

Health & Safety Policy

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Contents

1 Policy at a glance	3
2 Introduction	4
3 Statement of Intent	4
4 Organisation	4
4.1 General	4
4.2 Duties of the Trust Board	4
4.3 Chief Executive Officer	5
4.4 Chief Financial Officer	5
4.5 Headteachers/Senior Leaders	6
4.6 School Business Managers/ Finance & Administration Managers/ Senior Administrators	6
4.7 Headteachers/Heads of Faculties/Site Facility Officers/Catering Managers	7
4.8 Duties of all Members of Staff	8
4.9 Students/Pupils	8
4.10 Contractors and Partner Organisations	8
4.11 Lessons learned	9
5 Health and Safety Arrangements	9
5.1 Associated guidance:	9
5.2 Risk assessment:	9
Other arrangements in alphabetical order:	10
5.3 Accident/Incident Reporting	10
5.4 Asbestos	10
5.5 Communication and Training	11
5.6 Consultation	11
5.7 Contractors	11
5.8 Curriculum Activities	12
5.9 Display Screen Equipment	12
5.10 Driving at work	12
5.11 Educational Visits	12
5.12 Electrical Safety	13
5.13 Fire Safety	13
5.14 First Aid	13
5.15 Gas Safety	13
5.16 Hazardous Substances	14
5.17 Legionella	14
5.18 Maintenance of Buildings, Plant and Equipment	14
5.19 Medication Arrangements	14
5.20 Monitoring	0
5.21 Moving and Handling	0
5.22 No Smoking in the Workplace	0
5.23 Noise at Work	0
5.24 Personal Protective Equipment (PPE)	0

5.25 Radiation	0
5.26 Security and Lone Working	0
5.27 Staff Wellbeing	0
5.28 Surveillance Cameras	0
5.29 Tree Management	0
5.30 Vehicle Movement	0
5.31 Work at Height	0
5.32 Work Experience	0
5.33 Workplace safety	0
APPENDIX 1 RIDDOR Reporting	0
APPENDIX 2 Asbestos Management	0

1 Policy at a glance

- 1.1 The Thrive Cooperative Learning Trust's Health and Safety Policy is a comprehensive document that outlines the Trust's commitment to ensuring the health and safety of all staff, students/pupils, visitors, volunteers, contractors, and members of the public. The policy also details the roles and responsibilities of staff at all levels in achieving this goal.
- 1.2 The policy covers a wide range of topics, including but not limited to:
- The Trust's commitment to health and safety
 - Duties of the Trust Board, Chief Executive Officer, Chief Financial Officer, Headteachers/Senior Leaders, School Business Managers/Finance & Administration Managers/Senior Administrators, Heads of Faculties, Site Facility Officers, Catering Managers, and all Members of Staff
 - Duties of Students/Pupils
 - Duties of Contractors and Partner Organisations
 - Health and Safety Arrangements
 - Risk Assessment
 - Accident/Incident Reporting
 - Asbestos
 - Communication and Training
 - Consultation
 - Contractors
 - Curriculum Activities
 - Display Screen Equipment
 - Electrical Safety
 - Fire Safety
 - First Aid
 - Hazardous Substances
 - Legionella
 - Maintenance of Buildings, Plant and Equipment
 - Medication Arrangements
 - Monitoring
 - Moving and Handling
- 1.3 The policy is reviewed annually and is available to all staff on the intranet and Trust website. Here are some of the key points of the policy:
- The Trust is committed to providing a safe and healthy working environment for all staff, students, visitors, volunteers, contractors, and members of the public.
 - All staff have a responsibility to ensure their own health and safety and the health and safety of others.
 - The Trust will provide training to staff on health and safety matters.
 - The Trust will carry out risk assessments to identify potential hazards and implement controls to mitigate those hazards.
 - Accidents and incidents must be reported so that they can be investigated and prevented from happening again.

2 Introduction

- 2.1 Thrive welcomes the support of recognised Trade Unions in seeking to implement this policy in a fair and consistent manner.
- 2.2 Prior to final approval by the Trust Board this policy has been the subject of consultation with unions and professional associations; their suggested amendments were considered and changes made where they can be agreed upon.

3 Statement of Intent

- 3.1 The Thrive Cooperative Learning Trust is committed to achieving high standards of health and safety performance throughout the organisation. This commitment will be afforded to all employees and those not in employment who may be affected by the work activities of the Trust such as students/pupils, visitors, volunteers, contractors and the general public. In addition, the Trust is committed to ensuring that all reasonable measures are in place to maintain and enhance staff wellbeing so that staff can lead productive and healthy working lives.
- 3.2 The Trust recognises and accepts its responsibility as an employer under the Health and Safety at Work etc Act 1974, its related statutory provisions, and other common law duties. This includes the duty to implement arrangements for health and safety and the resources necessary to carry them out. To this end, section 4 of this policy outlines how the Trust will organise itself for health and safety purposes.
- 3.3 This policy will be brought to the attention of all staff members during the induction process for new staff and is available on the intranet and Trust website for all staff to access. An electronic copy is also available on the Trust website/intranet and individual academies' websites. This policy will be reviewed annually.
- 3.4 Staff at all levels have an important role to play in achieving the degree of performance to which this Trust aspires, and their cooperation and commitment are essential. I am confident that we can rely upon all staff, students, parents, and contractors to help us achieve our goals.

4 Organisation

4.1 General

- 4.1.1 This section of the Thrive Cooperative Learning Trust's Health & Safety Policy establishes and allocates a range of duties and responsibilities to staff at all levels throughout the Trust.
- 4.1.2 In recognition of the size and diversity of the organisation it is not possible to identify all health and safety control measures in one policy document. The specific local details for the management of health and safety are therefore described in records of local risk assessments which are unique to each school.

4.2 Duties of the Trust Board

The duties of the Board of Trustees include the duty to produce and regularly review the Health & Safety Policy for the Trust. This policy will reflect the requirements of the Health and Safety at Work etc. Act 1974 by outlining arrangements to ensure, so far as is reasonably practicable, the health and safety of staff, students/pupils and others affected by the organisation. In addition, these strategic duties will include the following requirements:

- To monitor both compliance with, as well as the effectiveness of, this policy;
- To provide adequate resources to meet the Trust's legal responsibilities as well as compliance with this policy;
- To provide a health and safety committee that will actively monitor and promote health and safety across the Trust by raising matters with senior leaders as necessary;
- To assist the employer in discharging its legal obligations, the Trust will appoint a third-party agent as its 'competent person' as defined by the Management of Health and Safety at Work Regulations 1999.

4.3 Chief Executive Officer

The Chief Executive Officer holds the overall executive responsibility to give effect to health and safety management arrangements. Such arrangements will be designed and implemented to ensure, so far as is reasonably practicable, the health and safety of all employees and that of the Trust's students/pupils, contractors, volunteers and members of the public. To achieve these goals, the Chief Executive will:

- Set objectives and monitor management performance to verify that senior leaders are meeting their health and safety accountabilities;
- Ensure that the necessary financial and other resources are provided to meet the Trust's objectives for health and safety;
- Introduce and participate in appropriate means of consultation and communication with employees and their health and safety representatives;
- Ensure that adequate competent health and safety advice and assistance is available to undertake the measures needed to comply with statutory requirements.

4.4 Chief Financial Officer

4.4.1 The Chief Financial Officer is responsible for ensuring that the financial infrastructure, systems and resources are available to facilitate the health and safety objectives of the Trust.

4.4.2 In particular, the Chief Financial Officer will:

- Ensure they have sufficient understanding of this policy and its associated arrangements to bring it to the attention of all employees within the Trust;
- Provide positive leadership and a visible commitment to the Trust's Health & Safety Policy commitments;
- Cooperate with the Board of Trustees to ensure that this policy and its associated arrangements are implemented and complied with in respect of business and support functions;
- Ensure that the necessary financial and other resources are provided to facilitate and meet the strategic health and safety objectives of the Trust;
- Ensure arrangements are in place to monitor health, and safety performance within the organisation through establishing systems of inspection, audit and review;
- Ensure that health, safety and wellbeing issues are given equal priority with other management issues;
- Ensure that arrangements are put in place to report all accidents, incidents, near misses, dangerous occurrences and cases of occupational disease or ill-health in accordance with Trust policy and legal requirements;
- Introduce and participate in appropriate means of consultation and communication with employees and their health and safety representatives at either a Trust, cluster of establishment levels;
- Ensure that each establishment within the Trust has in place current written emergency procedures;

- Provide advice and guidance to Trust Managers and staff on Health and Safety matters taking guidance from a third-party agent where needed;
- Provide and update the Trust on new legislation, guidance and ACoPs;
- Put in place arrangements to monitor health, safety performance within the organisation through establishing systems of inspection, audit and review;
- Put in place arrangements to report all accidents, incidents, near misses, dangerous occurrences and cases of occupational disease or ill-health in accordance with Trust policy and legal requirements via the worknest system;
- Populate and update, in response to audit findings, the health & safety aspects of the Trust's Risk Register;
- Assist with accident investigation for selected serious accidents, incidents and cases of ill health, making recommendations on appropriate action.

4.5 Headteachers/Senior Leaders

4.5.1 To meet the duties and responsibilities delegated by the Chief Executive, Headteachers/ Senior Leaders have the day-to-day responsibility for health and safety management within teaching and learning activities.

4.5.2 In particular, Headteachers/ Senior Leaders will:

- Ensure they have sufficient understanding of the Trust's Health & Safety Policy, as well as the specific arrangements relating to each school, and bring it to the attention of all academic staff in their establishments;
- Ensure that this policy and its associated arrangements are implemented and complied with in respect of teaching and learning activities;
- Cooperate with the Trust Chief Financial Officer in respect of monitoring, auditing and reviewing health and safety arrangements within the teaching and learning functions;
- Communicate the policy and other appropriate health and safety information to all relevant people including contracted staff delivering teaching and learning activities as part of the academy curriculum;
- Ensure that Headteachers, Heads of Faculty and academic staff within their area of responsibility are equipped and trained to undertake risk assessments of any significant hazards presented by teaching and learning activities delivered by these establishments;
- Ensure that these risk assessments are undertaken in line with Trust policy arrangements;
- Bringing deficiencies in premises, or fixed plant or equipment to the attention of the Chief Financial Officer or Site Facilities Officer on site;
- Report to the Chief Financial Officer any significant risks or policy requirements which cannot be met within the schools budgets.

4.6 School Business Managers/ Finance & Administration Managers/ Senior Administrators

4.6.1 To meet the duties and responsibilities delegated by the Chief Financial Officer, the School Business Managers/Finance & Administration Managers /Administration Managers of each establishment have day-to-day responsibility for health and safety management within the business and support functions.

4.6.2 In conjunction with the Trust Development Team, they will:

- Ensure they have sufficient understanding of the Trust's Health & Safety Policy and bring it to the attention of all support staff within their establishments;
- Ensure that this policy and its associated arrangements are implemented and complied with in respect of business and support functions;

- Cooperate with the Trust Chief Financial Officer in respect of monitoring, auditing and reviewing health and safety arrangements within the business and support functions;
- Assist the Trust Chief Financial Officer with the identification of training needs within the establishment to ensure that staff are competent to fulfil their respective job roles within the business and support functions;
- Take all reasonable precautions to provide a healthy and safe working environment;
- Ensure that health, safety and wellbeing issues are given equal priority with other management issues at regular management or quality review meetings;
- Ensure that all accidents, incidents, near misses, dangerous occurrences and cases of occupational disease or ill-health are recorded in accordance with the Trust policy;
- Ensure that Pupil/Staff/Visitor Accidents/Incidents/Near Misses within the school are recorded within the predefined reporting processes and that RIDDOR incidents are reported in a timely manner. See Appendix 1 for the RIDDOR definition;
- Ensure that support staff managers within their establishment are equipped and trained to undertake risk assessments of any significant hazards presented by work activities undertaken within these establishments;
- Ensure that these risk assessments are undertaken in line with Trust policy arrangements;
- Have in place current written emergency procedures for each site or workplace, including lockdown arrangements;
- Where the establishment shares facilities with other employing organisations, ensure that there are arrangements for communicating and coordinating effective emergency planning.

4.7 Headteachers/Heads of Faculties/Site Facility Officers/Catering Managers

4.7.1 Headteachers/Heads of Faculties/Site Facility Officers/Catering Managers have specific delegated tasks in relation to health & safety management within their primary school/faculty/team. In discharging these duties, they may be assisted by the School Business Managers/ Finance & Administration Managers/ Administration Managers/teachers.

4.7.2 They must:

- Apply the arrangements described in this health and safety policy to their own establishment, department or area of work, including the arrangements described in any associated guidance notes;
- Undertake risk assessments for the people, work areas, equipment and substances, and work activities for which they are responsible, that the findings are recorded in writing and identified control measures are implemented as described. In discharging this duty, Headteachers/Heads of Faculties/ Site Facility Officers/Catering Managers may seek assistance from the Chief Financial Officer;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control and are enforced effectively;
- Provide sufficient information, instruction, training and supervision to enable staff and students to avoid hazards and contribute positively to their health and safety. They must ensure that staff under their control are aware of and follow any externally adopted health and safety guidance from sources such as CLEAPSS, AfPE etc;
- Ensure that all equipment within their area of responsibility is maintained in a safe condition via a process of inspection and maintenance. In discharging this duty, Headteachers/Heads of Faculties/ Site Facility Officers/Catering Managers may seek assistance from the School Business Managers/ Finance & Administration Managers/ Administration Managers;

- Take appropriate action on health, safety and welfare issues referred to them, informing the School Business Managers/ Finance & Administration Managers/ Administration Managers or Chief Financial Officer of any problems they are unable to resolve within the resources available to them;
- All accidents (including near misses) occurring within their area of responsibility are recorded within the predefined reporting processes, and RIDDOR incidents are reported in a timely manner. See Appendix 1 for the RIDDOR definition.

4.8 Duties of all Members of Staff

4.8.1 Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities; they are obliged to take care of their health and safety whilst at work and that of others who may be affected by their actions. This also applies to volunteers who are under the control of the Trust.

4.8.2 Specifically, all employees have a responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work;
- Comply with the Trust's Health and Safety Policy arrangements at all times;
- Report all accidents, incidents and near misses in line with the reporting procedures;
- Cooperate with Trust management on all matters relating to health and safety;
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare;
- Report all defects in the condition of premises or equipment and any health and safety concerns immediately to their line manager;
- Ensure that they only use equipment or machinery that they are competent / have been trained to use;
- Undertake work tasks in accordance with training including making use of all necessary control measures and personal protective equipment provided for reasons of safety or health.

4.9 Students/Pupils

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

- To exercise personal responsibility for the health and safety of themselves and others;
- To observe standards of behaviour and dress consistent with safety and/or hygiene;
- To observe all the health and safety rules of the college and, in particular, the instructions of staff given in an emergency;
- Not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others' health and safety.

4.10 Contractors and Partner Organisations

4.10.1 All contractors and partner organisations delivering services on trust property will be made aware of this policy and associated emergency procedures. To ensure that the Trust meets its statutory requirements, it is expected that contractors and partners working with the Trust, will:

- Undertake work activities in line with agreements and documented procedures and co-operate with Trust policies in all relevant Matters;
- Identify and control any risks arising from their activities and inform the Trust management of any risk that may affect the staff, students/pupils and visitors.

4.10.2 In instances where the contractor creates hazardous conditions and refuses to eliminate them or take measures to make them safe, Trust management will take such actions as are necessary to prevent staff, students and visitors being put at risk from injury.

4.10.3 Please refer to the Lettings & Community Use Policy for further requirements in relation to lettings.

4.11 Lessons learned

4.11.1 Trust staff will monitor incidents and near misses in order to identify patterns and learn lessons.

4.11.2 Lessons learned will be:

- Considered by the Central Team;
- Communicated to individual schools;
- Reflected upon at meetings of Headteachers;
- Shared with Union colleagues;
- Reported on in the annual Health & Safety report to the Trust Board.

5 Health and Safety Arrangements

5.1 Associated guidance:

5.1.1 The specific arrangements adopted by the Trust are guided by the Academy Guidance Notes provided by a third-party agent acting as the 'competent person'.

5.1.2 The Trust also has a subscription to CLEAPSS and guidance has been adopted to guide arrangements in Science, D&T and Art.

5.1.3 In addition, the following publications have been adopted to guide arrangements for safety in specific curriculum areas:

- 'Safe Practice in Physical Education and School Sport' Association of Physical Education 'AfPE'
<http://www.afpe.org.uk>

5.2 Risk assessment:

5.2.1 The underlying process which informs safety management is risk assessment. Assessments of significant risks will be made with those persons responsible for the activity/area affected and the significant findings of these decisions will be recorded in writing.

5.2.2 The Chief Financial Officer has provided a number of generic risk assessments to assist school leaders and managers in undertaking risk assessments. In addition, a third-party agent provides generic risk assessments. Where generic risk assessments are used to guide the risk assessment process, these documents MUST be adapted to reflect the significant hazards and control measures present. This must be undertaken by the relevant responsible manager.

5.2.3 Risk assessment records will be reviewed annually or every three years depending upon the levels of risk. This will be identified on the risk assessment record. This review must be undertaken by the relevant responsible manager.

Other arrangements in alphabetical order:

5.3 Accident/Incident Reporting

5.3.1 Accidents and Near Misses must be recorded on the incident/accident reporting form as follows:

- All **staff** accidents/near misses are to be logged on the Central Accident Reporting Google Form.
- All **visitor** accidents/near misses are to be logged on the Central Accident Reporting Google Form.
- All **pupil** accidents/near misses are to be logged on the Central Accident Reporting Google Form.
- All suspected **RIDDOR** reportable accidents are to be logged on the Central Accident Reporting Google Form and reviewed with the Trust Central Team before an HSE RIDDOR submission. Advice will be sought from the external third-party 'competent person' if required.

5.3.2 Accidents at Work (Support Payments)

- Where an employee is injured at work and when it is deemed the employer is not at fault, the Trust may consider supporting the costs incurred that aid the employee's return to work or continued attendance at work. This will be decided on a case-by-case basis and will be a decision taken by the CEO and CFO with board approval where appropriate.

5.4 Asbestos

5.4.1 The arrangements for the management of asbestos at each site are detailed in the Asbestos Management Notice, which is displayed in various locations including all reception areas of each of the Trust buildings - see Appendix 2.

5.4.2 The Asbestos Management Notice will be made available to all staff, visitors and contractors before any work commencing which has the potential to disturb the fabric of the building. Before undertaking any works, the Asbestos Management Register must be consulted by downloading via the QR Code displayed on the Asbestos Management Notice. Contractors will sign to confirm receipt of the information. No work which will disturb the fabric of the building can commence until permission to work has been given by the authorising manager named in the Asbestos Management Register.

5.4.3 The authorising manager shall ensure:

- The Asbestos Management Register is reviewed annually;
- The Asbestos Management Register is consulted at the earliest possible opportunity in the planning process and all work which disturbs the fabric of the building or fixed equipment is recorded on the Asbestos Register;
- A visual inspection of those asbestos-containing materials remaining on site is conducted and recorded according to the frequencies identified in the Asbestos Management Register;
- All changes to asbestos-containing materials on site, whether due to removal works or accidental damage, will be recorded on the Register;
- Any building materials suspected to be asbestos that is identified in the Asbestos Register should be reported to the relevant premises lead.

5.4.4 All parties will ensure that any damage to materials known or suspected to contain asbestos should be reported to the relevant premises lead at the earliest opportunity.

5.5 Communication and Training

5.5.1 The Trust Site Manager will provide competent health and safety advice for Trust staff and will be supported by a third-party contract.

5.5.2 The Health and Safety Law poster shall be displayed in key areas around Trust schools.

5.5.3 Health and Safety Training:

All employees will be provided with:

- Induction training in the requirements of this policy;
- Updated training in response to any significant change in roles and responsibilities;
- Training in specific skills needed for certain activities as identified by the relevant risk assessment;
- Refresher training where required.

5.5.4 Specific training needs above this level, particularly the technical training requirements in curriculum areas, should be established in the local risk assessments for the faculty or department concerned. The requirements of national advisory bodies such as CLEAPSS, AfPE and specific sporting governing bodies will establish training levels in this context.

5.5.5 Each member of staff is also responsible for drawing the relevant line manager's attention to their own personal training needs and for not undertaking duties unless they are confident that they have the necessary competence. This would ordinarily be achieved through the supervision and appraisal process. All employees shall undertake work tasks as instructed and trained.

5.6 Consultation

5.6.1 Staff are represented on the Local Governing bodies.

5.6.2 Staff members with concerns should raise them initially with their line manager or the School Business Manager/Finance and Administration Manager or Administration Manager. If required, the Chief Financial Officer should be consulted for advice or clarification for concerns that cannot be resolved locally.

5.6.3 Staff should feel free to contact the appropriate trade union-appointed Safety Representative. The Board of Trustees welcomes the support of trade unions in health and safety matters. There is a Joint Consultative Committee with employee representatives which will meet termly where health and safety concerns can be raised formally.

5.7 Contractors

5.7.1 All contractors used by the Trust shall ensure compliance with relevant health and safety legislation, guidance and good practice.

5.7.2 All contractors must report to the relevant site's reception, where they will be asked to sign in and wear an appropriate visitors badge. Contractors will be issued guidance on fire procedures, local management arrangements, and vehicle movement restrictions. Where necessary, contractors will also be requested to sign to confirm that they have read and understood the Asbestos Register.

5.7.3 To ensure contractor competency, the relevant premises lead will undertake appropriate competency checks before engaging a contractor. Regarding construction works, the relevant premises will ensure that the client's duties under the Construction (Design & Management) Regulations 2015 are complied with. Specifically, the Chief Financial Officer (if arranged by the Trust) or the relevant premises lead (if arranged locally) will ensure that, where more than one contractor is involved in any project, the Principal Designer and Principal Contractor are appointed in writing. It will be ensured that risk information is shared with contractors and a Construction Phase Plan is provided by the Principal Contractor before any works commence on the site. For smaller works involving a sole contractor, a method statement specific to the task involved will be requested before works start where there are reasonably foreseeable risks involved. The relevant site lead will retain any Health & Safety File for future reference.

5.8 Curriculum Activities

5.8.1 Risk assessments for significant hazards within secondary curriculum activities will be carried out by the relevant Heads of Faculty and/or Subject Leader. The Trust Site Manager or local premises lead will advise and assist with this process as required.

5.8.2 In science, CLEAPSS Hazcards and Recipe Cards are used as model risk assessments to manage the risks in practical activities. The specific controls adopted in these activities will be checked against these models, and significant findings will be incorporated into schemes of work, lesson plans, and technicians' requisition sheets when appropriate.

5.8.3 The class teacher or headteacher will carry out risk assessments for the limited number of significant hazards within primary curriculum activities using the appropriate guidance. The Trust Site Manager will advise and assist with this process as required.

5.9 Display Screen Equipment

5.9.1 All staff who use computers daily for continuous spells of an hour or more, or an aggregate daily time of 3 hours or more, will have a DSE assessment. This will be achieved by completing the Trust DSE Workstation Self Assessment, along with the Working with Display Screen Equipment training via the Trust Training platform.

5.9.2 Staff identified as DSE users are entitled to an eyesight test for DSE use every two years by a qualified optician and corrective glasses (if required solely and specifically for DSE use) subject to a total cost of £50. The prescription must state that the prescription in the glasses is needed solely and specifically for Visual Display Screen (VDU)/DSE use.

5.10 Driving at work

Thrive Trust recognises that the use of motor vehicles in Trust business requires additional Health and Safety measures to protect both staff and third parties. It is the staff member's responsibility to ensure that any vehicle they use for business purposes is appropriately insured for Business cover (Class 1), is road worthy and complies with all national legislation and guidance. Please refer to the Travel and Subsistence Policy.

5.11 Educational Visits

The Trust recognises that risks and benefits exist in any curriculum-related off-site activity. We, therefore, have a robust educational visits procedure and approval process in place. Relevant staff are appropriately trained to ensure they adhere to the expected standards for planning (including Risk Assessments), approving, and supervising all off-site activities.

5.12 Electrical Safety

5.12.1 All portable items of electrical equipment will be subject to formal inspection and, where appropriate, a testing regime on an identified cycle dependent upon the level of risk associated with the particular appliance type.

5.12.1 The relevant premises lead is responsible for ensuring that all equipment is inspected and where appropriate tested according to the frequencies set out above. Personal items of equipment should not be brought into the Trust schools without prior authorisation and must be subjected to the same inspection process as Trust/school-owned equipment.

5.12.2 An approved, competent electrical contractor will conduct an electrical installation test every five years. The relevant premises lead is responsible for organising this inspection cycle and arranging the remedial actions for all Code 1 and 2 non-compliances identified in the report.

5.13 Fire Safety

5.13.1 The Chief Financial Officer is responsible for ensuring that each school's fire risk assessment is undertaken, and controls implemented accordingly. This task will be undertaken by the relevant premises lead with the assistance of the Trust Site Manager. The fire risk assessment will be reviewed annually.

5.13.2 Fire and emergency evacuation procedures will be detailed in a Fire Evacuation Plan document to be made available to all staff. A summary Fire Action Notice will be posted at the exit point of each room and at each final exit door. These procedures will be reviewed along with the fire risk assessment and are to be made available to Trust staff as part of each establishment's induction process.

5.13.3 In addition, all staff will be briefed on the contents of the Fire Evacuation Plan annually. This will be augmented by fire drills undertaken termly or annually, and results recorded. Additional specific fire safety training will be undertaken as identified in the fire risk assessment.

5.13.4 Evacuation procedures are also made known to all contractors/visitors.

5.14 First Aid

Please see the Trust's First Aid Policy

5.15 Gas Safety

5.15.1 Under the Gas (Installation and Use) Regulations 1998 as amended, there is a requirement for all gas appliances (central heating boilers, gas water heaters, cooking and catering equipment etc) to be checked, serviced and maintained by a competent (Gas Safe registered) Contractor.

5.15.2 The Site Facilities Lead is responsible for arranging the testing and maintenance of gas appliances and equipment, ensuring that up-to-date records are recorded on the Worknest Platform, actioning any recommendations, and retaining certificates.

5.16 Hazardous Substances

5.16.1 Where it is consistent with the effective performance of the task at hand, every attempt will be made to choose the least harmful chemical possible.

5.16.2 Within curriculum areas Faculty Leaders are responsible for the safe use and storage of hazardous substances within their areas of control. Specifically, Heads of Departments must ensure an up-to-date inventory of hazardous substances and CLEAPSS model risk assessments are in place within their department. It shall be ensured that the findings of model risk assessments are incorporated into point-of-use documents within the department as described in the paragraph entitled 'Curriculum Activities' above.

5.16.3 In all other areas, the responsible manager shall ensure that:

- An inventory of all hazardous substances used within their area of responsibility is compiled and kept up to date;
- Material Safety Data Sheets (MSDS) are obtained from the relevant supplier for all such materials;
- Risk assessments are conducted, these assessments are recorded, and control measures are understood by those staff that are exposed to the product/substance. This will include the identification and provision of appropriate Personal Protective Equipment;
- All chemicals are appropriately and securely stored out of the reach of children;
- All chemicals are kept in their original packaging and never decanted into unmarked containers

5.17 Legionella

5.17.1 A water hygiene risk assessment for each establishment has been completed, and the relevant site lead is responsible for ensuring that the identified operational controls are being conducted and recorded. The Premises lead will undertake monthly water temperature checks and a descaling process.

5.17.2 The original risk assessment is reviewed annually by the premises lead and updated when a need is identified. In this instance, the relevant premises lead will organise a new risk assessment via a competent contractor.

5.18 Maintenance of Buildings, Plant and Equipment

5.18.1 Regular inspection and testing of school buildings, plant and equipment is conducted to ensure that both work equipment and the work environment are maintained in a safe and efficient state. Maintenance tasks and their frequencies are listed for each site on the Smart log online system, and each entry has an allocated manager so responsibilities are clear.

5.18.2 All staff must report any problems found with plant/equipment to the responsible manager. Maintenance issues or defects relating to sites and buildings, fixed plant or equipment, and non-fixed equipment relating to premises management should be reported to the relevant premises lead. Defective equipment will be clearly marked and taken out of service by storing it in a secure location pending repair/disposal.

5.19 Medication Arrangements

Arrangements for medication are detailed in the separate 'Policy for Supporting Students with Medical Conditions and for the Administration of Medicines', which is reviewed annually.

5.20 Monitoring

5.20.1 The Chief Financial Officer will implement procedures to monitor compliance with the arrangements described in this policy. The central component of this process is the annual health and safety support visit undertaken by the Trust Site Manager.

5.20.2 This will be augmented by the independent health and safety audit undertaken by a third-party agent. Feedback from both processes will be referred to the Board of Trustees.

5.21 Moving and Handling

5.21.1 The risk assessment of significant manual handling tasks is undertaken as described in the risk assessment section above. Staff engaged in these activities will be provided with information on safe moving and handling techniques and will receive specific training where the need is identified in the risk assessment.

5.21.2 All moving and handling of pupils will be risk assessed by the SENCO and recorded in a specific Handling Plan for the individual concerned.

5.22 No Smoking in the Workplace

All buildings under the control of the Trust are smoke-free. No smoking is allowed either indoors or within enclosed structures. No smoking rules will be enforced appropriately and apply to students, employees, contractors, partners, service users and the public.

- The definition of smoking includes the use of E-Cigs;
- All Trust-owned, leased or hired vehicles must be smoke-free;
- Smoking is not permitted within Trust or school buildings or the perimeter of a school site or Trust property;
- The Trust requires all onsite contractors and partners to respect the Smoke-Free Policy;
- At least one legible no-smoking sign will be displayed in all Trust buildings and vehicles.

5.23 Noise at Work

5.23.1 The Trust will take all reasonable steps necessary to ensure that the risk of hearing damage to staff who operate noisy equipment or work in a noisy environment is reduced to a minimum.

5.23.2 The Trust also recognises that noise levels below those that cause hearing damage, in offices, for example, can still cause problems such as disturbance, interference with communication, and stress, and will take all reasonable steps to reduce noise levels as far as possible.

5.23.3 The Trust will also take reasonable steps to minimise the disturbance caused by noise from Trust premises affecting people in the local community.

5.24 Personal Protective Equipment (PPE)

The Trust is committed to providing a safe and healthy working environment for all employees and students. As part of our commitment to health and safety, we ensure that appropriate Personal Protective Equipment (PPE) is available to all employees/students who require it.

5.25 Radiation

5.25.1 The Trust has adopted the CLEAPSS guidance L93 'Managing Ionising Radiations and Radioactive Substances in Schools & Colleges' as its policy arrangements for using radioactive sources within faculties. The separate Standard Operating Procedures outline the precise procedures to be followed.

- CLEAPSS provides the Radiation Protection Adviser (RPA). The name and contact details are contained within the Standard Operating Procedures document;
- Each school that has sources of ionising radiation must have a Radiation Protection Supervisor (RPS). The RPS is responsible for ensuring that the Use Log is kept up to date and, where required, leak tests are conducted and recorded annually in the relevant Source.

5.26 Security and Lone Working

5.26.1 The Headteacher is responsible for undertaking a risk assessment for site security to identify and implement control measures in this area. This should be undertaken in conjunction with the relevant premises lead. This risk assessment will be reviewed annually.

5.26.2 Personal safety: The Trust believes that staff should not be expected to put themselves in danger and will not tolerate violent/threatening behaviour to its staff.

5.26.3 The Trust recognises that due to the nature of our work, lone working situations may occasionally be necessary. This could include working outside regular office hours (evenings, weekends, school holidays), conducting off-site visits, or working in a single-occupancy office.

5.26.4 The associated lone working risk assessment must be carefully reviewed before any lone working activity. High-risk activities, such as those involving a risk of falls from height, are strictly prohibited when working alone. If any doubts arise regarding the safety of a task to be performed while working independently, the task must be postponed until other colleagues are available to assist.

5.26.5 The requirement to undertake a lone working risk assessment will also extend to working alone off-site where staff conduct home visits.

5.26.6 Staff working outside normal school hours must obtain permission from the relevant Headteacher.

5.27 Staff Wellbeing

5.27.1 The Trust recognises that stress caused either in the workplace or by external factors can occur from time to time and we are committed to providing support and advice wherever possible if this occurs. If appropriate staff can access a range of occupational health and or health surveillance services to help support them.

5.27.2 Staff are encouraged to seek support before their health deteriorates. Support can often enable staff to tackle health issues early, enabling them to remain at work and enjoy healthy lives outside of work. Staff can also self-refer to Occupational Health and Space 2B Heard. In addition each school has their own Trained Wellbeing Champion / Senior Mental Health Lead.

5.28 Surveillance Cameras

The Trust recognises the importance of protecting the health and safety of our staff, learners, parents, governors and visitors. Our legitimate interests are in preventing and detecting crime, fraud and disorder and protecting the security of all building users. Please refer to the Thrive CCTV Privacy Notice.

5.29 Tree Management

5.29.1 The Trust is committed to ensuring the safety of our school and local community. As part of this commitment, we recognise the importance of proper tree management on school grounds.

5.29.2 To maintain a safe and healthy environment, we will consult with a qualified Arborist and perform comprehensive risk assessments to identify potential hazards and implement appropriate mitigation measures. We will establish a tree care program that includes regular inspections, pruning, and other necessary treatments to ensure the long-term health and safety of our trees.

5.30 Vehicle Movement

Vehicle users on school sites should do so with due care and attention to staff, students, and visitors. Vehicle movement on the school/academy site should be minimal where possible.

5.31 Work at Height

5.31.1 Work at height will be avoided wherever possible. Work carried out at height where a significant injury could result will be risk assessed by the relevant line manager to identify and implement control measures. Staff who work at height will be briefed on risk assessment findings and wherever possible included in the risk assessment process. When working at height (including accessing storage or putting up displays) appropriate step ladders or kick stools are to be used. Staff must not climb onto chairs.

5.31.2 Formal training on work at height will be undertaken where the need is identified in the work at height risk assessment. Such training will also be undertaken by those who line manage staff who work at height.

5.31.3 It shall be ensured that:

- All work at height is risk assessed and properly planned and organised;
- All those involved in work at height are trained and competent to do so;
- The use of access equipment is restricted to authorised users;
- A register of access equipment is kept, and all equipment is regularly inspected and maintained;
- Access to fragile surfaces is properly controlled

5.32 Work Experience

All work placements are subject to pre-placement vetting by a competent third party who will assess the suitability of the placement and maintain a list of suitable host employers. No work experience placement will go ahead if deemed unsuitable.

5.33 Workplace safety

The relevant Site Facilities Officer is responsible for undertaking a risk assessment for general sites and building safety in order to identify and implement control measures for site workplace hazards:

APPENDIX 1 RIDDOR Reporting

Please refer to HSE forms on the website [HOW TO REPORT UNDER RIDDOR](#)



asbestos
SMART



thrive
co-operative learning trust

ASBESTOS MANAGEMENT NOTICE

Asbestos records are available for this building:

Newland School for Girls : Cottingham Road, Hull, HU6 7RU

In accordance with the Control of Asbestos Regulations 2012, no works may be undertaken which could lead to the disturbance of asbestos fibres.

Before undertaking any works, please consult the Asbestos Register which can be downloaded by scanning the QR Code here with your smartphone or tablet:

If you are in any doubt, please contact your supervisor or the property manager before commencing any works on these premises.

Be Asbestos Smart!

In case of an asbestos emergency please contact the number below immediately:

07969 456 079





Get it on

Google Play

Download on the

App Store

Free barcode apps are available for most devices.

 **UNAUTHORISED WORKS ON ASBESTOS MATERIALS ARE PROHIBITED AND CAN RESULT IN SEVERE FINES AND / OR IMPRISONMENT.**

Staff & Contractors, please scan the QR Code here to see our short asbestos educational videos.



UKNAR
UK National Asbestos Register

UK National Asbestos Register CIC
Tel: 020 3633 4303 Email: enquiries@uknar.org
Web: www.uknar.org

