

THIS POLICY APPLIES TO THE HOPE SENTAMU LEARNING TRUST BOARD, THE CENTRAL TEAM, ALL TRUST SCHOOLS/ACADEMIES AND THE WORKFORCE DEVELOPMENT TEAM

February 2023

Whole Policy

Previous Health and Safety Policy, Health and Safety Procedures Manual to include Working at Height, Manual Handling and Lone Working

1.1 This policy has due regard to all relevant
p

including, but not limited to, the following:

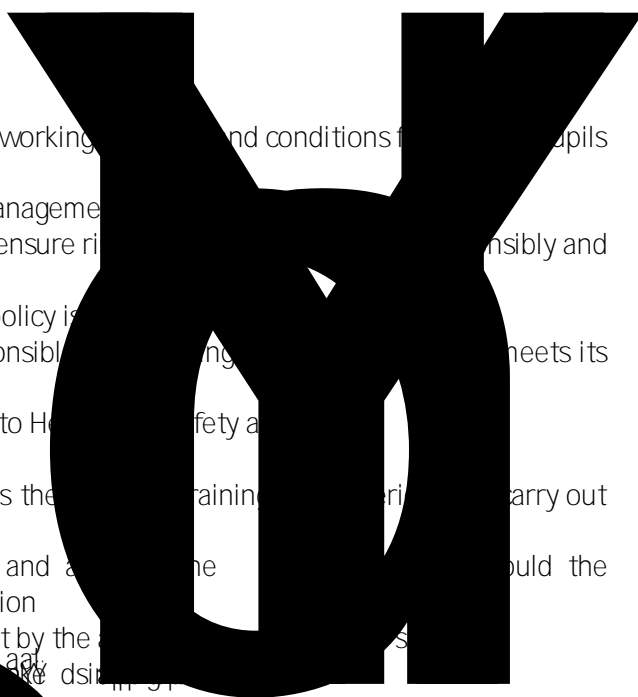
- Monitoring the workplace inspections and active monitoring process across the Trust
- Monitoring provision for the inspection and maintenance of work equipment throughout the Trust, including the statutory examination and testing of specific equipment
- Monitoring the management of asbestos, legionella, fire risk assessment and all property compliance issues for each site
- Monitoring accidents and near misses across the Trust
- Producing updates for the Trust Board and advising them of current standards across the Trust, including property statutory compliance issues (eg. asbestos/legionella/fire risk/gas/electricity), activity risk assessment compliance and monitoring, staff training, accident and near miss data
- Monitoring the keeping of records of all health and safety activities
- Monitoring staff training
- Overseeing the control of contractors on site when work is being undertaken
- Ensuring only contractors who are capable of working safely are selected and engaged – for higher risk work they are accredited, this includes any sub-contractors
- Providing support to all schools within the Trust with regards to health and safety
- Ensuring the Trust is audited annually in regard to health and safety

2.4 The **Health and Safety Officer** has responsibility for:

- Providing support and guidance to all schools within the Trust with regards to health and safety/compliance
- Overseeing the day-to-day management of SYPRO (compliance software) within each school
- Assisting the **Health and Safety Officer** with construction projects
- Ensuring that staff have undertaken relevant training pertinent to their role
- Carrying out in-house condition surveys
- Monitoring termly site workplace inspections

2.5 The **Health and Safety Officer** is responsible for:

- Day-to-day development and implementation of safe working practices and conditions for staff, pupils and visitors
- Setting the direction for effective health and safety management
- Introducing management systems and practices that ensure risk is managed responsibly and proportionately
- Taking all reasonably practicable steps to ensure this policy is implemented
- Designating a 'Health and Safety Officer' who will be responsible for ensuring the Trust meets its health and safety duties.
- Notifying the Trust central team of any issues relating to Health and Safety
- Reviewing this policy for effectiveness annually
- Ensuring that the **Health and Safety Officer** holds the appropriate training to carry out the Health and Safety duties required
- Reassigning the **Health and Safety Officer** responsibilities and duties should the currently nominated person no longer fulfil their position
- Ensuring specific manufacturing tasks are carried out by the appropriate staff
- Ensuring that all members of staff are aware of the Health and Safety Policy



Certifying that procedures to ensure safety precautions are properly managed, discussed, formulated and effectively disseminated to all staff

2.6

2.6.1 A _____, in the terms of Health and Safety, is someone who has the combination of training, skills, experience, knowledge, attitude and physical ability to carry out the designated health and safety task effectively.

2.6.2 Please refer to _____ for details of the _____ for this school/academy.

2.7 The _____ will:

Ensure staff members under their control are aware of, and follow, relevant published Health and Safety guidance and safe working procedures

Ensure Health and Safety risk assessments are undertaken for the activities for which they are responsible, and that identified control measures are implemented relevant to the risk

Take appropriate action on health, safety and welfare issues referred to them, informing the Head of School of any problems they are unable to resolve within the resources available to them

Carry out regular inspections of their areas of responsibility, and report and record these inspections

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Ensure that all staff under their control are provided with appropriate health and safety training and supervision

Follow sa

- 3.1 The _____ has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school/academy.
- 3.2 Annual risk assessments will be conducted for all areas of the school/academy to identify all defects and potential risks along with the necessary solutions or control measures.
- 3.3 Risk assessments will consider the needs of staff, pupils, visitors and contractors.
- 3.4 Risk assessments will be reviewed if:
There is any reason to suspect that they are no longer valid
There has been a significant change in related matters
- 3.5 The school/academy will record any significant findings of any risk assessments including the following:
The identified hazards
How people might be harmed by them
What the school has implemented to control the risk
- 3.6
-

3.10.3 It is the responsibility of the
the or designated
this must be in

to immediately highlight via email (to
) if there are barriers to compliance;

- 5.1 The school/academy will use PPE in line with UK Health Security Agency guidance.
 - 5.2 PPE means all equipment worn or held which is designed to protect the user from specific hazards. PPE includes laboratory and workshop equipment, such as tool box tools, protective clothing, safety footwear and face masks, PE equipment, IT equipment, photocopiers and other office equipment, lifting equipment and respiratory protection equipment.
 - 5.3 Clothing that is not specifically designed to preserve the health and safety of the wearer (e.g. school uniform) does not constitute PPE.
 - 5.4 In line with the Personal Protective Equipment at Work Regulations 1992, the school/academy will provide employees and pupils who are exposed to a hazard on the premises, which cannot be controlled by other means, with PPE. Visitors will be supplied with PPE when appropriate.
 - 5.5 Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.
 - 5.6 Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults.
 - 5.7 All staff and pupils will use the PPE provided, and care for it according to the instructions and training given.
 - 5.8 All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with protective eyewear (and other PPE) when appropriate.
 - 5.9 Pupils will report any loss or defects of PPE to their class teacher, who will report it to the for repair.
 - 5.10 The PPE will fit the wearer properly. Where there are more than one item of PPE which must be worn, they should be compatible and remain effective.
 - 5.11 PPE will not be worn if the hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from.
 - 5.12 The school/academy understands its duty to cover the costs of purchase, cleaning and repair for all clothing, such as protective clothing that staff require to fulfil their roles.
 - 5.13 In accordance with HM Revenue and Customs (HMRC) the school/academy will
-

Any workshop equipment, e.g. lathes and kilns
All fume cupboards

- 6.2 It is the responsibility of the _____ to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.
- 6.3 Each school/academy will ensure that staff and pupils can expect any equipment they use is suitable for its intended use and is properly maintained.
- 6.4 Each school/academy will make use of an automated external defibrillator (AED) as part of its first aid equipment through the DfE's arrangements to buy, install and maintain an AED.
- 6.5
6.5.1 Regular inspection and testing of equipment
-

7.1 The _____ is responsible for ensuring that the following inspections and maintenance are undertaken, recorded and uploaded onto SYPRO.

7.2

7.2.1 Fire alarm call points will be tested weekly in rotation; individual call points should be tested as a minimum of one per term. The weekly testing regime will be defined by each school/academy.

7.2.2 Any defects on the system will be reported immediately to the alarm contractor/electrical engineer.

7.3

7.3.1 _____ checks are conducted to ensure that all firefighting equipment is in the correct position, easily accessible and clear of obstruction, correctly charged and operational, and showing no signs of tampering.

7.3.2 Contractors undertake an annual maintenance service of all firefighting equipment. Defective equipment or extinguishers that need recharging should be taken out of service and reported directly to the _____ for replacements.

7.4

Emergency lighting will

- 9.2 An inspection of the site will be conducted termly and will be undertaken by the . This inspection will be documented on the Site Premises Workplace Inspection form (as detailed in) and uploaded onto SYPRO.
- 9.3 The Site Premises Workplace Inspection form must be available for random 'spot checks' by the school/academy's senior leadership team, or .
- 9.4 Responsibility for following up any actions detailed in the Site Premises Workplace Inspection form will be with the .
- 9.5 It is everybody's responsibility to carry out routine inspections of their own areas, bringing any Health and Safety \$
-

10.10

The nominated Board Member for Health and Safety is . The Board of Trustees meet termly to discuss health, safety and welfare issues affecting staff, pupils and visitors. Action points from meetings are brought forward for review by HSLT management.

10.11

The Health and Safety Law posters are displayed in reception at each school/academy.

10.12

All employees will be provided with:

- Induction training in the requirements of this policy
- Update training in response to any significant change
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc)
- Refresher training where required

10.13

An up-to-date record of all instruction and training given to staff members will be maintained. Training records will be kept with the . The is responsible for coordinating Health and Safety training needs and for including details in the training and development plan for each school/academy. This includes a system for ensuring that refresher training



- 12.2.3 These plans will be completed at the beginning of the academic year, when the pupil enrolls, or upon diagnosis being communicated to the school/academy. The health care plans will be reviewed annually by the relevant department.
 - 12.2.4 All staff members are made aware of any relevant health care needs and copies of health care plans are available from the relevant department.
 - 12.2.5 Staff will receive appropriate training related to the health conditions of students and the administration of medicines.
-

15.1 Staff should not be expected to put themselves in danger and engage in aggressive or violent behaviour towards any member of staff.

15.2 Staff will report incidents of violent or threatening behaviour, or inappropriate behaviour/individual conduct which may compromise the provision of an environment where staff feel safe. The Trust will work in partnership with the police to ensure that staff are protected and that the environment is safe.

Be aware of the schedule and movements of the lone worker
Have all necessary contact details of the lone worker
Attempt to contact the lone worker if they have not returned to the school/academy premises and contact is not made as agreed
Follow agreed escalation procedures and notify the relevant authority of any incidents

15.4.9 Contingency arrangements will be in place for a member of staff to take over the 'buddy' role if the nominated person becomes unavailable.

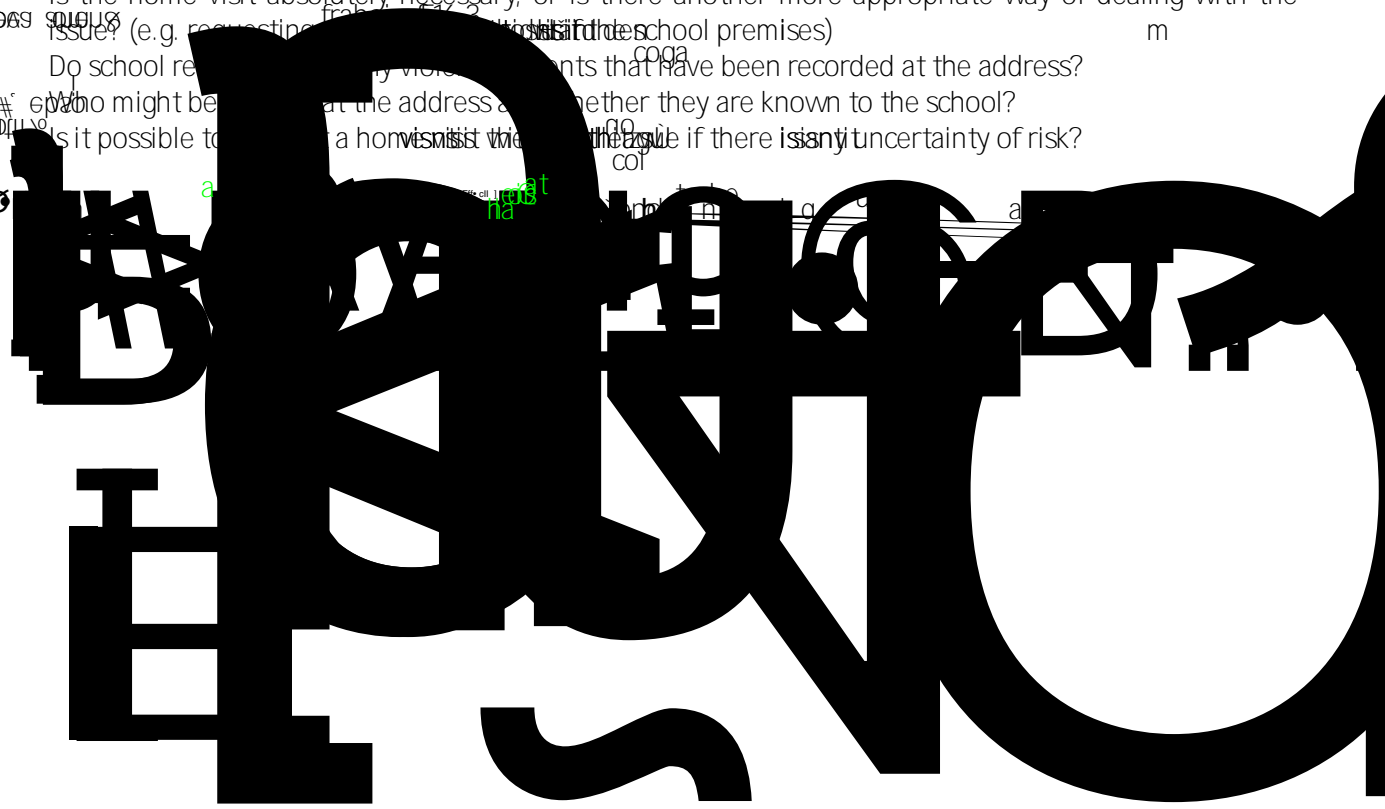
15.4.10 Where there is a genuine concern about the whereabouts or safety of a lone worker, the relevant authority will use the information held on record to try and ascertain the whereabouts of the lone worker. If contact cannot be made, the relevant authority will decide on the best course of action depending on the circumstances, which could include contacting the emergency services.

15.5
15.5.1 Nominated staff who may be required to back up the nominated security company, attending empty premises where there has been alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

15.5.2 Where a school/academy does not have a security company in place but has key holder response, the relevant authority should contact a second member of staff on call-out activation and inform them when on arrival and upon leaving the building. The relevant authority should complete the building check within a 15-minute timeframe.

15.5.3 Upon a confirmed intruder activation, the relevant authority will inform the Police and arrange to meet on the school/academy premises.

15.6
15.6.1 Is the home visit absolutely necessary, or is there another more appropriate way of dealing with the issue? (e.g. requesting a copy of the school premises register, checking the school premises register for visitors that have been recorded at the address? Who might be at the address and whether they are known to the school? Is it possible to conduct a home visit with the relevant authority if there is any uncertainty of risk?



Assess the

16.4.1 All accidents involving staff employed by the Trust, no matter how minor, and including 'near misses', must be reported to the . All accidents involving pupils and other non-employees must be recorded on B-Safe.

16.4.2 More significant incidents as detailed below must also be reported to the , who in turn will inform the :
Major injuries
Accidents where significant first aid treatment has been provided
Accidents which result in the injured person being taken from the scene of the accident directly to hospital
Accidents arising from premises/equipment defects

16.4.3 All major incidents will be reported to the and the via the
Parents/carers will be notified immediately of all major injuries.

16.4.4 The , or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

16.5 Incidents involving a fatality or major injury will be reported to the and the , via the Trust's outsourced provision.

16.6 Incidents resulting in the following outcomes must be reported to the , via the Trust's outsourced provision. The incident may need reporting, and upon instruction, reports should be made to the HSE via their online reporting system (sul m. ptd g

17.3 Additional reportable occurrences include the following:

The collapse, overturning or failure of any load-bearing part of any lifting equipment

The explosion, collapse or bursting of any closed vessel or pipework

Electrical short circuit or overload resulting in a fire or explosion

Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion

Any accidental release of a biological agent likely to cause severe human illness

Any collapse or partial collapse of scaffolding over five metres in height

When a dangerous substance being conveyed^b

22.5 Emergency exits, fire alarm call points, assembly points should be clearly identified by safety signs and notices around the school/academy.

22.6 Details of service isolation points (f

- 24.1 All visitors will sign in to reception.
- 24.2 Once signed in, visitors and contractors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned. Unless the school is unoccupied or full DBS has been seen and certified visitors and contractors must be accompanied.
- 24.3 Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices.
- 24.4 Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.
- 24.5 Visitors and contractors will wear a visitor's badge at all times whilst on school grounds.
- 24.6 Cleaning contractors will wear an easily identifiable uniform or badge at all times.
- 24.7 Temporary teaching staff and assistants will report to reception on arrival and sign in using the appropriate method.
- 24.8 Staff members who encounter an unidentifiable visitor will enquire if they require assistance, and direct them to reception or off site.
- 24.9 Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help from senior colleagues in the first instance.
- 25.1 All contractors used by the Trust shall ensure compliance with relevant Health and Safety legislation, guidance and good practice. They must hold an up-to-date Liability Insurance (minimum £5M), suitable qualification, and provide an up-to-date DBS certificate for every operative who will be on site. To work unsupervised on any site contractors must provide an Enhanced DBS certificate.
- 25.2 All contractors must report to reception, where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions, as appropriate.
- 25.3 The _____ is responsible for monitoring areas where the contractor's work may directly affect staff and pupils, and for keeping records of all contractor work.
- 25.4
- 25.4.1 Where the Trust undertakes projects directed by the Board of Trustees, the Board is considered the 'client' and therefore have additional statutory obligations.
- 25.4.2 Such projects are managed by the _____ who will ensure that the Board's consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM 2015 regulations will apply.
- 25.4.3 Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The Trust, contractor(s) and any subcontractor(s) involved will agree to the risk assessment and safe systems of work to be used prior to works commencing on site. On completion of all works, the contractor is to provide a Health & Safety file/O&M Manual.

- 26.1 Contract cleaners will be monitored by the _____ . The standard required will be clear in the service level agreement held with the contracted cleaners.
- 26.2 Special consideration will be given to hygiene areas.
- 26.3 Waste collection services will be monitored by the _____
- 26.4 Special consideration will be given to the disposal of laboratory materials and clinical waste.
- 26.5 The _____ is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in when the external air temperature is -1. Each school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state the following:

_____ °C

Where there is below-normal level of physical

Disc

not available

37.8 All drivers must be aged 21 years or over and hold a full driving licence in Category D1 (previously known as Group B before 2013) or another category permitting them to drive a 16 passenger vehicle. Any non-employees must have held this category of licence for at least two years prior to driving the minibus.

37.9 All mini-bus drivers must undertake MIDA

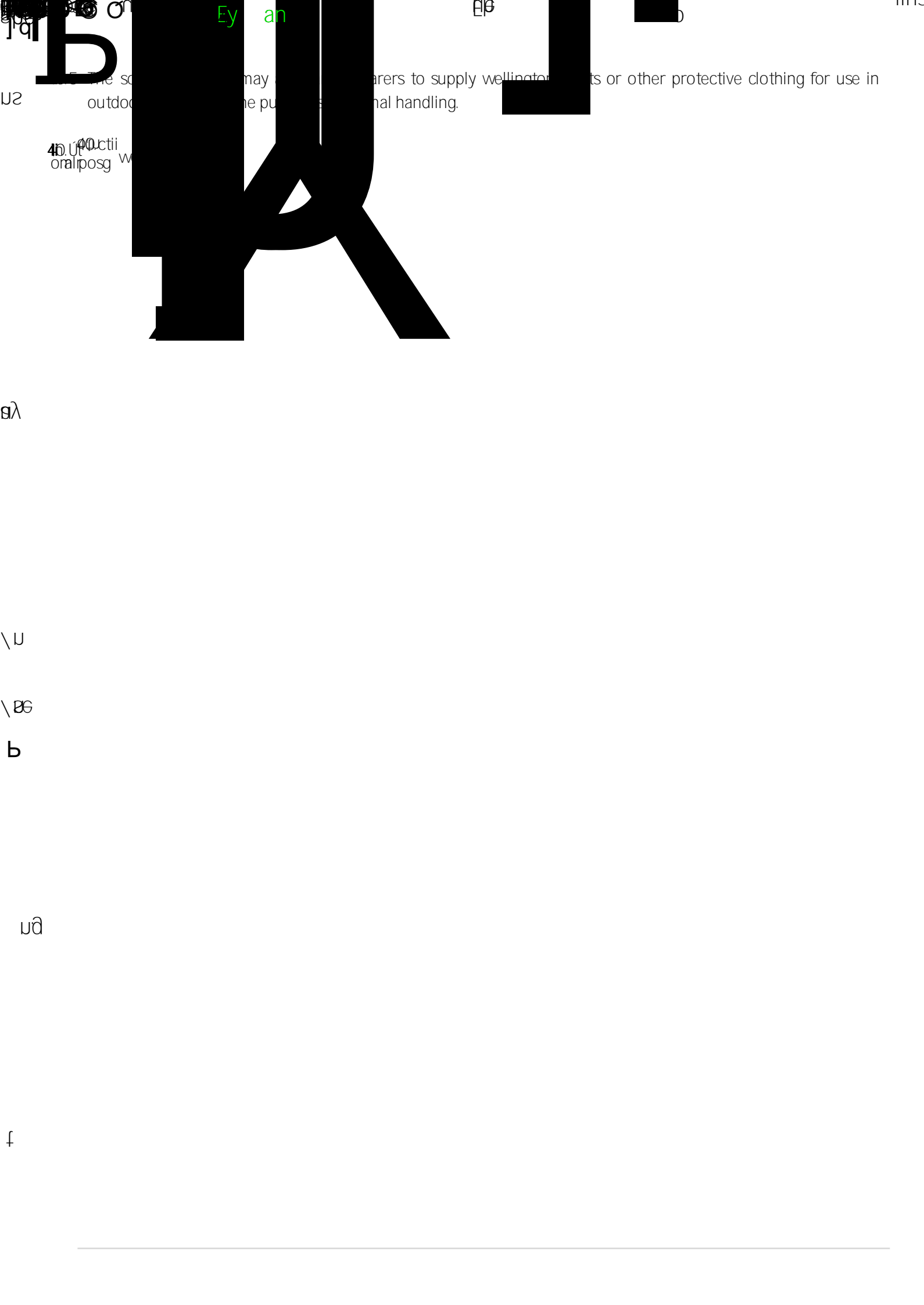
38.9

- 38.9.1 All staff who move and handle pupils/staff have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment (e.g. hoists, slings etc) they are required to use).
 - 38.9.2 Where manual handling involves assisting and/or moving a pupil, moving a pupil from a chair to a wheelchair, the staff member(s) involved will always refer to the pupil's Individual Care Plan to ensure that correct equipment and instructions are used. Moves will be planned in advance to ensure that any equipment needed is available and ready to use at all times.
 - 38.9.3 All moving and handling of pupils must be risk-assessed and recorded by a competent vt
-

- 38.11.2 The health and wellbeing of all members of staff will be maintained and promoted by providing a safe working environment, specifically with regards to manual handling tasks.
 - 38.11.3 Practical and workable solutions will be provided to improve the effectiveness of working practices.
 - 38.11.4 Tasks requiring manual handling of any large or heavy items will be planned before any handling is attempted. Trolleys and other handling aids or hoists will be used.
-

39.8 Any person who becomes aware of circumstances involving work at height, where the existing control methods are ineffective must inform the _____ or _____ as soon as possible.

39.9 Risk



Eye an

The so may arers to supply wellington ts or other protective clothing for use in
outdoor he pu s hal handling.

40. Uctii
oralposg w

9λ

\U

\86

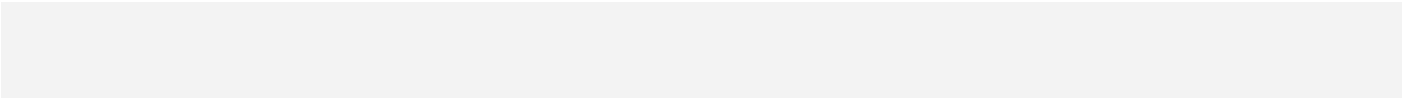
b

uā

f

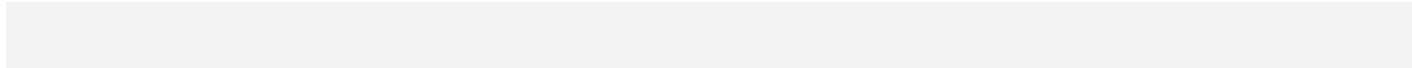


- 40.11 Animals housed at the school/academy will be registered with a local veterinarian who the school/academy will contact should an animal be showing signs of ill health. Animals are given necessary vaccinations and treatments to maintain good health and reduce risk of disease transmission to pupils and staff.
- 40.12 Cleaning of animal housing (e.g. cages, hutches, tanks, kennels etc) will be carried out by an appropriately trained staff member
-

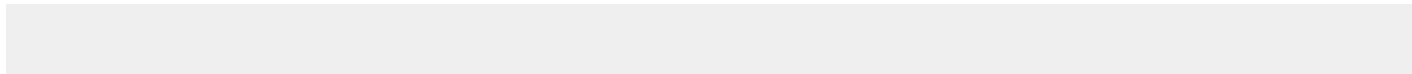


Dave Cockerill	TA / CCF	June 2025
Monica O'Neill	LRC	June 2025
Kate Mitchell	Pastoral	June 2025
Nuala Meek	TA	July 2025
Hanna Reynolds	TA	July 2025
Rachael McNair	SLT	July 2025
Becky Tate	History	July 2025
Megan West	RE	July 2025

Below is a list of all staff members who have responsibility for the secure storage and use of the school/academy's First Aid Boxes:

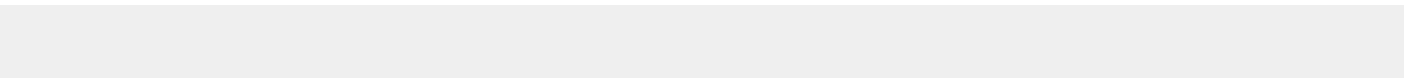
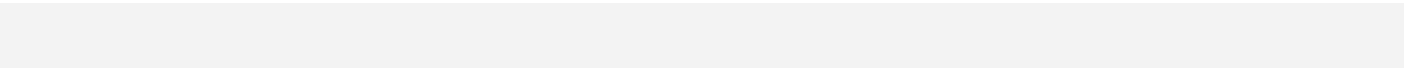
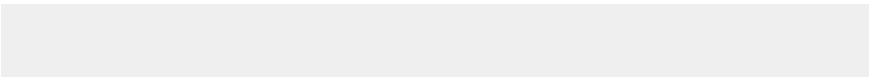
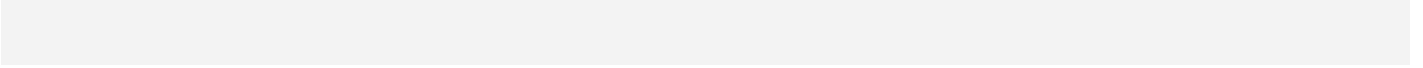


! 50 41 1161da... y 9E 40u SE -> : 119211 00 11



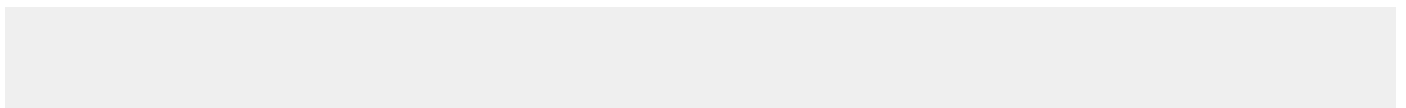
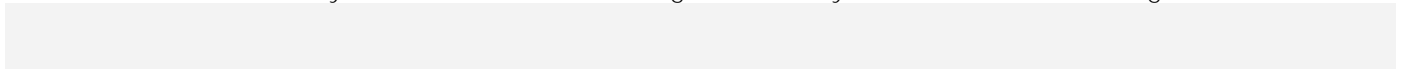
Hub x 2

Genera e



Patrick Tasker	Teacher of PE / DoE	07.09.2021
Mark Willoughby	Teacher of PE	09.02.2021
Elaine Stephens	CCF	Pending
Duncan Fraser	DoL - Maths	12.02.2021
Claire Mumford	CCF	11.05.2023
Gillian Hewitt	TA	11.05.2023
Richard Parry	2ic - Maths	Pending

Below are details of recently undertaken asbestos management surveys in accordance with HSE guidance:



Please note, this is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom in additional tables, including any further action needed. If necessary, discuss your concerns with a senior leader in your school/academy.

Is the internal flooring in good condition?

Are there any changes in floor level or type of flooring that need to be highlighted?

Are gangways between desks kept clear

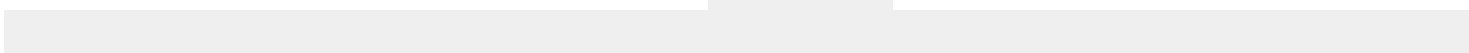
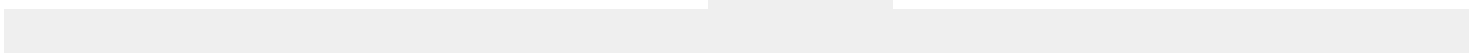
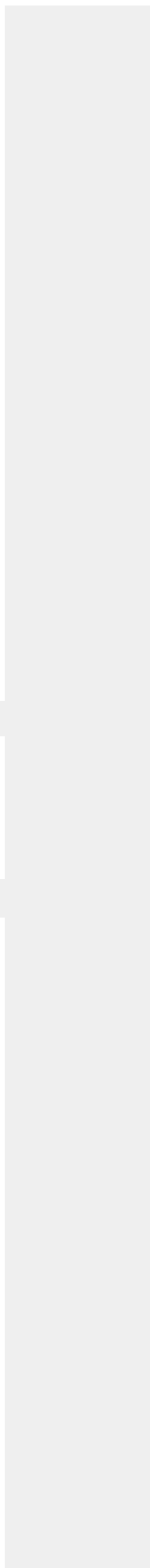
Are trailing electrical leads/cables prevented wherever possible?

Is lighting bright enough to allow safe access and exit?

Are procedures in place to deal with spillages, e.g. water and blood from cuts?

	If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?		
	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?		
	Are fire evacuation procedures clearly displayed?		
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?		

Is ventilation & lighting acceptable?



Ar

