THE SHADE PRIMARY SCHOOL

HEALTH & SAFETY POLICY

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MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	HEALTH & SAFETY ADVISOR
THIS POLICY WAS CONSULTED WITH:	TRUST BOARD
THIS POLICY WAS DISTRIBUTED TO:	SCHOOLS LEADERSHIP GROUP

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Statement of General Policy on Health, Safety and Welfare

The Shade Primary School believes that health and safety is paramount in all areas of its activities. The Shade Primary School is committed to providing its pupils and employees with safe places of learning and work that do not impact negatively on their health and well-being. It is also committed to conducting its undertakings in such a way as to not adversely affect the health and safety of its customers, partners, contractors, visitors or any persons that could be impacted by its activities.

We shall ensure, so far as is reasonably practicable, the health and safety and welfare of our staff, pupils and any visitors to our premises, and will incorporate the Health and Safety Policies and Statutory Regulations, in particular the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations.

The Shade Primary School aims to achieve this commitment by adopting the following principles:

- Putting policies, arrangements and procedures in place to promote effective health and safety management;
- Taking a risk-based approach to school activities to identify sensible, realistic and effective control measures which facilitate the safe delivery of its aims and objectives;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of the school's health and safety aims and objectives;
- Involving employees from all levels of the organisation in the delivery of health and safety aims and objectives;
- Providing information, instruction, training and supervision so that all personnel are aware of their health and safety responsibilities and the hazards and risks posed by their work and working environment;
- Setting targets and objectives to encourage continuous organisational health and safety improvement;
- Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation.

Responsibility for the day-to day implementation and monitoring of this Health and Safety Policy rests with the Headteacher who will work in collaboration with staff to ensure compliance.

Employees have a duty to protect themselves and others by working safely, co-operating with Anglian Learning, observing all relevant information and instructions and reporting any health and safety matters to their line managers.

Signed Jane Segust
Headteacher

Date 1st September 2026 *Review Date: 1st September 2027*

This policy sets out the Trust's framework for health and safety management. Each School will adopt this policy and implement local procedures to ensure compliance at site level.

1. Organisation and Responsibilities for Health, Safety and Welfare

1.1 Trustees

The Trustees of Anglian Learning, as the employer, retain overall accountability for health and safety across all Schools within the Trust.

To ensure that health and safety issues are managed in accordance with this policy, the Trustees have approved the following organisational structure. Duties and responsibilities are delegated to staff as outlined below, with the expectation that all employees understand and carry out their responsibilities effectively.

1.2 Headteacher

Overall responsibility for the day-to-day management of Health and Safety at the School rests with the Headteacher. The Headteacher is accountable for ensuring that effective systems are in place to manage risk, allocate resources, provide appropriate information and training, and maintain a safe environment for staff, pupils, visitors, and contractors.

The Headteacher will ensure that:

- Health and safety arrangements are planned, implemented, and monitored effectively.
- Adequate staffing, supervision, and competence are maintained to deliver safe operations.
- Premises, equipment, and facilities are maintained and meet appropriate safety standards; enabling sufficient resources to address defects proportionate to the risk they pose.
- Appropriate protective measures, first aid, and emergency systems are available and maintained.
- Staff receive relevant information, training, and support to fulfil their responsibilities.
- Systems exist to capture and respond to incidents, monitor performance, and inform decision-making.

The Headteacher may delegate operational duties to competent staff; however, such delegation does not remove overall responsibility. In the Headteacher's absence, the Deputy Headteacher or other designated senior leader will assume these responsibilities.

1.3 Site Manager / Caretaker

The Site Manager is responsible to the Headteacher. Duties include:

- Taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.

- Participating in the termly inspections of site paying particular attention to the building structure, services, access to/egress from the school, main circulation areas etc.

- Engaging with contractors and ensuring their safe movement around site and completion of work activities aligned to the scope of works and employee responsibilities, e.g. completing site inductions to include reading and signing of the 5C contractor folder.

- Ensuring that everything received from suppliers (for direct school use), machinery, equipment, substances, etc., is accompanied by adequate information and instruction prior to use.

- The Site Managers must inform the Estates and Operations Manager whenever contractors are due to enter the school to undertake maintenance, service or works contracts.

- Overseeing the safety and security of the school site.

- Oversee statutory compliance and update the iAMCompliant property compliance portal.

- Escalate concerns regarding the condition of site or health and safety to the Headteacher, Estates & Operations Manager and Health & Safety Advisor.

1.4 **Health and Safety Advisor**

- The Management of Health and Safety at Work Regulations 1999, regulation 7, requires that every employer must appoint one or more competent people to assist them with the implementation and provision of health and safety measures.

- To ensure that Anglian Learning is provided with the necessary information, advice and assistance to comply with current Health and Safety Legislation

- To conduct annual internal audits to monitor compliance with this policy and work with the Headteacher to address any identified areas of weakness.

- Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff.

1.5 **Estates and Operations Manager**

The Estates and Operations Manager provide strategic support and advice to the Headteacher in relation to health, safety, and the management of the School's premises. While not the ultimate duty holder, the post holder may assist the Headteacher in the management of health and safety across the establishment.

The Estates and Operations Manager will:

- Support and advise the Headteacher or other Responsible Persons on the management and oversight of risks, including the engagement of contractors and the coordination of planned preventative maintenance and remedial works, to ensure that the site remains safe and compliant with applicable statutory

requirements and recognised best practice.

- Participate with the Headteacher and Site Manager in termly inspections of the site to identify hazards and support the escalation of issues for consideration, including prioritisation for funding, remedial action, and review.

- Provide oversight and assurance to the Headteacher, Trust Senior Leadership Team, and Trustees that statutory maintenance, servicing, and inspections are recorded and kept up to date, and that site defects reported by staff are routinely monitored and addressed in a timely manner.

All delegated duties carried out by the Estates and Operations Manager are performed in support of the Headteacher, who retains overall accountability for health and safety within the School.

1.6 Middle Leader / Teacher responsibility

All Middle Leaders are responsible to the Headteacher for ensuring the application of this policy to all activities undertaken by their department. They will also have responsibilities for ensuring that all relevant parts of the school's policy statement are observed and implemented by all subordinate members of staff in their respective departments. In particular, staff holding such positions of responsibility will:

- Ensure risks are assessed and controlled, and that risk assessments are regularly monitored and reviewed.

- Promote safe working practices and ensure staff and pupils are provided with appropriate instruction and supervision, and that training needs are considered and adequate training provided.

- Ensure accidents, near misses, or unsafe conditions are reported, recorded, and support or lead the review determine appropriate mitigation to prevent recurrence.

- Escalate issues that cannot be resolved within the department to the Site Manager, Headteacher or alternatively the Estates and Operations Manager and Health & Safety Advisor.

- Cooperate with health and safety guidance and initiatives, including training (induction and role specific), inspections, and audits.

- Maintain or have access to an up-to-date library of relevant published health and safety guidance from sources including the Children and Young People Learning Directorate, CLEAPSS, DfES, AfPE etc., and ensure that all subordinate staff are aware of and make use of such guidance including that available in electronic format.

- Consult with all staff on any matter that may affect their health or safety whilst at work.

1.7 Educational Visits Coordinator

- The Headteacher will delegate to the Educational Visits Coordinator the duties as set out in the Education Visits policy. More specifically the post holder will:
- Oversee all arrangements for educational visits and school journeys. Advise and promote on training for educational visits. Develop and monitor risk assessments for educational visits.

1.8 **Employees**

All employees have a personal responsibility for health and safety and must:

- Work in accordance with School policies and risk management arrangements, including all subject-specific procedures.
- Report accidents, near misses, and unsafe conditions promptly to support continual review and improvement of risk management arrangements.
- Cease unsafe operations, implement interim protective measures where necessary, and report defects using the property compliance/helpdesk system.
- Understand their responsibilities to themselves and others, including staff, pupils, visitors, and contractors, and take reasonable care for their own health and safety as required under Section 7 of the Health and Safety at Work Act 1974.
- Cooperate with and actively engage in safety initiatives and practices, including training, monitoring, and inspection activities.
- Be aware of and follow emergency arrangements, including fire, first aid, lockdown, or other critical incident procedures.

1.9 **Pupils**

- All pupils must be encouraged to follow all safe working practices and observe all School safety rules. Staff should work with and monitor pupils to ensure as far as practicable that they:
  - Follow all instructions issued by any member of staff in the case of an emergency.
  - Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes.
  - Inform any member of staff of any situation, which may affect their safety.
  - Move around the school site in safe manner.

1.10 **Staff Safety Representatives**

- Health and Safety at work law makes provision for the appointment of trade union appointed safety representatives from amongst the employees. Where a representative is appointed, the safety representative shall have the following functions:

- To investigate potential hazards and to examine the causes of accidents in the workplace.
- To investigate complaints by any employee he represents relating to that employee's health and safety or welfare at work.
- To make representations to the Headteacher via the Estates and Operations Manager on general matters affecting the health, safety and welfare of employees.
- To carry out workplace health, safety and welfare inspections and keep up to logs.
- To attend any safety committee meetings.
- To co-operate with his employers in promoting health and safety at work.
- None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

In addition to the responsibilities outlined above, for the purposes of this policy and associated health & safety arrangements, the term *Responsible Person* refers to a competent individual delegated responsibility for a specific area of health and safety within the School.

Responsible Person duties identified within this policy may be undertaken by the Headteacher, delegated to another competent person, or shared between multiple members of staff. The allocation of these responsibilities will be determined locally by the Headteacher and detailed within local procedures and methods of work.

Delegated responsibilities do not remove overall accountability from the employer.

Responsibilities may be assigned to appropriate and competent roles, including, but not limited to:

- Headteachers
- Senior Leadership Team members
- Site Managers or members of the wider site management team
- Middle Leaders / Heads of Department
- Trust Estates or Operations personnel

2. Arrangements and Procedures for Health, Safety and Welfare

Accident / Incident Reporting, Monitoring & Investigation

Responsible Person:

- Review and triage of all reported accidents, incidents, and near misses, ensure investigations are conducted where appropriate to identify root causes.
- Implement corrective actions and monitor effectiveness to prevent recurrence.
- Notify the Health & Safety Advisor of accidents / incidents believed to meet the reportable threshold under RIDDOR 2013.

Employees / Pupils:

- Report all accidents, incidents, near misses, or unsafe conditions promptly through iAMCompliant or via a member of staff.
- Cooperate with investigations and provide accurate information regarding the event

General Arrangements

- Maintain an online reporting system (iAMCompliant) to record all accidents, incidents, and near misses.
- Ensure timely review and investigation of all reports.
- Analyse accident and incident data to identify trends, hazards, and areas for improvement.
- Implement and monitor corrective and preventative measures based on findings.
- Reporting incidents in accordance with RIDDOR 2013.
- Communicate the findings and recommendations of investigations to the interested parties.

Aggression and Violence

Responsible Person:

- Ensure that suitable risk assessments are undertaken where there is a foreseeable risk of aggression or violence.
- Implement appropriate preventative and control measures, including staff training where required.
- Ensure all reported incidents are reviewed, investigated where necessary, and appropriate action is taken.
- Liaise with senior leaders and external agencies (e.g., police or local authority) where appropriate.

Employees:

- Report all incidents of aggression, threats, or violence promptly.

Pupils:

- Adhere to the Trust's Behaviour Policy and associated conduct expectations.

General Arrangements

- Maintain and communicate a published Parent and Carer Conduct Policy outlining acceptable standards of behaviour on school premises.
- Implement behaviour management procedures for pupils.
- Provide appropriate staff training in behaviour management and de-escalation techniques where risk is identified.

- Record, review, and analyse incidents of aggression and violence to identify trends and implement preventative measures.
- Offer appropriate support to staff or pupils affected by incidents, including referral to occupational health or well-being services where necessary.

Asbestos

Asbestos Duty-Holder:

- Act as the dutyholder (or appointed representative) for Asbestos management.

Other Responsible Person:

- Ensure an up-to-date Asbestos Management Plan is in place.
- Ensure the Asbestos register is maintained and accessible, that contractors are informed of the presence and location of ACMs before commencing work, and that periodic monitoring of ACM conditions is undertaken and recorded.

Employees / Contractors:

- Check the asbestos register before carrying out any work that may disturb the fabric of the building (including pinning displays, installing fixtures, or maintenance tasks).
- Report any suspected damage or concerns relating to ACMs immediately to the Responsible Person and cease work if necessary.

General Arrangements

- Maintain an up-to-date asbestos register, within the 5C folder, detailing the location and condition of identified ACMs.
- Ensure the Asbestos Management Plan is reviewed periodically and following significant changes.
- Undertake annual re-inspection of known ACMs to monitor condition and update Frontline records accordingly.
- Ensure refurbishment and demolition surveys are completed prior to any intrusive building works.
- Providing relevant information to contractors before work commences, ensuring confirmation of awareness and review of the ACMs is recorded in the 5C record log.
- Ensuring damaged or deteriorating ACMs are assessed and appropriate remedial action is taken.
- Retain records of surveys, inspections, remedial works and contractor notifications.

Building Services

Responsible Person:

- Ensuring statutory inspections, testing, and servicing of building services are completed at prescribed intervals.
- Maintaining an up-to-date asset register and planned preventative maintenance (PPM) schedule.
- Appointing competent contractors for inspection, service, and remedial works.
- Ensuring significant risks relating to building services are communicated to relevant personnel.
- Ensuring remedial actions identified through inspection or risk assessment are implemented within appropriate timescales.

- Retaining records of inspection, certification, servicing, and remedial works.

Employees / Pupils:

- Refrain from tampering with, interfering with, or misusing building services or associated control systems.
- Report defects, unusual operations, or safety concerns to a responsible person.
- Follow any restrictions or safety instructions relating to building services.

General Arrangements

- Maintenance of a planned preventative maintenance programme covering all significant building services.
- Completion of statutory inspections and certification within required timescales.
- Use of competent and appropriately qualified contractors.
- Implementation of a defect reporting system and prioritisation of remedial works based on risk.
- Retention of compliance records for audit and inspection purposes.
- Monitoring of contractor performance and quality of work.
- Recording, reporting, and review of accidents or incidents related to building services to identify trends and improvements.

Construction, Design and Management

Responsible Person:

- Act as the client under the Construction (Design and Management) Regulations 2015 on behalf of the School.
- Liaising with the appointed building consultancy agency for large-scale project works.
- Liaising with the Estates & Operations Manager for school/Trust-led works.
- Providing pre-construction information relevant to planning, design, and construction activities.
- Ensuring the appointment of a competent Principal Designer and Principal Contractor where more than one contractor is involved.
- Ensuring contractors are competent and adequately resourced.
- Ensuring suitable arrangements are in place for managing the project, including time and financial resources.
- Ensuring a Construction Phase Plan is in place before work begins.
- Ensuring a Health and Safety File is prepared, reviewed, and retained upon project completion.

Employees / Pupils:

- Keep clear of construction areas and comply with signage and access restrictions.
- Follow instructions issued in relation to construction safety arrangements.
- Report any concerns or unsafe conditions to a Responsible Person or member of staff immediately

General Arrangements

- Appointment of a building consultancy agency for large-scale construction projects.
- Provision of relevant pre-construction information to enable safe planning and development of the Health and Safety File.
- Allocation of sufficient time and resources to enable projects to be carried out safely.

- Formal written appointment of a Principal Designer and Principal Contractor where multiple contractors are involved.
- Submission of an F10 notification to the HSE for notifiable projects (projects exceeding 30 working days with more than 20 workers simultaneously on site or exceeding 500 person-days).
- Use of a contractor pre-qualification questionnaire to assess competence and suitability.
- Requirement for a written Construction Phase Plan detailing how health and safety will be managed before work begins.
- Segregation of construction areas through suitable barriers, signage, and access controls.
- Monitoring contractor performance during the project.
- Review of the project upon completion to identify lessons learned.
- Recording, reporting, and reviewing accidents or incidents related to project work to identify trends and improvements.

Control of Contractors

Responsible Person:

- Ensure contractors appointed to undertake work on site are competent and suitably qualified for the tasks required.
- Obtain and review appropriate documentation prior to commencement of works (e.g., risk assessments, method statements, insurance certification, relevant licenses).
- Ensure contractors receive and sign to confirm receipt of a site-specific induction, including emergency procedures, asbestos information, safeguarding requirements, and site rules.
- Oversee contracted works to ensure compliance with agreed arrangements and to minimise disruption or risk to staff and pupils

Employees / Pupils:

- Adhere to arrangements communicated by those managing contractors.
- Avoid interfering with or entering contractor work areas unless authorized.
- Report any concerns regarding contractor activities to the Responsible Person

General Arrangements

- Require completion of a contractor questionnaire and letter of assurance prior engaging for works.
- Ensure contractors provide suitable and sufficient risk assessments and method statements (RAMS).
- Provide contractors with a site induction, including awareness of emergency arrangements, asbestos management procedures, and safeguarding expectations (e.g., via the 5C folder).
- Agree a clear scope of work with the Responsible Person prior to commencement.
- Implement appropriate and proportionate control measures to segregate staff and pupils from contractor activities (e.g., barriers, signage, supervision).
- Monitor contractor performance during work and review arrangements following completion where necessary.

Control of Substances Hazardous to Health

Responsible Person:

- Ensure that hazardous substances used on site are managed in accordance with the Control of Substances Hazardous to Health Regulations 2002.
- Maintain an up-to-date inventory of hazardous substances.
- Retain relevant Material Safety Data Sheets (MSDS).
- Ensure suitable and sufficient COSHH assessments are completed, adequate control measures are provided.
- Arrange secure storage of COSHH to prevent unauthorised access or misuse

Employees:

- Comply with the control measures identified within COSHH assessments when handling or using hazardous substances.
- Always follow safe working procedures.
- Report any defects, spillages, exposure incidents, or adverse reactions to the Responsible Person without delay

General Arrangements

- Maintain and regularly review a comprehensive inventory of hazardous substances used on site.
- Complete and review COSHH assessments to identify hazards and implement appropriate control measures.
- Apply the hierarchy of control when determining risk reduction measures.
- Ensure hazardous substances are clearly labelled and securely stored to prevent unauthorised access.
- Monitor compliance with COSHH arrangements and review following significant changes or incidents.
- Record, investigate and review near misses, accidents, and incidents involving hazardous substances to identify trends and implement improvements.

Critical Incident & Business Continuity

Responsible Person:

- Develop, implement and maintain critical incident and business continuity procedures.
- Ensure staff training and awareness, coordinate periodic drills and exercises, review arrangements following incidents or exercises.
- Ensure adequate resources are available to enact an effective response

Employees / Pupils:

- Follow critical incident procedures and instructions issued during emergencies.
- Report concerns or relevant information to a member of the Senior Leadership Team where appropriate

General Arrangements

- Develop and maintain documented critical incident procedures covering a range of foreseeable emergency scenarios (e.g. fire, severe weather, utilities failure, security incidents).
- Establish a defined Critical Incident Management Team with clearly assigned roles and responsibilities.
- Ensure employees and pupils are familiar with emergency arrangements through communication and training.
- Maintain up-to-date contact lists for emergency services, external support agencies, parents/carers, and Trust leadership.
- Identify and document alternative accommodation or "buddy" locations where required.
- Conduct periodic drills and scenario-based exercises to test procedures.
- Review and update procedures following drills, real incidents, or significant organisational changes.
- Maintain a documented Business Continuity Plan aligned with the critical incident framework, identifying priority functions and recovery timescales.

Display Screen Equipment (DSE)

Responsible Person:

- Overall responsibility for ensuring adequate resources are provided for DSE users to provide a suitably comfortable workspace.
- Ensure that staff who are considered habitual DSE users periodically complete a DSE self-assessment.
- Make reasonable adjustments where issues are identified

Employees:

- Complete a DSE self-assessment if a habitual user of DSE.
- Use DSE in accordance with guidance and training.
- Promptly report issues to line managers

General Arrangements

- Completion and regular review of DSE self-assessments for habitual users.
- Provision of suitable work equipment (e.g., chairs, desks, monitors, keyboards) to enable employees to carry out their duties safely.
- Maintenance of a suitable and sufficiently comfortable work environment, including adequate lighting, temperature, and workstation layout.
- Occupational health referrals available if necessary, e.g., for musculoskeletal issues or eye strain.
- Staff training in safe use of DSE and workstation ergonomics.
- Regular monitoring and review of DSE arrangements to ensure effectiveness.

Driving for Work

Responsible Person:

- Ensure that staff are aware of the Trust requirements for driving at work

Employees:

- Maintain their vehicle in a safe condition as set out in Anglian Learning Vehicle Policy.
- Obtain business insurance for travelling to sites other than their base location.
- The employee must inform the HR department immediately if placed on any medication which may impair the safe driving of the vehicle.
- Drivers should not drive if they feel they are not fit to do so and should cancel arrangements if necessary.
- Drive in accordance with the highway code.
- Minimise driving for work and favour online meetings where possible

General Arrangements

- Ensure employees hold a valid driving license appropriate for the type of vehicle.
- Require employees to complete vehicle safety checks (tyres, lights, oil, brakes) before work-related journeys.
- Limit work-related driving during adverse weather conditions or at high-risk times where possible.
- Staff should not use mobile phones or other distractions while driving.
- The employee must have completed an application to use private vehicles on official duty form and provided it to HR along with copies of MOT certificate, Insurance certificate, Driving licence.
- The car must be covered by an insurance policy for business use of the vehicle.
- The car must be suitably maintained and roadworthy.
- Recording and review of near miss incidents and accidents related to driving for work.

Educational Visits

Responsible Person:

- Complete Educational Visit Coordinator (EVC) training and keep up to date with any changes to legislation or guidance.
- Develop and maintain the School's Educational Visits Policy and procedures.
- Review planned trips and activities to ensure that all relevant risks have been considered and appropriate control measures are in place.
- Ensure that staff leading or supervising visits are competent and briefed on safety procedures and emergency arrangements.

Employees / Pupils / Parent Volunteers:

- Act in accordance with the School's Educational Visits Policy and any specific trip risk assessments.
- Always follow the instructions of the trip leader or supervising staff.
- Report any incidents, hazards, or concerns promptly during the trip

General Arrangements

- Educational visits must be approved and recorded in line with School procedures.
- Risk assessments are completed for all trips, considering transport, activities, supervision ratios, emergency arrangements, and any other relevant hazards.
- Incidents, near misses, or accidents occurring during educational visits must be recorded, reported, and reviewed to identify trends and implement improvements.

- Staff must ensure that any external providers or contractors engaged during visits are competent and appropriately insured.

Electrical safety (fixed systems and portable appliances)

Responsible Person:

- Ensure resources for electrical safety are provisioned to provide suitably safe equipment for use.
- Ensure that compliance activities are undertaken to maintain safe electrical equipment.
- Ensure records are accurately maintained on iAMCompliant.

Employees and pupils:

- Follow safe practices for the use of electrical equipment.
- Check electrical equipment prior to use.
- Quarantine equipment and report defects to iAMCompliant.

General Arrangements

- Portable appliance testing schedules are maintained in accordance with best practice.
- Fixed wire electrical inspection and testing conducted 5-yearly.
- Adequate provision of electrical sockets to prevent unsafe practices such as overloading circuits or using multiple adaptors.
- Staff training and information regarding safe use of electrical equipment.
- Items from home must have prior consent and valid PAT certification.
- Electric fan heaters are prohibited from being used on site; insurance stipulations require alternative provision of oil-filled heaters.
- Due to the inability to obtain insurance, electric scooters are not permitted on site.
- Electrically Assisted Pedal Cycles (EAPC) are permitted but due to the fire risk that electric batteries pose, Anglian Learning does not permit the charging on site.
- Records of maintenance and defects retained within the iAMCompliant management system.

Fire Safety Management

Responsible Person:

- Ensure resources for fire safety management are provisioned to provide a suitably safe environment.
- Delegated responsibility for ensuring that fire risk management compliance is maintained and non-compliance is promptly acted upon.
- Accurately maintain records on iAMCompliant.
- Complete assigned training as required by the fire management plan.
- Support the effective evacuation of occupants, including the developing of PEEPs.

Employees and pupils:

- Follow safe practices to prevent the risk of fires.
- Adhere to the emergency arrangements for safe evacuation

General Arrangements

- Fire risk assessments to be completed every three years and reviewed annually.
- Emergency evacuation procedures in place and communicated to staff, pupils, and visitors.
- Termly fire evacuation drills are conducted at each school.
- Fire detection, alarm systems, and extinguishing equipment maintained in accordance with statutory requirements.
- Staff training in fire safety, evacuation procedures, and use of fire-fighting equipment.
- Clear fire evacuation signage is displayed throughout the premises.
- Developed PEEPs for site users who require assistance evacuating to safety.
- Records of maintenance retained within the iAMCompliant management system.

First Aid

Responsible Person:

- Conduct a suitable and sufficient first aid needs assessment for the school, including offsite activities.
- Ensure adequate and maintained provision of first aid materials, equipment, and resources.
- Maintain accurate records of all first aid treatments administered.
- Communicate first aid arrangements clearly to staff, pupils, contractors and visitors.
- Arrange for appropriately trained first aiders, including any specialist training required for specific activities or risks

Employees / Pupils:

- Report all accidents and injuries promptly to a trained first aider.
- Cooperate with first aid procedures and follow instructions given by first aiders

General Arrangements

- Maintain sufficient stocks of first aid materials in good condition and regularly check expiry dates.
- Conduct and review first aid needs assessments to determine the required number and location of trained first aiders and identify any specialist first aid requirements.
- Keep accurate and confidential logs of first aid administered, including treatment given and follow-up actions.
- Communicate first aid incidents to parents, carers, or relevant authorities as appropriate.
- Review first aid arrangements periodically to ensure ongoing suitability and compliance.

Food Handling

Responsible Person:

- Ensuring that any staff handling or preparing food (e.g., school-led breakfast clubs) are registered with the local Environmental Health authority.
- Confirming that external catering contractors are registered with Environmental Health and display relevant signage.
- Overseeing staff training in food hygiene and safe handling practices.

- Ensuring adequate resources and proper maintenance of premises to allow safe food handling and preparation.
- Guaranteeing that food is properly labelled, with contents clearly identified to support allergy management

Employees:

- Complete assigned food hygiene and safety training.
- Follow procedures learned in training when handling or preparing food.
- Report any concerns or unsafe practices related to food handling to the Senior Leadership Team (SLT)

General Arrangements

- Registration with the local Environmental Health team as a food business.
- Completion and ongoing renewal of food hygiene training for all relevant staff.
- Maintenance of all equipment in a safe and serviceable condition to ensure standards for food preparation are met.
- Implementation of a reporting system for notifying site staff and SLT of damaged or unsafe equipment preventing the obligation to meet required food handling standards.
- Clear labelling of all food items to support effective allergy management.
- Regular monitoring and recording of temperatures to ensure food is stored and cooked at safe temperatures.
- Daily cleaning schedules for all food preparation areas, equipment, and utensils.
- Use of protective clothing where required for food preparation.
- Recording, monitoring, and review of accidents or incidents related to the handling of food.

Forest School & Ponds

Responsible Person:

- Conduct a suitable and sufficient risk assessment for all Forest School activities and pond areas.
- Ensure staff are appropriately trained to safely lead and supervise nature sessions.
- Maintain the environment to allow safe access and use for staff and pupils

Employees / Pupils:

- Follow the rules and guidance provided by the lead.
- Promptly report any accidents, injuries, or safety concerns

General Arrangements

- Conduct risk assessments that consider both the activities undertaken and potential hazards in natural environments to maintain age-appropriate learning.
- Ensure staff supervising outdoor sessions have appropriate training and competence.
- Maintain suitable staff-to-pupil ratios based on activity type, age, and pupil needs.
- Maintain grounds and natural areas to reduce risks from terrain, plants, or environmental hazards.

- Arrangements considered for pupils with allergies or medical needs to engage in activities.
- Provision of first aid resources and other equipment to enable responses to an emergency.
- Implement hygiene rules for hand washing following nature sessions.
- Recording and reviewing incidents and accidents related to outdoor nature activities.

Infection Control

Responsible Person:

- Ensure appropriate cleaning regimes are in place to reduce the risk of infection transmission.
- Provide suitable and sufficient hygiene facilities (e.g. hand-washing facilities, soap, sanitiser).
- Monitor significant cases or outbreaks of infectious disease and liaise with the UK Health Security Agency (UKHSA) or other relevant public health bodies where required.

Employees / Pupils:

- Adhere to absence and sickness reporting procedures during periods of illness or infection.
- Maintain good personal hygiene practices, including effective handwashing.
- Follow School guidance during outbreaks

General Arrangements

- Provide suitable and sufficient hand washing and hygiene facilities throughout the premises.
- Ensure cleaning contractors are competent and aware of infection control expectations, conducting operations proportionate to the level of risk.
- Implement and follow the School's sickness and absence procedures.
- Monitor significant cases or outbreaks and implement additional control measures where required (e.g. enhanced cleaning, isolation of symptomatic groups of individuals, communication with parents/carers).
- Seek and follow guidance from UKHSA or other relevant public health authorities during outbreaks.
- Record and review incidents of infectious disease where they impact the safe operation of the School.

Legionnaires Disease

Responsible Person:

- Ensure that suitable arrangements are in place for the prevention and control of Legionella risks, including the commissioning and reviewing of Legionella risk assessments.
- Arranging statutory inspections and servicing of water systems.
- Implementing required control measures (e.g. outlet flushing).
- Retaining maintenance and monitoring records on iAMCompliant.

Employees / pupils:

- Report any concerns relating to water hygiene, including infrequently used outlets or changes in water temperature, via iAMCompliant

General Arrangements

- Undertake a Legionella risk assessment at least every two years, or sooner where there are significant changes to the water system or building use.
- Implement and monitor a written scheme of control for managing Legionella risks.
- Carry out regular flushing of infrequently used outlets.
- Conduct monthly water temperature monitoring in accordance with the written control scheme.
- Undertake descaling, cleaning and disinfection of outlets and systems as required.
- Ensure remedial works identified through monitoring or risk assessment are actioned in a timely manner.
- Ensure that any contractors appointed to manage these systems are assessed as being competent.
- Maintain accurate records of monitoring, inspections, maintenance, and corrective actions on iAMCompliant.

Lettings and Hosting Events

Responsible Person:

- Ensure suitable and sufficient risk assessments are undertaken for all school-hosted events.
- Obtain and review risk assessments and insurance certificates for all lettings, hires, and stallholders.
- Confirm that stallholders and contractors are competent and their activities are adequately risk assessed.
- Provide all hirers with a site induction, including emergency arrangements, fire procedures, and safeguarding requirements.
- Monitor events and lettings to ensure compliance with agreed arrangements and take action if unsafe practices are identified

Hirers / External Users:

- Comply with the school's Lettings Policy and site-specific instructions.
- Report any accidents, incidents, or hazards to the designated school contact promptly.
- Ensure their own activities are conducted safely and in accordance with risk assessments

General Arrangements

- Obtain and retain copies of risk assessments and insurance documentation for all lettings, hires, and stallholders.
- Provide all hirers with a site induction covering emergency procedures, site layout, and relevant safety information.
- Maintain an up to date keyholder list.
- Maintain and communicate a comprehensive Lettings Policy detailing conditions of hire, safety requirements, and responsibilities.

- Ensure school staff are notified of any accidents or incidents occurring during lettings or events, enabling trends to be identified and preventative measures implemented.
- Review arrangements regularly to ensure continued safety and compliance.

Local Exhaust Ventilation (LEV)

Responsible Person:

- Ensuring suitable and sufficient COSHH risk assessments identify where LEV is required as a control measure.
- Ensuring LEV systems are appropriately designed, commissioned, and fit for purpose.
- Arranging statutory Thorough Examination and Testing (TExT) of LEV systems at least every 14 months, or more frequently where required.
- Retaining copies of examination and test reports and ensuring defects are remedied within appropriate timescales.
- Providing sufficient resources for maintenance, repair, and replacement of LEV systems.
- Ensuring staff are trained in the correct use, limitations, and reporting requirements of LEV systems.
- Monitoring correct and consistent use of LEV systems where required by risk assessment

Employees:

- Use LEV systems in accordance with risk assessments, safe systems of work, and training provided.
- Carry out pre-use visual checks where required.
- Cease operations immediately if an LEV system appears ineffective or defective.
- Report defects promptly and ensure faulty systems are not used until fixed.
- Do not modify, obstruct, or interfere with LEV equipment or ducting.

General Arrangements

- Identification of activities requiring LEV through COSHH risk assessment.
- Commissioning of LEV systems to ensure effective capture and control of contaminants.
- Statutory Thorough Examination and Test (at least every 14 months), with records retained for inspection.
- Prompt rectification of defects identified during inspection or use.
- Implementation of a defect reporting system.
- Retention of compliance documentation, including examination reports and remedial records.
- Periodic review of LEV performance and continued suitability of control measures.
- Recording, reporting, and review of incidents involving exposure, misuse, or failure of LEV systems to identify trends and improvements.

Lifting Equipment, Accessories and Operations

Responsible Person:

- Ensuring that all lifting equipment is serviced periodically in accordance with intervals set out by LOLER (Lifting Operations and Lifting Equipment Regulations 1998).
- Retain accurate records of inspection, servicing, and maintenance.
- Providing specialist training to staff where required for safe operation.
- Ensuring lifting operations are properly planned, supervised, and carried out safely.
- Ensuring equipment used for lifting people undergo statutory examinations every six months.
- Procuring equipment that meets approved standards (BS, IS, or EN marked)

Employees / Pupils:

- Use lifting equipment and accessories in accordance with any equipment specific training provided.
- Notify a member of staff or report via the helpdesk if a defect is identified.
- Remove faulty or unsafe equipment from service immediately.
- Comply with safe working practices during all lifting operations.

General Arrangements

- Completion of suitable and sufficient risk assessments for all lifting operations.
- Regular service and inspections in accordance with LOLER, with records retained for audit purposes.
- Reporting, recording, and review of accidents or incidents related to lifting operations.
- Provision of specialist training for staff identified as needing it for safe operation.
- Planning and supervision of all lifting operations to ensure they are carried out safely.
- Conduct 6-monthly statutory examinations of lifting equipment which are used to lift people, with examinations arranged at appropriate intervals for all other lifting equipment.
- Procurement of lifting equipment that complies with approved standards (BS, IS, or EN marked).
- Ensuring all lifting accessories are compatible, correctly rated, and inspected prior to use.

Lone Working

Responsible Person:

- Ensure that suitable arrangements are in place for the safe management of employees who work alone.
- Undertaking risk assessments and implementing appropriate control measures.
- Providing suitable means of communication in an emergency.
- Ensuring effective emergency arrangements are in place

Employees:

- Notify the Responsible / Key Person of their intention to work alone where required.
- Adhere to lone working procedures.
- Follow agreed control measures.
- Report any concerns or incidents

General Arrangements

- Undertake a risk assessment for lone worker activities to identify hazards and appropriate control measures.

- Ensure there are established and understood methods of communication between lone workers and a nominated contact person.
- Implement appropriate monitoring arrangements, such as check-in procedures.
- Restrict or prohibit high-risk activities during periods of lone working where risks cannot be adequately controlled.
- Ensure emergency procedures are in place and that lone workers understand how to summon assistance.
- Review lone worker arrangements following incidents, near misses, or significant changes in work activities.

Manual Handling

Responsible Person:

- Ensure that the risk of manual handling is assessed and sufficient resources are provided for the safe handling of items.
- Support staff with manual handling activities.
- Ensure handling aids are maintained and records are retained as appropriate

Employees:

- Complete manual handling training.
- Conduct manual handling activities in accordance with best practice.
- Utilise handling aids whenever possible.
- Highlight instances where activities exceed safe capability.
- Seek support where necessary

General Arrangements

- Provide sufficient manual handling aids where they are identified as necessary by risk assessments.
- Maintain a register of significant manual handling activities.
- Break down heavy or awkward loads where possible.
- Ensure good housekeeping to reduce manual handling risks.
- Provide staff training to cover safe manual handling practices.
- Monitor implementation of control measures to ensure effectiveness.
- Recording and review of near miss incidents and accidents related to manual handling activities.

New and Expectant Mothers

Responsible Person:

- Ensure that suitable resources are allocated to maintain the safety of new and expectant mothers.
- Liaise with the employee to arrange a workplace risk assessment.
- Ensure that any necessary measures are implemented and reviewed throughout the pregnancy or other relevant period

Employees:

- Notify HR and their Line Manager when expecting a child or other relevant condition, so that a workplace risk assessment can be arranged.

General Arrangements

- Risk assessments should be reviewed at appropriate intervals and whenever workplace conditions change.
- Control measures may include adjustments to work tasks, working hours, environment, or provision of equipment to maintain safety.
- Consideration of ergonomic adjustments, manual handling restrictions, and limiting exposure to hazardous substances.
- Maintain a record of all risk assessments and implement measures in line with Trust procedures.

Permit to Work

Responsible Person:

- Identify high-risk activities in advance, particularly when engaging contractors.
- Issue and oversee Permit to Work documentation.
- Ensure risk assessments are reviewed, and appropriate control measures implemented.
- Monitor the work to ensure compliance, and verify satisfactory completion

Employees / Contractors:

- Follow Permit to Work requirements.
- Adhere to risk assessments and safe systems of work.
- Report any hazards or concerns immediately to the Responsible Person

General Arrangements

- Issue a Permit to Work for all identified high-risk activities, including hot works.
- Review and approve contractor risk assessments before work commences.
- Implement a fire watch or other control measures as necessary for hot works.
- Maintain records of all issued permits, inspections, and completed high-risk activities.
- Ensure staff and contractors are aware of PTW requirements and trained where applicable.
- Monitor compliance during high-risk activities and take corrective action if unsafe practices are observed.

Pest Control

Responsible Person:

- Ensure that arrangements are in place for the prevention and control of pests, including oversight of contracts with pest control providers and monitoring the effectiveness of pest control measures

Employees / pupils:

- Maintain the premises in clean and tidy condition to minimise waste and prevent conditions that could attract pests.
- Report any sightings or concerns via iAMCompliant.

General Arrangements

- Ensure waste is stored securely and collected at appropriate intervals to reduce the risk of pests.
- Engage a competent pest control contractor to assess and mitigate pest risks on site.
- Monitor and review pest control arrangements regularly to ensure continued effectiveness.
- Ensure pest control contractors are suitably licensed and act in accordance with relevant legislation.

Premises

Responsible Person:

- Oversee statutory property compliance and ensure that the fabric of the building, internal infrastructure, and building systems remain safe and serviceable.
- Maintain accurate records of statutory inspections, servicing, and compliance documentation.
- Ensure remedial actions identified through servicing, inspections, audits, or surveys are addressed within appropriate timescales.
- Notify staff of significant health and safety risks and implement interim control measures where required (e.g., isolation, removal from service, barriers, signage).
- Ensure sufficient resources are allocated to maintain the premises in a compliant condition.

Employees / Pupils:

- Use buildings and facilities for their intended purposes.
- Report defects, hazards, or damage via iAMCompliant or to a member of staff.

General Arrangements

- Conduct building service and maintenance in accordance with the Anglian Learning Premises Management Policy and guided by Good Estate Management for Schools (GEMS).
- Provide suitable welfare facilities as required by legislation, including sanitary, washing, rest, and catering facilities.
- Address remedial works promptly and prioritise based on risk.
- Communicate significant risks to staff and pupils and implement appropriate control measures (e.g., isolation, barriers, signage, removal from use).
- Maintain an up-to-date premises compliance portal containing records of statutory inspections and findings.
- Operate a helpdesk system for reporting premises defects.
- Ensure materials and installations meet recognised safety standards (e.g., safety glazing).
- Conduct termly premises inspections to proactively identify hazards and ensure conditions remain safe.
- Review accident and incident reports submitted via iAMCompliant to identify trends relating to the condition of the premises.

Playgrounds & Play Equipment

Responsible Person:

- Ensure that significant playground risks are assessed and that suitable control measures are implemented.
- Arrange for competent contractors to carry out inspection and maintenance of play equipment.
- Ensure defects are addressed in a timely manner.
- Retain inspection and maintenance records on iAMCompliant.

Employees / Pupils:

- Use play spaces and equipment in accordance with school rules and supervision arrangements.
- Report any defects, damage, or safety concerns to staff or via iAMCompliant.

General Arrangements

- Ensure suitable risk assessments are in place for playground areas and equipment.
- Engage competent contractors to undertake routine and annual inspections and maintenance of play equipment.
- Undertake periodic visual checks of playgrounds and equipment by the site team or designated staff.
- Ensure all staff have access to defect reporting systems (iAMCompliant).
- Restrict or prohibit use of equipment during periods of adverse weather or where safety concerns are identified.
- Ensure defective equipment is taken out of use until repaired or made safe.
- Record and review near misses, accidents, and incidents related to playgrounds and play equipment to identify trends and implement improvements.

Personal Protective Equipment (PPE)

Responsible Person:

- Ensure resources for PPE are provisioned to afford appropriate protection as detailed in risk assessments.
- Arrange the supplying of PPE to staff as identified in the risk assessment free of charge.
- Ensuring that replacements are provided when equipment no longer affords adequate protection

Employees:

- Where identified in risk assessments, use PPE in accordance with training.
- Remove defective or impaired equipment from service and report defects to line manager.
- Maintain equipment in safe condition.

General Arrangements

- Provision of PPE as identified by risk assessments.
- Replacement PPE to ensure continuous protection.
- Suitable storage to maintain PPE in safe and serviceable condition.
- Staff training on the correct use, maintenance, and storage of PPE.
- Monitoring and review of PPE arrangements to ensure effectiveness.

Radiation

Responsible Person:

- Ensuring that all radiation sources are used, stored, and disposed of in accordance with statutory requirements.
- Conducting suitable and sufficient risk assessments prior to the use of radiation sources.
- Consulting with the Radiation Protection Advisor (RPA) for guidance on safe practices, legal compliance, and control measures.
- Ensuring staff and pupils who work with radiation are appropriately trained and supervised.
- Maintaining secure storage for all radiation sources to prevent unauthorised access.
- Monitoring compliance with safety procedures and legal requirements.

Employees / Pupils:

- Follow all safety procedures when handling or working near radiation sources, as outlined in risk assessments and guidance from the Radiation Protection Advisor (RPA).
- Complete any mandatory training before using radiation sources.
- Use personal protective equipment (PPE) and safety devices provided.
- Ensure that radiation sources are returned to secure storage immediately after use.
- Report any unsafe conditions, near misses, or incidents to the Responsible Persons or Senior Leadership Team (SLT).

General Arrangements

- Completion of suitable and sufficient risk assessments for all uses of radiation sources, with advice from the RPA.
- Safe storage, handling, and disposal procedures for radiation sources.
- Provision of appropriate training for staff and pupils, incorporating guidance from the RPA.
- Recording, monitoring, and review of accidents or incidents related to the storage, handling, and use of radiation sources.
- 2-yearly audits conducted by RPA to ensure compliance with statutory requirements, best practice, and RPA recommendations.

Risk Assessments

Responsible Person:

- Ensure that significant school risks are assessed.
- Complete risk assessment training.
- Conduct risk assessments for significant risks as identified by Head of Department / Headteacher.

Employees & Pupils:

- Act in accordance with the control measures detailed within risk assessments.
- Ensure familiarity with hazards and control measures for activities prior to undertaking.
- Employees to communicate risk and measures appropriately to pupils.

General Arrangements

- Centrally stored risk assessments are accessible to staff as appropriate to job role.
- Staff training on developing risk assessments.

- Monitoring and reviewing risk assessments annually, following significant changes or following incidents.

Security and Site Access Control

Responsible Person:

- Completing suitable and sufficient risk assessments to determine appropriate security and access control measures.
- Ensuring security systems (e.g., gates, locks, CCTV, alarms) are maintained and operational.
- Overseeing staff training and communication regarding site security procedures.
- Ensuring visitors are appropriately logged and supervised while on site.

Employees / Pupils:

- Follow all site security and access control procedures.
- Report any breaches, suspicious activity, or unsafe situations to the Responsible Persons or Senior Leadership Team (SLT).
- Use and clearly display identification badges, access passes, or other approved methods when entering or leaving the premises.

General Arrangements

- Completion of suitable and sufficient risk assessments to determine proportionate site security and safety measures.
- Implementation and maintenance of physical security measures (e.g., gates, locks, alarms, CCTV).
- Controlled access for visitors, contractors, and deliveries, including logging and supervision.
- Regular checks and maintenance of all access points and security systems.
- Staff training and communication on security procedures and emergency responses.
- Recording, monitoring, and reviewing accidents or incidents related to site security.

Site Traffic Management

Responsible Person:

- Ensure that suitable resources are provided for the management of traffic on site.
- Conduct periodic inspections of the pathways and roadways across site.
- Ensure lighting is sufficient across site.
- Maintain traffic signage in a good state of repair.

Employees / pupils:

- Adhere to site traffic management instructions for designated pathways and roadways.
- Travel safely around site without causing danger to other occupants.
- Report near miss incidents or accidents to iAMCompliant.

General Arrangements

- Where reasonably practicable, segregate pedestrian and vehicular routes to reduce the risk of collision.

- Manage vehicle movements during peak arrival and departure times to minimise risk to pedestrians.
- Sufficient lighting across site, altered for the changing of the seasons.
- Conduct and record periodic inspections of pathways, roadways and traffic control measures, and ensure defects are actioned promptly.
- Display and maintain adequate traffic management signage across site.
- Gritting arrangements for the safety of site during periods of adverse weather.
- Implement appropriate control measures to restrict and supervise the movement of visitors and contractors on site.
- Recording and review of near miss incidents and accidents related to site traffic management.

Slips, trips and falls

Responsible Person:

- Ensure that the risk of slips, trips and falls is managed and sufficient resources are provided for the safe movement around site.
- Ensure periodic checks are conducted concerning the condition of site.
- Action defects reported by staff or identified through inspection.

Employees:

- Ensure loose items are stored appropriately and do not pose a risk to slips and trips.
- Complete assigned training.
- Report site defects on iAMCompliant.

Pupils:

- Follow safe movement practices around site and report hazards to staff

General Arrangements

- Maintain sufficient external and internal lighting; conduct periodic checks and record findings.
- Maintain pathways, roadways, and external spaces to ensure safe pedestrian access; document maintenance activities on iAMCompliant.
- Cleaning contractors conduct regular cleaning and hazard removal.
- Conduct classroom inspections at the start of each academic year.
- Implement gritting arrangements for key pedestrian routes during adverse weather.
- Provide staff training on slip, trip, and fall prevention.
- Encourage reporting of site defects via iAMCompliant.
- Record and review near-miss incidents and accidents related to slips, trips, and falls.

Smoking

Responsible Person:

- Implement and enforce a smoke-free policy across the premises, including buildings and grounds.
- Ensure appropriate no-smoking signage is clearly displayed at entrances and throughout the site.
- Monitor compliance and address breaches in accordance with Trust procedures.

Employees / Pupils:

- Refrain from smoking, including the use of e-cigarettes or vaping devices, anywhere on the premises.
- Report any breaches to a member of the Senior Leadership Team (SLT).
- Comply with disciplinary procedures where applicable.

General Arrangements

- Display clear and compliant no-smoking signage around the site.
- Prohibit smoking and vaping across all buildings, grounds, and vehicles.
- Manage any breaches of the policy through appropriate disciplinary or behaviour procedures.
- Provide information on smoking cessation support where appropriate.

Stress

Responsible Person:

- Identify and assess risks of work-related stress through suitable and sufficient risk assessment processes.
- Promote a supportive working environment and encourage open communication regarding workload and wellbeing.
- Monitor workloads and working patterns to ensure they remain reasonable and manageable.
- Provide access to appropriate support mechanisms, including employee wellbeing services and occupational health referrals where necessary.
- Take reasonable steps to address stress-related concerns raised by employees

Employees:

- Inform their line manager at an early stage if experiencing work-related stress or difficulties managing workload.
- Engage with available support mechanisms, including wellbeing services and occupational health where appropriate.
- Support colleagues by promoting a respectful and positive working environment

General Arrangements

- Conduct risk assessments where work-related stress is identified as a significant risk.
- Provide access to the Anglian Learning Employee Assistance Programme and associated support services such as Active Care.
- Promote a culture of openness where staff feel able to raise concerns without fear of detriment.
- Review absence data and incident trends to identify potential stress-related issues.
- Involve HR in supporting managers and employees in managing stress-related concerns.

Swimming

Responsible Person:

- Ensure that suitable resources are available for the safe operation, teaching and lifeguarding of swimming pools.

- Ensure that swimming pools and associated operating plant are adequately maintained, water quality is monitored, and the current Pool Safety Operating Procedure (PSOP) is implemented and reviewed.

Employees / Pupils:

- Adhere to swimming pool rules and instructions as set out in the Pool Safety Operating Procedures (PSOP) and always follow staff directions

General Arrangements

- Maintain current and site-specific PSOP, including Normal Operating Procedures (NOP) and Emergency Operating Procedures (EOP), with staff awareness and training.
- Ensure suitably trained and competent lifeguards are present during swimming sessions, in line with risk assessment findings.
- Ensure staff are sufficiently competent to act as pool plant operators having completed training to enable them to conduct pool water testing during periods of use to ensure chemical levels remain safe and effective for disease prevention.
- Ensure pool rescue and first aid equipment is available, accessible, and regularly checked.
- Ensure pool plant equipment is inspected, serviced, and maintained by competent persons.
- Ensure appropriate supervision ratios for swimming lessons and activities are identified and achieved.
- Ensure staff have access to iAMCompliant for reporting defects within the pool area.
- Record and review near misses, accidents, and incidents related to swimming activities to identify trends.

Temporary Staff & Agency Workers

Responsible Person:

- Ensure temporary staff receive a suitable site induction to include information on emergency procedures, safeguarding arrangements, behaviour expectations, and reporting systems.
- Assign duties appropriate to the temporary staff member's qualifications, experience, and competence.
- Designate a member of staff to act as a point of contact and provide ongoing support.
- Ensure risk assessments cover the activities undertaken by temporary staff.
- Confirm appropriate pre-employment and safeguarding checks have been completed where required.

Temporary Staff:

- Adhere to School policies, procedures, and codes of conduct.
- Always follow safeguarding and health and safety arrangements.
- Report accidents, incidents, hazards, or concerns promptly to the point of contact or member of the Senior Leadership Team.

General Arrangements

- Provide all temporary staff with a structured site induction covering fire and emergency procedures, safeguarding expectations, accident and incident reporting procedures and behaviour management expectations.
- Ensure clear signage is displayed across the site to support safe navigation and compliance.
- Assign a designated staff liaison to support and monitor temporary staff.
- Review incidents involving temporary staff to identify trends or areas requiring improvement.

Training

Responsible Person:

- Identify mandatory and role-specific training requirements through review of the Anglian Learning training matrix.
- Assign appropriate training based on job role, risk exposure, and statutory requirements.
- Monitor training completion and ensure refresher training is undertaken within required timescales.
- Ensure new staff receive appropriate induction training prior to undertaking duties.
- Maintain records of training to demonstrate compliance.

Employees:

- Complete assigned training within required timescales.
- Engage fully with training and apply learning to their work activities.
- Notify responsible persons of additional training needs required to safely undertake their duties.

General Arrangements

- Provide suitable training (including induction) for all new employees, including temporary and agency staff.
- Assign appropriate health and safety training through approved training platforms.
- Communicate training and instruction through staff bulletins and staff meetings.
- Deliver role-specific training where risks require additional competence (e.g., first aid, fire marshall, educational visits, work equipment use).
- Monitor completion of training to ensure ongoing compliance and maintain accurate records of completed training.
- Monitor the application and effectiveness of training through the review of accidents and incidents and observations.

Transporting Pupils on Minibuses

Responsible Person:

- Ensure the minibus is maintained in a safe and roadworthy condition, including valid MOT certification and routine servicing in accordance with manufacturer guidance.
- Ensure the vehicle operates under a valid Section 19 Permit.
- Verify that all drivers are legally entitled to drive the vehicle and have successfully completed MiDAS (Minibus Driver Awareness Scheme) training.
- Retain records of vehicle inspections, servicing, permits, and driver eligibility.

Employees:

- Conduct and record pre-use vehicle inspections prior to each journey.
- Operate the minibus in accordance with the Trust's Transporting Pupils in Private Vehicles and Minibuses Policy and the Highway Code.
- Always ensure all passengers wear seatbelts.
- Report defects immediately via iAMCompliant and remove the vehicle from use where safety is compromised.

Pupils:

- Follow instructions given by the driver or accompanying staff member.
- Always wear seatbelts while the vehicle is in motion.

General Arrangements

- Undertake and document regular safety inspections (e.g., 6-weekly or 10-weekly, as appropriate).
- Maintain valid MOT certification and scheduled servicing records.
- Ensure all minibus drivers have completed approved MiDAS training and any required refresher training.
- Operate under a valid Section 19 Permit where required.
- Complete and record pre-use vehicle checks prior to each journey.
- Ensure appropriate supervision ratios for pupil transport where necessary.
- Carry a suitably stocked first aid kit during all journeys.
- Ensure minibus activities are risk assessed and control measures implemented as required.
- Record and review incidents, near misses, and vehicle defects to identify trends and implement improvements.

Waste (Hazardous & non-hazardous)

Responsible Person:

- Ensure that suitable resources are provided for the management of waste.
- Liaise with contractors for the management of waste.
- Support employees with the safe handling, storage and collection of hazardous waste.
- Retain waste transfer notes.

Employees:

- Ensure waste is disposed of in accordance with local arrangements, including any items of hazardous waste that are safely labelled and stored prior to collection

Pupils:

- Dispose of waste in designated collection bins

General Arrangements

- Provide sufficient and appropriately located waste receptacles across site.
- Retain waste transfer notes for a minimum of 2 years (hazardous waste consignment notes retained for a minimum of 3 years).

- Ensure hazardous waste is securely stored, appropriately labelled and segregated to prevent unauthorised access, environmental contamination or fire risk prior to collection.
- Engage competent and appropriately licensed waste contractors for the collection of hazardous and non-hazardous waste.
- Manage hazardous waste in accordance with arrangements detailed within relevant COSHH assessments.
- Provision of materials to promptly deal with spills.
- Ensure IT equipment is returned to the IT hub for safe and compliant disposal.
- Monitor waste management arrangements to ensure compliance and review following significant changes.

Work Equipment

Responsible Person:

- Ensure all work equipment is maintained in a safe, serviceable condition.
- Quarantine and prevent use of equipment identified as defective or unsafe.
- Conduct risk assessments for tasks involving work equipment.
- Ensure operators are suitably trained and competent to use equipment safely and as intended.
- Monitor and audit the use of equipment to ensure safe operational practices are followed.

Employees / Pupils:

- Follow safe systems of work or instructions for the use of equipment.
- Inspect equipment prior to use and report defects immediately via iAMCompliant.
- Quarantine and remove equipment from use if unsafe.
- Participate in any required training to ensure competent use of equipment.

General Arrangements

- Provide suitable instruction, guidance, and training for the safe use of work equipment.
- Maintain equipment in line with manufacturer guidance, service schedules, or schemes of work.
- Implement procedures for quarantining defective or unsafe equipment.
- Retain records of inspections, maintenance, and training.
- Record, review, and analyse accidents and incidents involving work equipment to identify trends and implement improvements.

Working at Height

Responsible Person:

- Ensure that significant school risks are assessed.
- Arrange inspection and servicing of working at height equipment in accordance with statutory requirements and best practice and maintain records on iAMComplaint.

Employees:

- Complete working at height training if appropriate to job role.

- Carry out equipment inspections as detailed in risk assessments and SSOW.
- Quarantine equipment not safe for use and report defects to iAMCompliant.

General Arrangements

- Inspection and servicing of working at height equipment is conducted and records retained on iAMCompliant.
- Working at height risk assessments conducted prior to commencement of activities.
- Staff training for working at height.
- Pre-use inspections of working at height equipment.
- Monitor implementation of risk assessments and control measures to ensure effectiveness.
- Recording and review of near miss incidents and accidents related to working at height activities.

Young Workers

Responsible Person:

- Undertake specific risk assessments for young workers and work experience students before they commence work.
- Ensure tasks assigned are appropriate to the individual's age, competence, and experience.
- Provide suitable induction, training, and clear instructions.
- Ensure appropriate levels of supervision are always maintained.
- Ensure working hours and rest breaks comply with statutory requirements.

Young Workers:

- Follow instructions and safe work systems.
- Raise any concerns about tasks or safety to their supervisor

General Arrangements

- Complete a young worker-specific risk assessment prior to placement or employment.
- Assign tasks appropriate to the individual's competence and maturity.
- Prohibit exposure to high-risk activities (e.g., dangerous machinery, hazardous substances, extreme temperatures) unless risk is adequately controlled and supervised.
- Provide appropriate training and close supervision.
- Ensure young workers do not work more than 8 hours per day or 40 hours per week (if under 18), and receive:
    - At least 30 minutes uninterrupted rest break if working more than 4.5 hours.
    - 12 hours' rest between working days.
    - 2 days off per week.
- Review arrangements regularly to ensure continued suitability.

Zoonoses

Responsible Person:

- Ensuring that suitable and sufficient risk assessments have been completed for all interactions with animals, including considerations for individuals with weakened immune system (e.g., immunosuppressed people, expectant mothers).
- Providing suitable and sufficient hand-washing facilities.
- Ensuring staff and pupils are aware of procedures for safe interaction with animals

Employees / Pupils:

- Ensure all contact with animals is in accordance with the risk assessment and instructions from supervising people.
- Maintain appropriate levels of hygiene following interaction with animals, including thorough hand-washing.
- Report any accidents or incidents related to animal contact to the supervising staff or SLT.

General Arrangements

- Completion of suitable and sufficient risk assessments prior to any animal interaction.
- Provision and maintenance of adequate hand-washing facilities.
- Supervision of all animal interactions by trained staff.
- Clear communication of any known animal health issues to staff, pupils, and visitors.
- Regular review of risk assessments and procedures to ensure ongoing safety.
- Recording, monitoring, and review of accidents or incidents related to animal interactions.

3. Monitoring, Audit and Assurance

Anglian Learning implements a structured programme of monitoring and assurance to evaluate the effectiveness of health and safety arrangements and to support continuous improvement.

Annual internal health & safety audits are conducted by the Health and Safety Advisor across each School. These audits cover a range of areas, including but not limited to:

- High-risk curriculum subjects (e.g. Design Technology, Physical Education, Science)
- Winder health and safety management systems
- Emergency arrangements
- Incident reporting and management
- Statutory compliance and premises management

Findings from audits are documented and shared with the relevant School. Actions are assigned a priority rating (low, medium, or high) based on the level of risk posed either for injury or non-compliance.

All actions are recorded within the iAMCompliant system as one-off jobs and are tracked through to completion. Responsible Persons are expected to implement corrective actions within appropriate timescales, with progress monitored to ensure effective solution.

Audit outcomes and trends are used to inform ongoing improvements to health and safety management across Anglian Learning.

4. Legal Framework

This policy is developed in accordance with relevant UK health and safety legislation and guidance.

Appendix A – Anglian Learning Linked Policies & Guidance

Anglian Learning Policies & Guidance
Premises Management Policy
Transporting Pupils in Minibuses and Private Vehicles Policy
Staff Induction Policy
Risk Assessment Procedure
Control of Substances Hazardous to Health Procedure
Incident Reporting and Management Procedure
Personal Protective Equipment (PPE) Procedure
Display Screen Equipment Procedure
Working at Height Guidance
Manual Handling Guidance

School Policies & Guidance
Parent, Carer and Visitor Code of Conduct
Asbestos Management Policy
Managing Medical Needs and First Aid Policy
Allergy and Anaphylaxis Awareness Policy
Critical Incident and Business Continuity Plan
Fire Safety Policy
Lettings Policy

Appendix B – 2026 / 2027 Planner

2026 - 2027 Planner

	Autumn Term 01/09/2026 - 18/12/2026				Spring Term 04/01/2027 - 25/03/2027			Summer Term 12/04/2027 - 21/07/2027			
	September	October	November	December	January	February	March	April	May	June	July
Health & Safety Policy Update - Upload to website - Statement of Intent read & signed by all staff - Posted in central staff area	X										
Health & Safety site walk - Headteacher, Site Manager with Estates & Operations Manager	X				X			X			
Health & Safety audit - An annual audit of health & safety management systems									X		
Estates review meeting - Headteacher, Health & Safety Advisor, Estates & Operations Manager - Review of Estates					X						