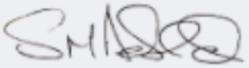

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Signed: 

RISE HEALTH & SAFETY POLICY
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Statement of intent

As a responsible employer, Rise Multi Academy Trust recognises that they have a legal obligation to protect the health, safety and welfare of employees, pupils, visitors and other users of its premises, so far as is reasonably practicable.

We are committed to providing a safe, healthy and inclusive environment for all employees, volunteers, service users, contractors and visitors, recognizing that people may have different needs, abilities, identities and experiences. We will ensure that health and safety arrangements are inclusive, accessible and free from discrimination, in line with our Equality, Diversity and Inclusion (EDI) commitments and Equality Act 2010.

The Trust considers that ensuring the safety of our community is of paramount importance and this policy reflects our commitment to creating a safe environment across our school sites.

The Trust is committed to:

- Providing a productive and safe learning / working environment;
- Preventing accidents and any work-related illnesses;
- Compliance with all statutory requirements and, where possible, with best practice;
- Developing and implementing a systematic approach to identify risks, which promotes the principles of sensible risk management;
- Providing safe working equipment and ensuring safe working methods;
- Providing suitable information, instruction, training and supervision;
- Promoting a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare;
- Setting high targets and objectives to develop a culture of continuous improvement in respect of health and safety;
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable;
- Monitoring and reviewing our policies and practices to ensure effectiveness.

All employees of Rise Multi Academy Trust have a responsibility to take reasonable care of themselves and others, and to co-operate with the management staff of their base school to ensure statutory duties and obligations are fulfilled.

In addition to their statutory duties, Head Teachers and Teachers have a common law duty of care for pupils, stemming from their position in law "in loco parentis".

A separate Health and Safety Guidance Manual provides further information and guidance to schools regarding key aspects of this policy.

Legal Framework

This policy has due regard to statutory legislation including, but not limited to:

- Health and Safety at Work Act (1974);
- Workplace (Health, Safety and Welfare) Regulations (1992);

- Management of Health and Safety at Work Regulations (1999);
- Control of Substances Hazardous to Health Regulations (2002);
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (2013);
- The Construction (Design and Management) Regulations (2015)

This policy also has due regard to national guidance including, but not limited to:

- Health and Safety: Advice on Legal Duties and Powers (DfE, 2014);
- Health and Safety for School Children (DfE, 2015);
- Safe Storage and Disposal of Hazardous Materials and Chemicals (DfE, 2017)
- Keeping Children Safe in Education (DfE, 2018);
- Sensible Health and Safety Management in Schools (HSE, 2014) • Equality Act 2010

Roles and Responsibilities

Rise Board of Directors/Executive Team

Rise Board of Directors/Executive Team have overall responsibility as the employer to ensure compliance with health and safety legislation for all schools which are part of the multi academy trust.

To enable Rise to meet this requirement the executive board will manage day to day health and safety issues and ensure the health, safety and wellbeing of staff, pupils, visitors and contractors within trust following expert guidance from our named health & safety advisers YMD Boons.

To ensure a positive approach is taken to health and safety Rise will:

- Determine the school's health and safety policy and its implementation
- Allocate sufficient funds for health and safety
- Establish clear lines of accountability for health and safety
- Periodically assess the effectiveness of the policy and ensure that any necessary changes are made
- Identify and evaluate risks relating to possible accidents and incidents connected with the Trust
- Provide access to competent health and safety advice (provider YMD Boon Ltd, Health & Safety Service)
- Ensure reasonable adjustments are identified, implemented, and regularly reviewed to support the health, safety, and wellbeing of staff, pupils, and visitors, in line with equality legislation

Head of Infrastructure

The Head of Infrastructure will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met.

The Head of Infrastructure will comply with the Trust health and safety policy and in particular will:

- Make themselves familiar with and conform to this policy, including any instructions and requirements for safe methods of work
- Identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures
- Check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- Inform, instruct, train, supervise and communicate with staff and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment
- Ensure all major accidents, incidents and near miss events are recorded, undertake investigations into the cause and take appropriate remedial action to prevent recurrence

- Be the focal point for reference on health safety and wellbeing matters and to give advice
- Organise risk assessments where significant risks are identified and ensure, as far as is reasonably practicable, full implementation of any control measures
- Ensure that all statutory registers and records are adequately kept
- Work with trade unions and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties
- Ensure health and safety policies, procedures, action plan and risk management programme are implemented as an integral part of business, operational planning and service delivery
- Undertake monitoring and ensure the provision of adequate resources to achieve compliance
- Ensure that local procedures for the selection and monitoring of contractors are in place
- Take appropriate action under the Disciplinary Procedures against anyone under their control found not complying with health and safety policies and/or procedures
- Ensure reasonable adjustments are identified, implemented, monitored, and reviewed to meet the individual health and safety needs of staff, pupils, and visitors
- Consult with individuals, and where appropriate parents/carers or relevant professionals, regarding their specific health and safety needs
- Ensure inclusive emergency planning is in place, including the development, implementation, and regular review of Personal Emergency Evacuation Plans (PEEPs) and other appropriate arrangements
- Ensure the Trust has access to competent health and safety advice

Estates Lead

The Estates Lead will support Head Teachers, the Head of Infrastructure, and the Rise Multi-Academy Trust in fulfilling their statutory and organisational health and safety responsibilities by overseeing compliance with day-to-day health and safety arrangements across all Trust premises, ensuring these arrangements are inclusive and accessible to all.

In accordance with the Trust's Health and Safety Policy, the Estates Lead will:

- Ensure the day-to-day operational requirements of the Trust's health and safety policy are implemented, monitored, and reviewed
- Maintain an up-to-date copy of the Trust's health and safety policy and a comprehensive, current file of all associated policies, procedures, risk assessments, and health and safety documentation relevant to the Trust
- Identify and report health and safety concerns, including those relating to accessibility, inclusion, and equality, to the Head Teacher and Head of Infrastructure, together with any financial or resource implications arising from the risk assessment process
- Ensure all statutory inspections, testing, servicing, and certification (including those relating to accessibility equipment and fire safety systems) are completed within required timescales and that accurate records are maintained

- Support the identification, implementation, and review of reasonable adjustments relating to the estate, buildings, fixtures, fittings, and equipment to ensure safe and inclusive access for staff, pupils, visitors, and contractors
- Contribute to the development, implementation, and regular review of inclusive emergency planning, including Personal Emergency Evacuation Plans (PEEPs), ensuring that physical environments and evacuation arrangements meet identified individual needs
- Consult with Head Teachers, the Head of Infrastructure, and relevant staff when estate-related changes may impact on the health, safety, or accessibility of individuals with additional needs
- With the support of the Head of Infrastructure, ensure that all accidents, dangerous occurrences, and near-miss incidents are investigated, with particular consideration given to whether inclusion, accessibility, or reasonable adjustments contributed to the incident
- Complete and submit RIDDOR notifications (Form F2508) to the enforcing authority where required

School Premises Officer (PO)

The School Premises Officer (PO) will ensure that regular, proactive health and safety inspections and checks are undertaken to maintain a safe, accessible, and inclusive environment for all staff, pupils, visitors, and contractors.

The School Premises Officer will comply with the Trust's Health and Safety Policy and, in particular, will:

- Hold general responsibility for applying the school's health and safety policy within their area of work and be directly accountable to the Estates Lead and the Head of Infrastructure
- Establish, implement, and maintain safe systems of work, with reference to relevant policies and procedures, ensuring—so far as is reasonably practicable—the absence of risks to health and safety associated with the use, handling, storage, and transport of articles and substances (e.g. chemicals, hot water, sharp instruments)
- Carry out regular premises inspections and risk assessments, including consideration of accessibility, mobility, sensory needs, and neurodiversity, and promptly report defects, hazards, or barriers to inclusion to the Estates Lead, Head of Infrastructure, and Head Teacher
- Monitor the school environment to ensure it remains safe, accessible, and suitable for all users, including identifying issues relating to lighting, noise, signage, floor surfaces, door access, temperature, and space layout

- Support the identification, implementation, and review of reasonable adjustments relating to the premises, equipment, and layout to ensure safe access and use for individuals with disabilities or additional needs
- Support inclusive emergency planning, including assisting with the implementation and ongoing monitoring of Personal Emergency Evacuation Plans (PEEPs), and ensuring evacuation routes, refuge areas, alarms (including visual and audible alerts), signage, and emergency equipment are appropriate, maintained, and unobstructed
- Be alert to changes in the environment or building usage that may impact the safety or accessibility of individuals and escalate concerns promptly through the appropriate management channels
- Ensure, where reasonably practicable, that sufficient information, instruction, training, and supervision are provided to staff, contractors, and pupils (where appropriate) to enable them to avoid hazards and contribute positively to their own health and safety, including understanding inclusive safety arrangements
- Seek relevant specialist advice and guidance on health and safety or accessibility matters where required
- Advise the Estates Lead and Head of Infrastructure on requirements for health and safety and accessibility equipment, and on any necessary additions or improvements to plant, tools, equipment, fixtures, or machinery

Head Teacher

The Head Teacher has overall responsibility for the **day-to-day leadership, management, and promotion of health, safety, wellbeing, and inclusion** within the school and for ensuring the effective implementation of this policy. While operational oversight of premises-related matters may be delegated to the Site Manager or School Premises Officer (PO), accountability for health and safety remains with the Head Teacher.

The Head Teacher will comply with the Trust's Health and Safety Policy and, in particular, will:

Leadership and Governance

- Demonstrate visible leadership and commitment to health, safety, wellbeing, and inclusion, setting a positive culture where physical and psychological safety are prioritised
- Ensure health and safety responsibilities are clearly allocated, understood, and embedded across the school workforce
- Ensure health and safety and inclusion are integral to school improvement planning, curriculum delivery, staffing decisions, and operational practice

Risk Management and Physical Safety

- Ensure the development, implementation, and regular review of **suitable and sufficient risk assessments** for all school activities, including curriculum activities, off-site visits, work-related stress, lone working, and the use of physical interventions where applicable
- Ensure risks relating to **physical safety** of staff and pupils are identified and controlled, including risks associated with the working environment, equipment, manual handling, violence and aggression, and exposure to hazardous substances
- Ensure reasonable adjustments are identified, implemented, and reviewed for staff, pupils, and visitors to enable safe access, participation, and working arrangements
- Ensure arrangements are in place for the safe management of staff with temporary or long-term health needs, disabilities, pregnancy, or returning to work following injury or illness

Psychological Safety and Wellbeing

- Take proactive steps to promote **psychological safety** for staff, including creating an environment where staff feel able to raise concerns, report incidents, and seek support without fear of blame or detriment
- Ensure risks to mental health and wellbeing, including **work-related stress, workload, bullying, harassment, discrimination, and traumatic incidents**, are assessed, managed, and reviewed
- Ensure appropriate support mechanisms are in place for staff wellbeing, including access to occupational health, employee assistance programmes, supervision, and wellbeing support where available
- Act promptly and appropriately in response to concerns relating to staff wellbeing, mental health, or unsafe working practices

Inclusion and Equality

- Ensure compliance with the Equality Act 2010 by embedding inclusive practice across all aspects of health and safety management
- Consult with staff, pupils, and where appropriate parents/carers and relevant professionals to understand individual health, safety, and accessibility needs
- Ensure inclusive emergency planning is in place, including the development, implementation, and regular review of **Personal Emergency Evacuation Plans (PEEPs)** and other individual emergency arrangements
- Ensure that policies, procedures, and practices do not disadvantage individuals with protected characteristics and that barriers to safety and inclusion are identified and addressed

Training, Communication, and Accountability

- Ensure all staff receive appropriate information, instruction, training, and supervision to enable them to work safely and inclusively, including training on safeguarding, managing behaviour, supporting pupils with additional needs, and maintaining professional boundaries
- Ensure staff understand their individual health and safety responsibilities and are held accountable for safe and inclusive practice
- Ensure that accidents, incidents, near misses, and concerns relating to physical or psychological safety are reported, investigated, and acted upon appropriately
- Work in partnership with the Estates Lead, Head of Infrastructure, and Trust leadership to address identified risks and resource requirements

Monitoring and Continuous Improvement

- Monitor health and safety performance, including inclusion and wellbeing indicators, and take action to address non-compliance or emerging risks
- Ensure lessons learned from incidents, audits, inspections, or feedback are used to improve practice
- Cooperate fully with Trust-led monitoring, audits, and external inspections and ensure actions are implemented in a timely manner

Note:

In addition to their statutory duties, the Head Teacher and teaching staff have a common law duty of care for pupils arising from their position *in loco parentis*. This duty extends to taking all reasonable steps to safeguard pupils' physical and psychological wellbeing, including those with disabilities, additional needs, or vulnerabilities.

Classroom Teachers

Classroom Teachers are responsible for ensuring the **physical safety, psychological safety, and inclusion** of all pupils within their classrooms and learning activities.

Classroom Teachers are expected to:

Safe and Inclusive Learning Environment

- Check that the classroom environment is safe, orderly, accessible, and suitable for all pupils before and during use
- Ensure furniture, layouts, lighting, noise levels, and resources do not create barriers to learning or safety
- Check that all equipment, materials, and learning resources are safe and appropriate for the age, ability, and needs of pupils before use

Risk Management and Reasonable Adjustments

- Identify and manage risks associated with classroom activities, practical work, and curriculum delivery
- Read, understand, and implement relevant risk assessments, safe working procedures, and individual plans
- Apply **reasonable adjustments** to teaching approaches, classroom organisation, resources, and expectations to ensure pupils with additional needs can participate safely and meaningfully
- Anticipate how changes in routine, activity, or environment may affect pupils with sensory, medical, behavioural, or emotional needs and adapt accordingly

Psychological Safety and Wellbeing

- Foster a classroom culture that promotes **psychological safety**, emotional wellbeing, dignity, and respect
- Use inclusive, trauma-informed, and positive behaviour management strategies
- Avoid practices that may cause distress, isolation, or disadvantage to individual pupils
- Respond appropriately to signs of anxiety, distress, or safeguarding concerns and follow school reporting procedures

Communication and Reporting

- Give clear instructions, explanations, and safety warnings to pupils, repeating and adapting communication as necessary
- Report hazards, incidents, near misses, and concerns (including inclusion-related concerns) promptly to the Head Teacher
- Work collaboratively with support staff, SENCOs, and leaders to maintain safe and inclusive learning environments

All Staff

All staff, including agency staff, peripatetic workers, volunteers, and contractors, share responsibility for creating a **safe, inclusive, and supportive environment** and must comply with the Trust's Health and Safety Policy and associated arrangements.

All staff are required to:

- Take reasonable care of their own **physical and psychological health and safety**, and that of others affected by their actions or omissions

- Work in a manner that promotes **inclusion, dignity, respect, and psychological safety** for colleagues, pupils, and visitors
- Cooperate with managers and senior leaders to implement safe, inclusive working practices
- Follow health and safety instructions, procedures, and risk assessments and complete required training
- Use equipment and resources safely and only for their intended purpose
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, or wellbeing
- Report hazards, unsafe conditions, incidents, near misses, and wellbeing concerns promptly
- Support reasonable adjustments and inclusive arrangements for colleagues and pupils
- Challenge or report unsafe, discriminatory, or exclusionary practices through appropriate channels

Pupils

All pupils are expected to contribute to a **safe, respectful, and inclusive school environment**.

Pupils are expected to:

- Take reasonable care for their own safety and wellbeing and that of others
- Follow health and safety instructions given by staff
- Use equipment, resources, and facilities safely and responsibly
- Behave in ways that support the **physical and emotional safety** of others, including showing respect and kindness
- Understand that everyone's needs may be different and show consideration for those who may need additional support
- Report worries, unsafe situations, or concerns to a trusted adult
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and wellbeing
- Report to a teacher or other member of school any health and safety concerns that they may have

Competent Person - YMD Boon

The MAT will ensure that it has access to competent technical advice on health and safety matters to assist in meeting the MAT and Governing Body objectives; this will be achieved by accessing the services of a competent Health and Safety Advisor through YMD Boon Ltd, Health and Safety Service, 6b Anson House, Compass Point Business Park, Market Harborough, Leicestershire, LE16 9HW.

Lettings

The Trust/School has a lettings procedure that cover fire evacuation and security arrangements, and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organisations letting the site must agree to:

- Co-operate and co-ordinate with the academy on health and safety matters.
- Agree to the terms of the lettings policy in relation to health and safety arrangements.
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the academy that may arise from their activities.

The school will ensure that:

- The premises are in a safe condition for the purpose of use.
- Health and safety arrangements are detailed in the lettings policy and that these are fully explained and communicated.
- Adequate arrangements for emergency evacuation are in place and communicated.

Over-arching Organisational Arrangements

Health and Safety Objectives

The Head of Infrastructure and the Estates Lead will review health and safety compliance and achievement of any objectives at termly meetings. Where necessary health and safety improvements will be identified and included within the Trusts' action plan.

Communication

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and will include:

- SLT meetings;
- Staff meetings;
- Provision of information relating to safe systems of work and risk assessments;
- Training provided;
- Communications with relevant specialist advisors and bodies

Where health and safety issues cannot be resolved at local level, they will be escalated through the Trust structure as appropriate.

We will actively seek feedback from staff, volunteers and service users to identify barriers to safety and inclusion and continually improve our practices.

Financial Resources

The Trust will ensure that adequate resources are being deployed to ensure adequate health and safety management and control, taking account of identified issues and past performance.

Specialist Advice and Support

The Trust will ensure that competent technical advice on health and safety matters is provided to comply with statutory duties and meet health and safety objectives.

Training

The Head of Infrastructure will consider health and safety training on an annual basis, focusing on mandatory training as a priority, in order to ensure that staff members are provided with the training they need for their job. Training will be accessible and/or adapted for everyone's needs.

Appendix 3 sets out mandatory and suggested training for different staff within each school.

Training need not mean attendance at training courses – it may simply involve providing staff with basic instructions and information about health and safety in the school.

Risk Management / Risk Assessment

Risk assessments are undertaken for tasks/activities where significant hazards have been identified or where there is a foreseeable risk of injury/ill health.

Across the Trust and within each school various staff are tasked with the development of risk assessments based on their knowledge, experience and competence. Risk assessments will be subject to consultation with all staff to whom they are relevant prior to sign off and must then be available to staff at all times. Each school is responsible for informing all their staff where/how they can view all risk assessments.

Risk assessments must be reviewed regularly to ensure they remain fit for purposes.

Risk Assessments will take account of individual needs and reasonable adjustments where required, including disabilities, health conditions, pregnancy, neurodiversity, cultural or religious needs and communication requirements.

Pregnant and New Parents / Expectant Parents

The Trust is committed to supporting the health, safety, and wellbeing of all employees who are pregnant, have recently given birth, are breastfeeding, or are undergoing fertility treatments, in line with the Management of Health and Safety at Work Regulations 1999, HSE guidance, and equality legislation. This includes cisgender women, transgender men, and non-binary employees.

Who this covers

This policy applies to employees who:

- Are pregnant
- Have given birth in the last 6 months, including following a miscarriage or stillbirth
- Are currently breastfeeding or expressing milk
- Are undergoing fertility treatments, including IVF

Risk Assessment

- The Trust will carry out a **specific risk assessment** for any employee covered by this policy as soon as they inform the employer. The risk assessment will consider:
 - Physical hazards (manual handling, chemicals, hot surfaces, etc.)
 - Biological hazards (infection risks)
 - Workload, working hours, and stress levels, including psychological safety
 - Accessibility and comfort needs
 - Any adjustments needed for **pregnancy-related complications or treatment requirements** (e.g., IVF schedules, rest needs)
- Risk assessments will be **reviewed regularly** or if work conditions, role, or individual circumstances change
- Employees will be **consulted and involved** in identifying reasonable adjustments

Reasonable Adjustments and Support

- The Trust will implement, as far as reasonably practicable, measures identified in the risk assessment, including:
 - Temporary changes to duties, hours, or work patterns
 - Modifications to the workplace environment or provision of equipment
 - Support for breastfeeding or expressing milk
 - Support following a miscarriage, stillbirth, or other pregnancy-related medical needs, including time off or temporary adjustments
- Line managers and supervisors will ensure that employees are supported with dignity and confidentiality and that no one is disadvantaged because of their pregnancy, parental status, or treatment

Inclusivity and Wellbeing

- This policy is inclusive of all gender identities and respects employees' privacy
- Employees' needs and preferences will be consulted on and accommodated wherever possible
- Psychological safety, emotional wellbeing, and physical health will be considered together, recognising the potential impact of pregnancy, fertility treatment, miscarriage, or recent birth

Monitoring and Review

- All risk assessments, adjustments, and actions will be recorded, monitored, and reviewed for effectiveness
- Employees are encouraged to give feedback so that adjustments remain appropriate and effective

Notes on IVF, Miscarriage, and Stillbirth

- IVF or fertility treatments: These can involve medications, appointments, and physical or psychological impacts. Including them in this section ensures employees receive reasonable adjustments and protected status during sensitive treatments.
- Miscarriage or stillbirth: Employees returning to work after such events may need temporary adjustments, psychological support, or graded return-to-work plans. Including this ensures sensitivity, dignity, and compliance with health and safety law.

Young Workers

Young person's risk assessments will be carried out as necessary, for staff and volunteers. All risks to young persons (under 18 years and over the Minimum School Leaving Age (MSLA)) will be assessed before they start work, considering their inexperience, lack of awareness of existing or potential risks, and immaturity, specific factors in the risk assessment will be addressed.

Information will be provided to the parents/guardians of children on Work Experience about the risks and control measures introduced. Account will be taken of the risk assessments to determine whether the young person should be prohibited from certain work activities, except when they are over MSLA, and it is necessary for their training and where risks are reduced so far as is reasonably practicable, and where proper supervision is provided by a competent person, in compliance with the Management of Health and Safety at Work Regulations 1999.

Management of Premises and Activities

Asbestos

All schools within Rise Multi Academy Trust will comply with the HSE's approved code of practice "Managing and working with asbestos, Control of Asbestos Regulations 2012, Approved Code of Practice and Guidance (L143)". The Trust is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises.

Each school that was wholly or partially constructed prior to the UK asbestos ban (November 1999) has a whole site asbestos "management survey" from which a Local Asbestos Management Plan (LAMP) has been developed. The LAMP, along with the asbestos register, will be kept up to date.

A minimum 6-monthly visual inspection of all identified asbestos containing materials (ACMs) that are not encapsulated or in restricted access areas is undertaken and documented; where necessary more frequent checks of ACMs will be undertaken. Any concern relating to known or suspected ACMs is addressed in accordance with the procedures detailed in the school's LAMP.

Prior to any works that will, or that have the potential to, alter the fabric of the building, a "refurbishment and demolition survey" will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing. Where necessary works that are likely to disturb asbestos will be planned to avoid disturbance or the asbestos will be removed by competent licensed contractors prior to building works commencing.

Air Conditioning

Air conditions units, where installed, must be subject to a regular programme of inspection and maintenance by suitably qualified / experienced contractors.

Animals

Pets and other animals in school can enhance the learning environment. However, contact with animals can pose a risk of infection including gastro-intestinal infection, fungal infections and parasites. Consideration must also be given to children with allergies or phobias of particular creatures.

Only mature and toilet trained pets should be considered, and the Head Teacher should ensure that a knowledgeable person is responsible for the animal. There should be a written agreement within the school's detailing:

- the types of animals allowed in the school
- how to manage them and permitted behaviour whilst on the premises
- where they can go and where they cannot go when in the school
- any insurance liability of owners and handlers

Before purchasing any school pets (e.g. fish, rabbits, guinea pigs, etc) schools must ensure there are appropriate arrangements in place for cleaning out tanks/hutches on a regular basis and for care of the animals during weekends and school holidays.

Animals should always be supervised when in contact with the children, and those handling animals should be instructed to wash their hands immediately afterwards. Animals should have recommended treatments and immunisations, be regularly groomed (including claws trimmed) and checked for signs of infection.

Visits to petting farms and zoos

There are a number of diseases that can be passed on to pupils and staff from infected farm animals such as campylobacter, salmonella and cryptosporidium. It is not possible to know which animals are carriers so a standard approach to reducing the risk of transmission of infection to children and staff should be taken.

Display Screen Equipment

The Trust acknowledges that staff who use Display Screen Equipment (DSE) should:

- Have suitable equipment to undertake the tasks that they are required to carry out;
- Know how to safely use the equipment; and
- Have a DSE assessment which is reviewed at suitable intervals.

The Trust is therefore required to ensure that:

- All static workstations used by staff meet the minimum standards required;
- Equipment is maintained in good working condition;
- Staff are aware of best practice in using DSE and are issued with relevant information;
- Staff whose roles require significant use of DSE are prioritised for individual assessment;
- Assessments are reviewed every 3 years, and earlier if there are significant changes to equipment, layout or individual health;
- A trained DSE assessor is available.

Driving

Staff who bring their own vehicles onto the school sites must comply with the vehicle management section of this document.

Use of Personal Vehicles for Work Purposes

All staff who drive their own cars for work purposes (excludes travel between home and normal place(s) of work) must have a full UK driving licence and insurance which permits them to use their vehicle for business use. In addition, they must maintain their vehicle in a road worthy condition. Driving licence and insurance checks should be documented.

The Trust will carry out licence and insurance checks before first authorising a member of staff to use their vehicle for work purposes, and at least annually thereafter (as appropriate). Such checks should be documented.

Use of Vehicles Owned/Leased by the School

Staff must hold an appropriate driving licence which permits them to drive the vehicle. Driving licence checks to verify this will be undertaken and recorded.

Drivers must sign the keys out and have them signed back in again upon the return of the vehicle. During the period in which they are in possession of the keys, the driver shall be deemed responsible for any speeding or parking fines incurred. Keys will only be signed out to a member of staff if their driving licence has been checked and recorded and if they are covered by the Trust's motor insurance policy.

Before use, it is the driver's responsibility to ensure that the tyre pressures have been checked, there is sufficient screen wash for the duration of the trip, and no warning lights are on.

Seat belts must be worn at all times, and mobile phones should be switched off (unless required for navigation purposes).

Electrical Systems and Equipment

Schools within the Trust must maintain and service electrical systems and equipment in line with statutory guidance and best practice.

- Electrical systems (hard wiring) should be periodically inspected every 5-years by a competent contractor and records maintained. Any remedial works recommended should be acted upon in a timely manner.
- Portable electric appliances should be subject to a portable appliance test (PAT) in line with HSE guidance "Maintaining portable electrical equipment in low-risk environments" (INDG236). These tests may be carried out either by competent contractors or in house by trained staff and records must be maintained.

Portable electrical equipment should also be subject to a visual inspection by staff prior to each use and must not be used if it appears damaged or defective.

Portable electrical equipment that is used in a static location (e.g. desktop PC, fridge, etc) should be subject to regular visual inspection.

Excavation and Safe Digging

The Construction, Design and Management Regulations (2015) (regulation 22) set out that all practicable steps must be taken to prevent danger to people working in or around excavations.

To ensure compliance, suitable contractors should be used by all schools across the Trust when works requiring excavation are required to be carried out.

However, school staff may engage in digging activities associated with preparing and maintaining areas of the school grounds as a garden area. In such cases staff must ensure that:

- The work they undertake is within their capabilities;
- They use suitable tools for the task
- They avoid moving large amounts of earth;

- Before leaving the area the ground is left reasonably level, or if this is not possible (e.g. if double digging an area where it is not possible to complete the task in a single session), that the area is securely fenced off at a distance of at least 2m clear of the dig area, with appropriate signage clearly displayed.

Fire Safety

The Trust is committed to providing a safe environment for all users of its premises and will ensure

the management of the risks of fire by ensuring all schools:

- Comprehensive fire risk assessments are in place, reviewed annually and any actions/improvements identified are progressed, considering risk and cost;
- A detailed fire and emergency evacuation plan is developed for each school that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation. This is the responsibility of the Head of Infrastructure.
- A Personal Emergency Evacuation Plan (PEEP) is developed for any person requiring assistance in an evacuation.
- Statutory inspections are carried out on all fire related systems and equipment, either by competent contractors or in house by trained staff;
- All staff receive fire awareness training appropriate to their role in school, that is regularly updated;
- Fire marshals (where in place) receive role specific instruction;
- A fire drill is undertaken at least termly to practice evacuation arrangements and ensure that the evacuation procedure is carried out successfully and as expected;
- A fire logbook (or similar record), is kept and maintained, to record weekly, monthly and less frequent monitoring checks and fire drills.

First Aid

Adequate first aid arrangements must be assessed, maintained and monitored at each school, including for all activities that the school leads. The Trust will ensure that:

- At least one member of staff holds a valid "First Aid at Work" qualification and further staff hold an "Emergency First Aid at Work" qualification. In addition, sufficient numbers of staff should undertake Paediatric First Aid training, which may be delivered in conjunction with other First Aid qualifications or as a stand-alone course.
- The number of first aiders and appointed persons meets recommendations and adequate cover is available throughout the opening hours of the school building. Arrangements should allow for annual leave and unexpected absences.
- Early years settings will be required to always have a member of staff with a valid paediatric first aid certificate in the room when children are eating. This requirement will be part of the EYFS statutory framework.
- All first aiders and appointed persons hold a valid certificate of competence, a register of all qualified staff is maintained, and re-training is arranged as necessary;
- First aid notices are clearly displayed around the school;
- Sufficient numbers of suitably stocked first aid boxes are available and checked periodically to ensure they are adequately stocked, and all supplies are within their expiry date;

- A suitable area is available for the provision of first aid;
- Staff are regularly informed of first aid arrangements within the school, through induction, staff training days and the staff handbook which is issued annually;
- Where first aid has been administered this is recorded in a first aid treatment book / accident book / bumps and scrapes book;
- Correct reporting procedures are followed including those required under RIDDOR regulations;
- Individual risk assessments have been carried out which consider first aid provision for lone workers and employees who travel in work vehicles that carry passengers.

In the event that there is no first-aider immediately available, a common-sense judgement should be made by those attending the injured party regarding whether to contact the emergency services.

Food Safety and Catering

The School/Academy recognise the importance of maintaining a high standard of Food Safety and Hygiene within the kitchen along with the provision of nutritious food for pupils. The Academy manages this by ensuring:

- All staff who work in the academy kitchen must have attended a Level 2 Award in Food Safety in Catering. The qualification should be renewed every 3 years
- Catering equipment is regularly maintained and inspected, and ventilation systems is inspected every 14 months and subject to a regular cleaning regime.
- A Hazard Analysis Critical Control Points (HACPP) management system as identified in the Food safety and hygiene (England) Regulations 2013 is in place and documented.
- The Food Standards Agency safer food better business guidance is followed.

Gas/Oil

Installations, maintenance and repair of gas/oil appliances, pipes, meters flues and other fixtures & fittings will only be completed by Competent Engineers. Regular maintenance and servicing will be completed on the system by an external Competent Engineer.

"Competent Engineer" must be on Gas Safe Register and be qualified to do the works required.

Emergency procedure for gas leak will be included in site emergency manual.

Glass and Glazing

Each school within the Trust will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and the Approved Code of Practice L24 as it relates to glass and glazing.

The Trust will survey the glass surfaces in doors, windows and door side panels for the presence of safety glass and where appropriate will take remedial action to install safety glass or film and have it suitably marked to that effect.

Grounds Safety and Maintenance

It is the responsibility of each school within the Trust to ensure that there is safe access and egress from the buildings and grounds, balancing the need for security against the need for emergency escape. The Trust will ensure that there is a regime for maintaining the grounds, perimeter demarcation (where owned) and equipment (e.g. outdoor play equipment).

Hazardous Substances and COSHH

The term "hazardous substance" describes a wide range of substances with the potential to cause harm if they are inhaled, ingested, injected or absorbed through the skin or released into the environment. This includes common substances such as cleaning materials.

Hazardous substances occur in the following forms from packaged item or work process:

- Substances or a mixture of substances classified as dangerous which carry warnings such as Toxic; Very Toxic; Harmful; Corrosive; Irritant; Sensitising; or Carcinogenic.
- Substances with workplace exposure limits (WELs), as listed in HSE guidance at <http://www.hse.gov.uk/pubns/books/eh40.htm>
- Biological agents (bacteria, viruses and other micro-organisms)
- Any kind of dust in a specific concentration
- Any other substances which create a risk to health (e.g. liquids, vapours, gases, mist, fibres, solids or smoke)

All schools across the Trust are expected to comply with the HSE's approved code of practice Control of Substances Hazardous to Health (COSHH) relating to the management and control of hazardous substances on site, ensuring that:

- An inventory of all hazardous substances on site is kept and updated regularly. This should include the trade name of the product, the name and contact details of the supplier, the approximate amount purchased per annum, any hazard classification labelling and the intended use;
- A product Safety Data Sheet will be obtained for any new product ordered;
- Non-hazardous alternative substances should be used where possible. If this is not possible then the least harmful substance should be used;
- A COSHH risk assessment will be completed for all hazardous substances used, and should be shared with relevant staff, monitored quarterly and reviewed annually;
- Wherever possible exposure to hazardous substances is prevented, and where exposure cannot be prevented then a risk assessment will be carried out and control measures implemented, including provision of appropriate PPE (Personal Protective Equipment) to staff where appropriate;
- Any requirement for exposure monitoring and/or health surveillance will be carried out;
- Sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of control measures provided;
- Training records are maintained for those who receive training;

- Information is given to others who may be affected, such as contractors, temporary staff and visitors;
- Only substances purchased through the school's procurement systems can be used on site;
- Substances are stored and labelled correctly in accordance with the manufacturer's instructions and with appropriate hazard signs displayed on storage areas/cupboards if necessary.
- Substances that are no longer used are disposed of correctly, as per the substance safety data sheet.

All members of staff who come into contact with hazardous substances are required to:

- Familiarise themselves with the relevant COSHH risk assessments, safety data sheets and relevant policies;
- Attend instruction and training, as appropriate, in the use of / contact with substances;
- Report any health symptoms arising from their work material to their line manager (e.g. skin irritation, breathing problems, etc);
- Use all control measures (e.g. ventilation, PPE) provided in the manner shown in their training;
- Follow recommended dilution rates and not decanting where possible;
- Wear/store appropriate PPE if provided, as designed, including carrying out maintenance and cleaning as required;
- Report any defects in PPE provided to their line manager;
- Assist in the compilation of risk assessments (where required);
- Make themselves available for any health or medical surveillance deemed necessary in relation to the substances;
- Ensure good standards of hygiene.

Health Surveillance

Health surveillance aims to put in place appropriate processes to detect early signs of work-related ill health among staff exposed to specific health hazards and act upon any findings.

The site shall identify the need for health surveillance through the completion of risk assessment. Health Surveillance will be considered for tasks/areas where employees are at risk from (but not limited to):

- Noise
- Vibration
- Hazardous substances

Health surveillance may involve a range of checks carried out by a range of people including;

- The employee themselves
- A responsible person
- An Occupational Health Provider
- A Clinical Professional

Hybrid Working

Persons working from home are protected under health and safety legislation as if they were in The Trust's premises. As such, all health & safety policies & procedures apply. This included reporting work related near misses, incidents and accidents.

Employees working from home will be provided with information to make sure they can work safely. Managers will be responsible for keeping in touch with their teams and that they are working safely (with support from Central Trust Team when required).

Employees will be responsible for their own safety while working from home and they are expected to raise any health and safety concerns with their Line Manager so they can be dealt with.

Work equipment provided to employees to use while working from home must be kept in good condition and any faults or damaged reported so repairs or replacements can be arranged. Those working from home are responsible for keeping the equipment in good condition and reporting any concerns.

Housekeeping

Each school must ensure that there is suitable and sufficient storage and that systems are in place for ensuring that items are included on an inventory and checked periodically where necessary for safety.

Each school should adopt systems and procedures for cleanliness, to minimise the accumulation of rubbish, for the removal and disposal of controlled waste and for the cleaning of spills/wet floors to reduce the risk of slips. Suitable and sufficient external waste bins must be available and should be secured from the risks of arson and tampering.

Where applicable and to accommodate the requirements of environmental legislation, schools should arrange for suitable disposal/recycling of relevant items (e.g. fluorescent lighting and waste electronic appliances).

Jewellery

Each school's uniform policy should set out its position on the wearing of earrings and other jewellery and include any safety requirements.

All pupils must be required to remove all items of jewellery for PE lessons and any other activities for which particular items of jewellery may present an additional hazard. Where it is not possible for earrings to be removed (i.e. newly pierced ears) then they must be covered with tape, which the pupil will be required to apply themselves. If there are reasons jewellery cannot be removed for faith based reasons these can be accommodated for.

Legionella

The Trust will control, prevent and minimise the risk from legionella, to provide and maintain safe and healthy working conditions, equipment and systems of work for all staff, contractors and visitors, and to provide such resources, information, training and supervision as needed for this purpose. The Trust will do all that is reasonably practicable to manage the risk of legionella.

There are several situations, work procedures and equipment use that could give rise to the potential of legionella and other similar waterborne diseases. The Trust have trained Employees to manage the legionella risk on site and use a competent third-party contractor to complete servicing, maintenance and testing of water systems where conditions can promote growth of Legionella.

Regular testing is completed on site to ensure systems is in good condition and growth promoting conditions are dealt with as soon as possible.

The site shall appoint a responsible person for the management of legionella (HSE Approved Code of Practice L8) who will be provided with suitable information, instruction and training to ensure that they are competent to manage the legal requirements.

Lifting Operations and Lifting Equipment

Lifting equipment should be of adequate strength for the purposes it will be used for and appropriate to lift loads expected of it.

Machinery, lifting equipment and accessories shall each be marked with their safe working load. Where applicable accessories shall be marked to identify specific lifting characteristics.

Any equipment used to lift people shall be designed to prevent crushing, trapping, being hit or falling from carrier.

Lifting equipment to carry people shall be marked to indicate both the safe number of people and the maximum safe load.

Lifting equipment shall be thoroughly examined and inspected after installation but before initial use.

Lifting equipment shall be thoroughly examined and inspected after re-assembly and installation at a new location.

Lifting equipment shall be thoroughly examined and inspected after any situation affecting safety.

Lifting Equipment used for lifting people; including lifts/elevators and associated lifting accessories used as part of the system, (for example hooks, eyebolts, shackles), shall be examined every 6 months.

Other lifting equipment shall be examined every 12 months or following an examination scheme determined by a competent person and a risk assessment.

A competent person shall undertake examinations; they shall also decide whether testing is necessary.

Examiners shall notify any defects verbally and in writing (within 28 days) to the site, to any leasing company and to the local enforcing authority if there is a safety risk, (in some countries). There must be no further use of equipment until the fault is fixed.

Lighting

Natural lighting is the best form of light and should be provided in preference to artificial light. Lighting should be installed which not cast shadows or cause excessive glare. Care should be taken to avoid flickering or stroboscopic light, which can trigger epileptic fits.

Appropriate lighting should be provided in all areas including outside areas. Areas which need lighting include stairways and routes of exit in an emergency, which should have emergency (battery powered) lighting. Areas which are not lit by natural light will need lighting. Site will conduct a survey of the lux levels to identify any remedial works required.

Local Exhaust Ventilation

The site shall ensure that where employees are likely to be exposed to substances or agents that are a risk to their health, steps must be taken to reduce that exposure to as low a level as is reasonably practicable. Local Exhaust Ventilation (LEV) can help to reduce the level of exposure.

To achieve compliance, the site shall do the following:

- Reviewing our arrangements and procedures for the management of hazardous substances and risk to identify where existing controls are not sufficient to protect workers or others from the risk of ill health
- Identifying where LEV is required to reduce risk to an acceptable level or provide further protection
- Assessing the suitability and adequacy of the LEV supplied for use
- Explaining the need for and the correct use of LEV to the workforce
- Making sure that Managers and Supervisors know why and when LEV is required • Providing facilities for the cleaning and maintenance of LEV

All identified LEV shall be subjected to a statutory inspection by a competent person in line with legal requirements.

Lettings

The Trust has developed a Lettings Pack which includes information for hirers regarding evacuation, security and requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organisations hiring all or part of the site must agree to:

- Co-operate and co-ordinate with the school on health and safety matters;
- Agree to the terms of letting in relation to health and safety arrangements;
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities. The school must ensure that:
 - The premises are in a safe condition for the purpose of use;
 - The health and safety arrangements detailed in the Lettings Pack are fully explained and communicated to all individuals or groups hiring a space/area of the school premises;

- Adequate arrangements for emergency evacuation are in place and communicated.

Lone Working

Lone working can occur when:

- Only one person is working on the premises (e.g. premises officer);
- People work separately from each other (i.e. in different locations);
- Individual employees are working alone off-site, including when travelling to and attending meetings, home visits, or working from home.

Rise Multi Academy Trust recognises that it has a responsibility and duty of care to advise and assess risk for workers who are required to undertake lone working activities, whether on a regular or an occasional basis.

However, employees also have responsibilities to take reasonable care of themselves and other people affected by their work.

Each school within the Trust is therefore required to ensure that appropriate and proportionate measures are in place to minimise the extent of lone working and to maximise the safety of any member of staff who is engaged in lone working, whether routinely or on an occasional basis (e.g. during school holidays).

Roles and Responsibilities

Head Teachers/Line

Manager

The Head Teacher/Line Manager are responsible for:

- Ensuring there are arrangements in place for identifying, evaluation and managing risks associated with lone working;
- Providing resources for putting the arrangements into practice;
- Ensuring there are arrangements for monitoring incidents linked to lone working and reviewing the effectiveness of the policy.
- Ensuring that all staff are aware of the policy;
- Taking all possible steps to ensure that lone workers are at no greater risk than other employees;
- Identifying situations where people work alone and deciding whether systems can be adopted to avoid workers carrying out tasks on their own;
- Ensuring that risk assessments are carried out, implemented and reviewed regularly;
- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone;
- Ensuring that staff groups and individuals identified as being at risk are given appropriate information, instruction and training, including training at induction and update/refresher training as necessary;
- Managing the effectiveness of preventative measures through a robust system of reporting, investigating and recording incidents; and

- Ensuring that appropriate support is given to staff involved in any incident.

Employees

Employees are responsible for:

- Taking reasonable care of themselves and others affected by their actions;
- Following guidance and procedures designed for safe working;
- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate;
- Taking part in training designed to meet the requirements of this policy;
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone;
- Seeking the permission of the Head Teacher before working alone on the school premises outside normal school hours / agreed school holiday opening hours;
- Ensuring they do not arrange meetings with parents or members of the public when lone working – meetings must be arranged during school occupancy times or when there are other members of staff on site.

In general employees should never work alone:

- with a child or vulnerable adult;
- when operating dangerous equipment / machinery;
- at height.

Risk Management for Lone Workers

The Head of Infrastructure will prepare risk assessments for each school in respect of lone working, including individual risk assessments for workers who are at increased risk (e.g. those with health conditions, pregnant workers) or in respect of one-off tasks. These should consider control measures such as:

- Means of communication between lone workers working on different parts of the site;
- Communications / check-in system when there is only one person working on the premises;
- Identification of any tasks which must not be completed by a lone worker;
- Permission system for out of hours working;
- Access to adequate first aid facilities;
- Access to mobile phone and other personal safety equipment;
- Personal safety measures if a member of staff must attend the premises in response to the activation of the intruder alarm.

Manual Handling

Within the Academy there are a variety of manual handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. The Academy manages the risk associated with moving and handling tasks by ensuring that:

- Moving and handling is avoided whenever possible.

- If it cannot be avoided, moving and handling is properly risk assessed and completed by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
- Those undertaking specific moving and handling tasks have received appropriate training and training records are maintained.
- Any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements.
- Any defective equipment is taken out of use until repaired or is replaced.
- An individual risk assessment will be completed for staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling task being restricted.
- Any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required.

Monitoring

Lone workers must report incidents such as accidents and near misses, including any incident where they feel threatened and incidents of verbal abuse. All such reports must be investigated, and additional safety measures put in place if considered necessary, appropriate and proportionate.

Lone workers are encouraged to seek help and advice and to raise any concerns at any time.

Lone Working Risk Assessments should be reviewed annually or if there is any material change which requires consideration (e.g. change of personnel).

Medicines / Supporting Pupils with Medical Needs

Each school should ensure that information, instruction and training is provided to staff in respect of any specific medical conditions of pupils and the procedures to follow in case of an emergency.

A separate policy (Administration of Medicines Policy) sets out the procedures which must be followed in respect of children's medication, including storage and administration.

Moving and Handling / Manual Handling

The Trust requires all schools to comply with the HSE's approved code of practice "Manual Handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23)".

Within any school there are a variety of moving and handling tasks that may be necessary, ranging from moving files to assisting an individual with mobility issues. All schools must manage the risk associated with moving and handling / manual handling tasks by ensuring that:

- Moving and handling / manual handling is avoided whenever possible;

- If it cannot be avoided, moving and handling / manual handling is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe;
- Those undertaking specific moving and handling / manual handling tasks receive appropriate training, and training records are maintained;
- Any equipment provided to assist with moving and handling / manual handling tasks is maintained and serviced in accordance with statutory requirements;
- Any defective equipment is taken out of use until repaired or replaced;
- An individual risk assessment is completed for all new or expectant mothers and other staff with identified medical conditions that may be affected by undertaking moving and handling / manual handling tasks. This may result in some tasks being restricted;
- Any accidents resulting from moving and handling / manual handling operations are investigated to identify root causes, and additional controls implemented as required.

Members of staff are encouraged to inform the Head Teacher/Line Manager if they have sustained recent injuries, hernias, back problems, heart conditions or other physical issues which put them at increased risk from moving and handling / manual handling tasks.

Staff must use their own judgement regarding their own capability to complete a task before starting to undertake it and should only proceed if they are confident that they can do so without causing injury to themselves or to others. If in doubt assistance must be sought.

Noise

Schools should make arrangements for the assessment of risk protection and other control measures where the noise levels reach the action values as detailed within the Control of Noise at Work Regulations 2005.

Premises Staff must wear appropriate ear protection when operating noisy power tools / equipment where this is recommended by the manufacturer. Where possible such tools / equipment should not be operated during the normal school day; if this cannot be avoided children and staff should be excluded from the area.

Occupational Health, including Work-Related Stress

Rise Multi Academy Trust acknowledges that there are many factors, both work-related and personal that may contribute to staff being absent from work through injury and ill health including stress.

Rise Multi Academy Trust follow the principles of the HSE guidance "Managing the causes of work-related stress (HS(G) 218)", and have the following arrangements in place to locally manage staff health issues:

- Staff are advised that it is their responsibility to inform their line manager, the Head Teacher, or another member of the senior leadership team of any ill health issues;
- An appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and, where appropriate, assist in reducing stress levels;

- Where appropriate, the member of staff will be offered a referral to an occupational health professional for advice and support;
- The member of staff will be advised that support can also be provided through their trade union, or where appropriate via self-referral to the Employee Wellbeing Service;
- A series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified;
- If it is identified that there is a high occurrence of staff ill health or stress within a school, the Head Teacher should actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

Pedestrian, Traffic and Vehicle Management

The movement of vehicles around School/Academy car parks will be done in accordance with the relevant School/Academy specific carpark risk assessments and carpark management plan. Under no circumstances must the movement and storage of vehicles prevent access in an emergency. Vehicles must not be parked blocking any emergency exits at any site.

Maintenance of safe pedestrian walkways/routes should be a priority at all times. If pedestrian routes cannot be maintained, this should be raised immediately with Central Trust Team and Health and Safety Competent Person and advice sought.

Carparks used at start and end of school day should have appropriate level of supervision present when in use with staff members provided with adequate information, instruction, training and supervision to supervise car parks as expected.

Permits to Work

The requirement for a Permit to Work applies equally to employees, contractors and visitors. Those issuing permits shall be trained, validated and authorised by the Trust.

Contractors must formally register all work on site, and where applicable follow the Permit to Work system.

School/Academy shall ensure that it complies with the Trust permit to work system for controlling the following types of high risk activity;

- Hot works
- Work at height
- Electrical works
- Fire system works
- Gas works

Supervision will cover that the person(s) working under the PTW are:

- Only doing the work defined in the scope on the PTW
- Following the required controls defined on the PTW and related risk assessments and method statements
- Behaving responsibly
- Maintaining a safe and tidy work area

Tasks shall be stopped immediately in a safe manner if safety is compromised, and then reported to the appropriate supervisor, or line manager. Failure to comply with any Permit requirements or safe system of work will be reported to school/academy SLT and Central Trust Team may result in a contractor being removed from the site.

Pressure Systems

As a user of pressure systems, the Trust is aware of its responsibilities under the Pressure Systems Safety Regulations to ensure the correct use of systems including component parts. In addition to ensure a safe method of installation is adopted and that key information is displayed.

Thorough examinations of pressure systems and any associated pipework will be completed by a competent person in line with current legislation. This examination will also include a review of the written scheme for pressure systems. Safe operating limits will be decided and documented as part of the scheme.

Off-Site Visits

Rise Multi Academy Trust requires that all its schools adopt the National Guidance for the Management of Off-site visits and Learning Outside the Classroom (LOtC) activities.

Plants and Vegetables

Before growing any vegetables intended for human consumption, schools should ensure that contamination tests have been carried out and that the land is suitable for this purpose.

Chemicals should not be used unless absolutely unavoidable.

Plants and vegetables to be grown should be selected only after due consideration has been given to their suitability for the age of children who will have access to them – this is particularly important in the cases of plants that are known to cause allergic reactions on contact, or which are poisonous / have poisonous features.

Risk assessments must be completed, including individual risk assessments where an individual may have medical or health conditions which make them more vulnerable to illness or injury from gardening activities.

Radon

The Trust recognises it's responsibilities and will reduce exposure to radon as low as reasonably practicable. It will do this by:

- Identifying and monitoring all School/Academy premises that may be effected by radon.
- Having clear procedures in place for the management of radon in affected buildings
- Developing and maintaining records of radon gas levels in Trust premises
- Maintaining a central database of all records
- Providing suitable information and advise to employees and other persons likely to be exposed to radon gas in Trust premises

- Consulting, when required, with a recognised Radiation Protection Advisor (RPA)
- Ensuring that any remedial measures put in place to reduce the level of radon in a premises are monitored and maintained effectively
- Reviewing the policy and procedure as required.

Security

Each school within the Trust is responsible for making their own security arrangements, which should be documented in a Security Plan (**Appendix 4**)

Severe / Adverse Weather

It is the aim of the Trust that all schools should remain open during adverse weather conditions, if reasonably practicable to do so and with the expectation that this can be done in a safe manner.

Suitable arrangements must be made for the clearing of snow as part of winter preparedness, including a gritting and snow clearing plan and risk assessment.

Remaining Open in Adverse Weather Conditions

When deciding whether the school can remain open, all risks identified within the schools Snow and Ice Risk Assessment will be reviewed, ensuring that the decision takes account both of the condition and safety of the school site and surrounding area and of the number of staff who can safely travel to school in time for the start of the school day.

Staff should exercise their own judgement as to whether they can safely travel to work, taking account of the local weather conditions, distance, availability of public transport and fitness to walk when making their decision, and are required to liaise with the head teacher to discuss options if their attendance is in doubt.

If the school remains open when there has been snowfall or the site is particularly icy, entry to the site may be restricted to specific gates / doors where access routes have been cleared and gritted. At the Head Teacher's discretion, during periods of adverse weather conditions the playground may be out of bounds. A winter gritting plan will be prepared for each site by the Cluster Estates Lead, indicating the priority for clearing and gritting different access routes around the site.

In order to comply with health and safety regulations, different age groups may be brought together to be taught under the supervision of the available teachers and support staff:

- No maximum class size limits are set out.
- A limit of 30 pupils per class will apply (in accordance with the Infant Class Size regulations) if the majority of children will reach the age of five, six or seven in that school year.

Where the school remains open following snowfall, children should wear their normal school uniform, but with suitable outer-wear suitable for them to play outdoors (e.g. during break/lunch times or in the event that staff organise special outdoor activities).

When a pupil cannot attend school due to the weather conditions, the pupil will be marked as having an authorised absence unless the head teacher believes that the pupil could have safely made it to school, in which case the absence will be unauthorised.

Rise Multi Academy Trust and its member schools are NOT responsible for clearing any paths/roads beyond the perimeter of the school boundary. However, the general condition of roads and pavements will be considered when deciding whether the school can safely remain open.

Decision to Close the School

Any decision to close the school or to delay the start of the school day will be made by the Head Teacher (or in their absence by the most senior member of staff available), in consultation with the Director of Education.

Due to the unpredictability of adverse weather, it is recognised that it may not be appropriate to make a decision regarding school closure until first thing in the morning. The aim to remain open where possible must, however, be balanced against a recognition that many parents will need time to make alternative childcare arrangements if a closure decision is reached. Therefore, the Trust expects that if a school is to close then parents and staff should be informed as soon as possible and not later than 7.30 am on the day of the closure.

A closure of the school during the day, and an early release of pupils and staff, will only be considered in extreme circumstances. Should this be necessary, parents will be contacted via text message or telephone and asked to collect their child(ren) from school. Sufficient numbers of staff will remain on site until such time as all children have been collected.

Exam Disruption

If the school must close or if a child misses an exam due to adverse weather conditions, the school will make alternative arrangements with the relevant awarding body and communicate these to the pupil and their parents in a timely manner.

Shared Site Users

Where two or more employers share a workplace (e.g. a pre-school operating from the school site), each employer shall co-operate with the other(s) to enable them to comply with their duties under health and safety legislation. The school, as the primary site user, will have the lead responsibility.

All users of a shared site must agree to:

- Co-operate and co-ordinate with the school on health and safety matters;
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities;
- Maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standard maintained by the school to ensure the health, safety and welfare of all staff and users;

- Meet the insurance requirements of the school and the school's insurance provider;
- Familiarise themselves with and communicate to their employees/users the school's health and safety arrangements. The school will ensure that:
 - The premises are in a safe condition for the purpose of use;
 - Adequate arrangements for emergency evacuation are in place and communicated;
 - Users are consulted on health and safety matters;
 - The school's health and safety arrangements are made available to shared users.

Smoking

Rise Multi Academy Trust complies with UK law on smoking in both indoor and external spaces. The Trust has a no smoking policy which extends to the limits of the curtilage of each school site. This extends to the use of substitute inhalers and all types of vaping devices including e-cigarettes. Each school should display appropriate signage on site and will ensure that persons seen smoking on site are instructed not to do so.

Stress

Rise Multi Academy Trust recognises that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stress.

A stress risk assessment should be carried out if a member of staff indicates that they are experiencing work-related stress (including where notification is via medical certificate). Supportive action must then be taken where necessary to help mitigate against any issues identified.

Occupational health advice should be sought promptly where an employee is absent from work by reason of work-related stress.

A counselling service is available for all staff to access on a confidential self-referral basis. Line Managers should remind individual staff members about the service if they become aware that support may be required. This includes but is not limited to situations where:

- An employee informs their line manager that they are feeling stressed;
- An employee has uncharacteristic absences or responses that state or imply a stress reaction;
- An employee is signed off work by their GP and their fit note identifies stress, anxiety or depression as the cause; or
- An employee has been involved in or witness to a traumatic incident.

Vehicle Management

Managing Vehicles on

Site

Each school within the Trust must ensure that appropriate local measures are in place to manage parking and the movement of all vehicles on site, to protect the safety of all

other site users and avoid the risk of damage to property. Schools should document arrangements for their own site in **Appendix 5: Arrangements for Vehicle Management**.

If it is not obvious where individuals should park and/or where delivery drivers should go, then clear directional signs must be put in place.

Air Pollution

For environmental reasons and particularly to minimise air pollution around the school, drivers are expected to turn off their engines when waiting or parked.

Water Hygiene

Rise Multi Academy Trust requires all of its schools to comply with the HSE approved code of practice

“Legionnaires’ Disease – the Control of Legionella Bacteria in Water Systems (L8)”.

Each school will:

- Appoint a competent external contractor to provide a suitable survey/risk assessment; the risk assessment should be reviewed at least every two years or whenever there is reason to suspect it is no longer valid;
- Address any remedial actions identified by the survey;
- Appoint a competent external contractor to undertake water sampling and routine cleaning, maintenance and disinfection of water systems and thermostatic mixing valves (TMVs) as applicable;
- Ensure that regular flushing of little used outlets is completed by a competent individual on a weekly basis;
- Employ a competent person to undertake monthly monitoring of water systems, including temperature readings.

The Head of Infrastructure is the Overall Responsible Person for water hygiene.

The Premises Officer shall be the person responsible for monthly monitoring, temperature readings and regular flushing of little used outlets.

Training

The Trust is committed to ensuring that all members of staff shall be provided with skills, knowledge and training to be competent of the duties expected of them in their role. The Trust will ensure that standards and processes detailed in The Trust's policies and procedures are maintained.

Violence and Aggression

The Trust is committed to providing a safe and secure working and educational environment for staff, pupils, and any other persons on its site. Where applicable, in addition to the control measures identified in an individual pupil's physical intervention the following procedures are in place:

Staff are advised to:

- Avoid confrontation if possible.

- Withdraw from situation if safe to do so to get support.
- Arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door or use a room with two doors.
- Follow measures/ procedures identified in violence/ assaults and lone working risk assessments.
- Contact emergency services, as appropriate.
- Inform the Headteacher or a member of the senior leadership team if confrontation has taken place

The Trust will:

- Ensure the Headteacher or member of the senior leadership team attend site on being informed of an incident, if considered necessary.
- Have in place procedures for the reporting of incidents.
- Offer counselling/ support through Occupational Health.
- Debrief individuals following any incident.
- Provision of training on how to manage conflict and aggression as required.
- Review specific risk assessment following any incident.
- Health and Safety information, signage and training will be provided in accessible formats where required (e.g Large print, plain english, translated materials, visual aids or assistive technology).
- The trust recognises that experiences of stress, harassment, violence and aggression may be influenced by individual identity, lived experience or protected characteristics, and will respond in a fair, sensitive and inclusive manner.

Visits by Regulatory Authorities

The Headteacher/Head of School is responsible for all visits; if unavailable there shall be a nominated deputy. Where possible visits shall be arranged, agreed, in advance. Support will be provided by Trust Central Team as required.

The Headteacher/Head of School shall communicate the results, or findings, of any visit.

If the School is being investigated, The Trust legal counsel shall be notified immediately, and advice obtained on how to proceed.

School/Academy contacts shall:

- Accompany the visitor at all reasonable times.
- Ensure the safety of the visitor at all times.
- Photocopy and retain any records the visitor may take offsite.
- Take duplicate photographs and retain on site, if applicable.
- Provide facts to visitor and not personal opinions.

Welfare at Work

The Trust will provide a safe place of work and working environment. The Trust will ensure that suitable welfare facilities, as well as a safe means of access and egress to and from every place at which any of the facilities are provided. Welfare provisions provided include:

- Adequate ventilation
- Reasonable temperature including a means of heating
- Appropriate lighting, windows/glazing, skylights and ventilators
- Maintenance of cleanliness
- Adequate room dimensions and space
- Safe workstations and seating
- Managed risks from the potential for falls or falling objects
- The safe condition of floors and traffic routes
- Appropriate sanitary and washing facilities
- The provision of clean drinking water
- The provision of accommodation changing and drying facilities for clothing
- The provision of a rest room or other area to rest and to eat meals

Working at Height

Rise Multi Academy Trust adopts the definition of the HSE, which defines working at height as working in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury or death.

Each school within the Trust will follow the principles of the HSE guidance "The Work at Height Regulations 2005 (as amended) – A Brief Guide (INDG401)".

Schools must ensure that:

- Work at height is avoided whenever possible;
- If it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and is carried out in a manner which is, so far as reasonably practicable, safe;
- Those undertaking work at height have received appropriate training and training records are maintained;
- All access equipment (ladders, step ladders, tower scaffolds, etc) is identifiable and inspected as required;
- Any equipment provided to assist with working at height tasks is assembled, used, maintained and serviced in accordance with statutory requirements;
- Any defective equipment is taken out of use until repaired or replaced;
- Work at height must only be undertaken following authorisation from the Head of Infrastructure or their Agent;
- Work at height should not be undertaken when working alone;
- An individual risk assessment is completed for all new or expectant mothers and other staff with identified medical conditions that may be affected by undertaking working at height tasks. This may result in some working at height tasks being restricted.
- Any accidents resulting from working at height are investigated to identify root causes, and additional controls implemented as required.

Schools may use a variety of access equipment for tasks which require working at height, including ladders, step ladders and kick stools.

Staff must inform the head teacher of any relevant medical conditions before undertaking work at height.

Workplace Harassment and Violence / Challenging Behaviour and Violence at Work

Rise Multi Academy Trust is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its sites. Where applicable, in addition to the control measures identified in site specific lone working risk assessments, the following procedures are in place: Staff are advised to:

- Avoid confrontation if possible;
- Withdraw from a situation or escalating situation;
- Arrange seating so that a clear escape route from the room to a place of safety is available;
- Sit near the door, or use a room with two doors;
- Contact emergency services, as appropriate;
- Inform the Head Teacher or a member of the senior leadership team if confrontation has taken place.

Each school will:

- Ensure the Head Teacher or another member of the senior leadership team attends the site of an incident on being informed of an incident, if considered necessary;
- Have in place procedures for the reporting of incidents;
- Offer counselling / support through Occupational Health;
- Debrief individuals following any incident;
- Provide training on how to manage conflict and aggression as required;
- Review the appropriate risk assessments following any incident.

We recognise that psychological safety, dignity and respect are integral to health and wellbeing. Bullying, harassment, discrimination and abusive behaviour will not be tolerated and will be addressed in line with organisational policies.

Monitoring and Statutory Inspections

The Head of Infrastructure is responsible for ensuring that statutory inspections are undertaken at their site(s) at required intervals for all plant and equipment required. A chart/electronic system should be developed to detail required inspections, the date of the last inspection, date of the next inspection and who is responsible for undertaking the inspection. This should then be implemented by the Premises Officer and monitored by the Cluster Estates Lead.

Records of all statutory inspections must be maintained, together with evidence of any remedial action taken.

Workplace Inspections

The Trust recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils. Each school is required to undertake a formal termly workplace inspection, with findings documented and any remedial actions allocated and addressed. The

inspection findings should be reviewed regularly by the Head of Infrastructure and the wider estates team.

Regular inspections alone will not keep a premises safe and there is an expectation that staff will promptly report any defects/damage to premises and equipment in accordance with the local procedures for their school.

Defect Reporting

Each school will have a defect reporting procedure whereby any damage or defect to the premises, equipment or furnishings is reported. Defective equipment must be isolated and labelled as defective in order to prevent use until it is replaced or repaired. Where premises defects are identified a dynamic assessment must be carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

Incident Management

Evacuation

Each school is required to draw up a bespoke Fire and Emergency Action Plan (**see Appendix 4**), which sets out the procedure for the evacuation of the school building. The responsibility for drawing this up and maintaining this, lies with the Head of Infrastructure and the Estates team.

Regular fire drills must be undertaken on at least a termly basis and should include before and after school activities and lunch/break periods. Steps must be taken to ensure that appropriate arrangements are in place to ensure that the fire service do not respond unnecessarily.

Following any evacuation of the building (planned or unplanned), the details should be recorded, and any learning points or improvements required should be documented and appropriate actions taken to address these.

Personal Emergency Evacuation Plans (PEEPS)

Personal Emergency Evacuation Plans must be developed for any individuals who are at increased risk of harm in the event of an evacuation and must be communicated to relevant persons.

Increased risk may arise from:

- Individuals with mobility difficulties, whether permanent or temporary (including but not limited to those who use a wheelchair, crutches, etc)
- Individuals with reduced hearing or sight loss;
- Individuals with special educational needs where these may affect their ability to respond appropriately in the event of an evacuation.
- Where individuals may require additional support to evacuate safely, a personal emergency evacuation plan (PEEP) will be developed, reviewed regularly, and communicated to relevant staff.

Invacuation / Lock Down

Each school is required to draw up bespoke plans for invacuation or lock-down procedures, setting out the action to be taken should it become necessary to keep people inside the building. This will normally form part of the schools Fire and Emergency Action Plan (**Appendix 4**). The responsibility for drawing this up and maintaining this, lies with the Head of Infrastructure and the wider estates team.

Accidents and Assaults

All accidents and assaults should be reported and recorded in the appropriate accident reporting system within 24 hours of occurrence. All incidents will be investigated in an attempt to identify the root cause, then relevant local policies, procedures and risk assessments will be reviewed and revised as required. Any relevant learning from investigations will be communicated to relevant staff, pupils, etc.

The Trust is committed to ensuring that all staff, pupils, visitors, and contractors can report accidents, incidents, or assaults, regardless of ability, language, or communication needs. Reporting procedures are therefore made accessible in multiple formats, including:

- Digital reporting systems compatible with screen readers, high-contrast modes, and keyboard navigation
- Paper forms in clear, large-print formats
- Verbal reporting to a manager, supervisor, or designated staff member who can record the report accurately

Accident and assault reports will be monitored at least termly; identification of significant trends or major incidents will be reviewed by the Head of Infrastructure as required, with information communicated to the board.

Accident records will be retained for the following periods:

- Accidents (minor bumps and scrapes) – current year plus 3 years;
- Pupil accidents (more significant injuries) – date of birth of the pupil plus 25 years;
- Employee accidents – date of incident plus 7 years
- Records relating to work-related ill-health – current year plus 10 years or longer (40 years for potential exposure to asbestos, 50 years after last action where the cause is radiation)

Details of any serious accidents/incidents should be reported to the Head of Infrastructure.

Reportable Accidents and Incidents

In accordance with legal requirements, any accident, incident, dangerous occurrence or near miss that are reportable under RIDDOR (Reporting of Injuries, Diseased and Dangerous Occurrences Regulations) as per the HSE's Information Sheet (EDIS1), must

be reported to the HSE within the required timescales. Details of what constitutes a reportable accident / incident / near miss are set out in the guidance manual.

RIDDOR reports should be submitted by the Head of Infrastructure through our Health and safety advisors at YMD Boon.

Near Misses

Near miss incidents should be reported to the Cluster Estates Lead as soon as possible, in order that prompt action can be taken if necessary to address the cause. They should also be recorded in a book or on a Near Miss Report Form (**see Appendix 6**) to enable actions to be documented and to facilitate further monitoring for any trends which may require wider procedural review. In the event of identification of a significant trend, this must be reported to the Head of Infrastructure.

Dealing with Health and Safety Emergencies

Any incident will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils, etc. including, where relevant, with other schools within the Trust.

Monitoring and Review

General

This Health and Safety Policy will be reviewed annually by the Board of Directors. Any changes arising from this review will be notified to schools after it has been adopted by the board.

The Head of Infrastructure and Cluster Estates Lead of each school should further review local arrangements and procedures as set out in the Appendices on a regular basis, and not less frequently than every year. This review should take account of health and safety performance at the school.

In order to substantiate that health and safety standards are being achieved, each school's performance will be measured against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

Schools should use different types of systems to measure health and safety performance:

Active Monitoring Systems

- Spot checks and termly site inspections.
- Regular examination and review of documents relating to the promotion of the health and safety culture.
- Appropriate statutory inspections on premises, plant and equipment.

- Where necessary, implementation of health surveillance and environmental monitoring systems to check the effectiveness of health control methods and to detect early signs of harm to health.

Reactive Monitoring Systems

- Identifying where health and safety standards are not being met, by monitoring for failures in the systems (i.e. accidents, cases of ill-health (work-related sickness), damage to property, etc).

Reporting and Response Systems

- Ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety as well as longer-term trend, and ensuring remedial action is taken.

Investigation Systems

- Implementing investigations for incidents (including near misses), proportionate to the severity of the incident. The investigation will incorporate systems to identify both the immediate and underlying causes of events.
- Analysis of data to identify common features or trends and initiate improvements.

3rd Party Monitoring / Inspection

- All schools are subject to third party inspection and monitoring as part of Ofsted requirements. Actions arising from third party audit/inspection will be incorporated within the school action plan with appropriate target dates for completion.

External Audit

Each school's health and safety management should be audited by a competent external person not less than every 3 years. This is available as part of the Service Level Agreement in place across the Trust with YMD Boon.

The Trust views this process as a positive assessment of our health and safety management system and expects the Estates team to respond to any findings and take appropriate action to continually improve health and safety across the trust.

MANAGEMENT OF CONTRACTORS

Rise Multi Academy Trust takes its responsibility to ensure the health and safety of pupils, staff and other site users very seriously. From time to time, work must be carried out on school premises by contractors not directly employed by the school or the Trust. The term "contractor" refers to any party (company or individual) hired by the Trust or a member school to complete work but who is not an employee or volunteer. Contractors, sub-contractors and specialists working on the school premises are all required to comply with relevant health and safety legislation and HSE guidance. They

must also comply with local health and safety arrangements and requirements appropriate to the site and to nature of the work being undertaken.

All contractors must be provided with relevant information regarding health and safety provisions before they are admitted to the school site. As a minimum this must include providing details about emergency evacuation arrangements and informing them if asbestos is present on the site and how they can view the asbestos register.

It is recognised that the nature of work undertaken by contractors is very varied, and that the application of this policy must be proportionate and relevant to the work being undertaken.

Roles and Responsibilities

Head of Infrastructure

The Head of Infrastructure is responsible for:

- Ensuring the health and safety of all staff, pupils, visitors and contractors;
- Ensuring that all contractors work in accordance with the Health and Safety Policy and procedures applicable to the school site;
- Ensuring that planned work is organised out of school time, wherever possible;
- Ensuring that contractors work in a responsible and professional manner;
- Ensuring arrangements are in place for contractors to work safely on site during the school day;
- Ensuring contractors are notified of any potential risks posed by the premises.
- Providing access to lit and ventilated toilets and washing facilities, drinking water and cups, and facilities for rest;
- Issuing any statutory notifications to relevant bodies, where applicable (e.g. F10 notification form to the HSE);
- For building / refurbishment projects, providing all contractors and designers with pre- construction information;
- Facilitating good working relationships between the school, principal contractor and (where applicable) principal designer);
- Monitoring and reviewing this policy.

The Head of Infrastructure may delegate certain duties and responsibilities related to the management of contractors to central estates staff (Estates Lead), particularly in respect of contractors undertaking routine inspections and smaller scale repairs and maintenance work.

School Staff

All members of school staff are responsible for:

- Taking reasonable care of their own health and safety, along with the health and safety of pupils, visitors and contractors;
- Complying with any delegated responsibilities relating to the management of contractors on site;
- Making themselves aware of any upcoming work on site and associated working agreements and communicating information to children where applicable.

Contractors

Contractors are responsible for:

- Complying with all health and safety legislation and with all policies and procedures required by the school;
- Acting in a responsible and professional manner;
- Ensuring they are aware of and comply with the school's fire and emergency evacuation procedures;
- Working in a safe manner and not endangering staff, pupils, the public or themselves;
- Actively working towards an optimal working agreement between themselves and the school.

Planning

The Head of Infrastructure will identify all aspects of work to be undertaken by a contractor and consider the health and safety implications.

Before proceeding with any building or refurbishment projects the school must ensure that:

- Consent has been obtained from the landlord;
- All statutory approvals are in place (e.g. planning permission);
- Existing building utilities will sustain any new work;
- It has ascertained whether the project falls under the Construction (Design and Management) Regulations 2015 (CDM);
- It is certain that the appointed contractor is competent.

CDM Regulations

The Estates team must always check whether CDM regulations apply when considering works. The CDM regulations apply to all building, maintenance, refurbishment and demolition work.

Where the CDM regulations apply, the Estates team is expected to comply with the HSE's approved code of practice Construction (Design and Management) Regulations (L153) relating to the management and control of contractors, ensuring that:

- The roles of client, principal designer, designer, principal contractor and contractor are understood and formally allocated;
- Competent contractors are used;
- Clear specifications of works are drawn up by a competent person to include phases of the work, duration, separation of building and school site, delivery times and locations, tapping into utilities, site security, fire and emergency co-ordination, fire escape routes, accident reporting, etc.;
- Pre-start meetings take place to discuss how works will be managed, responsibilities, codes of conduct, and to assess new hazards that may be introduced to the site;
- Key contacts are identified;

- Regular update meetings take place throughout any works/projects;
- Works are visually monitored and any concerns immediately reported;
- Works are signed off and any associated certification and documentation is obtained;
- All staff, pupils and other users of the site remain in a safe environment for the duration of the works;
- All contractors are given access to the asbestos register;
- All contractors complete a contractor site induction before commencing work

For projects which are expected to exceed 30 days or to involve more than 500-person days of work, the following must take place:

- Notification to the Health and Safety Executive (HSE) via form F10;
- Appointment of a principal designer;
- If more than one contractor is on site, the appointment of a principal contractor;
- Production of a health and safety file and construction phase plan.

Selection of Contractors

Before confirming a contractor to work on school premises, the Head of Infrastructure/Cluster Estates Lead must be satisfied that the contractor is competent to complete the job safely. The school will determine competency via a series of checks, which may include:

- Previous experience / qualification in respect of the work required;
- Clear health and safety policies and procedures;
- Copies of safety method statements / relevant risk assessments;
- Their accident / dangerous occurrence reporting systems, including the number of accidents etc. in the last year;
- Whether they sub-contract and how this is selected (the school should ensure that their selection criteria are sufficient);
- What health and safety training and supervision are provided for their workforce;
- Whether they have been independently assessed for competency and by whom;
- Membership of any relevant trade or professional bodies;
- References;
- Details relating to any HSE actions (e.g. improvement or prohibition notices, or any prosecutions).

In addition to the above, the Head of Infrastructure/Estates Lead must comply with the financial procedures for procurement of all goods and services as set out within the Trust Finance Policy, when appointing contractors.

Risk Assessments

Both the Trust and the contractor are required to make a "suitable and sufficient" assessment of the risks associated with any activities undertaken and put in place appropriate measures to control these risks.

Contractors may be asked to submit copies of site and task specific risk assessments and method statements, prior to commencing work.

Safeguarding

Contractors will be required to hold Disclosure and Barring Service (DBS) enhanced disclosure certificates for the children's workforce. The requirement to undertake a DBS check will depend on the nature of the work being carried out.

Contractors will require a DBS check if they meet the criteria determining "regulated activity", defined as:

- Frequent contact – once a week or more on an ongoing basis;
- Intensive contact – on four or more days in any 30-day period;
- Overnight contact – between 2am and 6am.

Identification

In line with established procedures, all contractors must display a visitor badge at all times while on school premises during term time, unless they are working exclusively within a secured works zone with its own signing in and out procedures.

Schools must give consideration to the format of visitor badges for contractors to ensure that they can be worn safely taking account of the nature of the work to be undertaken (e.g. clips or stickers may be preferable to lanyards for some manual tasks).

Staff members who encounter an unidentifiable visitor should enquire if they require assistance and direct/escort them to the school office or off site.

Pupils must be taught that if they encounter an unidentifiable visitor, they must tell a member of school staff immediately.

Working Together

The managers and supervisors from all parties will exchange information regarding the work to be undertaken, risks, safety procedures, etc, that may affect the other party. A pre-contract meeting will take place between the school and the contractor prior to work commencing. This may be formal or informal, depending on the nature and duration of the work, and will address:

- Programme of works to be established and agreed;
- Emergency procedures;
- The sound of the alarm;
- How and when to raise the alarm;
- Whether any fire drills are due;
- The use of appropriate clothing;
- The use of appropriate language;
- Limiting disruptive noise;
- Activities which are prohibited on school grounds, including:
 - Smoking (including the use of e-cigarettes)
 - Possessing or drinking alcohol

- Playing radios (during term time, and at other times if it is likely to disturb neighbours / school staff)
- Taking, possessing or being under the influence of illegal substances
- Shouting, swearing or over-familiarity with pupils or staff

Designated persons from each party will meet at appropriate intervals to discuss progress and any concerns.

Where there is more than one contractor on site, parties will communicate to ensure that their work will not interfere with each other.

Managing Contractors

The Head of Infrastructure is the designated contact with contractors. No other staff member may give instructions to contractors unless this has been delegated by the Head of Infrastructure. It is assumed that the Premises Officer has delegated authority to give instructions to contractors appointed specifically in respect of routine inspections, repairs and maintenance.

A contractor induction form should be completed before work commences on any longer-term or larger scale projects (**Appendix 6**).

The contractor will provide full and adequate supervision during works and provide the name of the person responsible for site supervision. There will be one point of contact for both the contractor and the school.

The contractor must ensure that all agreed work practice is in place. If they utilise subcontractors, they must ensure these adhere to the agreed work practice and that supervision is provided where necessary.

Contractors may be required to:

- Provide a copy of their Health and Safety Policy;
- Provide written risk assessments / method statements before work commences;
- Keep noise and dust to a minimum;
- Work behind substantial physical barriers / closed doors, with appropriate warning signs displayed;

Contractors are expected to:

- Remove all rubbish/debris at the end of each day (caterers have alternative disposal arrangements);
- Test all works on completion, as necessary, and supply the school with commissioning / test data;
- Provide all necessary protection of floor/wall/door surfaces against damage through works, including the provision of dust sheets, etc;
- Provide their own First Aid facilities;
- If appropriate, post notices to inform staff, pupils and the public of works being undertaken, as an aid to their safety;
- Dress appropriately for the work being undertaken, including use of correct personal protective clothing/equipment at all times.

The Head of Infrastructure, or a member of staff acting on behalf of the Head of Infrastructure, has the authority to stop work if they have concerns regarding the behaviour or competence of a contractor, or if they believe a danger is posed to contractors, staff or pupils.

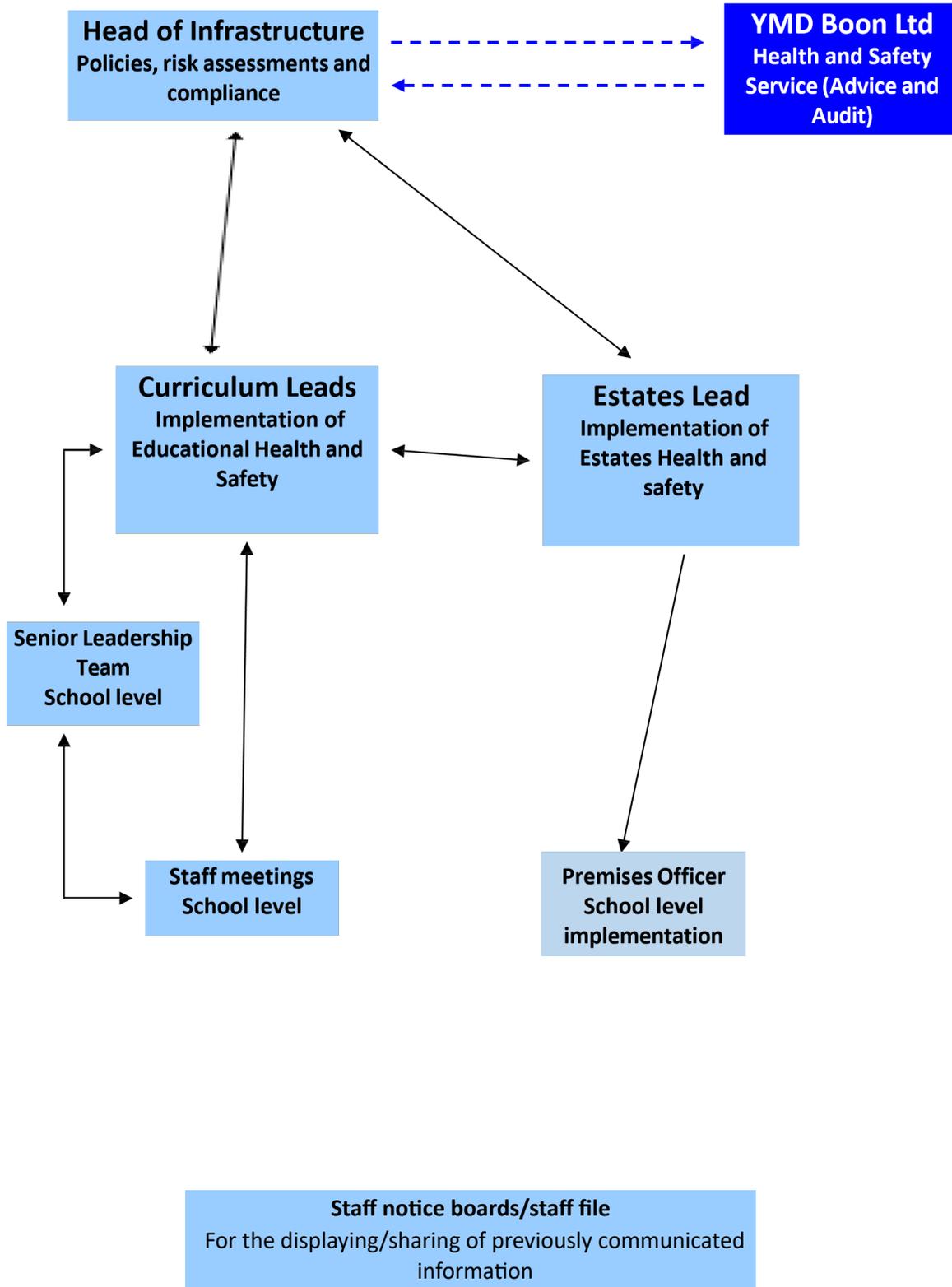
Monitoring and Review

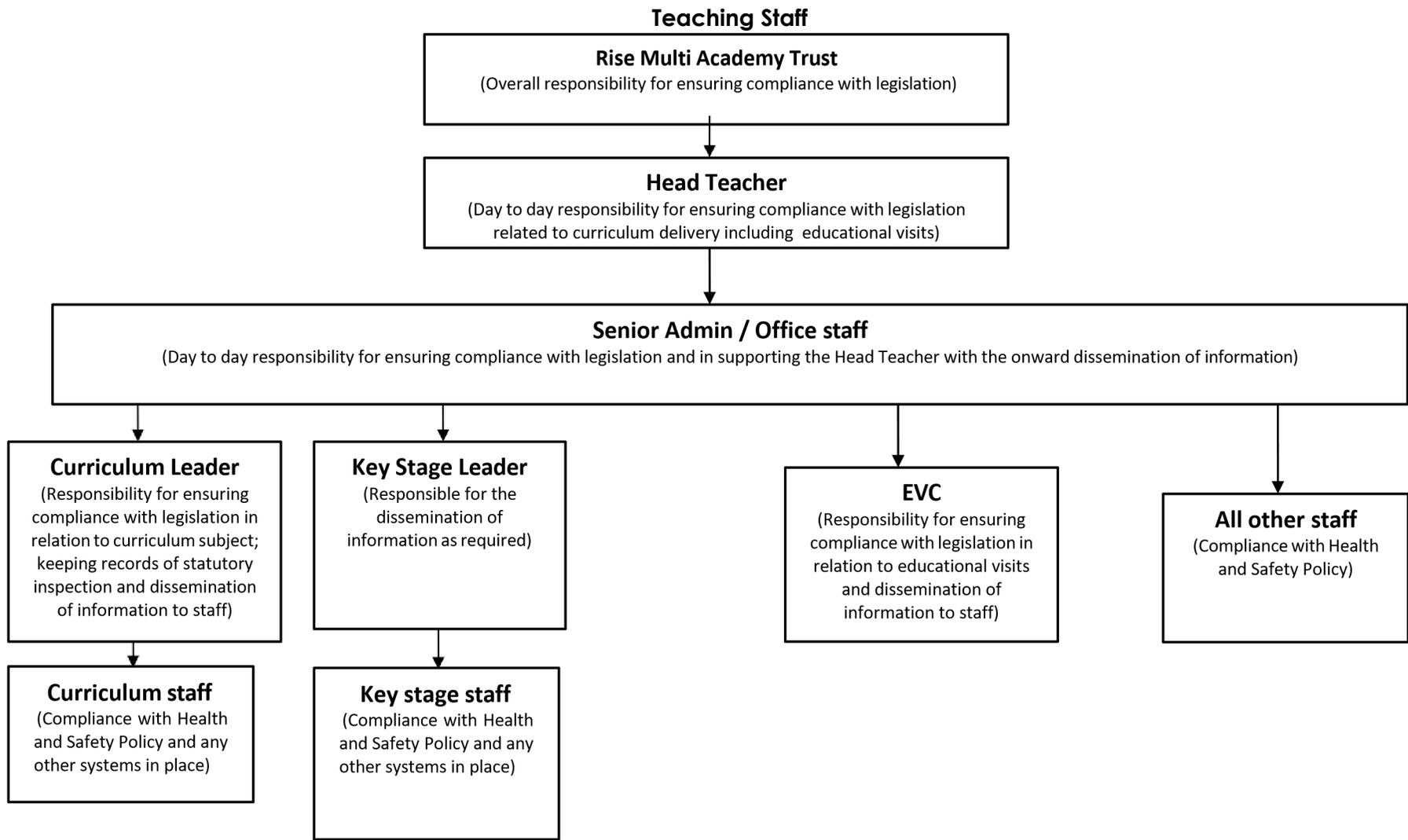
The central estates team will maintain an incident register containing accurate details of all significant incidents involving or relating to contractors. This will be monitored to identify any developing patterns and to consider the need for action.

Data Protection

Data will be processed to be in line with our requirements and protections set out in the UK General Data Protection Regulation, Data Protection Act as amended by the Data (Use and Access) Act 2025.

THE TRUST HEALTH & SAFETY ARRANGEMENTS





Support Staff

Appendix 1: Maintenance and Inspection Checklist

In-School Inspections

| Item to be Checked | Inspection Nature and Frequency |
|---|---|
| PE equipment | Visual inspection in line with risk assessment |
| Hazardous work equipment | Visual inspection daily or prior to use |
| Emergency lighting | Monthly battery test |
| Control of substances hazardous to health (COSHH) | Review of safety data sheets and storage facilities at least once per term (or every 4 months) |
| Display screen equipment | Visual inspection at least once per term (or every 4 months) |
| General physical of premises and equipment | Each term (or every 4 months) or more often as required by building and conditions |
| General work equipment | Visual inspection at least once per term (or every 4 months) |
| Kilns | Visual inspection at least once per term (or every 4 months) |
| Ladders | Visual inspection at least once per term (or every 4 months) |
| Ponds | General inspection at least once per term (or every 4 months) |
| Local exhaust ventilation | Visual inspection at least once per term (or every 4 months) |
| Fume cupboards | Visual inspection at least once per term (or every 4 months) |
| Passenger lifts | Monthly planned maintenance inspection |
| Non-passenger lifts | Quarterly planned maintenance inspection |
| Power presses | Inspection of guards and safety devices within first 4 hours of operation or on tooling change. |
| Gas cylinders and welding equipment | Daily or prior to use |
| Swimming pools | Water quality – manual dose systems every 2 hours during use, or in accordance with risk assessment |

| | |
|----------------|--|
| Swimming pools | Water quality – automatic dose systems 3 times a day |
|----------------|--|

Independent Contractor Inspections

| Item to be Checked | Inspection Nature and Frequency | Competency Requirements |
|---|--|---|
| Water (storage and distribution) * | In accordance with risk assessment | |
| Fire alarms and associated equipment | 3 monthly test | |
| Emergency lighting | Annual test of systems | |
| Portable fire fighting equipment | Annual inspection | |
| PE equipment | Annually through examination | |
| Outdoor play equipment | Annually | RPII member |
| Microwave equipment * | 2 yearly inspection and test | |
| Portable electrical appliance * | 2 yearly inspection and test | City & Guilds 2377 - Level 3 Certificate for the inspection and testing of electrical equipment |
| Fixed electrical wiring | 5 yearly test and inspection | |
| General Lifting Equipment for lifting persons | 6 monthly inspection | |
| General Lifting Equipment not for persons | Annual inspection | |
| Kilns | Annually through examination | |
| Ladders | Annually through examination | |
| Hazardous work equipment | Annually through examination | |
| Safety critical premises equipment | Annually | |
| Gas Systems (including boilers, catering equipment and kilns) | Annually | |
| Water supply quality | Annual test | |

| | | |
|-------------------------------------|--|---|
| Ionising radiation * | Inspection in accordance with risk assessment | CLEAPSS Radiation Protection Supervisor Training |
| Pressure systems | In accordance with written scheme of examination | |
| Gas cylinders and welding equipment | Thorough examination once per term (or every four months) | |
| Fume cupboards * | Every 14 months | CLEAPSS Fume Cupboard Monitoring (ducted and/or filter fume cupboards) training |
| Local exhaust ventilation | Every 14 months | |
| Power presses without fixed guards | Six monthly thorough examination | |
| Power presses with fixed guards | Annual thorough examination | |
| Powered pedestrian doors | 6 monthly servicing and annual inspection | |
| Passenger lifts | 6 monthly insurance inspection | |
| Powered stair lifts | Annual planned maintenance inspection | |
| Lightning conductors | 11 monthly test and inspection | |
| Swimming pools | External water quality tests in accordance with risk assessment (at least quarterly) | |

* May be carried out by a competent employee provided they have the necessary qualification / training

Appendix 2: Health and Safety Induction for New Employees

Employee

Name:

..... **Job**

Title:

Start

Date:

Induction training is required by the Health and Safety Policy to provide new employees with adequate information, instruction and guidance on health and safety matters. This form should be completed by ALL new staff on their first day of employment.

| | Yes | N/A |
|--|--|--|
| 1. Issue a copy of the staff handbook, signpost access to the Health and Safety Policy, and advise on any departmental or role specific issues. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Explain who is the responsible person for health and safety within the school and how they can be contacted. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Explain the importance of health and safety and the employee's own health and safety responsibilities. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Explain where health and safety information is located (e.g. notice boards, network, websites, etc) | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Explain where health and safety advice, occupational health referrals, counselling and support can be found. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Provide (or make available) copies of any health and safety policies or procedures or methods of work that a relevant to the employee's employment or to any area/department in which they will work. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Fire Safety a) Alarm tests – time and sound b) Action on hearing the alarm c) Location of emergency exits d) Assembly points e) Who to report to | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 8. Appointed person for first aid. | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Location of first aid boxes. | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Trained first aiders. | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Accident / Incident reporting procedure and location of forms | <input type="checkbox"/> | <input type="checkbox"/> |

| | | |
|---|--------------------------|--------------------------|
| 12. RIDDOR reporting | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Reporting Hazards and near misses | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Relevant risk assessments | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Emergency procedures other than Fire | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. COSHH – safe use of substances / chemicals | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Special safety precautions | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Safe use of machinery and equipment. | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Manual handling | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Occupational health policies (including smoking) | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Protective clothing | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Invacuation procedure – full and partial lock down | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Other relevant information (e.g. previous training) | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Tour of premises / site and introductions to relevant personnel | <input type="checkbox"/> | <input type="checkbox"/> |

Signed

(Inductor):

Signed Date:

(Employee):

Copy to be retained by the school and the employee, for health and safety records

Appendix 3: Training Matrix

| | Senior leadership team | Head of Infrastructure | Estates Lead | Senior Admin | Head of Department | Teaching Staff | Non-Teaching Staff | Admin Staff | Premises Officer | Cleaner | Mid-day Supervisor | Governor | H&S Governor | Volunteer / Parent Helper | Science Staff | Food Technology Staff | EVCO |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------------------|--------------------------|--------------------------|--------------------------|
| Health and Safety for Governors | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Management of Health and Safety Awareness | <input type="checkbox"/> | | | | | | | | <input type="checkbox"/> | | | | |
| Asbestos Awareness | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | <input type="checkbox"/> | | | | | | | | |
| COSHH (Control of Substances Hazardous to Health) | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | <input type="checkbox"/> | | |
| DSE Assessor | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | |
| Fire Risk Assessment | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | <input type="checkbox"/> | | | | | | | | |
| Fire Safety Awareness | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Health and Safety for Premises Officers | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | |
| Manual Handling Awareness | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | |
| Risk Assessment | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | |

| | | | | | | | | | | | | | | | | | |
|-----------------------------|--|--------------------------|--------------------------|--|--|--|--|--|--|--------------------------|--|--|--|--|--|--|--|
| Working at Height Awareness | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | <input type="checkbox"/> | | | | | | | |
| First Aid* | | Nominated Staff | | | | | | | | | | | | | | | |

| | | | | | | | | | | | | | | | | | | |
|--|---|-----------------|--|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Evac Chair Training | | Nominated Staff | | | | | | | | | | | | | | | | |
| Food Hygiene Certificate * | | | | | ? | ? | ? | | | | | | | | | | ? | |
| EVC Training * | | | | | | | | | | | | | | | | | | ? |
| Induction (to be developed by each school) | ? | ? | | ? | ? | ? | ? | ? | ? | ? | ? | ? | ? | ? | ? | ? | ? | ? |
| Supporting Children with Medical Conditions | | | | ? | | | ? | ? | | | ? | ? | ? | | | | | |
| Basic Back Management for Staff Moving & Handling People | | Nomina | | | | | | | | | | | | | | | | |
| PASMA / Mental Health First Aid | | Nomina | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |

* Provided by external trainers for each school to source **Appendix 4: Security Plan – SCHOOL**

Each school to have their own their own security plan developed by the School with support from the Estates team to reflect local site and arrangements.

The plan should include:

Physical Security

- o what is in place
- o monitoring and maintenance of physical security measures
- o directional signage
- o site access controls
- o internal door controls

Procedural Security

- o visitor access and supervision arrangements
- o key holders
- o security considerations when staff leave (e.g. updating of codes)
- o cash handling
- o personal possessions
- o high value /desirable equipment – storage, inventory, etc
- o lost property – how long kept before disposal
- o releasing children at the end of the school day

Appendix 5: Near Miss Report Form (Example)

A “near miss” is defined as being any incident, accident or emergency which did not result in an injury but had the potential to cause harm. Reporting a near miss enables the school to take appropriate action to:

- reduce the risk of a recurrence of the incident; and/or •
to reduce the potential for a recurrence to result in harm.

| | | | |
|-------------------------------|--|----------------------------------|--|
| Name: | | Incident Date & Time: | |
| Location of Near Miss: | | | |

Please provide a brief description of what happened

Who might have been harmed or what damage might have been caused?

What do you think caused the incident?

Please provide the name(s) of any witness(es)

| | |
|----------------|--|
| Signed: | |
|----------------|--|

School Use:

| Action to be taken | Who by? | Date complete |
|--------------------|---------|---------------|
| | | |

Appendix 6: Contractor Induction Form

This form should be used to ensure that all appropriate HS&W issues are effectively communicated between clients and external contractors. Where issues are identified, efforts

| Safeguarding Children / Vulnerable Adults: | |
|---|--|
| Are contractors required to work in isolation? | |
| Are children / vulnerable adults on site? | |
| Is a DBS check necessary? | |
| Has a DBS been provided by contractor? | |

| Client Communications: | | | |
|---|----------------|------------|----------------------|
| Asbestos survey observed | YES / NO / N/A | | |
| Visual demonstration of asbestos location provided | YES / NO / N/A | | |
| Local asbestos contingency procedure communicated | YES / NO / N/A | | |
| Refurb/demolition survey completed for refurb/demolition projects | YES / NO / N/A | | |
| Fire evacuation procedure | YES / NO | | |
| First aid provision | YES / NO | | |
| Welfare arrangements | YES / NO | | |
| Client contact details | YES / NO | | |
| Additional on-site hazards (please specify) | | | |
| | | | |
| | | | |
| | Action | Who | Date Complete |

| | | | |
|---|-----------|------------------|------|
| Further action required following this induction | | | |
| General Information | | | |
| Site Name: | | | |
| Contractor Name: | | Company Name: | |
| | | Contact Number: | |
| Project Reference: | | | |
| Date of Works: | | | |
| Project Manager: | | | |
| CDM Notifiable: | 30+ Days: | 500+ Staff Days: | N/A: |
| CDMC Name: | | | |
| F10 Form Submitted: | YES / NO | | |

should be made to ensure appropriate controls are agreed.

By signing this form, the above-named contractor and appropriate client contact confirm that they have effectively communicated relevant information pertaining to the HS&W risks associated with the works being carried out during this project. This signature also demonstrates the contractor's commitment to comply with on-site rules / procedures as stipulated by the client.

Contractor: Name:
Date:

Client Name:
Date:

| | |
|--|--|
| Significant findings from contractor inspection | |
| Contractor Communications | |
| Risk Assessments Observed: | |
| Method Statements Observed: | |

| | | | | | | |
|--|---|----|-------------------------------|-------------|---------------------------|--|
| Public Liability Insurance Certificate: | Cover: | £: | Date: | | Activities: | |
| Hot Works on Site: | YES / NO | | Permit to Work Form Complete: | YES / NO | | |
| Excavation on Site: | YES / NO | | Permit to Work Form Complete: | YES / NO | | |
| Evidence of Competence Provided: (Consider SSIP List) | | | | | | |
| Hazards Apparent | Hazard | | | Tick | Controls in Place? | |
| | Work at heights: | | | | | |
| | Work near fragile surfaces: | | | | | |
| | Falling objects: | | | | | |
| | Asbestos: | | | | | |
| | Work on Mains Services: | | | | | |
| | Mobile plant / large vehicles: | | | | | |
| | Lifting equipment: | | | | | |
| | Access to confined spaces: | | | | | |
| | Hot work: (e.g. welding) | | | | | |
| | Toxic, harmful or corrosive substances: | | | | | |
| | Significant amounts of dust | | | | | |
| | Significant noise levels | | | | | |
| | Other (specify) | | | | | |