

Health and Safety Policy

Policy Code:	HS5
Policy Start Date:	September 2025
Policy Review Date:	September 2026

Please read this policy in conjunction with the policies listed below:

- HR6 Data Protection Policy
- HR16 DBS Policy
- HR29 Staff Code of Conduct
- HR34 Health and Wellbeing Policy
- HR37 Zero Tolerance Policy
- HR44 Moving and Handling (Pupils) Policy
- HS1 No Smoking & Vaping Policy
- HS2 Medical Treatment Policy
- HS3 Transport & Vehicles Policy
- HS4 First Aid Policy
- HS6 Lone Working
- HS7 Home Visits Policy
- SW4 Student Behaviour & Discipline Policy
- SW5 Safeguarding & Child Protection Policy
- SW6 Anti-Bullying Policy
- SW8 Pupil Uniform Policy
- SW9 Parental Communications and Complaints Policy
- SW11 Educational Visits Policy
- SW13 Freedom of Speech and Expression Policy
- SW17 Safeguarding Adults Policy

1 Health and Safety Policy Statement

1.1 It is the Trust's policy to:

- make regular assessment of risks to staff, pupils and others;
- provide adequate control of Health and Safety risks arising from our work activities;
- consult with our staff on matters affecting Health and Safety;
- ensure safe handling and use of substances;
- provide and maintain safe plant and equipment;
- provide information, instruction and supervision for staff;
- ensure all staff are competent to do their tasks and provide them all with adequate training;
- prevent accidents and cases of work related ill health;
- maintain safe and healthy working conditions;
- ensure contractor' competency monitor their activities in consideration of Health and Safety requirements; and
- review and revise this policy annually.

1.2 All staff must co-operate by:

- taking reasonable care of their own and others' Health and Safety;
- not misusing or interfering with anything provided in the interest of Health and Safety;
- using equipment and materials in accordance with training;
- informing their line manager at once of any hazard in the workplace or shortcoming in the protection for staff, pupils or others; and
- fully familiarising themselves with the Trust's Health and Safety Policy and associated procedures, seeking clarification from line managers where necessary.

1.3 The current statement of intent is displayed at each academy site, and online, to update all staff. Please see Appendix A.

1.4 References to the Trust or Academy within this policy specifically include all primary, secondary and special academies within the Trust, as well as the Early Years setting at the Priory Witham Academy, Priory Apprenticeships and Lincolnshire ITT.

1.5 This policy does not form part of any member of staff's contract of employment and it may be amended at any time.

2 Roles, Responsibilities and Implementation

2.1 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:

- leading by example on all matter relating to health safety and welfare;
- promoting and following this Health and Safety Policy;
- dedicating budget to the health and safety provision at the academies;
- communicating effectively with parents/carers, staff and pupils;
- monitoring and reviewing health and safety procedures and practice; and
- utilising the Audit Committee to review and scrutinise reports and present these and their findings/recommendations to the Board of Trustees.

2.2 The Audit Committee is responsible for oversight of this policy and for monitoring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Director of Trust Services.

2.3 Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all member of staff are responsible for supporting colleagues and ensuring its success.

3 Aims

3.1 To ensure a healthy working environment and protect the current and future health, safety and wellbeing of staff, pupils and visitors.

3.2 To comply with Health and Safety legislation and employment law.

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4 Day-to-day responsibility for this policy

- 4.1 The Trust Health and Safety and Compliance Coordinator carries out periodic health and safety audits within academies, ensuring requirements to monitor, review and record safe systems of working are being met and reports back findings to the Audit Committee for presentation to and review of Trustees. This is achieved and reported through the Trust's Health and Safety Scorecard.
- 4.2 Support and professional advice will be sought from external advisors as necessary.
- 4.3 The Health and Safety and Compliance Coordinator, with the additional support of Singleton Associates where required, will:
- advise on the application and maintenance of the Trust's HS5 Health and Safety Policy arrangements;
 - maintain an up-to-date knowledge in matters of legislation and regulations as they apply and affect the Trust and this policy;
 - advise the Trust on any related safety matters as requested;
 - monitor Trust health and safety status by auditing health and safety management systems to guide our compliance with current legislation and Trust policy at a frequency no greater than once every three years;
 - assist the Trust in maintaining a close liaison with the Health and Safety Executive (HSE) inspectors and other appropriate organisations and departments relevant to our undertaking where required and requested;
 - advise the Trust on training requirements for staff, ensuring they are competent to carry out detailed tasks within the parameters of current safety legislation when requested;
 - give advice on interpretation of legal requirements;
 - advise and give assistance with the strategy for implementation of this policy;
 - conduct and assist investigations of serious accidents, incidents or near misses and guide the senior leadership team or any appointed investigation team;
 - assist the Trust with revising this policy in the light of experience or legal change;
 - advise upon the visit of an Enforcement Officer when requested; and
 - ensure that the Board of Trustees is aware of and up to date with any health and safety legislation or reasons for change in any health and safety provision.

5 Responsibility of the Headteacher and Senior Leadership Team (SLT)

- 5.1 The Headteacher has the following responsibilities:
- to lead by example;

- ensuring that adequate and appropriate risk assessments are carried out and reviewed prior to any activity, either on-site or off-site;
- liaising with the Trust Health and Safety and Compliance Coordinator to inform them of any health and safety issues or risks that arise;
- ensuring that the information on health and safety good practice that is available to academy staff and visitors is up-to-date, easily accessible and promoted throughout the academy. This includes this policy and risk assessment templates;
- ensuring that all support and cover staff are fully trained and equipped to deal with health and safety issues and emergencies;
- ensuring that funding is allocated to individual departments for their health and safety requirements;
- ensuring that all staff, pupils and volunteers are aware of their health and safety obligations to one another; and
- ensuring that regular practice fire drills are undertaken.

The Headteacher may nominate a Health and Safety Lead/Liaison to support them in ensuring these responsibilities.

5.2 The Senior Leadership Team (SLT) has the following responsibilities:

- to lead by example;
- ensuring that all new staff 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;
- ensuring that any school activity, either on or off-site, is risk assessed and consideration has been given to health and safety;
- keeping up to date with any changes to arrangements surrounding activities and the implications of these on health and safety;
- ensuring that all the relevant checks are done on the equipment and competency of contractors that come into the school;
- 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; and
- managing their particular budgets to cover health and safety maintenance, checks and provision for activities under their department.

The SLT may direct the Health and Safety Lead/Liaison to support them in discharging these responsibilities.

6 Responsibility of Site Managers

- ### 6.1
- Site Managers (where appointed) advise and support the Academy Health and Safety Lead/Liaison, ensuring that details related to health and safety management are passed on/actioned.

- 6.2 Site Managers will undertake periodic health and safety audits to ensure the site they are responsible for is fulfilling the requirement to follow safe systems of work and the appropriate licences, test certificates, insurances etc., are up-to-date and fit for purpose. The Site Manager will formalise the on-site communication of health and safety matters with contractors that are appointed.

7 Responsibility of Line Managers, Heads of Department and Supervisors

- 7.1 Line Managers, Heads of Department and Supervisors, whether Teaching or Support Staff, are responsible for:

- leading by example;
- the practical implementation of this policy and other subsidiary policies and procedures, the requirements of the Health and Safety at Work Act 1974 and other relevant legislation;
- ensuring that operations under their control are, so far as is reasonably practicable, conducted without detriment to the health and safety of staff or others affected by their activities;
- obtaining and ensuring adherence to a safe system of work by competent staff and contractors;
- ensuring that their area of responsibility is subject to risk assessment, regular inspections and adequate supervision;
- ensuring that all accidents, incidents and dangerous occurrences, within their area of responsibility, are reported. Reviewing all such reports and ensuring that a full investigation is carried out and appropriate remedial action is taken where necessary;
- 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;
- ensuring that all pupils, staff and volunteers understand their health and safety responsibilities and are familiar with this policy and procedures; and
- ensuring that all relevant training and preparation is carried out for all on and off-site activities.

8 Responsibility of Staff

- 8.1 Trust staff have the responsibility of:

- ensuring that they are familiar and up to date with this policy and standard procedures;
- 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;
- ensuring that all the correct provisions are assessed and in place before the start of any activity;
- making sure that the pupils taking part in the activity are sure of their own health and safety responsibilities;

- cooperating fully with the employer 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; and
- 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.

8.2 All staff are required to, as part of the Health and Safety at Work Act 1974:

- take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions;
- co-operate with their employer in matters relating to health and safety to enable the employer to comply with requirements; and
- not misuse or interfere with anything provided in the interests of health and safety or welfare (not restricted to staff).

8.3 Staff are required to:

- co-operate in the implementation of the requirements of all health and safety legislation, related codes of practice and safety procedures/instructions;
- refrain from doing anything or omitting to do anything that causes danger to themselves or others;
- immediately bring to the attention of their Line Manager or Health and Safety Lead/Liaisons, any situation or practice of which they are aware, which may lead to injury or ill health;
- take responsibility for good housekeeping in the area within which they work;
- report all accidents, near misses, incidents and dangerous occurrences in accordance with Trust guidelines;
- follow the advice given in Trust's Health and Safety Training in order to control workplace risks; and
- take responsibility for their own health and safety.

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

9 Responsibility of Class Teachers

9.1 Class Teachers are expected to:

- lead by example
- exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out;
- follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant risk assessments;

- give clear oral and written instructions and warnings to pupils when necessary;
- follow safe working procedures;
- require the use of protective clothing and guards where necessary;
- make recommendations to their Headteacher, Health and Safety Lead/Liaison or Line Manager regarding equipment and improvements to plant, tools, equipment or machinery;
- integrate all relevant aspects of safety into the teaching process; and
- report all accidents, defects and dangerous occurrences to their Line Manager.

10 Responsibility of Pupils

10.1 While Trust staff carry the main responsibility for health and safety provision, and the correct implementation of policy and procedure, it is vital that pupils understand their role and responsibilities when it comes to whole-school and personal health and safety in order for staff to be able to carry out their roles effectively. As members of the Trust community, and allowing for their age and aptitude, pupils are expected to:

- take personal responsibility for the health and safety of themselves and others;
- observe standards of dress consistent with safety and/or hygiene;
- observe all the health and safety rules of the academy and in particular the instructions of staff given in an emergency;
- use and not wilfully misuse, neglect or interfere with things provided for their health and safety;
- behave sensibly around the academy site and when using any equipment;
- report health and safety concerns or incidents to a member of staff immediately; and
- act in line with the Trust's SW4 Student Behaviour & Discipline Policy and the Priory Contract.

11 Responsibility of Contractors

11.1 All Contractors working on Trust premises, or elsewhere on the Trust's behalf, 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 health and safety of others. Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement.

12 Responsibility for maintaining health and safety standards

Communication

- 12.1 This policy acknowledges the importance of involving all members of the Trust 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 collaboration and work of the Trust Health and Safety and Compliance Coordinator and Academy Health and Safety Leads/Liaisons. Communication to Trustees is via the Audit Committee, through the Trust's Health and Safety Scorecard.
- 12.2 All members of the Trust community are encouraged to report any health and safety issues or concerns to their Teachers, Line Managers, Headteachers, Health and Safety Leads/Liaisons, Trust Health and Safety and Compliance Coordinator or to the Trust Board itself. Before making any decisions that could have health and safety consequences for staff, information will be shared with Health and Safety Leads/Liaisons to provide them with an opportunity to express their views.

Training

- 12.3 Trustees, along with Headteachers, Senior Leaders and Managers of each academy under its overall jurisdiction are committed to involving staff at all levels in the maintenance of health and safety standards.
- 12.4 Staff 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.
- 12.5 External Health and Safety Consultants, Singleton Associates, will be used to provide professional health and safety advice where required.

Monitoring, Reporting and Supervision

- 12.6 Monitoring and reporting are vital parts of a health and safety culture. Management systems must allow the Trust Board to receive both specific (e.g., incident-led) and routine reports on the performance of this policy. This is achieved through the Trust's Health and Safety Scorecard.
- 12.7 The Board of Trustees, through the Trust's Scheme of Delegated Authority (SoDA), will ensure that:
- 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);
 - periodic audits of the effectiveness of management structures and risk controls for health and safety are carried out;

- any major health and safety failure is reported as soon as possible to the board;
- there are procedures to implement new and changed legal requirements and to consider other external developments and events;
- 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;
- workplace health and safety data is collected and reviewed to allow benchmarking against other organisations in the sector; and
- supervisory and line management arrangements are assessed, clearly defined and appropriately allocated so that relevant individuals have the necessary skills and training.

- 12.8 The Committee (Audit) with oversight of Health and Safety has written terms of reference which set out its membership operation and responsibilities. This includes reviewing, at least biannually, compliance through Trust's Health and Safety Scorecard and any other associated reports.

Arrangements for Health and Safety

13 Accidents, Incidents and Near Misses

- 13.1 The Trust has an electronic accident reporting system (SharePoint) which is used to record accidents, incidents or near misses. Primary settings also utilise accident recording and reporting books for very minor injuries and occurrences, such as a graze.
- 13.2 All accident reports are stored in line with relevant regulations and guidance.
- 13.3 In the event of an accident, incident or near miss taking place either at the academy, or off-site on an academy-organised activity, this should be reported immediately to whomever is in charge. A first aider should make an assessment of the injury as soon as possible. The member of staff who responds to (or is involved with) the accident, incident or near miss is responsible for reporting the event on the Trust's system.
- 13.3 Parents/Carers (or emergency contacts where the parent/carer 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/carer. If a pupil needs to be taken to hospital, and a parent/carer is not immediately available, a member of academy staff will accompany the pupil to hospital and wait for the parent/carer to arrive. Please see HS2 Medical Treatment policy for further information.
- 13.4 Where appropriate accidents, incidents and near misses will be investigated locally at academy level by the Health and Safety Lead/Liaison under the guidance of the Health and Safety and Compliance Coordinator to ensure that policies and procedures are being used effectively and to prevent reoccurrence.

Staff are required to assist with any investigation of accidents and/or dangerous occurrences that take place within their work area.

- 13.5 Investigations may also be launched by external authorities in the case of incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), Accident reports will be reviewed and witnesses may be interviewed. This may happen in cases including but not limited to:
- deaths;
 - specified injuries (where a member of staff is away from work or unable to perform their normal work duties for more than 7 consecutive days);
 - specified dangerous occurrences, where something happens that does not result in an injury but could have done;
 - occupational diseases; and
 - injuries resulting in hospital visits directly from the scene of the accident for treatment in respect of pupils and staff who are injured out of, or in connection with, work activities (examinations and diagnostic tests do not constitute treatment in such circumstances).
- 13.6 When a specified injury or dangerous occurrence has occurred, the HSE Incident Control Centre will be notified immediately and the accident form F2508 will be completed online by the Health and Safety and Compliance Coordinator or their deputy. Others to be notified as soon as possible are the Trust's insurers and may, depending on circumstances, include the Trust's externally appointed advisor.
- 13.7 Notifiable occupational diseases will be reported to the HSE Incident Control Centre online.
- 13.8 In the case of accidents involving staff who lose more than 7 days from their normal employment, the HSE Incident Control Centre will be notified within 15 days.
- 13.9 All reportable accidents or dangerous occurrences, will be investigated and a report issued. The Trust's appointed safety advisors will assist with the investigation and give advice and guidance. Action considered necessary to prevent a reoccurrence will be taken, and a report submitted to the enforcing authority.
- 13.10 In the event of an accident the Health & Safety and Compliance Coordinator is designated to lead the investigation with the relevant Academy Health and Safety Lead/Liaison, and Trust's Senior Leaders. In the Health and Safety and Compliance Coordinator's absence a member of the Estates and Facilities Team will assume responsibility for conducting a thorough inquiry and may consider utilising the services of Singletons associates to assist in the process.
- 13.11 The accident investigation process will involve:

- identifying the root cause and contributing factors of the accident;
- gathering statements and evidence from involved parties;
- collaborating with relevant departments to understand the context and sequence of events;
- assessing the adequacy of existing safety measures and procedures; and
- formulating recommendations to prevent similar accidents in the future.

13.12 A comprehensive accident investigation report will be prepared and submitted to the relevant stakeholders, including recommendations for preventative actions and submission of RIDDOR reports under the requirements of Reporting Incidents of Injuries, Diseases and Dangerous Occurrences Regulations 2013 where necessary.

13.13 Accident forms will be assessed on a regular basis in order to identify any trends so that prompt action can be taken where necessary to avoid repeated incidents of a similar nature.

14 Alcohol and Drug Abuse

14.1 The Trust's policy on alcohol and drug abuse is intended to be a positive approach towards maintenance of the highest standards of safety in the workplace. It is also intended to benefit the health and safety of each individual.

14.2 Guidance for staff can be found in the Trust's HR29 Code of Conduct.

14.3 For pupils, please see SW3 Misuse of Drugs Policy.

15 Building and Site Maintenance

15.1 The Headteacher is responsible for ensuring that the academy premises are maintained so as to comply with health and safety laws, and are easily accessible and reasonably safe for the whole academy community.

15.2 Each academy will appoint a named person (the Health and Safety Lead/Liaison) to be responsible for reporting any health and safety concerns relating to the academy premises. They will work with the Health and Safety and Compliance Coordinator and SCA and Capital Projects Manager to co-ordinate any safety precautions that are necessary during ongoing site maintenance or building work. This will include ensuring risk assessment forms and method statements, work permits etc., are in place as required.

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

- asbestos;
- reinforced Autoclaved Aerated Concrete (RAAC);

- legionella;
- construction, Design and Management Health and Safety file;
- LOLER records;
- machine / equipment testing and certificates;
- gas safety certificates; and
- electrical safety certificates.

16 Control of Substances Hazardous to Health (COSHH)

16.1 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 in order to prevent the misuse or accidental misuse of such substances. The precautions the Trust take include:

- 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. Hazard data sheets and information on procedures for assessing substances hazardous to health are kept on SharePoint, in Site Managers offices or local to where the hazardous materials are stored. Hazard data sheets describe the hazards the chemical presents, and give information on handling, storage and emergency measures in case of accident;
- only staff that are trained to use these substances will have access to them. These staff will be trained in the proper maintenance, storage, and use of these chemicals;
- 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;
- clear record of chemicals ordered, who they are ordered to, and that they are ordered for;
- safe disposing of chemicals;
- appropriate PPE for use when handling hazardous substances; and
- 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).

16.2 Substances that are for use in the science classrooms are under the responsibility of the Head of Science or other named person. For more information on the control of these substances please see the supporting science department health and safety document, which can be found in each Science Prep room.

16.3 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.

17 Educational Visits

- 17.1 For information on educational visits, please see SW11 Educational Visits Policy.

18 Electricity

- 18.1 Electrical equipment will be properly maintained to ensure that it is safe for normal use. All portable appliances will be examined prior to first use, then examined, and tested regularly thereafter. A register of appliances will be produced and kept up to date. The findings of inspections and tests will be recorded. Only qualified electricians are permitted to carry out work on electrical wiring and apparatus using safe systems of working. Those conducting PAT testing must be trained and competent.
- 18.2 Where practicable, equipment will be switched off when not in use, or on leaving the premises. All cabling, plugs and connections will be properly organised, inspected, recorded and maintained to minimise any risks, in accordance with the regulations.
- 18.3 Staff will not carry out maintenance on electrical equipment or plugs without prior authority and training. Staff' personal electrical apparatus is not to be on Trust premises without prior permission and PAT testing.
- 18.4 Fixed electrical wiring systems will be inspected periodically, and a certificate of test obtained from a "Competent Person" in accordance with the timescale laid down in the regulations (building inspections must be completed every 5 years, swimming pools and sports halls on an annual basis).

19 Emergency procedures

- 19.1 In the case of an emergency situation, the academy will work closely with emergency services to do everything practicably possible to reduce the health and safety risk to those in the academy. In some cases, such as extreme weather, major power failure, or flooding, emergency situations cannot be avoided. In these circumstances the academy will carry out its emergency procedures which include, but are not limited to (further details are provided in the Trust's Critical Incident & Business Continuity Plan (CIBCP) and site emergency procedures):

- raise the alarm;
- evacuate;
- identify a place of safety;
- nominate competent, responsible people to take control;
- have appropriate equipment / first aid supplies available; and
- communicate and regularly update key individuals.

- 19.2 There are a number of mechanisms in place to ensure that parents/carers, staff, and pupils can be made aware of an emergency situation and remain informed. The school advises that in addition to the provision outlined below, parents/carers and their children have their own individual arrangement planned for communicating in the case of an emergency. We ask that parents/carers follow these emergency communication guidelines and do not call the academy during a school emergency, but wait to be contacted, as it is important that school telephone lines are kept free for use by the academy itself.
- 19.3 It is important that parents/carers inform the academy immediately of any changes in phone number or address as it is vital that these are accurate in the academy records in case of an emergency.
- 19.4 How the academy communicates with pupils during an emergency:
- verbal communication.
- 19.5 How the academy communicates with parents/carers during an emergency:
- telephone call to home number of parents/carers;
 - telephone call to emergency contact;
 - text message;
 - email;
 - mobile communication platform; and/or
 - website.
- 19.6 The academy will take proactive measures to prevent emergencies, and the academy's health and safety provision outlined in this policy is designed with this in mind.

20 Fire Safety and Evacuation

- 20.1 Each academy carries out whole school fire drills three times per year. There are emergency exits located and signposted around the academy, and emergency procedures posters detailing what to do in the event of a fire are posted around the academy site.
- 20.2 Escape routes and fire doors are checked at regularly defined intervals to ensure that they are free from obstruction.
- 20.3 Fire risk assessments are carried out, recorded, and regularly reviewed for each building. Fire alarm safety checks are carried out regularly and recorded.
- 20.4 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.

21 First Aid

21.1 The Health and Safety (First Aid) Regulations 1981 will be complied with and the recommended number of persons will be trained and certificated to the necessary standard. Qualified first aid personnel, having a current First Aid Certificate, must be provided in the following circumstances:

- one Appointed Person – where a site employs fewer than 20 persons (direct or sub-contract);
- at least one First Aider – where there are more than 20 persons on site collectively;
- the First Aid attendant may carry out other duties, but must always be readily available; and
- the number of First Aiders will be determined by a first aid needs risk assessment.

21.2 The First Aid attendant's name and location must be clearly denoted on or near the first aid boxes, it is good practice to include training dates. Details of the First Aiders will be displayed prominently for the benefit of all staff and visitors, and brought to the attention of all new staff at their induction stage.

21.3 Stock levels of items required under the Regulations will be checked at regular intervals and boxes will be kept secure, yet quickly available when required. Special arrangements will be made to provide cover where staff work away from Trust premises.

21.4 A register of certified First Aiders will be maintained; a minimum level of cover will be provided at all times.

21.5 Defibrillators, where present, will be checked weekly for condition, battery life and serviceability of pads and accessories.

21.6 Please see HS4 First Aid Policy for further information.

22 Food Safety and Hygiene (including Allergens)

22.1 The Trust engages in a range of activities involving food, therefore it has responsibility for ensuring that food hygiene standards are met. This includes:

- personal hygiene;
- opening and closing checks;
- clear and clean;
- chilled storage;
- separating foods; and

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- training and supervision
- 22.2 A number of items of equipment used in school kitchen areas or food technology rooms pose potential risks to users. We will therefore ensure that appropriate information and training at the outset is provided.
- 22.3 In accordance with the Gas Safety (Installation and Use) Regulations 1998, gas appliances will be properly installed by someone registered with the Gas Safe Register. They will also be fully serviced by a Gas Safe registered engineer, and will be sited where there is adequate ventilation. It is unlawful to use any gas appliance which is known, or suspected, to be unsafe.
- 22.4 Wherever food is prepared or served, safe and adequate cleaning routines need to be established to ensure compliance with health and safety requirements. Whether these duties are carried out by pupils, teachers, caretakers, canteen workers, lunchtime supervisors or cleaning staff, it is vital that all involved are aware of these routines and that they are followed at all times. For example:
- hands should be washed before and after cleaning routines, and consideration given to the wearing of protective gloves in certain circumstances (note that certain types of rubber gloves can cause anaphylactic shock where the user has an allergy or sensitivity);
 - cross-contamination issues should be addressed, e.g., different cloths for different surfaces;
 - an appropriate slip hazard warning sign should be used when mopping floors;
 - tasks involving the carrying of trays, equipment, buckets etc should not incur any manual handling risks; and
 - any corrosive or irritant cleaning substances, e.g., bleach, are subject to a Control of Substances Hazardous to Health (COSHH) assessment and appropriate measures taken to avoid harm.
- 22.5 The Trust takes all allergies seriously and it is important that parents/carers inform the academy immediately of any allergies and medications that might be required in an emergency so that a separate risk assessment can be undertaken.
- 22.6 The Trust operates its academies in accordance with the Food Information (Amendment) (England) Regulations 2019 which requires all food prepared on site and pre-packaged for direct sale to display the following clear information on its packaging:
- the food's name; and
 - a full list of ingredients, emphasising any allergenic ingredients.

23 Gas

- 23.1 Gas equipment will be properly maintained and serviced to ensure it is safe to use in line with statutory requirements.
- 23.2 All gas heaters, boilers and associated pressure vessels and safety apparatus will be inspected and serviced by a gas safe registered competent person in line with industry standards. Findings of testing and inspections will be recorded and records kept.
- 23.3 Staff will not work on gas appliances unless trained, certified and registered to do so in line with statutory requirements.

24 Infection Control

- 24.1 The Trust is committed to maintaining a safe environment for all staff and pupils. Infection control is a critical component of the health and safety policy to prevent the spread of infectious diseases, all staff and students are encouraged to follow established hygiene protocols, including regular handwashing with soap and water, or the use of hand sanitisers when soap is unavailable. Proper respiratory hygiene, such as covering coughs and sneezes with a tissue or elbow, is also encouraged. Cleaning and disinfecting high-touch surfaces in classrooms, restrooms, and common areas is part of the daily cleaning regime. In the event of a suspected infection, students and staff are to follow the school's procedures for reporting symptoms and may be asked to stay home until they are symptom-free or have been cleared by a medical provider.

25 Inspection and Testing of Passenger Lifts and Lifting Equipment

- 25.1 To ensure the safety of all building occupants and compliance with statutory obligations, all passenger lifts and lifting equipment shall be subject to regular inspection, maintenance, and thorough examination by a competent and qualified person in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998. Routine inspections will be conducted at least every six months, or more frequently if dictated by the lift's usage or condition, this will compliment any routine academy inspection. Any defects identified must be promptly reported, documented, and rectified before the lift or apparatus is returned to service. Records of all inspections, maintenance activities, and repairs shall be maintained and readily available for audit. Access to lifts undergoing testing or repairs will be restricted to prevent unauthorized use and to minimise risk.

26 Legionella Management

- 26.1 The Trust is committed to ensuring the health and safety of all staff, students, and visitors by effectively managing the risk of exposure to Legionella bacteria. Regular risk assessments will be conducted by competent personnel to identify and control potential sources of Legionella within the school's water systems,

including hot and cold-water storage, taps, showers, and any associated equipment. A written scheme of control will be maintained, detailing responsibilities, inspection routines, cleaning procedures, and temperature monitoring. All staff involved in water system maintenance or monitoring will receive appropriate training. The school will review its Legionella risk assessments biennially, or sooner if there are significant changes to the water system or building use, to ensure ongoing compliance with health and safety regulations and best practices.

27 Occupational Health/Welfare

- 27.1 The Trust takes the health and wellbeing of all its staff and pupils very seriously and acknowledges that in a busy and hard-working environment, managing work-related stress alone can be very difficult.
- 27.2 We urge any staff member who is experiencing stress to talk to their Line Manager or a member of SLT, and the academy will do everything that it can to support them.
- 27.3 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.
- 27.4 The Trust is committed to investing in mental health, providing better information and awareness, increasing social inclusion and cohesion, supporting teachers and involving parents/carers and mental health services.
- 27.5 Please see HR34 Health and Wellbeing Policy for Staff for further information.

28 Risk Assessment

- 28.1 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.
- 28.2 Risk assessments are stored on SharePoint or in hard copy at academy sites and will be reviewed:
 - at regular intervals;
 - after accidents, incidents and near misses;
 - after any significant changes to workplace, working practices or staffing; and/or
 - after any form of notice has been served.
- 28.3 Under the Management of Health and Safety at Work Regulations 1999 the minimum the Trust must do is:

- identify what could cause injury or illness (the hazard);
- decide how likely it is that someone could be harmed (the risk); and
- take action to eliminate the hazard, if this is not possible then control the risk.

28.4 The level of detail in a risk assessment will be proportionate to the risk and appropriate to the nature of the work. The HSE provides further information and templates.

28.5 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 in order 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.

29 Selecting and Managing Contractors

29.1 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.

29.2 When engaging a contractor, the following will be considered:

- all aspects of the work will be identified and set out in a job specification;
- qualifications and experience;
- references;
- insurances and certifications;
- memberships of professional trade bodies; and
- risk assessments and method statements

29.3 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.

29.4 For information on safeguarding in relation to contractors, please see HR16 DBS Policy and SW5 Safeguarding and Child Protection Policy.

30 Site Security and Visitors

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

30.2 To ensure that our school is a secure environment we:

- record details of all visitors entering and leaving the site;

- have designated key holders; and
- engage the services of an alarm monitoring company.

30.3 All visitors to any Trust site must report to reception on arrival, where they will be directed as appropriate.

31 Swimming Pools

31.1 To ensure the safety and wellbeing of all users, the swimming pool must be operated and maintained in compliance with health and safety regulations. Water quality will be monitored, on a daily basis through routine testing of pH levels, chlorine, and other chemicals to ensure safe and hygienic swimming conditions. Test results must be documented and corrective action taken if any readings fall outside of safe parameters. Additionally, pool water will be subject to independent external analysis, monthly by an approved Laboratory. All pool users are required to adhere to posted safety guidelines, including showering before entering the pool, wearing appropriate swimwear, and following lifeguard instructions. Emergency equipment, including life rings, first aid kits, and clear evacuation routes, are readily accessible at all times. Unsafe activities, such as running, diving in shallow areas, or swimming under the influence of alcohol or drugs, are strictly prohibited. Children will be supervised by a responsible adult/instructor at all times, and swimmers should be aware of pool depth and safety markers. Any incidents, injuries, or near-misses must be reported immediately for investigation and action.

32 Use of Personal Vehicles for Work Purposes

32.1 Staff who use their own vehicles for work-related activities within the Trust must:

- ensure their vehicle is roadworthy;
- properly maintained; and
- insured for business use.

32.2 It is the member of staff's responsibility to provide evidence of a valid driving license, MOT (where applicable), appropriate insurance and vehicle excise licence upon request.

32.3 When driving for work purposes or when staff are driving at work, they must strictly adhere to all relevant road traffic laws and the Highway Code, including speed limits, seatbelt use, and restrictions on mobile phone use while driving. Staff must never drive for work purposes under the influence of alcohol, drugs (including prescription medication that may impair driving), or when excessively fatigued.

32.4 Staff have a moral responsibility whilst at work to drive safely and considerately, ensuring they are as safe as reasonably practicable and their actions do not put themselves, passengers, colleagues, pupils, or members of the public at risk.

They should demonstrate courteous driving behaviour, avoid unnecessary risks, and take appropriate rest breaks on long journeys.

- 32.5 The Trust expects staff to plan journeys responsibly, considering weather conditions, route safety, and potential delays. Any accidents, incidents, or near misses occurring during work-related travel must be reported in line with Trust procedures. The Trust is committed to promoting a culture of road safety and will provide guidance to support staff in fulfilling their legal and ethical responsibilities while using personal vehicles for work purposes.

33 Vehicle and Pedestrian Segregation

- 33.1 Where possible vehicle movement e.g., car parking/deliveries, will be away from footpaths, crossings, gates and doorways that are used throughout the school day.
- 33.2 Traffic entering academy premises will be controlled and monitored to ensure that vehicle movement is, where possible, reduced and managed during times at which pupils and parents/carers are entering and exiting the site.
- 33.3 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. In particular, students and parents/carers are reminded about road safety including distractions such as wearing headphones, or using a mobile device.

34 Violence in the Workplace

- 34.1 The Health and Safety Executive (HSE) defines work-related violence as, 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. This can include verbal abuse or threats, face to face, online and on the telephone as well as physical attacks.
- 34.2 The Trust is committed to ensuring the safety and welfare of its staff. It will identify any violence-related issues by effective reporting of any such incidents. A risk assessment will be conducted and reviewed and appropriate action will be taken if necessary.
- 34.3 For further information, please see HR37 Zero Tolerance Policy.

35 Visiting Other Locations

- 35.1 Trust staff are required to take all reasonable precautions to ensure their own Health and Safety when visiting other locations as part of their work. They are required to observe the safety procedures of the host organisation, and to avoid any hazardous situation.

36 Workplace Safety

- 36.1 The Trust will take reasonable steps to ensure that the environment and workplace is reasonably safe for pupils, staff and visitors. This means keeping classrooms, offices 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.
- 36.2 Any hazards around the site that are noticed by any member of the Trust community should be reported to a senior leader.
- 36.3 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 is kept in each department. Only staff 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.

37 Asbestos

- 37.1 In compliance with Control of Asbestos at Work Regulations 2012, and subsequent legislation, adequate information, instruction and training is given to all staff who are liable to disturb asbestos while carrying out their normal everyday work, or who may influence how work is carried within buildings that may contain asbestos to enable them to be aware of the health hazards of asbestos and how controls and work methods can reduce these hazards.
- 37.2 In respect of the Trust's duties under Regulation 4 CAR 2012, an Asbestos survey will be undertaken to identify the presence of Asbestos containing material as far as reasonably practicable within relevant buildings. Asbestos management surveys will be completed by a competent asbestos surveyor to determine the type, quantity and condition of any ACMs located in the premises. A subsequent asbestos management plan shall be created to assist with the safe management of Asbestos.

38 Display Screen Equipment (DSE)

- 38.1 The Trust recognises the importance of taking into consideration the health and safety surrounding the use of DSE and operate in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992. Some of the potential health problems associated with incorrect use of DSE are:
- Upper Limb Disorders (ULD) (e.g., upper limb aches and pains caused by poor posture);
 - backache;
 - fatigue and stress; and/or
 - temporary eye strain.

38.2 The Trust adopts the following precautions to ensure a safe system of work for any staff, pupils, volunteers and visitors to the academy:

- work areas are assessed and arranged to enable safe practices to be carried out;
- staff and pupils are briefed in the safe use of DSE and the risks of working for a prolonged period of time;
- regular breaks are advised when working with DSE; and
- the Trust encourages that staff, pupils, and volunteers or visitors report to their manager or superior any symptoms of discomfort or ill health that they believe may be related to the use of DSE.

39 Manual Handling

39.1 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 staff to undertake any manual handling operations at work which involve a risk of injury.

39.2 In relation to moving and handling a pupil, please see HR44 Moving and Handling (Pupils) Policy.

39.3 Risk assessments are carried out by the Health and Safety and Compliance Coordinator and other trained staff, 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 staff:

- to safeguard their own health and safety whilst at work, and also that of any person who may be affected by their actions;
- to follow safe systems of work as determined by the result of the risk assessments;
- to 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;
- to ensure that they use equipment as per manufacturer's instructions;
- to attend training sessions as required and apply the knowledge/skills to daily tasks;
- to report all accidents and incidents which have either caused or could have caused harm or injury;
- to report any difficulties, including 'near misses' they have experienced in order that the risk assessment can be reviewed to prevent injury occurring;

- to inform line management if they are unable to perform manual handling duties;
- to ensure that they do not try to perform a manual handling operation which they believe is beyond their physical capability;
- to 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;
- to avoid the need to lift, carry, push, pull, lower or support loads wherever possible;
- to mechanise tasks where they cannot be avoided by the use of trolleys, barrows, lifts or hoists; and
- to ensure risk assessments have been carried out, which take into account the work task, the activity involved, individual capacity, working environment and any other relevant factors.

40 Machine Maintenance

40.1 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:

- suitable for use, and for the purpose and conditions in which it is used;
- maintained in a safe condition for use so that people's health and safety is not at risk; and
- 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 a member of staff if they have the necessary competence to perform the task) and a record kept until the next inspection.

40.2 The Trust ensures that risks created by the use of the equipment are eliminated where possible or controlled by:

- 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; and
- takes appropriate 'software' measures such as following safe systems of work (e.g., ensuring maintenance is only performed when equipment is shut down etc), and providing adequate information, instruction and training.

41 Slips and Trips

41.1 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 premises happen for a number of reasons. They typically involve:

- members of staff or pupils running or carrying heavy or awkward items;
- wearing unsuitable footwear;
- poor lighting - particularly where there are uneven surfaces and changes of level;
- contamination – both from wet surfaces – caused by water, and fluid spillages; and slippery surfaces - caused by contaminants e.g., food, litter; and
- obstructions – particularly bags and trailing cables.

41.2 To prevent slip and trip incidents the Trust will:

- ensure suitable cleaning regimes are in place;
- ensure appropriate footwear is worn, including slip resistant footwear for kitchen staff;
- ensure there is appropriate lighting; and
- ensure there is appropriate storage space.

42 Working at Height

42.1 The classroom and school environment can and should be vibrant and inductive to learning 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 being worked on. Before working at height staff are expected to do the following:

- assess the risks;
- avoid work at height if possible;
- select the right type of equipment, and ensure that it has been maintained and regularly checked; and
- ensure you can get to and from where you need to work at height.

43 Lone Workers

43.1 Please see HS6 Lone Working Policy.

44 Personal Protective Equipment (PPE)

44.1 When a work-related activity requires the use of PPE it will be clearly outlined within the risk assessment. These assessments will have been communicated to relevant personnel prior to them carrying out the work.

- 44.2 Where necessary, when items of protective equipment are issued, sufficient instructions and training must be given to ensure persons know when, where and how to use this equipment. All identification, issue and monitoring of PPE shall be the responsibility of the Line Manager and the Academy's Health and Safety Lead/Liaison.
- 44.3 PPE will also be required during certain lessons and will be highlighted in relevant academic risk assessments. It will be the responsibility of the teacher leading the lesson to ensure that all pupils are wearing the required protective equipment prior to them beginning the lesson. They should provide pupils with suitable and sufficient information and instruction in relation to the wearing and use of any PPE.

45 Training

- 45.1 Health and Safety induction training will be provided for all new staff, volunteers and for work experience placement students. A record confirming that induction training has been received and understood will be kept.
- 45.2 Where annual refresher training is required for specific areas a record will be kept and updated to ensure that knowledge and skills are up-to-date.
- 45.3 Curriculum/Subject Specific Health and Safety training is provided and records will be kept and updated to ensure that knowledge and skills are up to date.
- 45.4 Strategic Health and Safety Management and Premises Management Training is provided for key staff where required and records will be kept and updated to ensure that knowledge and skills are up to date.
- 45.5 A record of all staff health and safety training will be kept by the Academy/Trust.
- 45.6 Training needs will be identified, arranged and monitored by Health and Safety Leads/Liaisons, PAs and the Trust's Estates and Facilities Team.

46 Policy Changes

- 45.1 This policy may only be amended or withdrawn by The Priory Federation of Academies Trust.

The Priory Federation of Academies Health and Safety Policy

This Policy has been approved by the Trust's Audit Committee:

Signed..... Name..... Date:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.

Appendix A

Health and Safety Statement of Intent

The Priory Federation of Academies is committed to providing a safe and healthy environment for all staff, pupils, visitors, and contractors. We believe that health and safety decisions should be collaborative, reasonable, and proportionate to ensure a secure environment where pupils can learn and achieve their full potential, while staff are supported to ensure work-related ill health is avoided.

Our goal is to minimise the risk of accidents and injuries by implementing proactive safety measures, delivering comprehensive training, and continuously improving our health and safety systems.

The safety culture within the Federation is the product of individual and collective values, attitudes, perceptions, competence and patterns of behaviour. This Policy includes our vision of ensuring we have a strong and positive safety culture through effective communication, training, collaboration, and leading by example.

We recognise that the health, safety, and well-being of all members of our Academy community are of paramount importance. To achieve a safe and productive learning environment, we are committed to:

- 1. Compliance with Legal Requirements**

We will adhere to all relevant health and safety laws, regulations, and codes of practice, ensuring that our standards meet or exceed statutory requirements.

- 2. Risk Management**

We will identify and assess potential hazards, implement appropriate control measures, and regularly review our health and safety procedures to maintain their effectiveness.

- 3. Training and Awareness**

We will provide all staff with appropriate health and safety training to fulfil their roles safely and educate pupils on essential safety practices.

- 4. Clear Responsibilities**

The Federation's leadership team, including the CEO, Heads of Academy, and Health and Safety Officer, will oversee and implement health and safety practices. All staff and pupils are expected to follow safety guidelines and report any hazards or incidents.

- 5. Emergency Procedures**

We will maintain effective emergency procedures, including fire safety plans, first aid protocols, and clearly defined evacuation routes, to ensure the safety of all individuals in an emergency.

- 6. Ongoing Monitoring and Improvement**

We are committed to continuously reviewing and improving our health and safety practices to uphold the highest standards of safety.

This statement reflects the Priory Federation of Academies' dedication to health and safety. We will ensure that all members of our community are aware of and uphold these practices.