The Park Federation Academy Trust

Health & Safety Policy 2026-28

Version History

Version	Date	Status and Purpose	Changes overview
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2	17 January 2013	Final for issue	
3	01 September 2015	Draft for approval	Introduction of Head of Estates
4	13 October 2017	Periodic review	
5	September 2018	Periodic review	Further details on roles and responsibilities
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Approval History

Signed by the CEO and Federation Principal on behalf of the Board of Directors



Dr. Martin Young

Date of approval September 2023

Date of review September 2025

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Once issued, as a minimum this document shall be reviewed on an annual basis by the originating team/function. Any amendments shall be identified by a vertical line adjacent to the right hand margin.

To enable continuous improvement, all readers encouraged to notify the author of errors, omissions and any other form of feedback.

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1.0 HEALTH & SAFETY POLICY

1.1 **Statement of Intent**.

1.1.1 This is a Statement of Organisation and Arrangements for The Park Federation Academy Trust

1.1.2 This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:
The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

The Trust follows national guidance published by UK Health Security Agency (formerly Public Health England) and government guidance on living with COVID-19 when responding to infection control issues.
This policy complies with our funding agreement and articles of association.

1.1.3 The Park Federation Academy Trust will, so far as is reasonably practicable, ensure the health, safety and welfare at work of all its employees. The Trust will also ensure, so far as is reasonably practicable, that non-employees such as visitors, pupils and contractors are not exposed to health and safety risks from the work activities of The Academies.

1.1.4 The Trust is committed to achieving compliance with and beyond, the minimum requirements of the Health and Safety at Work Act etc. 1974 (HASWA) and associated Regulations.

1.1.5 The Trust will, so far as is reasonably practicable:

a) ensure that adequate resources are made available to ensure the effective implementation of this Policy and to ensure the health and safety of staff and others affected by the Trust's activities;

b) ensure that advice is sought from competent persons on legal requirements for health and safety and on current best practice;

c) ensure that suitable and sufficient assessments are undertaken and recorded of all significant health and safety risks to staff, visitors and other third parties, from its work activities and that any control measures adopted are selected using the hierarchical approach to risk control required by the Management of Health and Safety at Work Regulations;

d) provide and maintain plant and systems of work that are safe and without risks to health to maintain access and egress within all sites;

e) make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;

f) maintain any place of work under its control in a condition that is safe and without risks to health;

g) provide and maintain a working environment for its employees and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work;

h) provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and Board and Academy Council members, including temporary staff and visitors, and information on risks for visitors and employees of other organisations who are working in Trust premises;

i) provide for the use of its employees, such personal protective equipment as is necessary to ensure their health and safety at work;

j) give special consideration to employees or visitors with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information;

k) make arrangements for the provision of a suitable occupational health service for staff;

l) monitor health and safety performance to verify that the Trusts Health and Safety Policy is being implemented and health and safety standards are being maintained and progressively improved;

m) develop and maintain a positive and proactive health and safety culture.

1.1.6 The Trust will ensure that adequate mechanisms are in place to effectively consult with employees and their representatives on health and safety matters.

1.1.7 The Trust recognises Health and Safety as an integral element of its business, and it will be given equal status alongside other management functions.

1.1.8 The Trust will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout The Trust.

1.1.9 The Trust is committed to continuous improvement in health and safety performance and to this end will develop a Health and Safety Action Plan identifying key targets and areas for improvement in health and safety management and risk control. Progress with this plan will be monitored regularly by the Principal, Chief Operating Officer, and Directors of the Board and Academy council members of the Trust.

1.1.10 This Policy requires the commitment, co-operation and active involvement of all Trust employees to ensure its success and effectiveness.

1.1.11 All contractors and consultants working for the Trust are required to comply with this Policy.

1.1.12 The Trust will ensure that procedures are established for appointing and monitoring the competency of contractors.

1.1.13 The Trust will review this Policy Statement at least annually;

1.1.14 The Trust will ensure that this Policy is effectively communicated to all staff;

Failure on the part of any Trust employee, irrespective of their position, to comply with this Policy, including any safe system of work, may render that employee liable to disciplinary action and could result in criminal/civil proceedings.

Dr Martin Young CEO

2.0 ORGANISATIONAL RESPONSIBILITIES FOR HEALTH & SAFETY

Effective Management of Academies requires Trust Staff, the Board of Directors, Academy Council members to work together to that ensure health, safety and wellbeing objectives are achieved. Below are those with special responsibilities and their responsibilities under this Policy:

2.1 The Board of Directors

For The Park Federation Academy Trust, in consultation with the Principal, the Directors will:

2.1.1 Ensure that suitable resources and strategic direction are available to discharge the Trust's health and safety responsibilities.

2.1.2 Monitor, via reports, the overall performance of the Academies health and safety management systems.

2.1.3 Ensure that any decision made is in line with the Trust's policies and procedures as they relate to health and safety.

2.2 The Principal

The day-to-day responsibility for all academy health, safety and welfare organisation and activity rests with the Principal, who will:

2.2.1 Ensure the effective implementation of health and safety policies and performance standards to ensure that health and safety risks to staff, visitors and third parties are properly controlled within their Academy area of the Trust.

2.2.2 Implement the requirements of this Policy and for ensuring compliance with all health and safety legislation within their own Academy.

2.2.3 Demonstrate personal commitment to health and safety by providing visible and active leadership and leading by example.

2.2.4 Ensure a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within their Academy.

2.2.5 Ensure all Academy business decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully take into account health and safety considerations and that health and safety risks are considered at an early stage during project design and planning.

2.2.6 Ensure that Academy employees recognise health and safety as an integral element of their business, and that health and safety is given equal status alongside other management functions.

2.2.7 Ensure the objectives and content of the Health and Safety Policy are fully understood by all Academy Managers and that all staff under their control are made aware of their duties and responsibilities in line with the Policy.

2.2.8 Ensure that this Policy is brought to the attention of all employees.

2.2.9 Ensure that Academy health & safety policies or procedures are reviewed annually, or when significant changes occur to their business, and that these are brought to the attention of all employees (including revisions).

2.2.10 Ensure that health and safety is adequately resourced with both time and finances and that managers make adequate provision in their budgets for managing health and safety, to assist them in achieving the standards laid down by health and safety legislation, Policies, Performance Standards, etc.

2.2.11 Ensure that the job descriptions of Managers, School Departmental Heads, and Responsible Persons, contain specific areas of responsibility for health and safety management relevant to their Service Area and function.

2.2.12 Ensure suitable persons are nominated to undertake key health and safety functions within the Academy, such as risk assessors, (to carry out Display Screen Equipment, manual handling, Hazardous substances, fire or other risk assessments), fire wardens, first aiders etc. and to ensure these individuals are adequately supported and suitably trained.

2.2.13 Co-operating and working closely with the Chief Operating Officer and Head of Estates to achieve a safe and healthy working environment and obtaining competent advice and guidance where necessary.

2.2.14 Ensure that within the Academy, adequate provision is made for consultation with employees, including Trade Union appointed safety representatives, on health and safety matters and within good time. As a minimum, 'health and safety' should be included as a standing item at team/management meetings.

2.2.15 The Principal will bring to the attention of the relevant Academy Council and Board any significant health and safety issues, will involve the Directors in any policy matters and bring to their attention health and safety guidance received from competent external parties.

2.3 Principals Who Are Directly In Charge Of Trust Premises And Establishments ('Persons In Control Of Buildings')

The Principal is designated as 'The Person in Control' of the premises, though they may delegate specific roles and functions to others.

2.4 Employees

All Trust Employees are directly responsible for:

2.4.1 Taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and/or omissions.

2.4.2 Co-operating fully with their Manager or Responsible Person on all matters pertaining to their health and safety at work.

2.4.3 Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that has been provided in the interest of their health and safety at work.

2.4.4 Reporting promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related ill.

2.4.5 Report to the relevant manager, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others.

2.4.6 Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.

2.4.7 Observing safety rules, complying with codes of practice, corporate and departmental health and safety policies and guidance, and adhering to safe working procedures at all times.

2.4.8 Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.

2.4.9 Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.

2.4.10 Attending local health and safety and safety induction on their first day of employment.

2.4.11 Wearing any authorisation badge/identity card that is issued to them, so that the authorisation badge/identity card is readily visible whilst in as deemed necessary in Trust buildings.

2.5 Staff With Special Responsibility

The following staff have special responsibility:

Teaching and Learning: Principal, Deputy Principal and External Events coordinator

General areas including premises and welfare: Chief Operating Officer who is a CFPA Europe Diploma and NEBOSH General Certificate holder, the Head of Estates who is a NEBOSH General Certificate holder and fulfils the role of Health and Safety advisor, First Aid Coordinators and Premises Staff who are IOSH Working Safely trained (managers and assistants who are located at every academy). Catering risks are managed by the outsourced caterer.

These job-holders will be responsible for managing their specified areas:

2.5.1 The local arrangements to ensure the effective control of risks within the specific areas under their control;

2.5.2 the local arrangements for the purchase, inspection and maintenance of equipment and its specification

2.5.3 the coordination of the Trust/Academies health and safety policy in their own department or area of work, directly responsible to the Principal for the application of the health and safety procedures and arrangements;

2.5.4 Premises staff establish and maintain safe working practices including arrangements for ensuring, as 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, hot water, sharp tools, etc. The team work in accordance with the Head of Estates who has developed a number of check sheets that are stored in the Trust Shared server that include items such as perimeter checks etc.

2.5.5 resolving health, safety and welfare problems referred to them by members of their staff or referring to the Principal or line manager any problems they are unable to resolve within the resources available to them;

2.5.6 ensuring that risk assessments are carried out when necessary, and on a regular basis within the overall programme for the Academy, on the activities and equipment for which they are responsible;

2.5.7 ensuring, as far as is reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety;

2.5.8 Obtaining relevant advice and guidance on health and safety matters.

2.6 Special Obligations Of Any Class Teacher

In addition to the general responsibilities of employees, outlined above, class teachers are expected to:

2.6.1 raise any health and safety concerns outside their control related to their class area with their immediate line manager;

2.6.2 exercise effective supervision of pupils and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out;

2.6.3 know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied;

2.6.4 give clear instructions and warnings to pupils as often as necessary; (this may be something that overlaps into behaviour policy and, in the event of an accident to a pupil, may help defend a claim)

2.6.5 set a good example by following safe working procedures personally;

2.6.6 ensure the use of protective clothing and guards where necessary;

2.6.7 avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use.

2.6.8 build in safety education in curriculum planning.

2.7 Health And Safety Representatives

Safety Representatives are appointed by recognised Trade Unions.

Under the requirements of the Safety Committee and Safety Representative Regulations 1977, where Safety Representatives are appointed they will be given adequate time and facilities to fulfil their functions.

2.8 The Pupils and Parents

Pupils and parents are responsible for following the academy's health and safety advice, on-sit and off-site, and for reporting any health and safety incidents to a member of staff. Pupils will be reminded that they are expected to:

2.8.1 exercise personal responsibility for the health and safety of themselves and others;

2.8.2 observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum safety guidelines;

2.8.3 observe all the health and safety rules of the Academy and, in particular, the instructions of staff given in an emergency;

2.8.4 use and not wilfully misuse, neglect or interfere with things provided for their health and safety;

All pupils and parents will be made aware of the contents of this section of the policy through the Trust's websites.

2.9 Contractors

2.9.1 All contractors will be appropriately selected and competent in terms of health and safety

2.9.2 Contractors must be made aware of and abide by the Trust/Academies health and safety policy and not endanger pupils, staff or other visitors to the site.

2.9.3 The Head of Estates and the Premises Staff will be responsible for the coordination of contractors' activities on site.

2.9.4 The Principal, Chief Operating Officer and Head of Estates must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, pupils and students and visitors to the premises. This might be achieved by the posting of suitable notices by the Principal, their deputy, or by the contractor and Head of Estates, in consultation with the Principal.

2.9.5 The Principal will consult the Chief Operating Officer for any additional guidance on these matters.

2.9.6 All contractors must report to the Premises Staff before any work takes place and prior to each working session. The Premises Staff should then inform the contractor of any conditions which may affect his safety and that of others.

2.10 Visitors And Other Users Of The Premises

2.10.1 Where facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and coordinating health, safety and security policy and procedures with other occupiers, e.g. catering and cleaning contractors, outside staff based in the Academy.

2.10.2 The Health & Safety at Work Act etc. 1974, Management of Health and Safety at Work Regulations 1999, and Occupiers Liability Act 1984, apply to all visitors to Trust/Academy premises/workplaces.

2.10.3 All visitors to Trust establishments must comply with the Trust and Academies Health and Safety Policy and procedures.

2.10.4 Principals must ensure that a suitable system is implemented whereby visitors are required to record their visit to the particular premises (e.g. visitor's book).

2.10.5 Where applicable visitors will be required to wear a 'visitors' identification badge that is supplied by the Academy.

2.10.6 Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.

2.10.7 Should a fire/emergency occur or the fire alarm activated whilst visitors are on Academy premises, the person who is accompanying the visitors will take him/her to the fire assembly point.

2.10.8 Should an incident/accident occur involving a visitor this must be reported using the Accident/Incident Reporting Form, and an investigation undertaken as soon as possible by the relevant Responsible Person.

2.10.9 If the incident is of a serious nature or fatal the Chief Executive, Academy Principal and the Chief Operating Officer must be contacted immediately.

2.10.10 Where applicable, adequate consideration must be given to visitors, contractors and members of the public in risk assessments, including the provision of suitable and sufficient control measures.

2.10.11 Persons 'hosting' visitors including meeting convenors must ensure:

a) Visitors are alerted to the establishment's fire procedures,

b) Visitors adhere to the Trust/Academy's 'No Smoking' Policy,

c) Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles,

d) Visitors record their presence on the premises in the appropriate log book,

e) Where applicable, visitors are provided with and wear an identification badge,

f) Visitors are accompanied or authorised to enter the premises,

g) Visitors remain within authorised areas and not enter any restricted area unless permission is granted and the person is accompanied,

h) Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised,

i) Visitors report all accidents, incidents and near misses to the host,

j) Visitors wear protective clothing that is supplied, when necessary.

2.10.12 **Lettings**

The Principal will ensure that the Hirer of the premises, for any event, is aware of his/her obligations under health and safety legislation and the Academy's health and safety policies where appropriate. The Head of Estates will ensure adequate insurances are maintained.

See the Chief Operating Officer for details of the Academy's security policy.

2.11 Infection prevention and control

We follow national guidance published by Public Health England when responding to infection control issues. We follow specific advice when managing Covid.

3.0 ARRANGEMENTS (SYSTEMS AND PROCEDURES)

Whilst overall accountability rests with the Trust Board, It is the responsibility of

Operational staff , which includes the Chief Executive Officer, Chief Operating Officer and Principals to ensure so far as is reasonably practicable that the following arrangements are suitable and sufficient, are maintained and that all staff and pupils are aware of the arrangements.

Area	**Persons roles are delegated too in each academy** ***is the individual(s) who actually complete(s) the task***	**Operational Person(s) Accountable** ***the individual or individuals who is/are ultimately answerable for the activity or decision***
Premises/Site/Workplace/Classroom/Office Etc.		
Heating and lighting	Premises Team/Head of Estates (HoE)	Chief Operating Officer (COO)
Cleanliness of all workplaces, good housekeeping, the removal of waste, storage of materials, books and files etc.	HoE/Premises Teams	COO/Principal
Room dimensions and space.	COO	COO/Principal
Sanitary provisions (male/female, children's and disabled toilet facilities).	Premises Team/HoE	COO/Principal
Temperature of workplaces, the provision of thermometers.	Premises Team/HoE	COO/Principal
Condition of premises including floors etc.	Premises Team/HoE	COO/Principal
Workstations/desks and seating, use of computers etc.	Premises Team/HoE	COO/Principal
Facilities and arrangements for: a) Provision of a wholesome supply of drinking water b) Canteens/Rest Place c) Pregnant and Nursing Mothers	Principal/HoE	COO/Principal

ACCIDENT/INCIDENT REPORTING The provision and location of accident records. Accident/incident report forms. Guidance on Accident/Incident Reporting. Recording and reporting of all incidents of Violence and Aggression on staff. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) as amended 2013. Reportable injuries, diseases or dangerous occurrences include: Death Specified injuries. These are: Fractures, other than to fingers, thumbs and toes Amputations Any injury likely to lead to permanent loss of sight or reduction in sight Any crush injury to the head or torso causing damage to the brain or internal organs Serious burns (including scalding) Any scalping requiring hospital treatment Any loss of consciousness caused by head injury or asphyxia Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days Where an accident leads to someone being taken to hospital Where something happens that does not result in an injury, but could have done Near-miss events that do not result in an injury, but could have done. Examples of nearmiss events relevant to schools include, but are not limited to: The collapse or failure of load-bearing parts of lifts and lifting equipment	Welfare Officer (WO) WO Head of Estates Senior Management Team WO/Head of Estates	Principal Principal COO Principal CEO/COO/Principal

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The accidental release of a biological agent likely to cause severe human illness The accidental release or escape of any substance that may cause a serious injury or damage to health An electrical short circuit or overload causing a fire or explosion Information on how to make a RIDDOR report is available here: How to make a RIDDOR report – http://www.hse.gov.uk/riddor/report.htm		
FIRST AID AND ITS PROVISION IN THE WORKPLACE Designated First Aiders (names displayed). Identified location of First Aid Boxes. The contents of First Aid Boxes are complete and up to date. Training of First Aiders and/or Appointed Persons and ensuring that adequate numbers of first aiders or appointed persons are available. First Aid Room facilities (Medical room). Travelling First Aid Kits. The Welfare Officer will inform parents of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.	Welfare Officer (WO) WO WO Principal WO/HoE WO/SMT	COO Principal Principal Principal Principal
REPORTING CHILD PROTECTION ACCIDENTS/REPORTING TO OfSTED The Senior Management Team will notify local child protection agencies of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the academy's care. They will also notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident	SMT	Principal/CEO

FIRE AND EMERGENCY PROCEDURES		
Fire Risk Assessment	HoE	COO
Fire and Emergency Plan	Principal	COO
Fire evacuation drills (Termly)	Principal	Principal
Weekly Fire alarm testing	Premises Teams	Head of Estates
Personal Emergency Plans	Head of Estates	COO
Fire equipment servicing	Third Party Contractor	HoE
SUBSTANCES HAZARDOUS TO HEALTH (COSHH) AND THEIR USE/STORAGE AT WORK		
Provide a list of the hazardous substances including cleaning materials used.	Premises Teams	Head of Estates
List of activities where COSHH might apply e.g. Science Lab, Technology Rooms, use of pesticides, cleaning products.	Premises Teams	Head of Estates
Completing of COSHH Assessments.	Premises Teams	Head of Estates
Personal Protective Equipment (PPE) and Clothing.	Premises Teams	Head of Estates
Storage of hazardous substances and signage and safe disposal	Premises Teams	Head of Estates
SECURITY OF PERSONS AND PREMISES		
Security assessment of premises	Head of Estates	COO
Perimeter Fencing/Exterior lighting	Premises Teams	COO
Burglar Alarm (externally monitored).	Premises Teams	COO
Use of toughened glass and safety glazing.	Premises Staff	Head of Estates
Identification of visitors.	Reception Staff	Principal
Signing In/Out procedures.	Reception Staff	Principal
Control of Access.	Premises Teams	COO
Security Personnel on duty.	Premises Teams	Head of Estates
Reception/waiting areas.	Reception Staff/Premises Teams	Principal
Installation and use of CCTV, neighbourhood watch schemes etc**.**	Head of Estates	COO
SAFETY IN COMMERCIAL KITCHENS		
Safety of pupils/employees/kitchen staff (in conjunction with the incumbent).	Commercial Caterer	CEO Commercial Caterer
Food Hygiene.		

Responsibility for maintenance of premises and equipment. Restricted access. First aid arrangements, including accident/incident reporting. Safe systems of work. Lifting and handling of heavy and hot loads, liquids etc. Safe use of machinery, equipment and appliances within the areas. Removal of waste. Pest control. Use of knives. Condition of workplace, including floors etc.		
SMOKING Smoking is not permitted anywhere on the premises.	All Staff and visitors	CEO/Principal/COO
VIOLENCE AT WORK We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff. All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Principal immediately. This applies to violence from pupils, visitors or other staff.	All Staff	Principal/CEO

CONTRACTORS AND THE CONSTRUCTION DESIGN AND MANAGEMENT REGULATIONS (CDM) Academy guidelines for the Management of Contractors. Contractors are required to provide completed risk and other assessments including method statements before works are allowed to commence {Construction (Design and Management) Regulations}. Works are planned well in advance (where applicable) and health and safety issues have been addressed. Contractors are controlled and managed on site.	Head of Estates Head of Estates/Premises teams	COO

Contractors are required to address the following: Protection of children Segregation of building works where possible. Safe use and storage of any machinery brought onto site. Guarding of site and machinery. Restricted Access to unauthorised persons including children. Requirement to use tools etc. of a voltage no greater than 110v	Premises Teams	Head of Estates /Principal/COO

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THE SAFE USE OF PESTICIDES Limiting the use of pesticides and where appropriate using environmentally friendly and safer products. Ensuring that all pesticides used have been approved and have a recognised product number that has been awarded by DEFRA. Only competent, trained persons, employees etc. are allowed to use and apply pesticides and should hold certificates of competence to that effect and be authorised. Safe systems of work in place for; Handling and Storage of pesticides. Application of Pesticides. The use of Personal Protective Clothing and equipment. Disposal of surplus and unused Pesticides and containers. COSHH Assessments. Protection of employees, users, children, public and others.	Premises Teams and External Gardening contractors	Head of Estates/COO
ASBESTOS The management of asbestos in the workplace and premises including the identification and marking of known asbestos and its location (asbestos register). Monitoring of the condition of known asbestos in the workplace/premises including the removal or encapsulation of damaged unsealed asbestos etc.	Head of Estates Head of Estates/Premises Teams	CEO/COO/Principal COO

When asbestos removals are to take place ensuring that: All work is undertaken and carried out by competent persons. Using only HSE approved Asbestos Removal Contractors. Records of Asbestos to be maintained at the workplace/site.	Head of Estates Head of Estates Head of Estates/Premises Teams	COO COO COO

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LONE WORKING Lone working may include: Late working Home or site visits Weekend working Site duties Site cleaning duties Working in a single occupancy office Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available. If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return. The lone worker will ensure that they are medically fit to work alone. The lone worker will ensure that they are medically fit to work alone.	Head of Estates/Principal	Principal
OFF SITE VISITS When taking pupils off the premises, we will ensure that: Risk assessments will be completed where offsite visits and activities require them All off-site visits are appropriately staffed Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details There will always be at least one first aider with a current paediatric first aid certificate on	Teachers	Principal
school trips and visits, as required by the statutory framework for the Early Years Foundation Stage. For other trips, there will always be at least one first aider on schools trips and visits		

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ELECTRICITY AT WORK		
Ensure all portable electrical appliances are maintained in a safe condition and have been tested by a competent person e.g. electrician.	HoE/Premises Teams	COO
Logging of all tests on portable electrical appliances.		COO
Testing of fixed installations will be undertaken every 5 years by an external competent person, whose credential will be checked (NICEIC).	HoE/Premises Teams	COO
Undertaking daily visual inspections of electrical appliance before use.	All staff	Principal/COO
Implementing good cable management so as to prevent slips trips and falls and damage to equipment etc.	All staff	Principal/COO
Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions	All staff	Principal/COO
Providing and using a Residual Current Device (RCD) where applicable.	Premises Teams	COO
Ensuring premises teams do not undertake electrical maintenance beyond their competence.	Premises Teams/HoE	COO
WORK EQUIPMENT		
Safe guarding of machines.	HoE/Premises Teams	COO
Undertaking a machinery/equipment inventory.	HoE/Premises Teams	COO
Provide work equipment that is safe and properly maintained.	HoE/Premises Teams	COO
Safe use of machinery.	HoE/Premises Teams	COO
Carrying out risk assessments where appropriate.	HoE/Premises Teams	COO
Providing adequate training for employees on work equipment, machinery etc.	HoE/Premises Teams	COO
STORAGE OF FLAMMABLE LIQUIDS		
Containing and controlling the amount held in storage.	HoE/Premises Teams	COO

Safety and security of storage of flammable liquids. Providing a list of what is in storage and where and how is it stored. Who has access and is access restricted to others e.g. children etc. Providing appropriate signage	HoE/Premises Teams HoE/Premises Teams HoE/Premises Teams HoE/Premises Teams	COO COO COO COO
SAFETY SIGNS Displayed on/at each level of the premises, workplace. Signs comply with current legislation. Are recognisable and easy to understand.	HoE/Premises Teams HoE HoE	COO COO COO
SWIMMING POOLS Safe systems of work are provided by third parties when children use INDOOR pools. Cleanliness of water and facility and ensuring temperature is correct. Hygiene - Legionella water quality, lifesaving equipment/supervision. First Aid equipment available. Restriction of animals (outdoor pools). Safe procedures and pool rules displayed where appropriate. Security of pool, including restricted access. Responsibility for cleaning the pool. Use of chemicals etc. within the pool environment, safe handling, storage, security etc.	Teachers and external company that manage the third party swimming pool	Principal
SPORTS FACILITIES AND ACTIVITIES Equipment and premises - safety of use, clear written guidance and procedures. Supervision of activities. Rules for staff and other users of sports equipment and facilities. Training of employees. Maintenance checks	Sports Coordinators/Teachers External Party	Principal Head of Estates

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MANUAL HANDLING AND LIFTING It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an	HoE/Premises Teams	COO
item could result in injury or exacerbate an existing condition, they will ask for assistance. The academy will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely. Staff and pupils are expected to use the following basic manual handling procedure: Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help Take the more direct route that is clear from obstruction and is as flat as possible Ensure the area where you plan to offload the load is clear When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable Recognising what needs to be lifted, handled, carried etc. i.e. persons, static loads such as furniture etc. Who will carry this out? Undertaking Manual Handling Assessments. Training in correct lifting techniques. Safe systems of work		
USE OF DISPLAY SCREEN EQUIPMENT (DSE) Undertaking DSE Assessments (information available from HSE). Safe place of work, ergonomics including posture considerations etc.	WO/HoE/Principal/IT Network Manager	CEO/COO/Principal

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SAFE USE OF VEHICLES Speed restriction signs displayed. One way traffic system. Segregation of vehicles and pedestrians. Clearly marked parking bays and areas. Coaches to be fitted with audible reversing alarms. Care whilst driving especially where children, elderly are present.	Premises Teams/External servicing department	Principals

Vehicles are road worthy, are taxed, insured and have a valid MOT etc. Ensure that drivers on Academy business have a valid driving licence for the categories of vehicle concerned.		
ACCESS EQUIPMENT AND WORKING AT HEIGHTS We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. In addition: The Premises Teams retain ladders for working at height Pupils are prohibited from using ladders Staff will wear appropriate footwear and clothing when using ladders Contractors are expected to provide their own ladders for working at height Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety Access to high levels, such as roofs, is only permitted by trained personsVisual inspection of steps, ladders and scaffold before use to ensure safety and integrity. Access to and work on some areas e.g. roofs and windows will be subject to a separate risk assessment and method of work statement. Access equipment, and access to high levels is not allowed to unauthorised and untrained persons.	Premises Teams/HoE Contractors All staff	COO

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GOOD HOUSE KEEPING Clean and tidy premises. Maintenance programmes and procedures in place to deal with repairs, etc. Immediate clean-up of spills. Litter-free zone. External areas, grounds, play areas and equipment are safe for use. Promoting and maintaining a safe and healthy working environment.	All Staff HoE Premises Teams/All staff Premises Teams Premises Teams/EM All staff	COO/Principals

COMMUNICATION Providing employees with information about the general duties under the Health and Safety at Work Act and specific legal requirements relating to their work (see Health and Safety Law Poster). Employees will be given information about substances, plant, materials, machinery etc. which they come into contact with. Discussing with contractors before they start work on site, how they plan to do their job, whether they need the Trust's equipment to help them, whether they can operate in segregated areas or when the Academy is closed down and if not what hazards do they create for employees and vice versa.	HoE HoE HoE/Premises Teams	COO COO COO
TRAINING Training employees, supervisors and managers to enable them to work safely and carry out their health and safety responsibilities. Supervising employees as far as necessary for their safety - especially young workers, new employees and employees carrying out unfamiliar tasks.	HoE/Department Leads	Principal/COO

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SAFETY AUDITS AND INSPECTIONS Regular checks and inspections of the workplace, machinery, appliance, equipment and working methods etc. to be carried out by managers etc. Carry out sample health and safety audits of health and safety management systems and workplaces. Each academy will have a termly Health and Safety inspection where the Premises Teams will be accompanied by the Head of Estates/Academy council to walk through the complex.	HoE/Academy Council Academy Council HoE/Academy Council	Principal/COO Principal/COO Principal/COO
SAFEGUARDING/SPECIAL EDUCATIONAL NEEDS/CHILD PROTECTION Ensuring compliance with legislation	Safeguarding Leads/Principals	CEO
GAS HEATING SYSTEMS Ensuring compliance with legislation	HoE/External competent party	COO

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer Gas pipework, appliances and flues are regularly maintained All rooms with gas appliances are checked to ensure that they have adequate ventilation		

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WATER SAFETY Ensuring compliance with legislation A water risk assessment has been completed and is within date. The Head of Estates is responsible for ensuring that the identified operational controls are conducted and recorded in the water log book This risk assessment will be reviewed periodically and when significant changes have occurred to the water system and/or building footprint The risks from legionella are mitigated by the following: Temperature checks Heating of water External company checks Disinfection	HoE/COO/External party	CEO
STRESS Ensuring we have Occupational Health Provision that's supports stress specific risk assessments Whole academy risk assessment	Head of HR Principal	COO CEO
HEALTH & SAFETY ADVICE Ensuring staff are appropriately supported	Head of Estates	COO
SPECIALIST EQUIPMENT Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs. Oxygen cylinders are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders.	All Staff	Principals

INFECTION PREVENTION AND CONTROL We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable. Handwashing • Wash hands with liquid soap and warm water, and dry with paper towels • Always wash hands after using the toilet, before eating or handling food, and after handling animals • Cover all cuts and abrasions with waterproof dressings • Use of Hand sanitiser	All persons in the academy	Principal
Coughing and sneezing • Cover mouth and nose with a tissue • Wash hands after using or disposing of tissues • Spitting is discouraged	All persons in the academy with teachers coaching children	Principal
Personal protective equipment • Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing) • Wear goggles if there is a risk of splashing to the face • Use the correct personal protective equipment when handling cleaning chemicals	Welfare/First Aiders/Premises Teams including cleaning staff	Principal/COO
Cleaning of the environment • Clean the children's environment, including toys and equipment, frequently and thoroughly • Cleaning the whole school, toilets etc.	Teachers	Principal
Cleaning of blood and body fluid spillages • Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment • When spillages occur, clean using a product that combines both a detergent and a	Cleaning and Premises Teams	HoE/Principal

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disinfectant and use as per manufacturer's instructions. Ensure it is		
effective against bacteria and viruses and suitable for use on the affected surface • Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below • Make spillage kits available for blood spills Laundry • Wash laundry in a separate dedicated facility • Wash soiled linen separately and at the hottest wash the fabric will tolerate • Wear personal protective clothing when handling soiled linen • Bag children's soiled clothing to be sent home, never rinse by hand Clinical waste • Always segregate domestic and clinical waste, in accordance with local policy • Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins • Remove clinical waste with a registered waste contractor • Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection Animals • Wash hands before and after handling any animals • Keep animals' living quarters clean and away from food areas • Dispose of animal waste regularly, and keep litter boxes away from pupils • Supervise pupils when playing with animals • Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet	Welfare/Teaching staff Welfare Teaching staff	Principal Head of Estates Principals

4.0 RISK MANAGEMENT AND RISK/OTHER ASSESSMENTS

The Park Federation Academy Trust, as with any other business, has a legal duty to assess what within their activities and premises might cause harm to people, and decide whether reasonable steps are being taken to prevent that harm or if more needs to be done. This is known as a risk assessment. Although there are no specific requirements relating to how this is done the following guidance shows a process that is recommended by the Health and Safety Executive (HSE).

Having a robust risk assessment process will not only result in a safer and improved working environment but will also reduce the risk of civil action and criminal prosecution.

Each academy will hold a register of completed risk assessments. This will include general areas, specific areas and trips.

The Park Federation Academy Trust will ensure that the persons responsible for undertaking risk assessment have been appropriately trained.

■ We will try to involve those at risk in the assessment process as they will have a greater understanding of the activity and will have knowledge of previous incidents or near misses.

■ We will be careful not to over rely on generic risk assessments as there may be subtle differences between seemingly similar activities. Templates however will be consistent as primary activities are similar.

■ We will not assume that the risks from a previous activity are the same as a subsequent one. For example if you are having a sports day the previous year's risk assessment just re dated may not be sufficient. Weather conditions, activities and the persons involved may have changed.

■ We will use a simple system that all persons understand and are able to relate to the relevant activity and risk.

■ We will carry out risk assessments prior to the introduction of any new activities or processes.

■ The purpose of the risk assessment process is to manage risk at a tolerable level and not to eliminate it.

Risk assessments are required for all activities where persons (including staff, pupils, contractors and members of the public) may be at risk. Our register will include all of the key activities to ensure that all risk assessments are being effectively managed.

The register will be held by the Principal and Head of Estates at every site and will detail when assessments were completed; when they are due for review; the responsible persons and where they are located.

Undertaking a Risk Assessment

The following activities will be risk assessed and the list is not intended to be exhaustive and can be added too as new activities or processes are identified. Persons that have specific responsibilities to complete risk assessments are detailed below.

Area	Person(s) who may contribute to completing the risk assessment	Person or Body receiving the assessment
Security of Premises Assessment	Each Premises Team Head of Estates	Principal Academy Council
Before and after school activities	Any external club Chief Operating Officer	Principal Academy Council
Late collection of child Abandoned child	Principal Chief Operating Officer	Principal Academy Council
Trips, Falls, Fights	Principal Chief Operating Officer	Principal Academy Council
Spread of illness and disease Expectant mothers (staff)	Principal Chief Operating Officer Head of Estates Welfare Officer	Principal Academy Council
PE activities including sports days etc.	PE qualified staff	Principal Academy Council
Classrooms	Teaching staff Senior Leaders	Principals
Food Technology	Teaching staff	Principals
Safeguarding and Special Educational Needs	Teaching staff	Principal Academy Council
Trips and off site activities	Teachers Principal	Trip Coordinator Principal Academy Council
Summer Fetes	Principal Chief Operating Officer	Principal Academy Council
Violence towards Staff	Principal Chief Operating Officer	Principal Academy Council

Play equipment	External Consultant Premises Teams Head of Estates	Principal Academy Council
Control of Substances Hazardous to Health Regulations. (COSHH)	Premises Teams Head of Estates	Principal Academy Council
Display Screen Equipment (DSE)	Principal Academy Trained staff	Principal Academy Council
Manual Handling	Premises Teams Teachers	Principal Academy Council
Electrical Safety	Premises Teams External Parties Head of Estates	Principal Academy Council
Fire Safety - Fire Risk Assessment - Fire Evacuations	Head of Estates (Nebosh Fire Safety and Risk Management) Chief Operating Officer (CFPA Europe Fire Diploma)	Chief Operating Officer Principal Academy Council
Gas Safety	Specialist Consultant Head of Estates	Principal Academy Council
Boiler rooms	Premises Teams	Head of Estates
Legionella	Specialist Consultant Head of Estates	Principal Academy Council
Vehicle maintenance for Mini Buses	Premises Teams Principals Third party servicing contractor	Principal Academy Council
Car Park	Premises Teams Head of Estates	Principal
Tree Risk Assessment	External Contractor	Head of Estates Principal Academy Council
Working at Height	Premises Teams Principals Head of Estates	Principal Academy Council
Commercially used kitchens	Catering Supplier	Head of Estates

What will be considered as part of the process.

The risk assessment will include consideration of what might cause harm and how and, the people who might be affected. It will take into account any controls which are already in place and identify what, if any, further controls are required.

The assessment will show that:

- a proper check was made
- all people who might be affected were considered
- all significant risks have been assessed
- the precautions are reasonable
- the remaining risk is low

The assessment will not include insignificant risks and we will not include risks from everyday life unless our work activities increase the risk.

Any paperwork that is produced will be used to communicate and manage the risks in our business.

The risk assessments will cover all groups of people who might be harmed whilst within our grounds and buildings.

- We will think about staff affected because of risks associated with the particular jobs they do, such as repair and maintenance.
- We will consider new and young workers as they may be inexperienced, and/or lack maturity/ experience to recognise risks. They may not be familiar with our workplace culture - what is and what isn't acceptable
- We will consider the literacy skills of staff to ensure they can read or understand and follow guidance and instructions
- We will consider new or expectant mothers and young people who may be more prone to health-related risks (physical, biological or chemical risks)
- We will consider people with disabilities whose disability may mean that reasonable adjustments are needed to enable them to do the work and minimise risks.

Additionally, will consider all groups, such as members of the public and groups of people who share our workplace.

We will record:

- the significant findings - what the risks are, what we are already doing to control them and what further action is needed
- details of any particular groups of employees who have been identified as being especially at risk

We will balance the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, we would review if it would be grossly disproportionate to the level of risk.

Risks should be reduced to the lowest reasonably practicable level by taking preventative measures, in order of priority. We list the hierarchy of control. The list below sets out

the order to follow when planning to reduce risks that have been identified in our workplace.

1. Elimination - Redesign the job or substitute a substance so that the hazard is removed or eliminated.

2. Substitution - Replace the material or process with a less hazardous one.

3. Engineering controls - for example use work equipment or other measures to prevent falls where you cannot avoid working at height, install or use additional machinery to control risks from dust or fume or separate the hazard from operators by methods such as enclosing or guarding dangerous items of machinery/equipment. Give priority to measures which protect collectively over individual measures.

4. Administrative Controls - These are all about identifying and implementing the procedures you need to work safely. For example: reducing the time workers are exposed to hazards (eg by job rotation); prohibiting use of mobile phones in hazardous areas; increasing safety signage, and performing risk assessments.

5. Personal protective clothes and equipment - Only after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level, must personal protective equipment (PPE) be used. For example, where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall (should one occur). If chosen, PPE should be selected and fitted by the person who uses it. Workers must be trained in the function and limitation of each item of PPE. The following information will be detailed on the risk assessment form:-

- The date the assessment was undertaken;
- The persons involved in the risk assessment process (this may be more than one person); and
- The date of the next review (this is normally every 12 months).
- Hazards
- Persons at Risk
- Existing Control Measures

These are the control measures for the hazard that you already have in place and can include the following:-

- Training;
- Statutory Inspections and regular maintenance;
- Audit and inspection programmes; and
- Safe systems of work.

Probability – Likelihood of harm occurring

Based on our existing control measures we will determine the probability of the hazard causing injury or ill health. This may be a score or could be Low, Medium, High dependent on the risk.

Where we use numerical scores, a range of 1 – 3 or 1 – 5.

Below is an example of how a 1 – 3 scoring system would operate:-

1 –Very unlikely

2 – Possible

3 – Probable

Severity of harm

If the hazard was to cause injury or ill health, we will determine the likely severity. Again there are no rules on what system you use but 1 – 3 and 1 – 5 scoring systems are most common. Below is an example of how a 1 – 3 scoring system would operate:-
1 – Could return to normal duties after treatment (i.e. minor cut that needs a plaster)

2 – Injured person cannot return to normal duties (i.e. sprained ankle or deep cut)

3 – Disabling injury or fatality (i.e. amputation of limb)

Risk Rating

By multiplying the probability and severity ratings the assessor will be able to determine **the residual risk** from the hazard. This will allow them to determine if this at a tolerable level or more needs to be done. The below matrix allows this to be quickly and easily determined.

Below is based on a 3 by 3 matrix:-

		Potential severity of harm		
		Slightly Harmful 1	Harmful 2	Extremely Harmful 3
Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Tolerable 2	Moderate 3
	Unlikely 2	Tolerable 2	Moderate 4	Substantial 6
	Likely 3	Moderate 3	Substantial 6	Intolerable 9

1 – 3: Low risk (tolerable and only needs to be reduced if it can be done easily and cheaply)

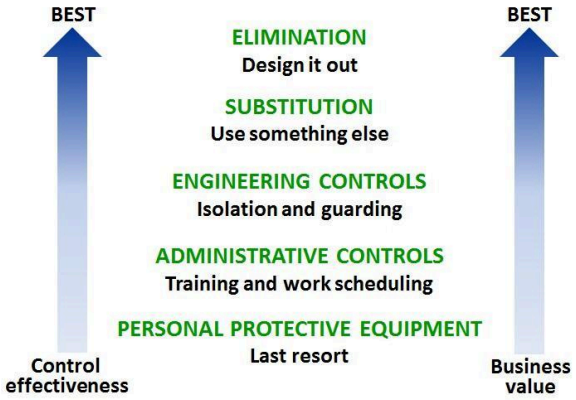
4 – 6: Medium risk (should be reduced to a tolerable level within an agreed time frame)

7 – 9: High (operation should be stopped immediately until appropriate controls are in place)

Additional Controls

Based on our risk rating we will then determine if additional controls are required to reduce the risk to a tolerable level.

When choosing additional controls the hierarchy detailed below will be used:-



Once additional controls have been agreed we will **determine who will take responsibility** for ensuring they are implemented.

We will assign a target date and also detail when the action is complete.

Review

The risk assessment will be seen as a live document and will be subject to review:-

- At least annually;
- After a serious incident or near miss (this may indicate that existing controls are not adequate); and
- If the circumstances change, (e.g. you have a new piece of equipment being used in the academy).

5.0 GENERAL

Further advice and assistance can be obtained by contacting the Chief Operating Officer.

Email: tpfoffice@theparkfederation.org
Tel: 0208 465 6230
Contact address: The Park Federation Academy Trust, C/O James Elliman Academy, Elliman Avenue, Slough SL2 5BA

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Appendix 1. Risk Assessment

Insert assessment name Risk Assessment

Academy	
Completed by	
Position Held	
Review period	
Review due	

Brief Description:

LIST HAZARDS HERE	**PEOPLE WHO ARE ESPECIALLY AT RISK FROM HAZARDS**	**LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT**	**With control measures**			**NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE**	**TO BE COMPLETED BY AND WHEN**
			Probability (P) 1,2,3	Severity (S) 1,2,3	Risk (PxS)		

Risk Ratings – Probability x Severity

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health

1 – Very unlikely (i.e. occurs once every 10 years or so)
2 – Possible (i.e. occurs once a year or so)
3 - Probable (i.e. occurs daily or weekly)

Severity – if the hazard was to cause injury or ill health, determine the likely injury or illness type

1 – Minor, could return to normal duties after treatment (i.e. minor cut that needs a plaster)
2 – Significant, injured person cannot return to normal duties (i.e. sprained ankle or deep cut)
3 – Major, disabling injury or fatality (i.e. amputation of a limb)

Risk – Probability x Severity

Risk Matrix	1 (Minor)	2 (Significant)	3 (Major)
3 (Probable)	3	6	9
2 (Possible)	2	4	6
1 (Very unlikely)	1	2	3

Risk Rating Definitions:
1 – 3 Low risk, tolerable and only needs to be reduced if it can be done easily and cost effectively
4 – 6 Medium risk, should be reduced to a tolerable level within an agreed time frame

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7 – 9 High risk, operation should be stopped immediately until appropriate controls are in place

Please ensure the risk assessment guidance is read prior to completing a risk assessment.

Review and Record History

Please complete each time you review or make changed to the risk assessment, including when actions are completed

Date	Review due/completed	Comments	Completed by	Signature

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Appendix 2. Risk Assessment Register

Activity	Risk Assessment Completion Date	Person who completed the Risk Assessment	Next Review date (annual unless specified)
Fire Risk			
Legionella			
School Trip			
Work Placements			
COSHH			
Manual Handling			
Driving for Work			
Assemblies and Performances			
After school and breakfast clubs			
IT on line			
SEN			
Classroom and Corridors			
Sports Day			
Hazardous Waste			
Animals on Site			
Staff rooms			
Summer Fairs			
Display Screen Equipment			

Electrical Safety			
Site security			
Play equipment			
Physical restraint			
Playground Safety			
Violence to Staff by Adults			
Violence to Staff by Children			
Work related Stress/Pressure			
Statutory Compliance			
Grounds and Grounds Equipment			
Working At Height			
Home Visits			
Trips/Transportation of Pupils			
HIV/Aids And Blood Borne Infections			
Medical Conditions and Medication			
New and Expectant Mothers			
Communicable Diseases			
Sun Exposure			
Safeguarding			
Cooking in the academy			
Local walks/work			

Security			
Boiler rooms			
Classrooms			
Offices			

Appendix 3. Training Matrix

The Master document is stored on **Trust Shared Volume (L) – Trust Polices – Academy training Matrix**. Each academy should update this excel spreadsheet and store on their Secure Area. The academy is accountable for maintaining up to date training records of staff and when refreshers are due.

Academy Training Matrix																							
Name	Position Held	Start date	Induction	H&S Staff Induction Refresher Course	Fire Awareness Training	Pediatric 1st aid	First Aider Full Course FAAW	Epilepcy 1st aid	Admin of Medicines & Medical conditions	Hep B innoculation 1st aiders only	Fire Warden Day Course	Fire drill and emergencies instruction	Child Protection Awareness	Child Protection Awareness Refresher	Safer recruitment workshop	COSSH Training in house	Asbestos awareness training	Site controller training	Working at height	Manual handling	Legionella training	Accident investigation and reporting	Risk Assessment Training
Qualification Period																							

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3.1 Training Matrix

	Guidance Training Required – Courses will provide employees with the necessary information, training and instruction to carry out their roles safely. However, each academyl is different and training will always take into account the responsibilities associated with each role. The higher the level of risk, the higher the level of competency which is generally required; this should be reflected in the course content and depth.
	Guidance – training recommended. This will be dependent on role and risk assessment findings.

	Leadership	Central Trust Employees	Premises Teams	DT or Specialist Teachers	Cleaning Team	Welfare Teams	First Aiders	Persons serving food	All Employees	Governors
Induction										
Child Protection Training										
Fire Awareness Training										
Lockdown Training										
Health and Safety for Managers										
School Trip Risk Assessments										
Security Management										

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Health and Safety for Premises (IOSH)										

General; Health and Safety Awareness										
Ladder Use (or work at Height)										
COSHH (Chemicals)										
Cleaning training										
Legionella Awareness										
Asbestos Awareness										
Manual Handling										
General Risk Assessment										
Premises Monitoring Systems										
Service, Maintenance and Statutory Inspections										

Pregnant workers risk assessment										
PPE Training										
Stress/Mental Health Awareness										
Mental Health First Aiders										
Accident and Incident Reporting & Investigation/RIDDOR										
Food hygiene										
First Aid										
Managing Investigations										
Absence Management										
Equality and Diversity										
Safer Recruitment										

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Managing Contractors										

Health and Safety for Premises Teams will be IOSH Managing Safely.

Health and Safety for Central Trust staff will be based on Nebosh.

Premises Teams and the Head of Estates will undertake Asbestos awareness, Legionella awareness, COSHH and Manual Handling external courses

Cleapss training will be provided for teaching staff as applicable

Mental Health First Aider training will be sourced for key staff

Food Technology staff will receive Food Safety Awareness training

All staff will receive GDPR, Equality and Diversity, Fire Training and DSE awareness training

Each academy will have DSE trained assessors

All recruiting managers will receive safer recruitment training

All welfare officers and first aiders will receive external training

All welfare officers will be trained by the Head of Estates to complete RIDDOR forms

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Appendix 4. COSHH Risk Assessment Template

	COSHH Risk Assessment No:	

School:	Section/Area:
Describe the activity or work process. *(Include how long and how often this is carried out and the quantity of substance used)*	
Location of process being carried out?	

Identify the persons at risk:	Employees *(including trainees)*	☐	Contractors ☐	Public *(including students)*	☐
Name the substance involved in the process and its manufacturer. *(A copy of a current safety data sheet for this substance should be attached to this assessment)*					

Classification *(state the category of danger)*

	☐ Acute toxicity Cat 1-3		☐ Serious health hazard		☐ Aquatic Environment
	☐ Acute toxicity (cat 4)		☐ Flammable		☐ Explosive
	☐ Corrosive		☐ Oxidising		☐ Gas under pressure

Hazard Type

☐ Gas ☐ Vapour ☐ Mist ☐ Fume ☐ Dust ☐ Liquid ☐ Solid ☐ Other (State) .....

Route of Exposure

☐ Inhalation ☐ Skin ☐ Eyes ☐ Ingestion ☐ Other (State) .....

Workplace Exposure Limits (WELs) *please indicate n/a where not applicable*

Long-term exposure level (8hrTWA):	Short-term exposure level (15 mins):

State the Risks to Health from Identified Hazards

Control Measures: *(for example extraction, ventilation, training, supervision). Include special measures for vulnerable groups, such as disabled people and pregnant workers*

Is health surveillance or monitoring required? Yes ☐ No ☐

Personal Protective Equipment *(state type and standard)*

 ☐ Dust mask		 ☐ Visor	
 ☐ Respirator		 ☐ Goggles	
 ☐ Gloves		 ☐ Overalls	
 ☐ Footwear		 ☐ Other	

First Aid Measures

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Storage
Disposal of Substances & Contaminated Containers
☐ Skip ☐ Return to Depot Return to Supplier ☐ Other ☐ Hazardous Waste (If Other Please State): .....

Is exposure adequately controlled?	☐ Yes ☐ No

What further action needs to be taken		
Action	**By Who**	**By what date**

Appendix 5. References and related documents

The Health and Safety at Work Act 1974
The Environmental Protection Act 1990
Construction (Design and Management) Regulations 2015 and Approved Code of Practice
The Control of Asbestos Regulations 2012
The Control of Substances Hazardous to Health Regulations 2002 Approved Code of Practice
The Corporate Manslaughter and Homicide Act 2007
Health and Safety Offences Act 2008
Legionnaires' disease. The control of legionella bacteria in water systems
The Electricity at Work Regulations 1999
The Gas Safety (Installation and Use) Regulations 1998
The Noise at Work Regulations 2005
First aid at work The Health and Safety (First-Aid) Regulations 1981
RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
The Management of Health and Safety at Work Regulations 1999
The Workplace (Health, Safety and Welfare) Regulations 1992
The Health and Safety (Display Screen Equipment) Regulations 1992
The Personal Protective Equipment at Work Regulations 1992
The Provision and Use of Work Equipment Regulations 1998
The Safety Representatives and Safety Committees Regulations 1977
The Health and Safety (Consultation with Employees) Regulations 1996
The Health and Safety (Young Persons) Regulations 1997
The Health and Safety (Safety Signs and Signals) Regulations 1996
The Regulatory Reform (Fire Safety) Order 2005
The Work at Height Regulations 2005
Keeping children safe in education Statutory guidance for schools and colleges 2019
Supporting pupils with medical conditions at school
DfE guidance for Health and Safety in schools
Health protection in schools and other childcare facilities guidance

Links with other policies

This health and safety policy links to the following policies:

- First aid
- Smoke Free Policy
- Supporting pupils with medical conditions

- Accessibility plan
- Smoking Policy
- Estates Strategy
- Estates Management Policy

Appendix 6. Schedule of Reviews and Record Keeping

Task	Frequency	Responsible persons for completing or arranging others to complete the task and to hold records
Review of Trust Health and Safety Policy	Annual	COO
Review of Academy Level Health and Safety Policy	Annual	Principal/CEO
Review of COSHH Assessments	Every 2 years or when changes occur	Premises Team/Head of Estates
Record of water quality testing, temperature taking	As per Water Risk Assessment	Head of Estates With work completed by competent external parties

Electrical Safety Certification of fixed installations	As advised on current certificate	Premises Team/Head of Estates
Record of maintenance inspections of fixed installations	As advised	Head of Estates
Record of PAT Testing	6 mths – 4 years As per HSE Guidance	Head of Estates
Record of Gas appliance Testing	Annual	Premises Team/Head of Estates
Fire Safety		
Record of Staff Training	Annual	Head of Estates
Record of Fire Warden Training	As defined in training delivered by COO	Premises Team
Record of firefighting appliances check	Weekly	Premises Team
Record of firefighting appliances servicing	Annual	Premises Teams
Record of Fire Alarm and automatic interface checks	Weekly	Premises Teams
Record of Fire Alarm, Smoke Detection, Battery back-up and interface maintenance.	6 monthly	Premises Teams
Record of Emergency Light checks	Monthly	Premises Teams
Record of External Party Emergency Light checks	Annual	Premises Teams
Record of Fire Drills	One per term	Premises Teams
Record of False Alarm	As required	Premises Teams
Emergency Lightning Conductor	Annually	Premises Teams
Record of Manual Handling	As required and annually	Premises Teams

First Aid Record of Accidents/Injuries	As required	Welfare Officers
Record of number of First Aiders and First Aid Stock	Annual and as required	Welfare Officers
Record of Training of First Aiders	As required after assessing needs	Welfare Officers/Principals
Record of Mental Health First Aiders	As required after assessing needs	Principals
Record of Display Screen Assessments	First appointments then every 2 years	Principal
Record of Air-conditioning maintenance	6 monthly	Premises Teams
Record of Health and Safety Training	Annual	Principal
Risk Assessment training	As required	Principal
Record of risk assessments	Annual or as required	Principal
Record of internal Asbestos checks	As per guidance	Premises Teams
Record of demolition asbestos checks	As required	Premises Teams
Record of external asbestos inspections	As required	Premises Teams
Record of Asbestos Awareness Training	As required	Premises Teams
Record of Health and Safety inspections	Termly	Premises Teams
Review and record of security checks	Annual or as required	Premises Teams
RPA Insurer inspection reports	As required	Premises Teams

Policies will be reviewed upon their anniversary or upon change in circumstance or updated guidance or legislation.

Documents will be scanned in the Every system or Shared server or both.

Appendix 7. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from Public Health England. For each of these infections or complaints, there is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check. The academy will follow recommended exclusion periods outlined by Public Health England.

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.

Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.

Flu (influenza)	Until recovered.

Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).

Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.

DOCUMENT UNCONTROLLED WHEN PRINTED

Appendix 8. Health and Safety Policy – Acknowledgment by Staff

Under the Health and Safety at Work Act, a copy of the Academy's Health and Safety Policy has been made available for you to read. The following is issued as guidance in respect of your main responsibilities.

You are requested and are expected to:

- adhere to all reasonable instructions regarding health and safety, safe systems of work and risk assessments
- develop a personal concern for your own safety and that of others working alongside you
- be aware that you are working with young people to whom you owe a duty of care, hence an extra need for safety
- use the correct tools / utensils and equipment for the job
- avoid any improvisation which will entail unnecessary risk
- ensure personal protective equipment, where used, is kept in good condition
- report defects in the premises, tools / utensils and equipment
- report any personal accident or injury and see that it is recorded on an accident for of if minor in an accident book.
- report any known hazard

I acknowledge that I have read the Health and Safety Policy, have understood the contents and will do all that is reasonably practicable to comply with it.

Signature
Name
(Block Capitals)
Position
Date

Please return to the Principal or designated person