues within the school, and documented within the general risk assessment for the school.

Staff receive adequate training in identifying "difficult" people and understand what action to take when abusive behaviour occurs.

All staff have a responsibility to minimise the risk of violence to themselves or others and have the following responsibilities:

1. To act in accordance with Consilium policies and procedures.

2. To follow local procedures designed to reduce the risk of violence and aggression.
3. To participate in any prescribed or mandatory training.
4. To follow reporting procedures should an incident occur.

Work at Height

The classroom and school environment can and should be a colourful place where students have the opportunity to display their work and share their achievements. This often means using ladders to create work displays. The Trust will take a sensible approach but does expect that some activities will require a risk assessment, selection of appropriate equipment and other precautions being in place in accordance with the Work at Height Regulations 2005.

Factors to weigh up include the height of the task, the duration and frequency and the condition of the surface.

Before working at height staff are expected to do the following:

1. Assess the risks,
2. Avoid work at height, if possible,
3. Select the right type of equipment, and ensure that it has been maintained and regularly checked,
4. Ensure you can get to and from where you need to work at height.

Specific Arrangements – Estates and Operations

Asbestos

The Trust operates to minimise any risk arising from the asbestos in its academies, by ensuring that any asbestos present is identified and managed to avoid danger. Asbestos that is in good condition and remains undisturbed within a building structure does not present a danger unless it is disturbed or damaged.

Asbestos, which is in poor condition, or may present a danger, will be removed under controlled conditions by licensed contractors, in accordance with a prioritised programme.

All schools with an asbestos management plan are members of the UK National Asbestos Register (UKNAR).

Asbestos Management Plans must be maintained to ensure that asbestos risks are managed through a combination of physical controls, maintenance checks and awareness measures.

This will ensure that staff, students, contractors, and others visiting Consilium Academies are safeguarded from asbestos risks.

Please refer to the Asbestos Management Plans at **Armthorpe, Heworth, Thornhill and Wyvern** Academies for further guidance.

Building and Site Maintenance

The Trust Board is responsible for ensuring that premises are maintained and comply with health and safety laws and that they are easily accessible and reasonably safe for the whole school community. Ongoing oversight of this responsibility is delegated to the Chief Operating Officer through which any concerns will be raised to the Board and Chief Executive.

Day-to-day operational management of the site and ensuring it is operating in a safe manner is delegated to the Operations Manager and Site Manager. However, as responsible persons, the Principal must always ensure that the school is safe to operate.

The Site Manager must report any health and safety concerns relating to the premises immediately and take appropriate actions to mitigate any risks where possible. They must co-ordinate any precautions that are necessary during ongoing site maintenance or building work. This will entail a risk assessment and co-ordinating method statements, work permits etc. as required.

Where required the following records and management plans will be kept, updated, and shared as necessary:

1. Asbestos Management System
2. Legionella Management System
3. Construction, Design and Management Health and Safety file
4. LOLER records
5. Machine/Equipment testing and certificates
6. Gas Safety Certificates
7. Electrical Safety Certificates
8. PUWER Records
9. PPE Records
10. Calibration Certificates
11. Insurance Statutory Records
12. Control of Contractors (Inductions/Audits)
13. Environmental Aspects
14. Environmental Emergency Response Plans

This list is not exhaustive and a full up-to-date list of compliance requirements can be found on the Trust's online platform. Site and Operations Managers must ensure that their establishment is complying with these expectations and working towards achieving a 95% compliance score at all times.

Control of Noise

The Control of Noise at Work Regulations 2005 requires employers to reduce and control the exposure to noise of their employees. The trust is committed to ensuring the Health, Safety and Wellbeing of all staff.

Site staff are likely to be exposed to excess levels of noise whilst carrying out maintenance works and other activities around the academies, the Trust will assess the risk and take account of exposure levels set within the regulations.

The exposure levels apply to either a daily or weekly exposure based on 8 hours- dB (A) or the maximum noise (peak sound pressure) in a working day- dB (C):

Lower Exposure Action Value:

1. Daily or Weekly Personal Noise exposure – 80 dB (A) Peak sound – 135 dB (C). Assessment is required to establish potential risk and hearing protection is made available.

Upper Exposure Action Value:

2. Daily or Weekly Personal Noise exposure – 85 dB (A) Peak sound- 137 dB (C) Noise is reduced and where this is not successfully controlled, ideally through mechanical means, then through the mandatory use of hearing protection.

Additionally, an Exposure Limit Value as been set:

3. Daily or Weekly Personal Noise exposure of 87 dB (A) Peak sound– 140 dB (C). This must not be exceeded even taking account of the protection afforded by hearing protection.

The Trust will carry out a suitable and sufficient risk assessments for all activities where it is believed that there is a risk of employees being exposed above the lower action value of 80 decibels. The Trust will eliminate or control noise at source where it is practicable to do so, and where it is not, will provide its employees with suitable and sufficient hearing protection selected according to the noise risk to which the employees are exposed.

The Trust will ensure that:

1. All staff, contractors and visitors receive such information as is necessary to warn them of the risk. Furthermore, that they will obey any instructions and warning notices with regard to the wearing of hearing protection in areas where a risk exists.
2. Ensure plant and equipment is selected and maintained to minimise noise levels.
3. Ensure suitable ear protection is supplied for the conditions of exposure.
4. Ensure adequate means of communication in noisy environments, especially if relevant alarm sounds may need to be heard.
5. Workplace management and supervisors will ensure compliance with any noise levels.
6. All staff have a duty to comply with and use the measures the Trust provides under the regulations including:
7. To use any controls as determined by the risk assessment.
8. To wear any hearing protection provided when exposed at or above the upper exposure limits or where mandatory areas have been designated.
9. Not misuse or interfere with the hearing protection and report any defects to the employer.

Control of Vibration

The control of Vibration at Work Regulations 2005 requires employers to make a suitable and sufficient assessment of the risks posed to either hand/arm and/or whole-body vibration.

Site staff are likely to be exposed to excess levels of vibration whilst carrying out maintenance works and other activities around the academies, the Trust will introduce control measures to, in the first instance, eliminate the vibration at source or, where this is not reasonably practicable, reduce the vibration to as low a level as is reasonably practicable.

The exposure limits and action values are:

1. Daily Exposure Limit Value – 5 m/s^2 in an 8-hour period 2. Daily Exposure Action Value – 2.5 m/s^2 in an 8-hour period

The trust will ensure regime is implemented for:

1. Establishing the risks associated with tools that vibrate
2. Knowing which items of equipment pose the highest risk to employees
3. Ensuring that a purchasing/hiring policy is established to ensure that the equipment is selected correctly
4. Setting policy based on recognised exposure limits for the use of this equipment
5. Providing information, instruction, and training on vibration risks to employees
6. Recording exposure levels and durations for employees where necessary
7. Providing health surveillance where required.

The basis of the risk assessment is to avoid the risk wherever possible. However, if the job cannot be done without exposure to vibrating equipment, the following steps will be taken:

1. Select - select equipment that produces the least possible vibration or removes the operative from the source of the vibration by using remote control equipment.
2. Provision - consider other equipment which can be used in conjunction with the vibrating equipment which reduces the risk of injuries caused by vibration, for instance foul weather protection for cold and damp.
3. Maintain - good maintenance can reduce vibration levels considerably; operatives should be instructed in basic maintenance such as the replacement of blunt drills or chisels.
4. Limitation - ensure that limits/durations are set on tasks and appropriate rest periods are taken.
5. Train - make operatives aware of the risks and the precautions, such as gripping tools properly.
6. Inform - provide up to date information on the vibration risks.
7. Review - review the use of vibrating equipment as technological advances are made available.

Construction, Design and Management 2015 (CDM)

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Construction work means the carrying out of any building, civil engineering or engineering construction work, including:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration, or other maintenance, decommissioning, demolition or dismantling of a structure.
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion.

- The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure.
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The Chief Operating Officer (COO) will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The COO will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The COO will also ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
  - What the school wants built or maintained
  - The site and existing structures
  - Information about hazards, such as asbestos
  - Timescales and budget for the build
  - How the school expects the project to be managed
  - CDM appointments of the principal contractor and/or principal designer
  - Welfare arrangements
  - Details of the nearest A&E department
- The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.

- Following completion of the project, the health and safety file is handed over to the headteacher, kept up to date by the health and safety officer, and is made available to anyone who needs to alter or maintain the building.

The Chief Operating Officer or their delegate will hold at least monthly progress meetings with the project team to ensure that all members are carrying out their roles as required. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

Electrical Testing

Portable electrical appliances are generally classed as equipment that has a lead (cable) and plug – this also covers extension cables. The trust will ensure all electrical appliances are inspected and tested in accordance with the regulations, annually by a NICEIC approved contractor. Fixed electrical testing is to be carried out on a 5-yearly basis. In practice, this may operate on a 20% per year basis.

It is the responsibility of the Site Manager and Operations Manager to ensure all equipment provided is suitable for the tasks.

Staff responsibilities:

1. Visually check the equipment before and during use, looking for signs of faults, overheating or damage to the equipment including to the wiring, plugs, casing, and any guarding.
2. Immediately stop work if faults are found and report any defects to the Site manager.
3. Do not carry out any electrical repairs unless trained to do so.
4. Take care of the equipment that has been provided.
5. Disconnect the equipment from the supply before making any repairs.
6. Ensure that equipment is plugged into the correct supply by an approved method, do not attempt to use a makeshift temporary connection.
7. Do not bring into the workplace personal electrical equipment unless authorised to do so.

Gas Safety

Gas leaks represent a significant risk to staff, students, contractors, and visitors; therefore, it is an area that requires close attention and monitoring. The Trust will ensure, where required a gas safety inspection is carried out by a registered Gas Safe engineer, on an annual basis.

Legionella

The trust will ensure a risk assessment for Legionella has been carried out by a designated specialist water hygiene company and will be undertaken as and when changes have occurred to existing water systems. These assessments will take place at least once every 2 years.

The risk assessment will specify the control regime to be adopted, records to be kept, and any necessary improvements to the system such as removal of dead legs, improved control of water temperature etc.

A risk assessment should be undertaken when:

1. There is a change in the water system or its use;
2. New information becomes available about risks or control measures;

3. The results of checks or sampling results indicate that control measures are no longer effective;
4. There are changes to key personnel;
5. A case of Legionnaires Disease/Legionellosis is associated with the system.

The nominated contractor will ensure the logbook is kept up to date and any remedials works that have been identified by the risk assessment are closed out in a timely manner – by providing regular updates to the Site Manager.

If the contractor has identified that the routine risk control measures may have failed (e.g., inconsistent hot and cold-water temperatures, inconsistent flushing of infrequently used outlets, shower heads not descaled) it may be necessary for Legionella sampling to be undertaken. In such circumstances, the contractor must ensure samples taken are to be analysed by a UKAS accredited laboratory.

Any positive samples shall be reported immediately to the Principal, Operations Manager, Head of Operations and Chief Operating Officer who will provide further advice in respect of the follow up actions to be taken.

Machine Maintenance

The Trust operates the academies in accordance with the *Provision and Use of Work Equipment Regulations 1998* (PUWER). These regulations require that the work equipment in schools is:

1. **Suitable** for use, and for the purpose and conditions in which it is used;
2. Maintained in a safe condition for use so that people's health and safety is not at risk; and
3. Inspected in certain circumstances to ensure that it is, and continues to be, safe for use. Inspections are carried out by a competent person (this could be an employee if they have the necessary competence to perform the task) and a record kept until the next inspection.
4. The Trust ensures that risks created by the use of the equipment are eliminated where possible or controlled by:
5. Taking appropriate **'hardware' measures**, e.g., providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment
6. Takes appropriate **'software' measures,** such as following safe systems of work (e.g., ensuring maintenance is only performed when equipment is shut down etc) .

Permit to Work

Permits to Work are an integral part of any Safe Systems of Work and therefore when contractors are carrying out High Risk operations such as "Work at Height", "Hot work" or "Confined Space Working", permits and lock off procedures may be in force. The trust will ensure there is an appropriate induction system is in place and the permits are completed by contractors prior to commencement of any works.

It is important to remember that a Permit to Work procedure only controls those risks related to the 'System' or area where the work is to be undertaken. **IT DOES NOT** implement the Control Measures necessary to control the risks introduced by the way in which the work is carried out or by the work processes adopted. Such 'General Safety' precautions are the responsibility of the persons supervising

and/or in charge of the working party (Permit Holder) and must be implemented prior to the work starting and be maintained throughout the course of the work.

The Permit to Work issued under the procedure is a document for work to commence relating to the Control Measures that it covers. Other Control Measures implemented by the recipient will be required to ensure work is undertaken without Risk to Health and Safety.

Selecting and managing contractors

It is vital that any company or persons invited into the academy under a contractual agreement to work on maintenance or the building site operates under the highest level of health and safety possible and is aware of our policy and procedures.

The Chief Operating Officer has executive responsibility to authorise or remove the use of any particular contractors at any academy across the Trust. Day-to-day responsibility for contractor vetting is delegated to the Site Manager and Operations Manager within each academy. The Operations Manager must be assured that the contractor can operate safely and to the highest technical standards at all times. Guidance and assurance can be sought from the Head of Operations if necessary, prior to the appointment of any contractors.

Checks include ensuring that the necessary safeguarding checks and letters of assurance have been undertaken prior to allowing any contractors onto school premises. For information on safeguarding pupils against visitors or contractors to the academy, please read our **school child protection and safeguarding policy.** The Head of Safeguarding can provide further guidance and support if needed in respect of checks for contractors.

Wherever possible, the Trust will centrally procure specialist contracting services that can work across our organisation. This will ensure the quality of contractors but also improve value for money.

When engaging a contractor, the following must be considered:

1. All aspects of the work will be identified and set out in a job specification.
2. Qualifications and experience.
3. References.
4. Insurances and certifications,
5. Memberships of professional trade bodies.
6. Risk Assessments and Safety Method Statement.
7. DBS with barring list compliance.

We will co-ordinate with any contractor and ensure that they have information about the site available to them including the asbestos management plan, evacuation procedures etc. We will also ensure cooperation between multiple contractors working on site at the same time.

Display Screen Equipment

Display Screen Equipment (DSE) usage may lead to musculoskeletal disorders and eye strain if workstations are improperly configured or recommended practices are not adhered to. The Health and Safety (Display

Screen Equipment) Regulations 1992 mandate that employers in Great Britain assess all DSE workstations, establish minimum equipment standards, and offer eyesight testing.

These regulations apply to all computer desks provided by the trust, including remote workers whose home-based hours constitute at least 20% of their contracted time. Eyesight tests, provision of corrective spectacles, and user training are compulsory for employees who utilize computer workstations for one hour or more daily. All assessors must be properly trained, and routine computer users are required to complete a DSE assessment.

Should health issues be identified during assessment, managers must arrange additional reviews and refer employees to occupational health as appropriate. Managers responsible for selecting software, IT equipment, and furniture must ensure compliance with the Regulations. Consilium verifies that its workstations conform to regulatory requirements. Additional information is available in the *HSE leaflet INDG36* at www.hsebooks.com.

Responsibilities

Trust Responsibilities:

- Appoint Occupational Health Support for referrals in cases of work-related ill health.
- Provide assessments for display screen users.
- Communicate this policy to line managers, ensuring its implementation.
- Supply the necessary support and resources to enable managers to fulfil their obligations.

Line Manager Responsibilities:

- Conduct risk assessments for all relevant employees as stipulated by this Policy and implement recommended improvements.
- Review all risk assessments biennially.
- Respond appropriately to recommendations from assessments or reports of health problems potentially linked to DSE use.
- Ensure office layouts comply with the Health and Safety (Display Screen Equipment) Regulations 1992 (e.g., minimising screen glare, avoiding trailing cables, supplying sufficient space for DSE activities).
- Retain records of actions taken in response to assessments, alongside copies of the original evaluations.

Employee Responsibilities:

- Adhere to guidance provided through the DSE assessment process.
- Report any suspected work-related health issues to their line manager.

Risk Assessment

A risk assessment must be completed when:

- An employee commences work at a permanent workstation for the first time.
- Significant changes occur to the workstation or immediate environment (such as office relocations, new furniture, or updated equipment).

Risk assessment documentation should remain confidential and be accessible solely to the relevant line manager, HR advisors, and the employee, consistent with the trust's GDPR Policy.

Third Party Persons:

When workstations are supplied for individuals not employed by Consilium, the physical aspects should be evaluated using the pertinent sections of the DSE Workstation Checklist to confirm compliance with minimum requirements. In such cases, the responsibility for conducting a comprehensive risk assessment typically lies with the individual's employer.

Health

If a DSE user reports health issues potentially linked to workstation use—including discomfort in the back, fingers, arms, wrists, neck, or shoulders—they must be referred to occupational health for further evaluation. Certain diagnosed work-related upper limb disorders (such as severe cramp of the hand or forearm, tenosynovitis, and tendonitis) are reportable under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and must be disclosed to the HSE. The Health and Safety Policy outlines RIDDOR procedures.

Eyesight Testing

While there is no conclusive evidence that DSE usage damages eyesight, the Regulations require employers to provide appropriate eye and eyesight tests to all 'users' upon request. This requirement exists because DSE work may heighten awareness of pre-existing conditions and uncorrected defects can increase fatigue.

Workstation Standards

Laptop Usage:

Laptops used as part of a permanent workstation must meet the same standards as desktop setups. Except for short-term or infrequent use, a separate monitor, keyboard, and mouse are required to satisfy minimum workstation criteria.

Workstation Changes:

The trust oversees its workstations via an asset management plan. Any modifications should be coordinated through the designated Site Manager or estates representative. For new or replacement workstations, a standardized specification is employed; please contact the Capital team for further details regarding procurement.

Cleaning

Contract cleaners will be monitored by the Site Manager and Operations Manager at each academy. The standard required will be clear in the service level agreement held with the contracted cleaners. Special consideration will be given to hygiene areas.

Waste collection services will be monitored by the Site Manager. Special consideration will be given to the disposal of laboratory materials and clinical waste.

The Principal is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. The school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state the following:

Areas	Temperature
Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

Infection control

The Trust will actively prevent the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

The Trust will keep up to date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at school entry and at the time of any vaccination. The school encourages parents to have their children immunised.

All staff will be subject to a full occupational health check before starting employment at the school.

The Trust will ensure that arrangements are in place to minimise any health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell. Staff and pupils displaying signs of infection will be sent home and recommended to see a doctor.

Further information concerning the schools' policies and procedures addressing infection control can be found in the Infection Control Policy.

Allergens and anaphylaxis

The school's Allergen and Anaphylaxis Policy will be implemented consistently to ensure the safety of those with allergies.

Parents will be required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff will also be required to provide the Principal with a list of their allergies. Information regarding pupils' and staff members' allergies will be collated and stored securely.

Under The Human Medicines (Amendment) Regulations 2017, the school is able to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on pupils who are at risk of

anaphylaxis, but whose device is not available or is not working. The school will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

The Principal and catering team will ensure that all pre-packed foods for direct sale (PPDS) made on the school site meet the requirements of Natasha's Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour. The catering team will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law. Further information relating to how the school operates in line with Natasha's Law can be found in the Whole-School Food Policy.

Staff will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

Further information relating to the school's policies and procedures addressing allergens and anaphylaxis can be found in the Allergen and Anaphylaxis Policy.

Medication

The school's Supporting Pupils with Medical Conditions Policy will be read, understood and adhered to at all times. Staff will receive annual training in supporting pupils with medical conditions.

The school will obtain notification from parents regarding any medication that pupils are required to take. Only trained staff will administer medication. The school's Administering Medication Policy will be followed at all times. A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

Severe weather

The school will act in accordance with the Adverse Weather Policy where the weather could pose a risk to individuals on school site.

The Principal, in liaison with a member of the Trust leadership team, will make a decision on school closure due to severe weather on the grounds of health and safety. If a closure takes place, the Executive team will be promptly informed.