



Health & Safety Policy

May 2024

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1.0 Statement of Intent

As a responsible employer, Mowbray Education Trust (The Trust) will honour its legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 and associated regulations and codes of practice.

The Trust recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, pupils, visitors and any persons affected by its activities so far as is reasonably practicable.

In compliance with the Management of Health and Safety at Work Regulations 1999 risk assessments will be undertaken, and arrangements will be made, where significant risks are identified, the necessary preventative and protective measures will be put into place so far as is reasonably practicable using a sensible risk management approach.

The Trust is committed to the prevention of accidents and ill health and will work towards continual health and safety improvement. To achieve these objectives, the Trust will :

- Conduct all activities safely and in compliance with legislation and where possible, best practice.
- Ensure the provision of safe working conditions and safe equipment.
- Ensure a systematic approach to identify risks is developed and implemented and ensure sufficient resources are allocated to control them.
- Ensure the provision of suitable information, instruction, training and supervision.
- Promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare.
- Promote the principles of sensible risk management.
- Monitor, review and modify this policy and any arrangements as required.

All Trust employees have a responsibility to take reasonable care of themselves and others and to co-operate with their employer to ensure statutory duties and obligations are fulfilled.

Signed:

Chair of the Trust Board..... Date:

Signed:

Chief Executive Officer.....Date:

2.0 Mowbray Educational Trust Organisation – Roles & Responsibilities

Background & Context

The Trust is a charitable organisation operating under Articles of Association and Memorandum of Association signed by the Members.

Structure & Organisational Responsibilities

The Members have appointed Trustees who are to ensure that the charitable objectives of the Trust are carried out. The Board of Trustees is the corporate body accountable for the overall health and safety performance of all the Schools within the Trust.

The Board has appointed the Chief Executive Officer (CEO) who has been delegated responsibility for the executive management and the performance of the Trust and all Schools. The Board will determine overarching Health & Safety objectives for the organisation that are aligned to the vision and aims of the Trust.

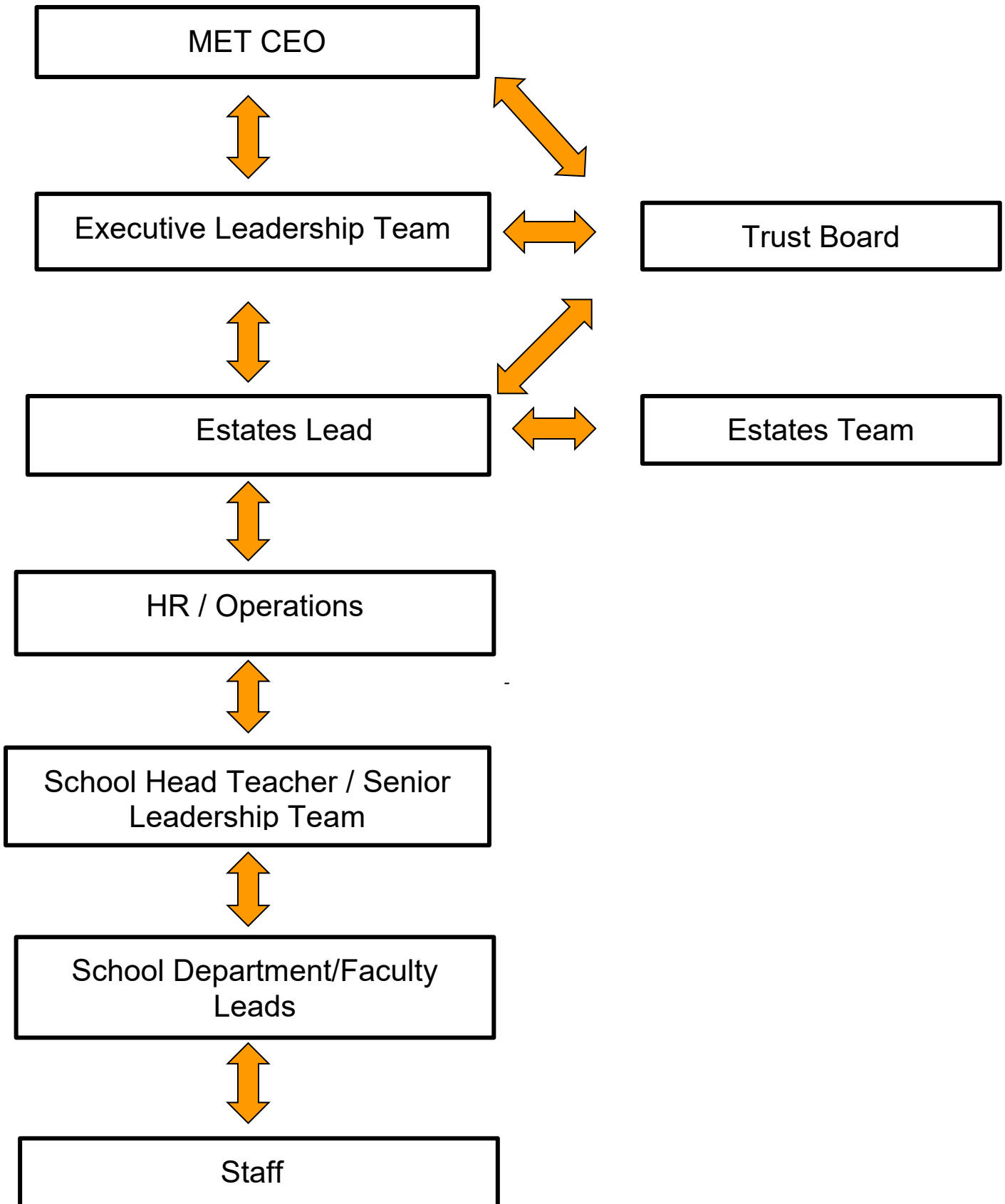
The Responsibilities are delegated by the Board in line with the Articles of Association and are outlined in the Trust 's Scheme of Delegation and Terms of Reference.

The CEO leads the Trust Executive Leadership Team (ELT) and will delegate executive management functions to the members of the ELT. The CEO retains accountability to the Trust Board for the performance of the ELT.

The Board has delegated areas of governance within each school of the Trust that will be overseen by the Head Teacher.

Where Operations Managers report to the Trust Executive Team rather than the Head Teacher, they hold shared and equal responsibility with the Head Teacher for the health and safety performance within their School.

Mowbray Educational Trust Health & Safety Organisational Chart



Chief Executive Officer (Executive Lead Team)

The Trust Board has appointed the Chief Executive Officer (CEO) who has been delegated responsibility for the executive management and the performance of the Trust and all member Academies for health and safety. The CEO is responsible for:

- Providing annual health and safety reports to the Trust Board for review.
- Ensuring adequate resources are provided for health and safety.
- Setting clear health and safety values and standards throughout the Trust.
- Establishing clear and measurable health and safety aims and objectives.
- Ensuring the provision of competent health and safety advice.
- Ensuring any health and safety shortcomings are identified and rectified in a timely manner.
- Consult with staff, union representatives, safety committees and stakeholders on health and safety matters.
- Ensure the health and safety policy and arrangements are reviewed and implemented throughout the Trust.
- Ensure that all plant and work equipment provided is selected through a risk assessment process, suitable, properly maintained and subject to all necessary tests and examinations.
- Ensure that risk assessments are undertaken by competent persons and that adequate control measures are implemented to reduce risks so far as is reasonably practicable.
- Ensure that accidents and incidents (including near misses and violence and aggression) are properly reported and investigated, and the findings acted upon without delay.
- The CEO may delegate specific responsibilities to other members of the Trust Central Team and Head Teachers staff; however, the CEO will still be accountable for ensuring the responsibilities are fulfilled.

Chief Financial Officer

- Establish an annual budget for health and safety for all academies within the Trust.
- Report any shortcomings in the health and safety budget to the Trust Board.
- To produce annual health and safety budget forecast reports and communicate them to the Trust board and CEO.

Trust Board

The Trust Board has the delegated governance responsibility for holding each individual member school Head Teacher to account for H&S management and operational matters relating to the academic work of each individual School.

The Trust Board has the delegated governance responsibility for holding the CEO (as defined in the organisational chart above) to account for H&S Management and operational matters relating to all non-academic matters across the Trust.

The Trust Board is responsible for:

- Establishing clear lines of local accountability for health and safety

- Periodically assessing the effectiveness of its implementation of the Trust policy and ensuring that the need for any necessary changes are communicated to the Board and Executive Leadership Team
- Ensuring that responsible staff have access to competent health and safety advice
- Ensuring the provision of a business continuity plan and SEMT (Senior Emergency Management Team) for each school within Trust
- Ensuring the Schools allocate sufficient funds for health and safety

Trust Lead Estates Manager

The Trust Lead Estates Manager is delegated the responsibility of overseeing premises management and as it relates to the buildings and other assets ensuring health and safety compliance across Mowbray Education Trust. The Trust Lead Estates Manager is responsible for;

- Establishing a system for the maintenance of the Trust assets both building and plant including premises compliance checks across the Trust.
- Devising, reviewing and communicating the Trust contractor management policy.
- Implementing the contractor management policy and ensuring systems are in place for implementing the policy.
- Facilitate health and safety audits.
- Implement an internal health and safety auditing program to ensure premises compliance.
- Implement an external health and safety audit program to ensure premises compliance.
- Undertake regular premises inspections within all schools within the Trust and provide the reports to the CEO.
- Carry out and review relevant risk assessments within the premises department.
- Implement a system for retaining premises compliance documentation to ensure it is readily accessible.
- Establish a contractor procurement system that ensures contractors are competent to carry out their duties and carry out and record contractor inductions.
- Conducting, reviewing, implementing and communicating risk assessments in relation to the activities of the staff under their control.
- Ensuring statutory surveys, risk assessments and reports are organised with competent contractors and completed.
- Ensure certification and statutory inspections are kept up to date
- Provide a termly health and safety performance report to the School Trust/CEO

HR & Operations Manager(s)

- Have a strategic overview of the health and safety management system within the Trust.
- Ensure health and safety responsibilities are included in job descriptions.
- Assist where necessary in facilitating clear lines of communication between management and employees across the Trust.

- Cooperate and communicate with the CEO to ensure the Trust health and safety policy aligns with HR policies.
- Make recommendations in relation to Occupational Health referrals to the CEO/Head Teacher
- Ensure RIDDOR related accidents, incidents and near misses are investigated and reported to the CEO.

Head Teacher

The Head Teacher has been delegated the responsibility of the management of safety and implementation of this policy within their designated school. The Head Teacher will implement an occupational health and safety management system to comply with The Management of Health and Safety at Work Regulations 1999. To help achieve this the Head Teacher will;

- Ensure compliance with the Trust health and safety policy.
- Make clear any duties in respect of health and safety, which are delegated, to members of staff.
- Make themselves familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of the Trust and maintain an up-to-date system of policies, procedures and risk assessments.
- Co-operate and communicate with trade unions and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties.
- In the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to control the hazard/risk.
- Ensure the health and safety policy, procedures and risk management programme are implemented as an integral part of business operational planning and service delivery.
- Co-operate and communicate with the Trust Board/ELT/SLT/CEO
- Undertake termly monitoring and ensure the provision of adequate resources to achieve compliance.
- Ensure local procedures for the selection and monitoring of contractors are in place.
- Take appropriate action under the Trust disciplinary procedures against anyone under their control found not complying with health and safety policies and/or procedures.
- Ensure the Trust has access to competent health and safety advice.
- Ensure there is a clear system for reporting accidents and incidents.
- Facilitate health and safety audits.
- Ensure the school has a Management of Medications Policy.
- Ensure the school has an Off-Sites Visits Policy.
- Ensure resources are allocated to enable statutory inspections, risk assessments, property maintenance and equipment maintenance to take place at the correct intervals and when necessary.

- Ensure there is a system in place for contractor procurement that identifies contractor competency.
- Ensure the provision of resources for staff health and safety training.

In addition to their statutory duties, the Head Teacher and teachers have a common law duty of care for pupils which stems from their position in law “in loco parentis”.

Head Teachers may delegate various health and safety responsibilities through their respective hierarchies. However, where responsibility is delegated, sufficient resources and authority should be allocated to ensure that these responsibilities can be effectively and efficiently implemented.

Senior Leadership Teams

- Familiarise themselves and ensure compliance with this policy.
- Monitor the effectiveness of this policy, identify any shortcomings within the policy and communicate them to the Head Teacher.
- Provide a documented process for reporting and investigating all incidents, accidents and near misses.

Heads of Departments

Heads of departments will undertake general responsibilities to ensure all necessary health and safety activities, requirements and standards are undertaken and Trust within their respective areas of control. This will be done under the direction of the Head Teacher. Any member of staff with departmental management responsibilities will:

- Familiarise themselves with and ensure their department complies with this policy, including any procedures, instructions and requirements for safe methods of work.
- Science and Design Technology Heads of Department will ensure a departmental health and safety policy is devised and communicated to all staff concerned.
- Identify new and existing hazards, provide risk assessments, record the significant findings, implement any necessary control measures and review these to ensure that they remain relevant.
- Check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken in a timely manner.
- Provide information, instruction, training and supervision for the department staff they are responsible for.
- Complete a health and safety induction checklist for all new employees at the commencement of their employment.
- Report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence.

- Ensure that all statutory registers and records are retained and maintained.
- Report property defects within their department to the Premises Team.
- Ensure the provision of adequate PPE free of charge for staff and pupils with their departments.
- Facilitate health and safety audits

Premises Officer (Estates Team)

- Ensure the day-to-day operational requirements of the health and safety policy are implemented.
- Notify the Lead Estates Manager and / or Head Teacher of any health and safety concerns and any financial implications identified by the risk assessment process.
- Liaise with and report directly to the Lead Estates Manager, and / or Head Teacher on matters of health and safety.
- Report and investigate accidents, dangerous occurrences and near misses, complete accident reports.
- Facilitate health and safety audits.
- Have a general responsibility for the application of the school's health and safety policy to the area of work.
- Carry out regular health and safety assessments of the activities for which they are responsible, and report to the Lead Estates Manager/SLT/Head Teacher any defects, which need attention. Monitor their effective implementation by staff under their control.
- Where appropriate, ensure relevant advice and guidance on health and safety matters is sought.
- Advise the Head Teacher and/or Lead Estates Manager on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery.
- Carry out compliance checks in accordance with job description.
- Establish and maintain safe working procedures including (referring to relevant legislation and guidance) arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g., chemicals, boiling water and sharp instruments).
- Maintain compliance and health and safety related documentation ensuring this documentation is backed up digitally.
- Ensure statutory surveys, risk assessments and reports are organised with competent contractors and completed.
- Conduct contractor induction and record the process.
- Undertake training identified by the Lead Estates Manager/Head Teacher to enable them to perform their duties at the level of responsibility allocated to them.

All Staff

All employees, agency, peripatetic workers and contractors must comply with the Trust's health and safety policy and associated arrangements, in addition to any specific responsibilities which

may be delegated to them. All staff are required to:

- Take reasonable care for their own health and safety at work and of those who may be affected by their acts or omissions.
- Cooperate with their line manager and senior management to work safely.
- Comply with health and safety instructions and information and undertake appropriate health and safety training as required.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- Report to their manager any health and safety concerns, hazardous conditions or defects in the health and safety arrangements and/or workplace.
- Support the Trust in embedding a positive safety culture that extends to pupils and visitors to the site.
- Undertake any training identified by the Lead Estates Manager /Head Teacher to enable them to perform their duties at the level of responsibility allocated to them.

Pupils

Pupils are expected to behave in a manner that reflects the Trust Education behaviour policy and in particular are expected to;

- Take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be at the Trust.
- Cooperate with teaching and support staff and follow all health and safety instructions given.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to a teacher or other member of the Trust staff any health and safety concerns that they may have.

Shared Site Users

Where two or more employers share a workplace, each employer shall co- operate with the other employers concerned to enable them to comply with their duties under health and safety legislation. The Trust as the primary site user will have the lead responsibility.

All users of the shared site must agree to:

- Cooperate and coordinate on health and safety matters
- Provide information relating to any additional risks or procedures which will be new or unusual to those sharing the site that may arise from their activities.

3. Mowbray Educational Trust Arrangements for Health & Safety

Provision of an Effective Joint Consultative Process

The Trust Audit Finance Committee will meet at least once per term. This committee will report to the Trust and the Head Teacher, who will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates. The committee membership will include (as a minimum) a member of the senior leadership team, a member of support staff, a member of the site management team, a member of the Trust Board member and trade union representatives (where applicable shared site users)

Establishing Adequate Health and Safety Communication Channels

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

- Senior & executive leadership team meetings and staff meetings.
- Site health and safety meetings.
- Provision of information relating to safe systems of work and risk assessments.
- Training provided.
- Communication with relevant specialist bodies and advisors.

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

Financial Resources

The Trust Board along with the CEO and relevant Head Teachers will review the budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

Specialist Advice & Support

The Trust will ensure that access to competent technical advice on health and safety matters are procured to assist the Trust in complying with statutory duties and meeting health and safety objectives by accessing the services of a competent Health and Safety Advisor through Leicestershire County Council Health, Safety and Wellbeing Service.

Audit

Each Trust member schools health and safety management system will be audited by LTS Health & Wellbeing Service every two years. The Trust views this process as a positive assessment of the health and safety management system in place and takes appropriate action to continually improve health and safety within the trust. External health and safety audit reports will be delivered to the Trust CEO, each individual school's Head Teacher, the executive team, trustees responsible for Health & Safety and Lead Estates Manager for review.

4.0 Local Arrangements for Health and Safety

Accidents, Incidents, Assaults

All accidents, assaults and near miss incidents will be reported in the accident book or agreed reporting form within 24 hours of occurrence; RIDDOR reportable incidents, will be reported within the required timescales.

All incidents will be investigated in an attempt to identify the root cause. Relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant persons.

Accident, assaults and near miss incidents will be monitored at least termly. Major incidents will be reviewed by the senior leadership team as required with information communicated to the trustees annually.

Accident records will be retained for the following periods: Pupil's records will be retained for a period of Date of Birth + 25 years, employee records will be retained from the date of incident + 7 years and forms relating to work related ill health is current year + 10 years or longer (40 years where there has been potential exposure to asbestos; where radiation is the cause retention is last action + 50 years).

Contractor Management

The Trust will comply with the Construction Design and Management Regulations 2015, and the HSE guidance document: HSG159 Managing contractors: A guide for employers. The Trust ensures that:

- Roles of client, principal designer, designer, principal contractor, contractor are understood and formally allocated.
- Competent contractors are used.
- Clear specifications of works are drawn up by a competent person to include phases of the work, duration, separation of building and school site, delivery times and locations, tapping into utilities, site security, fire and emergency coordination, fire escape routes, accident reporting etc.
- Pre-start meetings take place to discuss how works will be managed, responsibilities, codes of conduct and to assess new hazards that may be introduced to the site.
- Key contacts are identified.
- Regular update meetings take place throughout any works/projects.
- Works are visually monitored, and any concerns immediately reported.
- Works are signed off and any associated certification and documentation is obtained.

- All staff/ pupils and other users of the site remain in a safe environment for the duration of the works.
- All contractors are given access to the asbestos register.
- All contractors complete a contractor site induction sheet before work can proceed.

Control of Hazardous Substances

The Trust comply with the HSE's approved code of practice Control of Substances Hazardous to Health (L5) relating to the management and control of hazardous substances on site and will ensure:

- An inventory of all hazardous substances on site is kept and updated regularly.
- Wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used.
- A COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff.
- Wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented.
- Where identified as part of the risk assessment, appropriate PPE will be provided to staff.
- Any requirement for exposure monitoring or health surveillance will be carried out.
- Sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of control measures provided.
- Training records are maintained for those who receive training.
- Information will also be given to others who may be affected, such as contractors, temporary staff and visitors
- Only substances purchased through the school procurement systems can be used on site.
- Substances are stored correctly and those that are no longer used are disposed of as per the substance's safety data sheet.
- COSHH risk assessments are monitored and reviewed annually.

Health and Safety Emergencies

As per legal requirements all dangerous occurrences and near miss incidents that are RIDDOR reportable incidents, will be reported to the HSE within the required timescale.

All incidents will be investigated in an attempt to identify the root cause, relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant persons.

Defect Reporting

Trust has a reporting procedure whereby any damage or defect to the

premises, equipment or furnishings is reported. Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

Display Screen Equipment

The Trust acknowledges that staff who use DSE should have suitable equipment to undertake the tasks that they are required to carry out, know how to safely use the equipment and have a DSE assessment which is reviewed at suitable intervals. The Trust ensures that:

- All static workstations used by staff meet the minimum standards required.
- Equipment is maintained in good working condition.
- Staff are aware of best practice in using DSE and issued with relevant information.
- Staff whose roles require significant use of DSE are prioritised for individual assessment and are able to access free eye tests.
- Assessments are reviewed at least bi-annually, earlier if there are significant changes to equipment/layout individual health.
- DSE training and assessment is available via LTS Health Safety and Wellbeing Service buy back.

Driving

All staff that drive their own cars for work purposes must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition. 6 monthly licence and insurance checks are undertaken and Documented. The Trust:

- Understands the need to take reasonable steps to ensure that employees' personal vehicles that are used for work purposes are suitably maintained and insured.
- Complies with Trust statutory duties relating to the provision and use of vehicles for work.
- Endeavour to prevent or reduce any risk of harm or loss to employees, pupils and other road users as a result of Trust work practices.
- Shall ensure that all vehicles provided by the Trust for use at work are suitable for the task(s) for which they have been provided and shall take reasonable steps to ensure that vehicles provided to employees for use at work are fully and effectively maintained in good working order and free from defect.
- Shall implement procedures to ensure that employees who use vehicles provided by the Trust carry out a regular, full and effective functionality check of the of the essential safety components of those vehicles.
- The Trust understands the need to take reasonable steps to ensure that employees who drive Trust vehicles or drive their own vehicles on Trust behalf are suitably trained to drive such vehicles and that such employees drive considerately and safely while at work.

- Shall require evidence that employees who drive any vehicle on Trust business are in possession of a current and valid licence to drive that class and type of vehicle.
- Shall require evidence that employees who use their own vehicles for Trust business (and claim business mileage expenses) are insured to use their vehicles on Trust business and are in possession of a valid MOT test certificate for vehicles that are three years old and over.
- Shall provide persons who drive at work with extensive, comprehensible information regarding legal requirements, safe working practices and emergency actions relating to using vehicles on public roads.
- Prohibits all use of mobile phones while driving at work and may invoke disciplinary action against persons who use or cause or permit the use of mobile phones while driving.

Electrical Systems & Equipment

The Trust maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) are inspected every 5 years by a competent contractor and records maintained; remedial works recommended are acted upon in a timely manner.

Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance 'Maintaining portable electrical equipment in low- risk environments' (INDG236), by a competent contractor with records maintained. Workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. Trust defect reporting procedure is followed as required.

Fire Safety

The Trust is committed to providing a safe environment for both staff and pupils and manages the risk of fire by ensuring:

- A detailed fire and emergency evacuation plan has been developed that clearly details actions to be taken when a fire is identified or suspected; individual responsibilities and arrangements for safe evacuation; this will include the development of a Personal Emergency Evacuation Plan (PEEP) for any person requiring assistance in an evacuation.
- An annual Type 1 and a 5 yearly Type 2 fire risk assessment is in place and reviewed on a regular basis. Actions highlighted in the risk assessments will be completed in order of priority highlighted by the assessors within the assessments.
- Statutory inspections are carried out on all fire related systems and equipment either both by competent contractors and in house by trained staff
- All staff receive fire awareness training that is regularly updated, and fire marshals receive role specific instruction.

- A fire drill is undertaken at least termly to practice evacuation arrangements and to ensure that the evacuation procedure is carried out successfully and as expected.
- A fire logbook is kept and maintained.

First Aid & Supporting Medical Conditions

First aid arrangements are assessed, maintained and monitored.

The Trust ensures that:

- The number of first aiders and appointed persons meets recommendations and adequate cover is available to cover for annual leave and unexpected absences.
- All first aiders and appointed persons hold a valid certificate of competence, the Trust maintains a register of all qualified staff and will arrange re-training as necessary.
- First aid notices are clearly displayed around the Trust.
- Sufficient numbers of suitably stocked first aid boxes are available and checked regularly.
- A suitable area is available for the provision of first aid
- Staff are informed of first aid arrangements through induction, teacher training days and the staff handbook which is issued annually.
- Where first aid has been administered this is recorded.
- Correct reporting procedures are followed including those required under RIDDOR regulations.
- Risk assessments have been carried out which consider first aid provision for lone workers and employees who travel in work vehicles that carry passengers.
- Information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of an emergency.
- Pupils with medical conditions will be cared for in line with the medical conditions policy.
- Medication shall be kept securely in line with the medical conditions policy

Glass & Glazing

The Trust will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and the Approved Code of Practice L24 as it relates to glass and glazing and will survey its glass surfaces in doors, windows and door side panels for the presence of safetyglass and where appropriate will make remedial actions to install safety glass or film and have it suitably marked to that effect

Grounds Safety & Security

External access site boundaries will be checked each day. Building access is restricted via staff and visitor access controls, monitored by main reception at each school. A regular recorded boundary check will take place.

Housekeeping, Storage, Cleaning & Waste Disposal

The Trust will ensure that there is suitable and sufficient storage including

Systems for ensuring that items are included on an inventory and checked Periodically where necessary for safety. The Trust will ensure that there are systems in place for cleanliness, to minimise the accumulation of rubbish, for the removal and disposal of controlled waste and for the cleaning of spills/ wet floors to minimise the risk of slips. The Trust will ensure that there are suitable and sufficient external waste bins secured from the risks of arson and tampering. Where applicable and to accommodate the requirements of environmental Legislation the Trust will arrange for suitable disposal/recycling of relevant Items e.g., fluorescent lighting and waste electrical appliances. Suitable arrangements will be made for the clearing of snow as part of winter preparedness, and ongoing management as per the gritting plan.

Waste Control & Disposal

The Trust recognises its duty towards the environment in regard to waste and its disposal, which will be responsibly conducted with only approved carriers used for special waste as legally required.

The Trust have assessed waste control and disposal and have made provision for waste product and material to be collected and stored in suitable identified containers. Arrangements are in place to dispose of waste product and material in an environmentally friendly way.

All employees are responsible for keeping places of work neat and tidy, disposing of waste materials in containers designed to eliminate spillage, fumes and dust or for recycling.

The Trust will maintain a Waste Data Stream and information for the disposal of special waste via the Lead Estates Manager, in cooperation with staff from areas where special waste is produced, along with local enforcement officers and only specialist contractors.

Management of Asbestos

The Trust complies with the HSE's approved code of practice 'Managing and Working with Asbestos, Control of Asbestos Regulations 2012, Approved Code of Practice & Guidance (L143). Trust is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. Trust has a whole site asbestos 'management survey' (previously known as Type 2 survey) from which a local asbestos management plan (Lamp) has been developed. The Lamp along with the asbestos register will be kept up to date.

A minimum termly visual inspection of all identified asbestos containing

materials (ACMs) that are not encapsulated or in restricted access areas are undertaken and documented, where necessary more frequent checks of ACMs will be undertaken. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in the Lamp.

Prior to any works that will, or has the potential to, alter the fabric of the building, a 'refurbishment and demolition survey' will be obtained in order to undertake a comprehensive assessment of the materials being disturbed prior to any work. Where necessary works that are likely to disturb asbestos will be planned so as to avoid disturbance (re-routed) or the asbestos will be removed by competent licensed contractors prior to building works commencing.

Any changes to the building where asbestos has been identified or is suspected and where any work on, or the removal of, asbestos has been carried out will be recorded in the asbestos register and kept with the school's Lamp.

Moving & Handling

The Trust complies with the HSE's approved code of practice 'Manual Handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23)'. Within Trust there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. The Trust manages the risk associated with moving and handling tasks by ensuring that:

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

Noise & Vibration

The Trust will make arrangements for the assessment of risk, protection and other control measures where the noise levels reach the action values as detailed within the Control of Noise at Work

Regulations 2005. The Trust recognises its statutory duties to prevent or reduce the risk of harm to its employees as a result of exposure to excessive noise or vibration at work and to:

- Comply with statutory duties relating to the prevention and control of the risk of harm caused by exposure to excessive noise or vibration.
- Prevent or reduce any harm, suffering and lost time caused by exposure to excessive noise or vibration.
- Take all reasonable steps necessary to ensure that the risk of hearing damage to staff and pupils who work with noisy equipment or in a noisy environment is reduced to a minimum.
- Ensure through its purchasing procedures that any plant or equipment purchased or hired for use at work does not generate unreasonable levels of noise and vibration.
- Ensure plant and equipment that may generate harmful levels of noise or vibration shall be maintained in good working order so as to reduce the likelihood of noise and vibration levels increasing significantly through wear and tear.
- Carry out surveys as necessary to establish which employees and pupils are likely to be exposed to levels of noise or vibration that are likely to cause harm and shall implement suitable measures to reduce such exposure to a reasonable level.
- Where necessary introduce a programme of health surveillance in consultation with employees and a registered medical practitioner for employees who are shown through surveys to be regularly exposed to harmful levels of noise or vibration, or who have been diagnosed as having symptoms of harm caused by exposure to noise or vibration.
- Shall provide relevant employees with information regarding the significant results of any relevant surveys, the Trust methods available to reduce risk, the nature of Noise Induced Hearing Loss (NIHL) and Hand-Arm Vibration Syndrome (HAVS), including causes, symptoms and effects, the results of any health surveillance, and the course of action to take should symptoms become apparent.

Occupational Health Services & Work-Related Stress

The Trust acknowledges that there are many factors both work related and personal that may contribute to staff being absent from work through injury and ill health including stress. The Trust will follow the principles of the HSE guidance 'Managing the causes of work-related stress' (HSG 218).

The following arrangements are in place to locally manage staff health issues:

- Employees are advised that it is their responsibility to inform their line manager, the Head Teacher or another member of the senior leadership team of any ill health issues.
- An appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions can be taken to support the staff member and where appropriate assist in reducing stress levels.
- The member of staff will be offered a referral to an occupational health professional for advice and support, e.g., counselling, etc.

- The member of staff will be advised that support can also be provided through their trade union.
- A series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified.
- If it is identified that there is a high occurrence of staff ill health or stress within the site, the Head Teacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

Off Site Visits Including School Led Adventure Activities

The Trust has created an Off-Sites visits policy which should be followed by the EVC (Educational Visits Coordinator) and Visit Leaders.

- Risk assessments will be created for all off-site visits by trained and delegated visit leaders.
- The Trust requests staff to follow the Off-Site visits policy and adopt OEAP National guidance when creating risk assessments for off-site visits. <https://oeapng.info/>
- All approvals for off-site visits will be done by the Head Teacher or designated and trained deputy.
- All residential, overseas and adventurous activity visits will be logged on the EVOLVE system. The LTS Health Safety and Wellbeing team duty officer at Leicestershire Traded Services can provide advice via the EVOLVE system.

https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=LeicestershireCountyCouncil This link directs to the EVOLVE website. For login enquiries please contact 0116 305 5515.

Risk Assessment

The Trust ensures risk assessments are undertaken for tasks/activities where hazards have been identified or where there is a foreseeable risk of injury/ill health. A system for the development and upkeep of risk assessments will be devised by each school in the Trust. This system will be documented and reported to the Trust.

Within the Trust various persons are tasked with the development of risk assessments based on their knowledge, experience and competence.

Relevant staff will develop the risk assessments prior to consultation with all staff to which they are relevant prior to sign off. Risk assessments are accessible to staff at all times electronically/hard copy.

New and expectant mothers risk assessments will be conducted in line with HSE Guidance.

Young person's risk assessments will be carried out for staff working on site falling within this age range, as applicable.

Smoking

The Trust complies with UK law on smoking in both indoor and external spaces and has a no smoking policy which extends to the limits of the curtilage of the site. The policy extends to the use of substitute inhalers and all types of vaping devices including e-cigarettes. The Trust has signage on site and will ensure any persons seen smoking onsite are instructed not to do so.

Statutory Inspections

The Trust ensures statutory inspections are undertaken at required intervals for plant and equipment. Information detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection is recorded and monitored by the Estates Lead / Premises Team.

Preventing Workplace Harassment and Violence

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

Staff are advised to:

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

The Trust will:

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

Vehicles on Site

All cars are to be parked in the designated parking spaces and deliveries are segregated from the general school population. A Pedestrian & Vehicle Movement on Site risk assessment is carried out.

Water Hygiene Management

The Trust will comply with the HSE approved code of practice: 'Legionnaires' disease - The Control of Legionella Bacteria in Water Systems' (L8) and will:

- Employ an external person with relevant knowledge and competence to obtain initial advice on any necessary actions.
- Employ a competent external contractor to provide a suitable survey/risk assessment in line with statutory guidance.
- Employ a competent external contractor to undertake water sampling and routine cleaning, maintenance and disinfection of water systems and thermostatic mixing valves (TMV's) as applicable. TMV's will be serviced in accordance with the manufacturer's instructions or as advised by a competent contractor.
- Ensure regular flushing of little used outlets is completed by a competent person on a weekly basis.
- Ensure monthly monitoring of water systems including temperature readings is completed by a competent person.

Working at Height

The Trust will follow the principles of the HSE guidance 'The Work at Height Regulations 2005 (as amended) A brief guide' (INDG401). Trust use a variety of access equipment for working at height tasks including ladders, step ladders and kick stools.

The Trust ensures that:

- Work at height is avoided whenever possible, if it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
- Those undertaking work at height have received appropriate training and training records are maintained.
- All access equipment (ladders, step ladders, tower scaffolds etc.) is identifiable and inspected as required.
- Any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements.
- Any defective equipment is taken out of use until repaired or is replaced.
- An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected, this may result in working at height being restricted.
- Accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required.

Workplace Inspections

The Trust recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils. Regular workplace inspections are undertaken with findings documented and any actions allocated with remedial actions. Inspection findings are reviewed with actions monitored for close out at the health and safety committee. It is recognised that inspections alone will not keep premises safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the Trust defect reporting procedure.

Health and Safety Provision for Pregnant Employees

Pregnant workers may be at greater risk of harm than other employees when carrying out certain tasks such as moving heavy loads, and their work must therefore be re-assessed to ensure that reasonable adjustments are made to their work routines where necessary to reduce the risk of harm.

The Trust recognises that from time to time some of its female pupils may also be new mothers or pregnant, and where this is identified, the Trust has a duty-of-care to reduce the risk of harm to mother and child from its activities, wherever possible.

The Trust recognises that some of its operations may, unless properly controlled, pose specific risks to the health and safety of pregnant women and new mothers and will take all reasonably practicable measures to eliminate or reduce these risks to an acceptable level.

The Trust shall ensure an assessment is made of the risks to pregnant employees or pupils, paying particular attention to:

- Any night shifts or extended working hours.
- Possible exposure to chemicals, radiation, lead or biological agents.
- Heavy manual work including manual handling.
- Any long distances or flights of stairs to be traversed at work.
- The frequency and duration of rest periods.
- The availability of rest facilities.
- Other hazards likely to affect the health and safety of the mother or child

Lone Workers and Peripatetic Workers

The Trust has defined lone work as:

Work which is carried out unaccompanied or without immediate access to Individuals who work on their own without close or direct supervision and

peripatetic workers such as community outreach workers.

The Trust believes that its employees, contractors and partners should be able to carry out their work without fear of physical attack or physical or verbal abuse and recognises its responsibility to provide employees who work alone with reasonable means to protect themselves from violent or abusive behaviour, and to obtain assistance in an emergency.

Where an employee regularly carries out tasks involving lone working in public areas and feels at risk, they must bring it to their Line Manager's attention. Managers are also responsible for identifying individuals and groups of employees who may regularly work on their own, as defined above, and also to identify occasions where staff could be at risk from lone working.

Where any such lone working is identified, the Trust shall ensure that an assessment of risk is carried out and shall implement protective measures proportionate to the level of risk involved.

Any communications, tracking, alarm or protective equipment issued in pursuance of this policy shall be suitable for its purpose and, if appropriate, shall be periodically tested to ensure its correct operation.

Employees who are handling Trust property are expected to hand it over if a specific demand with violence is made rather than place themselves at unnecessary risk. A police report shall always be made in such situations.

Flammable Substances

The Trust recognises its statutory duty to identify and control risks arising from the storage, handling and generation of flammable substances used or produced within work activities.

There is an enormous variety of flammable substances to be found within the workplace. These may range from the obvious, e.g., petrol, paint thinners, welding gases and heating fuels, to the not so obvious, e.g., packaging materials and wood working dusts.

The Trust accepts that some work processes require the use of flammable substances and will take all reasonable steps to reduce the risk to the health and safety of employees and pupils using and working with them.

The Trust also accepts that some work processes may produce, as by products potential flammable dusts, gases and fumes and as such will take

reasonable steps to reduce their production and level of risk to the health and safety of persons working within the Trust.

The Trust will carry out risk assessments of work activities and storage arrangements and undertake all reasonable steps to reduce the risks found as a result of assessments.

The Trust shall provide suitable arrangements for the safe storage and transport of flammable substances ensuring that they are held in appropriate storage areas until required. Managers will arrange for employees to be given training, equipment, instruction and information necessary to ensure they take appropriate precautions and use the appropriate P.P.E in these conditions.

Radiation – Ionising and Non-Ionising

The Trust recognises its statutory duty to eliminate or reduce as low as possible the extent of staff and pupil exposure to ionising radiation sources which may be found in the form of electromagnetic rays (x- rays, gamma rays) or particles (alpha and beta particles) where they are used within work Processes.

The Trust recognises its statutory duty to protect the eyes and skin of staff and pupils from exposure to hazardous sources of non-ionising radiation in the form of artificial optical radiation (AOR) and electromagnetic fields (EMF) where they are used within work processes.

(AOR includes light emitted from all artificial sources in all its forms such as ultraviolet, infrared and laser beams. EMF includes power frequencies, microwaves and radio frequencies)

The Trust recognises its statutory duties regarding the keeping and use of radioactive substances on Trust premises, the requirements to obtain permits regarding use of radiation sources where required, and to protect the environment from radioactive pollution by controlling the disposal of any radioactive waste.

To comply with the Trust 's statutory duties relating to exposure to sources of both ionising and non-ionising radiation and to comply with the Trust 's statutory duty in relation to the keeping and use of radioactive substances on its premises the Trust shall:

- Appoint a Radiation Protection Supervisor (RPS) and ensure that any source of ionising or

non-ionising radiation for use within work processes is identified and that suitable and sufficient information is available in respect of that substance.

- Risk assessments for all uses of ionising radiation will be conducted, the RPS will assist in the production of Local Rules appropriate to the radiation risk and the nature of the work carried out, and in securing compliance with them.
- The Trust will ensure the local rules are made known and observed.
- If necessary, the RPS will contact the Radiation Protection Adviser or the Environment Agency for advice regarding whether permits are required for any ionising radiation sources in use and held by the Trust.
- Risk assessments will identify where staff or pupils are exposed to sources of non-ionising radiation and preventative and protective measures shall be implemented according to the form of source, the nature and degree of potential harm and the process during which it is used or emitted.

Workplace Equipment

The Trust recognises its statutory duty to ensure that plant and equipment provided to employees for work purposes are safe to use, are maintained in a safe condition and are used only by suitably trained and authorised persons. All reasonable steps will be taken to ensure the health and safety of employees and others who use, operate, or maintain workplace equipment. The Trust acknowledges that using equipment maybe hazardous and is therefore its intention to reduce the risks as far as is possible.

The Trust shall ensure that health and safety issues are considered when purchasing or hiring any plant, equipment, or vehicle for use at work. Any plant, equipment or vehicle which is purchased or hired by the Trust shall be suitable for the task and used only for the task(s) for which it was specified.

Plant or equipment owned or hired by the Trust for use at work shall be maintained in good working order. Plant or equipment that is likely to deteriorate to a condition of danger will be maintained according to a planned preventative maintenance schedule and records of all servicing and maintenance must be held.

Employees making use of plant, equipment or vehicles provided by the Trust for use at work shall be given suitable and sufficient training, instruction, and information in accordance with the type and level of risk associated with such Use.

All machinery and equipment in any of the workshops in the Trust has been identified as potentially hazardous. It is important that staff follow instructions and guidelines to ensure the safety of staff and pupils using the machinery and working in the workshops.

Pupils will be given full instruction and training on how to use and maintain a range of hand tools within their area of training. Training and supervision will be given to pupils in the use of handheld power tools and fixed machinery. Authorisation will not be given for pupils to use power tools or machinery until competence can be proven.

Confined Spaces

Confined spaces are areas which have difficult access or egress due to restricted or limited dimensions. Additional hazards may include a lack of breathable air, extremes of temperature, excessive humidity or condensation, lack of natural light, toxic gases, fumes, vapour, dust or sludge.

The Trust recognises its statutory duties to provide safe access and places and systems of work for its employees who work in a confined space and understands the need to take reasonable steps to ensure that employees who undertake work within confined spaces are suitably trained to do so and that such employees are made aware of the risks of such work.

The Trust shall undertake a risk assessment and implement reasonable measures to prevent or control work carried out within confined spaces, and for the rescue of persons in the event of an emergency.

The Trust shall also provide relevant employees with information regarding the significant risks identified within the working environment and the emergency arrangements.

Personal Protective Equipment (PPE)

The Trust recognises its statutory duties to provide suitable Personal Protective Equipment to its employees and pupils to protect them against identified risks that cannot be prevented or sufficiently controlled by other more effective Means.

The Trust accepts that Personal Protective Equipment may not eliminate risk and does not contribute to the protection of other persons who may be affected by the works.

To comply with the Trust's statutory duties relating to the provision, use, storage and maintenance of Personal Protective Equipment and to accord priority to measures other than the use of Personal Protective Equipment for the prevention or control of risk the Trust shall:

- Implement preventative or control measures that eliminate risk, prevent or reduce harm, prevent or reduce loss or protect the greater number of persons rather than issue Personal Protective Equipment.
- Provide PPE that shall sufficiently reduce the risk of harm to the wearer and shall be suitable for the individual's use and comfort and shall not unreasonably inhibit the user's ability to carry out his or her work.
- Provide employees and pupils with sufficient and appropriate training and information to allow them to make full and proper use of Personal Protective Equipment, to inspect such equipment for damage, and to report any damaged or lost Personal Protective Equipment.
- implement reasonable measures to maintain or replace as necessary any Personal Protective Equipment so that it remains effective at all times.
- Provide suitable storage where necessary to protect Personal Protective Equipment from damage or to prevent cross-contamination with other clothing.

No charge of any kind shall be made to any employee for the provision of any item of Personal Protective Equipment, except that if an employee is permitted to specify an item of Personal Protective Equipment that is more expensive than the item that is standard issue, and the item that is standard issue would have been suitable to prevent harm and would have been suitable for use by that employee, the employee shall be asked to contribute the cost difference between the specified item and the item that is standard issue.

Work Placements, and Work-Based Learning

Whilst on work experience, pupils are designated as employees for the purposes of health and safety legislation, and they must be afforded the same health and safety protection as other employees.

Young persons are considered to be at greater risk from workplace hazards due to their lack of experience and maturity, and are therefore owed a greater duty of care, even when on work experience, they are designated as employees for the purposes of health and safety legislation, and they must be afforded the same health and safety protection as other employees.

Where a learner undertakes work experience as part of a course arranged by the College, placement staff must take steps to assess and ensure that 'relevant training' in relation to health and safety is provided by the employer offering the work placement and its duration. A procedure supports this policy to check and monitor health, safety and welfare issues of Work Placement Providers.

The Trust recognises its duty-of-care to;

- Ensure that pupils undertake work experience in a healthy and safe environment, and comply with the Trust's statutory duties relating to pupils undertaking work experience as part of their course.

- Prevent or reduce any risk of harm or loss to pupils and other persons as a result of the participation on pre-arranged work experience.

Occupational Disease – Blood Borne Virus’s and Zoonoses

The Trust recognises its duty to ensure that employees are aware of common occupational diseases relevant to their work, and to implement reasonable measures to protect employees from exposure to such diseases.

The BBV's of most concern are hepatitis B and C and Human Immunodeficiency Virus (HIV). Those most at risk are employees or pupils who may receive a needle stick injury whilst providing beauty treatments such as Epilation.

Zoonoses refers to diseases carried by animals which may be transmitted to humans. Well known examples are anthrax, rabies and malaria. However, employees in the UK (especially construction and maintenance workers) are more likely to come into contact with leptospirosis (rat's urine), psittacosis (dried pigeon waste products) and tetanus (soil used for animal husbandry).

The Trust will comply with its statutory duties relating to the prevention, control and reporting of occupational diseases.

The Trust shall identify groups of employees who are, by the nature of their work, at risk of exposure to occupational diseases, and shall implement reasonable measures to prevent or reduce such risk.

At risk groups shall be provided with information regarding the risks of exposure to, consequences of and preventative and protective measures against such exposure and the Trust shall encourage at-risk employees to be vaccinated against occupational diseases if such vaccination is available. The Trust shall arrange for such vaccinations to be available free of charge to at-risk employees.

Safety Signs and Signals

The Trust recognises its statutory duty to display specific safety signs whenever there is a risk that has not been avoided or controlled by other means, e.g., by engineering controls and safe systems of work so as to notify employees and others who may be affected of either danger present, or of safe conditions.

To comply with the Trust's statutory duties relating to displaying appropriate safety signage the Trust will take all reasonable steps to ensure that all safety signs, signals and markings (pipe work etc) used or displayed on Trust premises to warn and instruct staff and pupils of risks to their health and safety, including fire safety, will comply with current legislation as regards colour, size, shape and pictogram.

Slips, Trips and Falls

Statistics show that slip, trip and fall injuries result in many absences from work, cause unnecessary pain and suffering to employees and economic loss to an organisation. The Trust will assess areas of risk and implement reasonable and practicable control measures in order to control slip and trips risks within the environment and reduce the risk of slip, trip and fall injuries to as low as reasonably practicable.

Catering and Vending

The Trust recognises its statutory duties in relation to food hygiene within its areas of catering and vending and acknowledges the hazards associated with food hygiene. The Trust will:

- Exercise all reasonable precautions and due diligence to maintain the highest standards of catering and vending.
- Ensure the Trust or subcontractor does not include anything in food, remove anything from food or treat food in any way which means it would be damaging to the health of people eating it.
- Ensure food served or sold is of the nature, substance or quality which consumers would expect.
- Ensure food is labelled, advertised and presented in a way that is not false or misleading.

Visitors

The Trust recognises its statutory duties to protect people not in its employ such as visitors from harm, loss and unreasonable inconvenience as a result of the Trust's work activities and will:

- Implement all appropriate and reasonably practicable measures to protect members of the public from any unacceptable risk of harm or loss due to its operations and shall provide suitable information to members of the public where appropriate in order to allow them to avoid such risk.
- Arrange periodic inspections and tests of equipment and facilities that are provided for the use of by pupils and other persons as are required by law or are otherwise necessary to protect such persons from any unacceptable risk of harm or loss.
- Ensure employees treat members of the public courteously and respectfully at all times.
- Take reasonable care to ensure that any of the protective arrangements made under this policy are suitable and sufficient for the needs of disabled and other vulnerable persons who are likely to benefit from the arrangements.
- Ensure all visitors are required to sign in and out at the reception and wear visitor identification provided.

Monitoring and review

This Health and Safety Policy and health and safety performance will be reviewed by the Trust and the Head Teacher on a regular basis (every two years as a minimum), or as required.

In order to substantiate that health and safety standards are actually being achieved, the Trust will measure performance against predetermined plans and objectives. Any areas where the standards are not being met will require remedial action.

The Trust will use different types of systems to measure health and safety performance.

Active monitoring systems

- Spot checks and regular site inspections will be undertaken.
- Documents relating to the promotion of the health and safety culture will be regularly examined and reviewed.
- Appropriate statutory inspections on premises, plant and equipment will be undertaken.
- Where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

Reactive monitoring systems

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

Reporting and response systems

- Ensuring monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken.
- Health and safety committee, the Trust and Senior Leadership team will all receive and consider reports on health and safety performance.

Investigation systems

- Investigations will be implemented for incidents proportionate to the severity of the incident. The investigation will incorporate systems to identify both the immediate and the underlying causes of events
- Analyse data to identify common features or trends and initiate improvements; where cases of occupational ill-health are to be investigated, where complaints relating to occupational health and safety are to be recorded and investigated, where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated.

Third Party Monitoring/ Inspection

The Trust will be subject to third party inspection and monitoring, as part of Ofsted requirements. Actions arising from third party audit/inspection will be incorporated within the Trust action plan with appropriate target dates for completion.

Business Continuity

The Mowbray Education Trust will create a business continuity plan, this plan will be used during events which have the potential to cause major disruption to our services. Although such events are rare, it is important that plans are in place plans to assist in managing and recovery from these situations as they arise.

In the event of a major emergency or disruption, coordination and implementation of the business continuity plan is the responsibility of the ELT/ SLT/ Headteacher/Lead Estates Manager. This group will form the SEMT (Senior Emergency Management Team) in the event of a major emergency or major disruption.

Change Log

Version	Date	Page	Change	Who:
2.0	April 2024	Whole Document	Review of entire document updated to reflect current staffing, structure, legislation and practice.	Exec Lead for Stakeholders and Partnerships Trust Estates Lead

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