St Chad's Academies Trust

Health and Safety Policy

Children first: in the footsteps of St. Chad

As we follow Christ in the footsteps of St. Chad, we seek to be servant leaders who have a desire to see all those, within our Trust family, truly flourish both spiritually and academically

Document information

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Owner	Compliance		
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Purpose	This policy applies to all colleagues in fulfilling the Trust's responsibilities within the framework of **Health and Safety at Work etc. Act 1974 (HSAWA).** This policy seeks to ensure the Trust provides a safe, secure, and caring environment for all pupils, colleagues and visitors.		
The policy has been implemented following consultation, in line with statutory practice, with the Trust DPO and Chief of Operations, and the Trust Finance, Risk and Audit Committee (the 'Committee'), and may be amended from time to time, following further consultation with the Committee and/or Trust Board.			
Related documents:	St Chad's Educational Visits Policy St Chad's Disciplinary Policy St Chad's GDPR Policy St Chad's Data Retention Policy St Chad's Lone Working Policy St Chad's Critical Incident/Emergency contingency plan St Chad's Scheme of Delegation St Chad's Facilities Management Agreement policy St Chad's Allergy Awareness Policy (Pending)		
References	Health and Safety at Work etc. Act 1974 The Waste (England and Wales) Regulations 2011 The Hazardous Waste (England and Wales)Regulations 2005 Fire safety: guidance for those with legal duties - GOV.UK		
If you would like this information in another language or format, please speak to the Compliance team. Phone: 01543 622433			

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Table of substantive changes from previous versions:

This table explains where we have made substantive changes, for your ease of reference and assurance.

Date	Section Amended

1.0 Introduction

1.1 St Chad's Academies Trust ('the Trust') is committed to ensuring that it provides a strong infrastructure to enable our academies to flourish and improve. The Trust recognises that its leaders and colleagues are central to this success and greatly values their commitment and contribution.

1.2 The core values of the Trust form the basis of all discussions with colleagues. We expect all colleagues of St. Chad's Academies Trust to respect and model these values.

2.0 Statement of Intent

2.1 The Trustees of St Chad's Academies Trust acknowledge the overall responsibility to provide and maintain safe and healthy conditions for all colleagues, pupils, clients, visitors, the community and any other parties that may be affected by our work activities. They recognise this is a non-delegable duty.

2.2 As a Trust we undertake, as far as it is reasonably practicable, to provide safe places of work, safe equipment, safe systems of work, information, training and supervision as may be needed to create and maintain a safe and healthy work environment.

2.3 The Trust will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act 1974 and other statutory and common law duties which are referenced in Section 3.0 of this policy.

2.4 As the duty holder, the Trustees must ensure that all colleagues and premises comply with health and safety policies and practices (e.g. reporting accidents, first aid provision etc.), and:

- Develop, implement, and annually review the Trust overarching Health & Safety policy and share updates via the Trust compliance system with all colleagues.

- Local level Health & Safety statement should be included as an Appendix to this overarching policy, with a brief description of the local context and key contact details, for ease of reference, which should operate in line with this policy.
- Have a critical incident/emergency contingency plan which has been uploaded to the Trust compliance system.
- Ensure, so far as reasonably practicable, the health, safety, and wellbeing of all colleagues, the health and safety of pupils in academies and on off-site visits, and the health and safety of visitors to the academies including volunteers involved in any academy activity and contractors working on Trust sites.
- Assess the risk of all activities, both in the academies and off-site, introduce measures to manage the risks, and instruct colleagues about the risks and measures to control them.
- Ensure that colleagues are competent and trained in their responsibilities through completion of the training allocated within the Trust compliance system (including written records of training), and are actively involved in health and safety; the approved training matrix can be found at Appendix 5 and
- Take reasonable steps to make sure that the buildings, equipment, and materials are safe and do not put the health of colleagues, pupils and visitors at risk.

2.5 In meeting this commitment the Trust will, so far as is reasonably practicable:

- Provide adequate control of the health and safety risks arising from our work activities, through the Trust Risk Register, in line with the DfE Quality Descriptors, Pillar 5 - Operations.
- Consult with our colleagues on matters affecting their health and safety.
- Ensure safe handling and use of substances.
- Provide safe systems of work.
- Provide information, instruction, and supervision for our colleagues.
- Ensure all colleagues are competent to perform their tasks safely and give them adequate training.
- Aim to prevent accidents and cases of work-related ill health, this includes mental health and wellbeing as well as stress-related illnesses.
- Monitor colleagues' health.
- Maintain safe and healthy working conditions.
- Review and revise this policy at regular intervals; and in all cases of significant regulatory/legislative changes.

3.0 Legislation

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 duty's 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 colleague
- www.hse.gov.uk/ppe/ppe-regulations-2022 If PPE is required, employers must ensure their workers have sufficient information, instruction and training on the use of PPE
- Construction (Design and Management) Regs 2015 The CDM Regulations 2015 set out clear legal duties for everyone involved in construction work, from clients and designers to contractors.
- Food Information (Amendment) (England) Regs 2019 known as Natasha's Law, require all food businesses in England selling Pre-Packed for Direct Sale (PPDS) food to clearly label it with a full list of ingredients and highlights the presence of the 14 major allergens.
- Health and Safety (Consultation with employees) Regs 1996 which requires us to inform, consult with our employees in good time on matters relating to their H&S?

The Trust follows national guidance published by the UK Health Security Agency when responding to infection control issues.

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

This policy complies with the Trust and academy funding agreement(s) and Articles of Association.

4.0 Roles and responsibilities

4.1 Explanation

This section sets out the different health and safety responsibilities of each colleague working in the Trust. Each colleague must manage health and safety issues within their own area of responsibility.

4.2 Overall Responsibility

The Trust Board accepts overall responsibility for all operational matters including those regarding health and safety.

4.3 Individual Responsibility

In meeting the Statement of Intent, Section 2, the Trust requires its Trustees, academy leaders and colleagues to acknowledge and accept their individual and collective responsibilities, and to ensure so far as is practicable their actions meet, or enhance, this Health and Safety Policy.

4.4 Responsibilities in Law

The legislation outlined in Section 3 places legal responsibilities upon employers, colleagues, people in control of premises, suppliers, installers, self-employed persons and the occupiers of buildings.

A breach of those responsibilities is an offence criminally chargeable by law. Ignorance of the relevant legal duties is **not** an acceptable defense at law.

It is in the interests of each colleague and other individuals as outlined above, and the Trust, to understand the potential severity of any failure to comply with health and safety legislation, standards, and codes of practice on a corporate and personal level. Failure to act within the law can lead to fines and / or imprisonment. Such failure may also result in disciplinary action in line with the Trust Disciplinary policy.

4.5 Health and Safety responsibilities within St Chad's Academies Trust:

4.5.1 The Board of Trustees

The Trust Board is a Board of Trustees that meets on a regular basis, part of their role is to hold the Trust executive team to account.

For managing and monitoring health and safety compliance, the Trust Board has appointed the Finance, Risk and Audit Committee, who meet four times annually, and who will have the responsibility for health and safety.

Biennial the Trust Board will review and approve the overarching Health and Safety Policy for St Chad's Academies Trust, unless significant changes are made within the timeframe. .

4.5.2 Chief Executive Officer (CEO)

The CEO takes overall responsibility for St Chad's Academies Trust health and safety performance with the executive team, currently comprising of CEO (Chief Executive

Officer), DCEO (Deputy Chief Executive Officer), CFO (Chief Finance Officer), and CoO (Chief of Operations) and is required to ensure that:

- Decisions on health and safety issued by the Board of Trustees are implemented.
- Recognise and accept overall responsibility for all health and safety matters.
- Ensure that a practical system is in place for the management of health and safety issues and that it is functioning effectively.
- Provide adequate resources for effective implementation of this policy.
- Provide the final authority on matters concerning Health and Safety at Work arising from business decisions and activities.
- Ensure colleagues are provided with adequate information, instruction, and training to fulfil their responsibilities.
- Ensure effective communication is provided and effectively disseminated on health and safety issues to all colleagues.
- Ensure all colleagues are aware of their contribution to health and safety issues and encourage active involvement.
- Ensure that all decisions on colleague health and safety are recorded.
- Require routine monitoring and reporting of compliance with statutory and policy requirements.
- Ensure that the Trust has access to competent advisors for health and safety matters.
- Ensure that there are processes for the internal and external auditing of systems, policies, and premises.
- Make adequate resources available for the continued competent management of health and safety issues.
- Ensure that all decisions are made with knowledge of relevant health and safety legislation, guidance, standards, and codes of practice.
- Accept and act upon updates received.
- Maintain effective communication of health and safety information with all those affected by this policy.
- Responsibilities and authority are effectively assigned and delegated to nominated individuals.
- Health & safety standards and policies are regularly audited and reviewed.
- Accident details, information, and statistics are reported to the Finance, Risk and Audit Committee and Trust Board.
- Decision-making is in line with the policy and procedures for health and safety and any statutory provisions set out in legislation.

- Suitable action plans for improving health and safety are developed and implemented; and
- The performance of Combined-/Federated-/Local Academy Committees and academy leads to include Regional Hub leads RHL and Trust Head Teachers THTTHT are measured against health and safety targets and objectives.

4.5.3 Chief of Operations

The Chief Executive Officer will delegate to the Chief of Operations the majority of the duties that are linked with the overall responsibilities of the Chief Executive Officer.

Specifically, the Chief of Operations will:

- Line manages the Trust Compliance Officer and hold them to account for support for academies/central team and regular reporting to CEO and Trust Board/ Finance, Risk and Audit Committee.
- Review Trust-wide Health and Safety performance (against annual plans, training records, and accident/incident data including audit findings and recommendations) and considering this and any prevailing environmental and legislative changes, review Policy and Procedures, and set the Annual Plan and objectives for the forthcoming year
- Consult with the Trust's external health & safety advisors to access competent advice.
- Obtain, receive, and analyse accidents and near miss data.
- Ensure that all relevant accidents are reported to the relevant authorities under RIDDOR as appropriate.
- Implement and monitor an informed, proportionate, and prioritized risk management system for the Trust.
- Produce a consolidated Trust report annually to the Board on health and safety statistics, risk management issues, and any other significant health and safety issues together with an action plan for their resolution.
- An annual review of this policy is conducted between the CoO and Trust Compliance officer.

4.5.4 Trust Compliance Officer (Central Team)

The Trust Compliance officer is the conduit between the Chief of Operations, and the academy leads with responsibility for health and safety across the Trust and as such is responsible for ensuring that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions.

The Trust Compliance Officer is responsible for ensuring health and safety arrangements pertaining to buildings and grounds are managed - including but not limited to building works, contract management, maintenance, and compliance in such areas as fire protection, asbestos management, catering equipment, electrical installations, gas services, and control of legionella.

The Trust Compliance Officer will:

- Ensure there is effective accident reporting and investigation procedure across the Trust.
- Ensure health and safety support is available to academies.
- Ensure effective arrangements are in place for conducting and recording compliance inspections, surveys, audits and risk assessments.
- Ensure that academy asbestos registers and asbestos management plans are maintained and readily available.
- Be the point of contact with the Trust's appointed Health & Safety external competent person and ensure that the arrangement is fit for purpose and represents good value for money.
- Provide a central storage location, for example risk assessments and other health and safety resources and data to support colleagues within academies.
- To receive from, and report to, the Chief of Operations periodic information from the academy leads on significant health and safety performance and issues, including outcomes of investigations (e.g., accidents, near misses), completed actions to resolve previous issues.
- Ensuring that the circumstances of accidents are properly reported including under RIDDOR, examined and recorded and that all reasonable steps are taken to prevent or reduce the likelihood of a recurrence.

4.5.5 Combined/Federated/Local Academy Committee (C/F/LAC)

The Combined/Federated/Local Academy Committee will be informed of any issues concerning the health and safety of colleagues and other individuals as outlined at clause 4.4 on academy premises or taking part in academy activities elsewhere.

The C-/F/LAC must ensure that the requirements of this policy are implemented within their academy/ies and that the policy appendices relating to their academy/ies remain effective and appropriate.

The Combined-/Fed-/Local Academy Committee will:

- Review and attach academy-based appendices to this policy.
- Ensure that all relevant health and safety issues are adequately addressed.
- Appoint a designated "Health & Safety member".
- Receive and act upon reports provided by THT and/or RHL, on occasion, where necessary THT.
- Ensure that any recommendations on the continued health and safety of colleagues are followed.
- Consider accident, incident, and ill health records / statistics for the academy/ies.
- Consider reports of internal or external inspections.
- Consider the effectiveness and relevance of emergency procedures.
- Consider any proposed changes that are likely to affect the management of health & safety; and
- Provide minutes to the Trust Governance Professional on their health and safety discussions, for information sharing with the Chief Executive Officer and/or Chief of Operations.

4.5.6 Trust Head Teacher THT (RHL, on occasion) THT

The THTTHT is responsible for operational health and safety day-to-day within their academy. This involves:

- Ensuring this policy, and other policies relating to Health and Safety e.g., Asbestos Management Plan is communicated, understood, and complied with by all relevant colleagues and other individuals as outlined within the academy.
- Implementing this health and safety policy.
- If effective, efficient and productive recording of results, tests, and checks outlined within this policy are not recorded/met within a reasonable timeline, the academy leadership will be asked to explain the position to the Compliance Officer in the first instance, and to take the necessary steps to ensure compliance requirements are met before escalation to the Chief of Operations who reports to the Finance, Risk and Audit Committee as a standing agenda item on health and safety.

- As per the Scheme of Delegation Section 15, Regional Hub leads and Trust Head Teachers remain responsible and accountable, as outlined for Health and Safety within their hub/academy, and therefore need to report any concerns where the central function can support.

  - Ensuring there are enough colleagues to safely supervise pupils.
  - Ensuring that the academy building and premises are safe and regularly inspected.
  - Reporting to the C/F/LAC on health and safety matters.
  - Ensuring that there are effective arrangements in place for business continuity along with an emergency plan and/or relevant emergency procedures.

    Ensuring appropriate evacuation procedures are in place (and included in this policy at Appendix 2) and regular fire drills are held.
  - The appointment of colleagues to act as fire wardens.
  - Ensuring that in their absence, health and safety responsibilities are delegated to another colleague (see appendix 1).
  - Ensuring that risk assessments are undertaken by a competent colleague for any activity that has significant associated hazards, that a written record of these assessments is kept and shared with all relevant colleagues and that they are reviewed at least annually.
  - Ensure a copy of the risk assessment(s) is saved to the Trust compliance system, for oversight by the Trust Compliance Officer.
  - Ensuring academy specific policies are in place for dealing with emergencies.
  - Working with the Trust finance team to ensure there are adequate resources within the annual budget for health and safety.
  - Ensuring all colleagues are provided with adequate information, instruction and training on health and safety issues, which is maintained and renewed in advance of expiry.

- Ensuring that there are effective health and safety management arrangements for educational visits and authorising all education visits including the use of the Trust's compliance system, adhering to the conditions outlined within the Trust Scheme of Delegation.
- Appointing a named first aid coordinator and administrator of medication for the academy and ensuring that there is an adequate number of appropriately trained first aiders in the setting.
- Receiving Health and safety concerns and ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to colleagues, pupils, and visitors.
- Keeping a log of all health & safety qualifications and training courses attended by colleagues and adding to the Trust compliance system, in line with the Trust training matrix.
- Ensuring risk assessments of the premises and working practices are undertaken by the Premises Supervisor / Site Manager and/or equivalent.
- Ensuring safe systems of work are in place as identified from risk assessments.
- Ensuring records are kept of all relevant health and safety activities e.g., assessments, inspections, accidents on the Trust compliance system
- Ensuring Accidents, Health, and Safety incidents, and near misses are recorded on the Trust's compliance system.
- Reporting any observed breaches of health and safety rules or policies to the Trust Compliance Officer.
- Accidents are investigated, and any remedial actions required are taken or requested.
- Notifying the Trust Compliance Officer of any correspondence from any enforcement agency OFSTED, Police, HSE, EHO or Fire Service.

4.5.7 Premises Supervisor / Site Manager, and/or equivalent role

Each appointed Premises Manager / Site Manager, and/or equivalent role is responsible for:

- Health and safety matters as reasonably requested by the THT.
- Ensuring plant and equipment requiring statutory inspection is inspected, where procured by the academy or Trust central Team.
- Ensuring machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- Ensuring the safe maintenance and testing of the Fire Alarm as required by law and of the Intruder Alarm, Access Control and CCTV, where fitted.
- Ensuring that an up-to-date register of hazardous substances is maintained and that appropriate COSHH assessments are carried out, documented, and filed accordingly, for ease of access and/or on request by the Trust Compliance Officer and/or auditors.
- Ensuring COSHH and risk assessments are completed for the site team and premises.

- Being responsible for the appointment and monitoring of school-initiated contractors (including in respect of H&S competence);
- Monitoring cleaning contracts and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.
- Maintaining a key holder log.

4.5.8 Colleague

Academy colleagues have a duty to take care of pupils in the same way that a prudent parent/carer would do so.

Colleagues will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with the Trust, C/F/LAC, THTTHTs, auditors, and colleagues on health & safety matters.
- Comply with all Trust rules, procedures, and reasonable requests.
- Not interfere with or misuse anything provided to safeguard their health and safety.
- Warn others immediately of any known hazards or danger.
- Refrain from any task for which they are not trained, authorised and competent.
- Not to introduce any personal work or electrical equipment unless it has been inspected and approved by the Premises Supervisor/ Site Manager or equivalent, as appropriate.
- Use as directed any personal protective equipment needed to protect against hazards to health and safety.
- Report promptly all health and safety concerns, accidents, injuries, incidents and near misses to their immediate line manager and/or THT.
- Model safe and hygienic practice for pupils; and
- Understand emergency evacuation procedures and feel confident in implementing them.

4.5.9 Pupils and parents

When engaged in academy related activities, pupils and parents are responsible for following the Trust and academy's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to an academy colleague.

4.5.10 Contractors

Contractors will agree health and safety practices with the relevant colleague prior to starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. Contractors will operate with due care and attention and will ensure they have reviewed the asbestos register before commencing any works.

5.0 Site security

5.1 The Premises Supervisor / Site Manager and/or equivalent is responsible for the security of the academy site in and out of academy hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

5.2 Access is restricted to authorised people. All reasonable steps are taken to prevent unauthorised access to our premises. Measures in place will depend on the location but will include a mixture of physical barriers such as security fencing and access control systems, CCTV systems, intruder alarms, and colleague training.

5.3 A log of key holders will be maintained by the academy.

5.4 Names of individuals who are key holders and who will respond to an emergency are detailed in Appendix 1.

6.0 Fire

6.1 A fire risk assessment is carried out at each Trust premises. All the control measures identified are implemented and the risk assessment is reviewed annually or whenever there are any changes to the workplace (whichever is the soonest).

6.2 Fire escape routes, doors and corridors should be always kept clear. Fire doors should not be propped open or obstructed in any way. Escape routes are checked daily by the Site Manager / Premises Supervisor or equivalent.

6.3 Fire Extinguishers are provided at Fire Extinguisher Points throughout the buildings. Extinguishers are maintained under contract by an approved firm and are inspected daily by the Site Manager / Premises Supervisor or equivalent.

6.4 Where a Fire Alarm system has been installed, this is maintained under contract by a specialist firm. Fire Points should not be interfered with in any way. Fire Points are inspected daily by the Site Manager / Premises Supervisor or equivalent.

6.5 Emergency lighting provided is maintained by a specialist contractor.

6.6 Fire Alarms are tested once a week. Emergency Evacuation drills are practiced regularly and at least once per term. Fire Marshalls are appointed and trained to assist with evacuation. Personal Emergency Evacuation Plans are compiled for those with impaired mobility.

6.7 Records of testing, maintenance and evacuations are held within the Trust compliance system.

6.8 Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

6.9 New colleagues will be trained in fire safety, in line with the Trust training matrix, and all colleagues and pupils will be made aware of any new fire risks.

6.10 The fire evacuation procedures for the academy are detailed within Appendix 2. A fire safety checklist can be found in Appendix 3.

7.0 COSHH

7.1 Academies are required to control hazardous substances, which can take many forms, including:

- Chemicals.
- Products containing chemicals.
- Fumes.
- Dust.
- Vapours.
- Mists.
- Gases and asphyxiating gases; and
- Germs that cause diseases, such as leptospirosis or legionnaires disease.

7.2 Control of substances hazardous to health (COSHH) risk assessments are completed by the Premises Supervisor / Site Manager, and or equivalent, and circulated to all colleagues who work with hazardous substances. Colleagues will also be provided with protective equipment, where necessary. Only those trained and authorised may use these substances, following the safe systems of work and specified controls. Storage, use and disposal of hazardous substances must be strictly controlled by each authorised person.

7.3 If colleagues are not trained and authorised, they should not use any substance known to be, or marked as, hazardous.

7.4 Colleagues must use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

7.5 Any hazardous products are disposed of in accordance with specific disposal procedures.

7.6 Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used. If anyone is exposed to a hazardous substance, a copy of the data sheet will be taken to hospital / doctor with the injured colleague and/or individual.

7.7 Gas safety

7.71 Gas and / or oil-fired boilers are provided in some Trust premises for both heating and hot water. These are subject to regular maintenance by competent, approved contractors and should not be interfered with by colleagues.

7.72 Gas / oil isolation valves are provided that can be turned off in the event of an emergency (if safe to do so).

7.73 Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.

7.74 Gas pipework, appliances and flues are regularly maintained.

7.75 All rooms with gas appliances are checked to ensure that they have adequate ventilation.

7.8 Legionella

7.81 Legionnaires Disease is an uncommon, but serious, type of respiratory illness. It does not spread from person to person but is contracted by inhaling small droplets of water suspended in the air which contain the legionella bacterium.

7.82 Outbreaks occur from water systems where temperatures are warm enough to encourage growth of the bacteria and where conditions allow the bacteria to develop.

7.83 However, it should be noted that most people who are exposed to legionella do not become ill.

7.84 Legionella surveys and risk assessments should be carried out at Trust premises by approved contractors in line with the Trust expectations with details added to the Trust compliance system. A legionella management plan is provided and followed and should be uploaded to the Trust compliance system.

7.85 Depending on the nature of the water system at each Trust premises, regular checks such as temperature monitoring, flush throughs, descaling of shower heads and cleaning of water tanks may be required.

7.86 A water risk assessment must be completed by a competent person. The Premises Supervisor / Site Manager and/or equivalent is responsible for ensuring that the identified operational controls are conducted and recorded on the Trust compliance system and the academy waterlog book if required.

7.87 This risk assessment will be reviewed annually and when significant changes have occurred to the water system and/or building footprint.

The risks from legionella are mitigated by the following:

- Weekly flushing of low use water outlets.
- Monthly temperature checks at water outlets; and
- Bi-annual water sampling and testing.

7.9 Asbestos

7.91 Asbestos is a naturally occurring mineral that has been used extensively in the construction of buildings and other products, particularly buildings constructed prior to the year 2000. It was used mainly because of its fire resistance and insulating qualities.

7.92 The Trust takes the management of asbestos seriously and complies with all required legislation to protect our colleagues from exposure to asbestos as far as is reasonably practicable.

7.93 Asbestos surveys are carried out at all Trust premises in accordance with the Control of Asbestos Regulations to identify any asbestos in the building construction. Where asbestos is identified this is recorded on an Asbestos Register and is managed in accordance with an Asbestos Management Plan to ensure that colleagues and others using the premises are not exposed.

7.94 Colleagues are briefed on the hazards of asbestos, the location of any asbestos in the academy and the action to take if they suspect they have disturbed it. The Asbestos Register is made available to all contractors and site colleagues who will carry out work at the premises. Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe. A record is kept of the location of asbestos that has been found on the academy site

7.95 Specialist contractors will be engaged if there is need to carry out work in any area involving asbestos and appropriate control measures / exclusion zones will be put in place.

7.96 If anyone suspects they have discovered or disturbed asbestos, they should:

- Not disturb it further
- Ensure that access to the affected area is prevented.
- Report it immediately to the THTTHT and Trust Compliance Officer.
- Ensure that any clothing that may have been covered in dust or debris is appropriately disposed of.

7.97 Duty to manage training must be completed by appropriate colleagues and recorded on the Trust compliance system, as per HSE guidance.

8.0 Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.
- When new equipment is purchased; it is checked to ensure that it meets appropriate educational standards; and
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.
- All equipment should be recorded on the academy asset register for inventory and security purposes.

8.1 Electrical equipment (Fixed and Portable)

8.11 NICEIC or ECA approved electricians maintain the electrical installation. Contractors must work to current IEE Wiring Regulations. A full test of the installation is carried out at least every 5 years with records kept on the Trust compliance system.

8.12 Any changes and repairs are carried out by NICEIC approved electricians to the same standard and are certified. Records are kept on the Trust compliance system.

8.13 Colleagues are not to touch or open fuse boxes or electrical circuitry. Any damaged or defective items observed should be reported immediately to the Premises supervisor/Site Manager and/or equivalent plus the THTTHT.

8.14 Portable Electrical Appliances includes any item that is electrically powered and used in the workplace, whether belonging to the Trust or to a colleague, and includes ancillary equipment such as extension cables.

8.15 Colleagues should visually inspect portable electrical appliances before using them. Damaged or defective items should be reported immediately to your immediate line manager and removed from service until replaced / repaired by a competent person. The use of insulating tape as a temporary repair is prohibited.

8.16 Routine maintenance applied to all portable electrical appliances includes Portable Appliance Testing periodically by an electrical contractor.

8.17 Any new appliances will be checked and approved by the Premises Supervisor/Site Manager and/or equivalent before being used on the premises.

Colleagues must not use personal devices for work purposes, as per the guidance provided in the Trust Overarching GDPR policy, nor should they be PAT tested, as they are not Trust property.

8.18 Flexible cables will be kept as short as possible. Cables should be fully unwound from reels or drums before use to reduce the potential for overheating.

8.19 Electrical appliances and their cables should not be used in wet conditions or on wet floors unless the circuit is protected by a Residual Current Device (which will be tested regularly).

8.20 Additionally:

- Any pupil or volunteer who handles electrical appliances does so under the supervision of the colleague who directs them
- Any potential hazards will be reported to Premises Supervisor / Site Manager or equivalent immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained colleagues can check plugs
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation, and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

8.21 PE and other subject-specific equipment

- Pupils are taught how to carry out and set up equipment safely and efficiently. Colleagues check that equipment is set up safely; and
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Premises Supervisor / Site Manager and/or equivalent plus the THT.

8.22 Display screen equipment

- All colleagues who use computers daily as a significant part of their normal work must have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time; and
- Colleagues identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician.
- The DSE assessment is issued through the Trust compliance system, when determined by the line manager that the position meets the eligibility criteria for completion. The DSE assessment should be revisited should the colleague's workspace be altered/moved, to ensure there are no new conditions to be considered.
- The Trust will pay for one eye test per academic period, for those colleagues identified as significantly using display screen equipment. A receipt should be attached with the expenses claim form, for the purpose of payroll.

8.23 Personal Protective Equipment (PPE)

8.24 PPE is considered a temporary or last resort measure. All PPE will be assessed to provide adequate protection against the hazard(s) and for suitability for the task and the user, and as identified within the risk assessments and safe systems of work.

8.25 Where PPE is assessed as being required by a cleared risk assessment which has been shared with the Trust Compliance officer, colleagues will be provided with suitable PPE at no charge. Records will be kept of issue, maintenance, cleaning and testing on the Trust compliance system.

8.26 Colleagues are to check that their PPE is in good condition at all times and obtain replacements from their line manager if required.

8.27 No work is to be carried out without the appropriate PPE being worn.

9.0 Lone working

9.1 Working alone can be dangerous. Risk assessments are carried out and documented to reduce the risk. Lone working is to be avoided where possible and where deemed necessary should be managed in line with the Trust Lone Working policy.

9.2 The Trust must ensure colleagues who are working alone are adequately trained and equipped to work safely. Each colleague must be suitably trained and aware of the risks before working alone and be able to summon help quickly in any emergency, in line with the forementioned policy.

9.3 Each colleague will manage their own risk responsibly and ask for help or guidance as appropriate.

9.4 Lone working may include:

- Late working.
- Home or site visits.
- Weekend working.
- Site manager duties.
- Site cleaning duties; and
- Working in a single occupancy office.

9.5 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 colleagues are available.

9.6 If lone work is to be undertaken, a colleague, friend or family member will be informed about where the colleague is and when they are likely to return.

9.7 The lone worker will ensure that they are medically fit to work alone, and this should be quantified and approved by the line manager. If approval is given this should be formally documented and acknowledged.

10.0 Working at height

10.1 Work at height presents a hazard both to colleagues undertaking the work, particularly falling from height, and to others in the vicinity, particularly from falling objects.

As per the HSE, working at heights is defined as any work where a colleague could fall a distance liable to cause injury.

10.2 As such, work at heights will be avoided where practical, and only in circumstances where it is unavoidable.

10.3 Ladders, stepladders and steps are provided as a means of access and for light / short term work where it is not reasonably practicable to select an alternative safer method. This may include removing items from the upper shelves. However, care should be taken not to store heavy or bulky items at height. The equipment will also be used to support window/gutter cleaning.

10.4 If stepladders are used, the following general rules will apply:

- Manufacturer's guidance must be followed.

- The stepladders in use will be British Standard Class 1 'Industrial' or BS EN 131.
- The stepladder must be of adequate length so the work can be done without overreaching.
- The stepladder must be erected on suitable firm ground and never on loose materials; where it is possible to be supported by a second colleague this should be considered.
- Stepladders will be inspected monthly to ensure they remain fit for use with records kept on the Trust compliance system.
- If any ladder is considered unsafe it must be reported to the Premises Supervisor/Site Manager and/or equivalent and not used until it has been repaired / replaced.

We will ensure that work is properly planned, supervised, and carried out by competent colleagues with the skills, knowledge and experience to do the work.

Training must be assigned and completed in line with the Trust training matrix, for all colleagues where they may work at height; for the Trust this is any height which is not floor level.

All Trust colleagues will be assigned the slips, trips and falls in education training through the Trust compliance system.

In addition:

- The Premises Supervisor / Site Manager and/or equivalent retains ladders for working at height which must be securely stored at all times, to avoid in appropriate or accidental use.
- Pupils are prohibited from using ladders (safe storage at all times)
- Colleagues 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, colleagues are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained colleagues.

11.0 Manual handling

11.1 Occasional tasks will require physical effort (e.g., moving equipment, stock, reorganizing furniture). So far as it is reasonably practicable, we are committed to managing the risk to health from manual handling operations.

11.2 It is up to colleagues to determine whether they are fit to lift or move equipment and furniture. If an individual feels that lifting an item could result in injury or exacerbating an existing condition, they must ask for assistance.

All premises supervisors/site managers and/or equivalent are assigned manual handling through the Trust compliance system.

11.3 The Trust will ensure that proper mechanical aid and lifting equipment are available, and that colleagues are trained in how to use the equipment safely.

11.4 If due to the nature of the work the elimination of manual handling is not possible, the following guidelines should be followed:

- Do not attempt physical effort if you are not confident of your capacity to do it safely.
- Avoid unnecessary handling by the use of any mechanical aids provided.
- Plan the lift and assess the load.
- Take a 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.
- Place materials as close as practicable to workplace to limit distance, time, and effort.
- Avoid lifting any loads in excess of 25kg for men and 16kg for women.
- Do not overload shelves.
- Ask for help or guidance if necessary.
- Ensure sufficient personnel are available to undertake the lift taking into account the size, weight and shape of the load and the area in which the lift is planned.
- Adopt good lifting techniques including straight back, knees slightly bent and legs apart, chin up, good grip, keep the load as close to the body as possible. Lift smoothly and slowly and avoid twisting, stretching, and reaching where practicable.
- Protect any sharp edges, leaks, etc.
- Wear uniform, gloves, aprons, etc. as appropriate.
- During any repetitive work, allow sufficient time between lifts for resting.
- Ensure good communication between all personnel involved in any shared lifts.
- Avoid sudden movements (e.g., by catching a falling object).
- Do not put any other person at risk.

12. 0 Off-site visits

When taking pupils off the Trust sites, the Trust must ensure that:

- All visits are logged onto the Trust compliance system and approved via the THT and Trust compliance officer, and in line with the Scheme of Delegation, allowing sufficient time for approval in advance of making payments, booking arrangements as per the Trust Educational Visit policy
- As outlined approval must be sought from the Trust in all instances; there is no need to notify the local Authority.
- Risk assessments will be completed by a competent person where off-site visits and activities require them.
- All off-site visits have the correct staff to pupil ratio based on age and needs.

- Colleagues will take a mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details.
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate; and
- For other trips, there will always be at least one first aider on school trips and visits.

For further information refer to the Trust Educational Visit Policy and speak to the Trust Compliance Officer as per the Scheme of Delegation.

13.0 Lettings / facilities hire arrangements

This policy applies to lettings otherwise known as facilities hire management. For all letting/facilities hire arrangements, THT's must contact the Chief of Operations to manage the documentation required for the arrangements, and use the Trust approved templates to set up the facilities agreement.

The Trust Health and Safety policy must be shared with all concerned parties, whereby they will have the responsibility for complying with the said policy.

14.0 Violence at work

The Trust strongly believes that colleagues should not be in any danger at work and will not tolerate violent or threatening behaviour, in any circumstance.

All colleagues will report any incidents of aggression or violence (or near misses) directed at them to their line manager/THT immediately. This applies to violence from pupils, visitors, or other colleagues.

All instances should be logged on Smart Log and the Trust Compliance Officer made aware, for recording and reporting purposes.

15.0 Smoking

Smoking is banned inside our premises and grounds. It is a risk to health for smokers and those nearby and increases a risk of fire from unsafely discarded smoking materials.

Smoking within the Trust premises or grounds will be treated as misconduct and will be subject to the Trust Disciplinary policy.

16.0 Infection prevention and control

The Trust follows national guidance published by the UK Health Security Agency when responding to infection control issues. The Trust encourages colleagues and pupils to follow good hygiene practice, outlined below, where applicable:

16.1 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.

16.2 Coughing and sneezing

- Cover mouth and nose with a tissue.
- Wash hands after using or disposing of tissues.
- Spitting is discouraged.

16.3 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 changing / First aid)
- Wear goggles if there is a risk of splashing to the face.
- Use the correct personal protective equipment when handling cleaning chemicals.

16.4 Cleaning of the environment

- Clean the environment, including toys and equipment, frequently and thoroughly.

16.5 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 disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface. Ensure all products used are compliant and recorded as per clause 7.
- 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.

16.6 Laundry

- Wash soiled linen separately and at the hottest wash the fabric will tolerate.
- Wear personal protective clothing when handling soiled items
- Bag pupil's soiled clothing to be sent home, never rinse by hand.

16.7 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.

16.8 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.

16.9 Pupils vulnerable to infection

- Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The Trust will normally have been made aware of such vulnerable pupils. These pupils are particularly vulnerable to chickenpox, measles, or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly, and further medical advice sought. The Trust would advise the parents/carers of these pupils to speak to their GP about having additional immunisations, for example for pneumococcal and influenza.

16.10 Exclusion periods for infectious diseases

- The school will follow recommended exclusion periods outlined by the UK Health Security Agency (UKHSA), summarised in Appendix 4.
- In the event of an epidemic/pandemic, the Trust will follow advice from UK Health Security Agency (UKHSA) about the appropriate course of action.

17.0 New and expectant mothers

17.1 Risk assessments will be carried out whenever any colleague notifies the Trust that they are pregnant. This risk assessment will be reviewed regularly by a competent person (usually the line manager with support from HR Operations team or Trust Compliance Officer) until the colleague begins maternity leave.

17.2 There is a potential risk to any unborn child if the mother overexerts themselves or is exposed to some substances. This risk exists at all stages of pregnancy, even at the earliest stages when the mother may not know they are pregnant. New and nursing mothers (and their babies) can also be at risk from exposure to some hazardous substances and significant physical effort.

17.3 Each colleague knows their own capacity for manual effort. Colleagues are routinely reminded to act responsibly both in their own and their potential baby's interests, as well as a colleague of the Trust. Capacity for effort varies each day and during each day for many reasons. If a colleague needs help, they should ask their other colleagues, and all colleagues

should be ready and willing to provide help to avoid injury. The immediate supervisor/line manager will make sure work is shared out fairly without excessive risk to any individual. This is a restatement of normal behaviour and is not a license to be excused from work or to expect others to do unpopular activities.

17.4 On return to work a further risk assessment will be conducted and acted upon, to support and ensure a smooth transition back into the workplace.

17.5 Some specific risks are summarised below:

- Chickenpox can affect pregnancy if a person has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles are caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant colleague encounters measles or German measles (rubella), they should inform their antenatal carer and GP immediately to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant colleague should inform their antenatal care and GP as this must be investigated promptly.

18.0 Occupational stress

18.1 The Trust is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors through various tools and resources including risk assessment(s).

18.2 Although stress can be a significant concern, the Trust can only provide help and support when aware of any colleague suffering stress problems. All colleagues have self-referral access to the Trust wellbeing offer and employee assistance programme EAP, which all are notified at employment or through the Trust communication strategy.

18.3 Colleagues are told at induction and routine briefings to report any such problems or concerns about themselves or others so that appropriate help can be provided.

Any colleague reporting a concern will be treated with respect, and care will be taken to investigate the issues, approach the relevant person sympathetically and to develop a practical and realistic solution for immediate and longer-term needs in accordance with the HSE guidelines for managing stress.

18.4 A confidential Employee Assistance Programme is provided to all colleagues.

19.0 Accident reporting

19.1 An accident is defined as an undesired event that results in personal injury or damage. A near miss is an incident that did not result in injury, allowing the opportunity to prevent a serious event in future.

19.2 Accidents and near misses must be reported immediately to the THT at the academy or the Trust Compliance Officer. The academy's admin Lead will ensure that these are recorded in the Electronic Accident Book (Smartlog) on the day of occurrence.

19.3 It is the responsibility of the THT and the Trust Compliance Officer to ensure each incident is correctly recorded and that an appropriate investigation is carried out, and that incidents are reported to the Chief of Operations.

19.4 Events that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations will be reported to the Trust Compliance officer who will report directly to HSE, and the Chief of Operations.

19.5 Accident and Near Miss statistics will be compiled by the Trust Compliance Officer who will ensure correct and accurate information is stored within the Trust compliance system.

19.6 The Chief of Operations will ensure that accident data is analysed with a view to preventing a recurrence, and that information and statistics are provided to the Finance, Risk and Audit Committee and Trust Board, as necessary.

19.7 The site of any accident or near miss should not be cleared without the authorisation of the THT and Chief of Operations , as the Police, Health & Safety Executive and Environmental Health Officer consider an incident site to be a potential crime scene and expect a careful investigation of the incident to be recorded if it cannot be left undisturbed.

19.8 **Accident record book (Trust Compliance system)**

- A record of the accident must be completed as soon as possible after the accident occurs by the colleague or first aider who dealt with it.
- As much detail as possible must be supplied when reporting an accident.
- Information about injuries will also be kept in the pupil's educational record.
- Records held in the first aid and accident book will be retained for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of (further details are included in the St Chad's Academies Trust Retention Policy).
- Retention of first aid and accidents recorded on the Trust compliance system are held in line with the above bullet point and in line with the Trust Data and Information Retention Schedule.

19.9 **Reporting to the Health and Safety Executive**

The THT will keep a record of any accident which results in reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The THT will report these to the Health and Safety Executive as soon as it is reasonably practicable and in any event within 10 calendar days of the incident.

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 a colleague is away from work or unable to perform their normal work duties for more than seven 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; and
- Near-miss events that do not result in an injury but could have done.

  Examples of near-miss events relevant to Trusts/ academies include, but are not limited to:

  - The collapse or failure of load-bearing parts of lifts and lifting equipment.
  - The accidental release of a biological agent is likely to cause severe human illness.
  - The accidental release or escape of any substance that may cause 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 - completion of the RIDDOR is an academy responsibility and should be completed locally and uploaded to Trust compliance system.

19.10 **Notifying parents**

The THT will ensure parents/carers are informed of any accident or injury sustained by a pupil and any first aid treatment given, on the same day, or as soon as reasonably practicable.

19.11 **Reporting to the local Authority and Ofsted.**

Any serious accident or injury to, or the death of, a pupil while in the Trust's care, the THT will initiate the initial response in line with the academy business continuity plan; this will

ensure local child protection agencies are notified accordingly by the incident response team.

20.0 First Aid

20.1 First aid can only be given by a trained first aider or a medically qualified person. Only a first aider or the injured person can apply a plaster or bandage. A colleague may apply a plaster or bandage to themselves.

20.2 Names of appointed first aiders must be displayed on colleague notice boards.

20.3 To meet EYFS and Ofsted requirements each primary academy and nursery should always have at least one paediatric first aid qualified colleague available including cover for sickness, holiday, and trips.

20.4 Non-first aid trained colleagues can help the injured colleague or pupil if requested, provided they act ONLY under the instructions of the injured person or a medically trained person. All remaining colleagues are authorised to call 999 in a medical emergency to ask for medical help.

20.5 First aid kits are provided throughout our academies.

20.6 A list of the items which must be present in each first aid kit is kept inside each first aid kit. The contents of each first aid kit are checked weekly by a trained first aider. The check completion should be recorded on the Trust compliance system weekly.

20.7 Allergy awareness and anaphylaxis should be managed in line with the Trust Allergy Awareness policy (pending).

21.0 Risk Assessments

21.1 All tasks carried out by the Trust and our colleagues will be the subject of a Risk Assessment. Risk Assessments are used to identify potential hazards and appropriate control measures to ensure that those activities can be undertaken safely.

21.2 Specific risk assessments will be carried out in respect of higher risk areas, such as sports facilities, design and technology departments, science laboratories and kitchens, and in respect of high-risk activities identified by legislation.

21.3 Risk assessments will be undertaken by or under the control of the THT at the academy or Trust Compliance Officer. Training will be provided, as necessary, to any colleague who is required to record risk assessments.

21.4 Control measures required to remove / control risks identified by the Risk Assessments will be approved by the THT, who will ensure that responsibility for implementation is delegated, communicated, and implemented effectively. The THT will check to ensure that control measures are implemented and that they are operating effectively.

21.5 Copies of Risk Assessments will be held onsite and within the Trust Compliance system and are available to all colleagues. All colleagues will ensure that they are fully conversant and comply with the documents relevant to their activities/work.

21.6 Any new hazards or circumstances which render a Risk Assessment inadequate will require a revised document to be agreed. Risk Assessments will be reviewed routinely (with the date for review recorded on the risk assessment) or when the work activity changes, whichever is soonest.

22.0 Visitors

22.1 Visitors must report their arrival and departure and should be supervised while on site by the person responsible. Safety rules and emergency procedures will be communicated, with various means utilised to ensure equality, diversity, and inclusion.

22.2 Colleagues are encouraged to challenge anyone seen unaccompanied or unidentified on the premises and to report them to their immediate line manager/member of the senior leadership team, if there are any suspicions.

23.0 Alcohol and Drugs

23.1 It is the Trust's policy to prohibit the misuse of all prescribed and non-prescribed drugs or alcohol at or before work to avoid the associated risks to those taking the substance and those who may be affected by the consequences. Any misuse or abuse of alcohol or drugs at work will be treated as gross misconduct and will be subject to disciplinary action, in line with the Trust Disciplinary policy.

23.2 Any colleague who is involved in taking such substances while not at work will be provided with advice and support in dealing with the situation, provided it does not put themselves or others at risk while at work. Any contractor found to be under the influence of alcohol or drugs will be asked to leave the Trust site and will not be asked to carry out work for the Trust in future.

24.0 Management of Contractors

24.1 The system for approval and control of contractors will be followed in all cases to ensure the safety of contractors, visitors, colleagues, and the public.

24.2 All contractors must satisfy the Trust that they are:

- Competent to do the planned work safely.
- Routinely managing health and safety matters competently as part of their activities.
- Providing adequate resources to health and safety risk control, including training, documented safe working procedures, method statements, etc.; and
- Adequately insured for the planned work.

24.3 When it is planned to use contractors on site, a Method Statement will be agreed before work can start. It will identify hazards and an agreed safe method for the task to minimise the risk to colleagues, pupils, visitors and others who may be affected. The Premises Supervisor/Site Manager and/or equivalent and THT must ensure this document is prepared and then made available to all involved before the work starts. Copies of Risk Assessments and Method Statements will be held on the Trust Compliance system.

24.4 Contractors will be issued with site rules and safety procedures to adhere to whilst they are working on Trust premises.

24.5 Only approved contractors are to be engaged at Trust premises. A register of approved contractors will be held online via the Trust compliance system.

24.6 Site induction will be provided by the Premises Supervisor/Site Manager and/or equivalent, or by the contractor for subcontractors, as appropriate. Personnel will be met when starting work on the first day and all operational points covered including task specific risk assessments and Method Statements, etc.

24.7 Supervision of contractors will be by a nominated colleague. Specific high-risk work will be controlled using permit systems. This includes hot work, work at height, work on live electrical equipment, work underground and work in confined spaces.

25.0 Driving for St Chad's Academies Trust business

25.1 All vehicles owned or used on official Trust business will be maintained regularly by a qualified vehicle mechanic. In addition, they will be subject to a pre-use inspection by the driver or another colleague.

25.2 Whether a colleague uses their own or a Trust owned vehicle, only authorised colleagues may drive on Trust business. Authorisation will be given by the Trust Board and/or THT.

In line with clause 15, Trust Scheme of Delegation all THT's must adhere to this policy and remain accountable to the RHL and CEO.

25.3 All colleagues who drive on Trust business must be in possession of a valid license for the class of vehicle they are asked to drive. In the case of minibuses, the colleague must also hold a current MIDAS certificate. Training can be arranged via the THT if required for business purposes. This must be discussed with the Trust Compliance Officer in advance of booking any training, to consider the financial and business viability.

25.4 Where required, MOT certification for vehicles for which the Trust is responsible will be arranged by the Premises Supervisor/Site Manager or equivalent. The THT will arrange motor insurance liaising directly with the Trust Compliance officer, who will also require assurance that vehicles are taxed.

25.5 Where colleagues use their own vehicles for business purposes (e.g., attend meetings at other Trust sites and/or places other than the usual place of work) they must provide the following documents for approval prior to the journey being carried out:

- Driving license

- MOT certificate (where required due to the age of the vehicle); and
- Motor insurance certificate confirming the existence of “Business Use” cover.

25.6 The THT at the academy will require these to be supplied annually for inspection. Colleagues are required to disclose any changes to the validity of the documents immediately; failure to adhere to this request may be considered as conduct, and disciplinary action considered in line with the Trust Disciplinary policy.

26.0 Workplace slips and trips

26.1 Slips and trips are one of the most common causes of injury at work. The Trust aims to reduce the likelihood of slips and trips through a combination of good housekeeping measures, including effective cleaning, and by enforcing the use of sensible footwear by our colleagues, in line with localized policies on code of conduct.

26.2 Cleaning chemicals used on floors by cleaners are selected for their non-slip properties.

26.3 Lids must be used when transporting containers of liquid or food. Any spillages, flooring defects or obstructions observed must be removed, where it is assessed safe to do so or reported to the premises supervisor/site manager and/or equivalent immediately. Warning signage must be placed by spillages until they have been removed, and the area is thoroughly dry.

The THT should have an awareness of the action taken, and/or any further actions to be taken.

26.4 Any serious defects must be reported to the Chief of Operations, who holds responsibility for the condition of the estate.

26.5 Training is in place through the Trust compliance system for all Trust colleagues covering slips, trips and falls in education. The course renews every two years on the anniversary of completion.

27.0 Skin Conditions

27.1 Extended exposure to some cleaning products or food juices can lead to skin problems. To reduce this exposure, it is compulsory for all colleagues in kitchens and food technology departments, as well as cleaners, to wear the non-latex protective gloves provided whenever they are handling food or cleaning (including cleaning glasses, dishes, etc.).

27.2 The following general protective measures are to be followed:

- All hand jewelry, other than wedding rings, should be removed whilst at work.
- Tongs, etc. are provided for handling food and should be used wherever possible.
- Hands should be thoroughly dried after washing; and

- Any skin rashes, itches, etc. should be reported immediately to your immediate line manager and/or contracts manager where the provision is managed, with resolution measures reported back to the THT.

28.0 Food Safety

28.1 All colleagues who could potentially be involved in handling food are provided with independently accredited food hygiene training as soon as possible after commencing work.

28.2 Controls in place include:

- Ongoing cleaning regime in all work and storage areas.
- Temperature controlled food storage.
- Daily, recorded temperature checks.
- Segregated food storage.
- Food is marked with “use by” dates.
- Pest control points.
- Use of colour coded cutting boards.
- Use of separate knives for different types of food (meat, vegetables, etc.); and
- Regular cleaning of all work equipment and surfaces.

28.3 Any colleague whose role involves handling food who has suffered from diarrhea or vomiting is required to phone in sick and remain away from the premises for at least 48 hours.

28.4 Training is in place through the Trust compliance system for all Trust colleagues involved in food preparation and those who support design and technology as part of the national curriculum. The course renews every year on the anniversary of completion.

29.0 Waste Management in line with the Waste (England and Wales) Regulations 2011

29.1 Waste is to be placed in bins that are provided throughout our premises. These are emptied regularly by Trust/contract cleaners to external bins, which are in turn emptied at least weekly by registered waste carriers for disposal by registered waste processors or for transport to landfill sites. Materials are recycled where practical, and in line with the Waste Regulations 2011.

29.2 Hazardous waste is collected separately and disposed of using suitably registered contractors.

29.3 Records are kept for at least 3 years including contracts, waste transfer notes, collection notes, copies of registration certificates and checks made on contractors in line with The Hazardous Waste (England and Wales) Regulations 2005.

30.0 Training

30.1 All Trust colleagues are provided with health and safety training as part of their induction process.

Training compliance is reported and monitored to and by the Finance, Risk, and Audit Committee at every meeting.

30.2 Colleague who work in high-risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training. This is managed locally, based on need, and must be uploaded to the Trust compliance system for arcuate recording and reporting purposes.

31.0 Monitoring

31.1 This policy will be reviewed and approved by the Finance, Risk and Audit Committee every two years, with assurance provided by the Chair of the Finance, Risk, and Audit committee and Chief of Operations to the full Trust Board.

31.2 Academies must review Appendix 1 and Appendix 2 at least annually and when any information changes, i.e., new starters and leavers. The C/F/Local Academy Committee ll review and approve Appendix 1 and 2 on an annual basis.

31.3 Appendix 1 will be displayed around the academy for all colleagues to have an awareness of the roles held and by whom. When this is updated due to changes in key responsibilities, the update will form part of the professional development meetings PDM (staff briefing).

Appendix 1. St James CE Primary Academy Responsible Individuals

Primary Health and Safety C/F/LAC Member: Secondary:	Jacinth White		
THT: RHL:		Katie Quantrill Vicky Evans	
In the THTs absence the person responsible for Health and Safety within the academy	Rhian Llewellyn Allsopp		
Primary Keyholders and Out of Hours Emergency Contacts: Secondary:	Colin Griffiths Lisa Blades		
Primary First Aiders (general and/or paediactrics) Secondary:			Paediatric First Aiders Mrs Blades, Mrs Cassidy First Aiders Mrs Llewellyn Allsopp Mr Stainton Mr Jeffreis Miss Smallman Miss Machin Miss Butler Mrs Owen Mr Gaye Miss Elcock
Primary Fire Control Coordinator (s) Secondary:		<NAME>	Katie Quanrtill Rhian Llewellyn Allsopp
Fire Wardens Lockdown coordinator/team Located:		<NAMES> Katie Quantrill Rhian Llewellyn Allsopp	Katie Quantrill Office by the main entrance

Commented [ZH1]: See guidance and link shared by the Matrix Trust for consideration and inclusion. What information do we hold centrally about lockdown procedures which may be local policies, how have these been stress tested for control, quality assurance, and lessons learnt?

Commented [LM2R1]: I am working on the new central policy with the Matrix information

Commented [ZH3R1]: I would advise for now making a note here, as whilst you have took the Lockdown section out of the policy it still refers to it here. This can be a point of reference and then when inserted it can be referenced on the table of substantive changes. This will prevent colleagues raising it when launched/shared.

Commented [LM4R1]: This is just for them to make note of who their coordinator is and they will have a procedure in place already, I have only removed reference to the policy at the beginning of the document as it is not yet ready.

Primary trained colleague(s) to support mobility (fire evacuation) Located:	Katie Quantrill

Appendix 2. St James CE Primary Academy Evacuation Procedure

FIRE AND EMERGENCY EVACUATION PROCEDURES
(Revised July 2026)

This document details the Fire and Emergency Evacuation procedures for the building. Colleagues must ensure that they are familiar with these procedures and act upon the requirements.

This procedure applies to all colleagues

1. Action on discovering a fire
The colleague discovering the fire must sound the alarm by using the nearest available alarm point. If the fire can be isolated by closing fire doors or by some other means or can safely be extinguished by the use of firefighting equipment this action should be taken. However, the priority is for safe evacuation of all occupants of the building.

DO NOT FIGHT A FIRE UNLESS YOU ARE TRAINED TO DO SO

2. Action when the fire alarm sounds

All personnel will evacuate the building.

- Colleague's supervising pupils - will escort those pupils out through the nearest exit and go directly to their assembly points which are located on the school field.
- Class teachers and/or TA's – meet your group at your assembly point and report any pupil absence to the Fire Control Coordinator(s). In the event of colleague member absence, a member of the SLT will supervise their pupils.
- Personnel trained in the evacuation of colleagues with restricted mobility should make their way to the alarm panel. All specialist equipment should be collected from the school office.
- A colleague with restricted mobility located on the ground floor should exit the building via the nearest ramp exit and inform the Fire Control Coordinator of their safe evacuation. Colleague(s) using wheelchairs or with restricted mobility on the first floor (or above) must make their way to the nearest refuge point and identify their position to reception. A trained colleague will then be dispatched to the refuge area. **DO NOT USE THE LIFT.**
- The Admin Team are responsible for bringing out lists of visitors and colleagues, signing out book and for bringing out the list of absent colleagues and cover arrangements.
- The Fire Control Coordinator - will be located in the class corridor and have an overview of when the building is clear.
- The Admin Team will mark off colleagues as they report as having left the building and will mark areas that have been checked by the fire marshals and reported as clear and relay this to the Fire Control Coordinator.

- Fire Marshals will ensure their area of responsibility is clear of all colleagues, pupils and visitors and report this to the Admin Team on exiting the building.

3. Colleague absences
Where a colleague is absent from the above list the secondary contact would complete the duty. Where the Site Supervisor is absent another member of the site team will pick up the duty. It is therefore important for the THT to ensure any absences are reported to the responsible groups highlighted at Appendix 1 daily, to ensure business continuity, resilience and effectiveness of the evacuation procedure(s).

4. Summoning the Fire & Rescue Service
The Fire Control Coordinator will assess the situation and alert the Fire & Rescue Services.

5. Visitors and Contractors
All visitors (not members of the public) and contractors must report to the appropriate colleague, signing in on the visitor iPad on arrival and before leaving the premises.

In the event of a fire evacuation the colleague hosting the visitor is responsible for escorting him/her to the fire assembly point.

Contractors, including any contract cleaners working on the premises, shall be informed of the fire and emergency procedures that apply as part of their induction, including:

- action to be taken on hearing the fire alarm or discovering a fire;
- fire evacuation procedures including means of escape, location of the fire assembly points and colleague details in charge of evacuation procedures
- the location of firefighting equipment and fire alarm call points in relation to the area of their work

Contractor's working on the premises when full-time colleagues are absent (e.g. at night or at weekends), should have adequate fire evacuation arrangements in place and know how to call the fire & rescue service.

The risk of fire arising out of the work of any contractor at the premises must be assessed (use of contractor hazard exchange form/checklist) and appropriate precautionary measures put in place. Any hot work activities shall be closely monitored using the Hot Permit to Work system.

Persons who organise evening events must be informed or given written instructions as regards what action to take in the event of discovering a fire or on hearing the fire alarm sounded.

6. Lettings

A member of the Academy site colleague will be available to assist evacuation. Organisations letting the school facilities must have their own policy in place for evacuation.

A fire action notice is displayed in each room. If you discover a fire, immediately sound the alarm by activating the nearest fire alarm call point. On hearing the alarm, leave the building immediately

and make your way to the nearest safe exit and then to the Assembly Point following any instructions given by school colleague.

The Assembly Point is situated on the school car park. Once there, personnel can be checked by the group organiser. Any missing persons, or any using Refuge Points, are to be reported to the Fire Control Coordinator (member of site colleague at Reception).

Those with restricted mobility in a first and second floor room should make their way to the safest Refuge Point and wait there. Ensure the fire door is closed. Inform Reception of your position to advise the Fire warden /Fire Service to enable rescue to take place, should that be required. The refuge point is a safe, secure area.

Upon arrival of the Fire Service the Fire Control Coordinator (member of site colleague) will inform of persons unaccounted for, or persons using a Fire Refuge Point.

7. Fire Drills

Fire drills will be undertaken every term. The first drill in each academic Year will be notified in advance to colleagues, as it will be used as a training drill for new colleagues and pupils. Subsequent drills will be without notice.

All fire drills are reportable to the Trust Compliance Officer and should be recorded on the trust compliance system, in line with the Regulatory Reform (Fire Safety) Order 2005 (FSO)

8. Evacuation of Exam Rooms

See attached procedure

9. Evacuation Routes

Evacuation routes will be kept free from obstruction and adequately and clearly marked.

Sufficient notices are displayed at appropriate places; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.

10. Fire Alarm Test

The fire alarms are tested weekly on a rota of points. A record is maintained of these tests.

11. Fire Fighting Equipment

Firefighting equipment must be examined and tested at least once a year by a competent service engineer.

12. Assembly Point

All Assembly Points are located on the school field. The allocation of Assembly Points is detailed below.

Only when all pupils, visitors, colleagues and other personnel are accounted for and the THT or their deputy has been informed that it is safe can people return to the buildings.

EMERGENCY EVACUATION PROCEDURE TO BE DISPLAYED IN ALL ROOMS

IF YOU FIND A FIRE – SOUND THE NEAREST ALARM, INFORM THE NEAREST COLLEAGUE AND EVACUATE THE BUILDING

IN THE EVENT OF THE ALARM SOUNDING

All	Evacuate the building(s) quickly and quietly by the nearest safe exit Do not collect belongings or wait for others Follow the GREEN RUNNING MAN signs and/or instructions from the Fire Marshalls Report immediately to the Assembly Area
	DO NOT USE THE LIFT
Restricted Mobility	If you are on **the first or second floor** and cannot exit by a stair route, follow the Green Running Man signs to the Nearest Refuge Point (at the top of each stairwell) Wait for a Fire Marshall Do not attempt to exit the building unaided The Ground Floor has a number of exits for use
All Others	Close doors – do not lock – and evacuate the buildings as above

Assemble at the Assembly Area
Everyone must enter the Assembly Area

Pupils	Go immediately to your Assembly Point and report to your class teacher or Teaching Assistant. Line up sensibly and quietly and await instructions.
Teachers	Direct pupils to their Assembly Points – Known missing pupils must be notified to SLT who will notify Fire Control Coordinator. Stay with your group and await instructions
All others	Stay in the Assembly Area and await further instructions

NO-ONE MUST RETURN TO THE BUILDING/S UNTIL ADVISED BY THE FIRE CONTROL COORDINATOR

Emergency Evacuation of an Examination Room

On Hearing the Fire Alarm

The invigilator must take the following action:

- Tell the candidates (pupils) to stop writing and leave the question papers and scripts on their desks.
- Evacuate the room in an orderly fashion without talking. The candidates (pupils) must not attempt to collect bags or coats.
- The invigilator should collect the exam register and evacuate the candidates (pupils) by following the emergency exit signs.
- Assemble the candidates (pupils) in the designated area.

- When assembled check the candidates (pupils) against the exams register.
- The examination candidates (pupils) must not have contact with other pupils and must not have mobile phones in their possession.
- Make sure that the candidates (pupils) are supervised as closely as possible while they are out of the exam room.
- Make sure there is no discussion about the examination. Inform candidates (pupils) that they are still under examination regulations.
- Make a note of the time of the interruption and how long it lasted.
- At the end of the emergency the Examinations Officer or a senior colleague will inform you when to return to the examination room.
- On return to the examination room allow the candidates (pupils) the full working time set for the examination.
- Make a full written report of the incident to the EXAMINATIONS OFFICER.

Examination Room Emergency Evacuation Announcement

In case of emergency

- Candidates **(pupils)** will be asked to stop writing and leave the question papers and scripts on their desks.
- The room will be evacuated in an orderly fashion without talking. Candidates **(pupils)** must not attempt to collect bags or coats.
- Candidates **(pupils)** will assemble as directed by the invigilators.

- The attendance register will then be checked.
- Candidates **(pupils)** must not have contact with other pupils and must not have mobile phones in their possession.
- On return to the examination room candidates **(pupils)** will be allowed the full working time set for the examination.
- In all circumstances follow the instructions of the invigilators & remain calm.

Assembly Points Layout

Class 1 – on school field
Class 2 – on school field
Class 3 – on school field
Class 4 – on school field
Kitchen staff – on school field

Appendix 3. Fire Safety Checklist

ISSUE TO CHECK	YES/NO
Are fire regulations prominently displayed?	
Is the Academy Responsible Individuals list clearly displayed in all areas of the building? When was it last checked for accuracy?	
Is fire-fighting equipment, including fire blankets, in place?	
Is there a record of when the fire equipment was last checked (annually) and by whom?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Is the fire-fighting equipment (based on type of fire) located by where it would be used?	
Are fire exits clearly labelled?	
Have all fire exits been checked for no obstructions?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	

Do all colleagues and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas of the building?	

Appendix 4. 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.

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 pupils 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	Pupils 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 is not needed once treatment has started.

Scabies	The infected pupil or colleague should be excluded until after the first treatment has been carried out.
Scarlet fever	Pupils 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 colleagues.
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 pupil or food handler returning to school.

Diarrhea and/or vomiting (Gastroenteritis)	Pupils and adults with diarrhea 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 diarrhea 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 pupil has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhea.
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 colleague 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 colleagues 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 colleagues with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A pupil or colleague 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 pupils 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 colleagues with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicemia	If the pupil has been treated and has recovered, they can return to school.

Meningitis	Once the pupil 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.

Appendix 5 - Mandatory Training Matrix

Course Name	Colleague/job group requirement to complete	Mandatory/Recommended	Frequency
Asbestos Awareness	Caretakers/ site technicians/ Compliance officer/ DoO	Mandatory	Annually - September
Basic GDPR	Not needed	Not needed	Not needed
COSHH Awareness	Caretakers/ site technicians/ Compliance officer	Mandatory	Two years from anniversary of completion
Basic Cyber Security	Teachers/TAs (minus senior leaders and business professionals who will do the advanced course) and Trustee/LAC members	Mandatory	Annually - September
DSE Users	Business managers and office teams	Mandatory	To be revisited every three years unless a change of work station or role or changes to health condition warrant a review
E - Safety	Teachers/TAs/senior leaders/office administrators/business professional and Trustee/LAC members	Mandatory	Annually - September
Equality and Diversity Awareness	All colleagues and Trustee/ LAC members	Mandatory	Two years from anniversary of completion
External Conflict Management	Not needed	Not needed	Not needed
Fire Awareness	All colleagues	Mandatory	Annually - September
Fire Warden	Relevant to academy delegation of fire warden responsibilities (to be assigned by Exec-	Mandatory	Annually - September
Food Hygiene*	All colleagues	Mandatory	Annually for food preparation or colleagues involved with DT.
GDPR Awareness	All colleagues (minus DP/DM/CO) and Trustee/LAC members	Mandatory	Two year renewal (from anniversary of completion) unless significant change in legislation (ICO/Government)
GDPR for Education	ocessors, data managers, Compliance officer (DP	Mandatory	Two year renewal (from anniversary of completion) unless significant change in legislation (ICO/Government)
Generic Infection Control	Not needed	Not needed	Not needed
Group A Streptococcus (GAS) & Invasive Group A Streptococcus (IGAS)	Not needed	Not needed	Not needed
Guide to completing a risk assessment	Senior leaders and business professionals	Mandatory	Three years - to be managed by academy if colleague leaves who holds the responsibility
Health and Safety at Work	All colleagues	Mandatory	Annual - September
Internal Conflict Management	Not needed	Mandatory	Not needed
Legionella Awareness	Caretakers/ site technicians/ Compliance officer	Mandatory	Annually - September
Managing Safely	Not Needed	Not needed	Not needed
Manual Handling	Caretakers/ site technicians/ Compliance officer	Mandatory	Two year renewal unless significant change in legislation (ICO/Government)
Modern Slavery Awareness	All colleagues and Trustee/LAC members	Mandatory	Two year renewal unless significant change in legislation
NCSC Cyber Security Training For School Staff	Senior leaders and business professionals	Mandatory	Annually - September
Safe home working practice for schools	Not needed	Mandatory	Not needed
Safeguarding & Prevent (equivalent to L2)	All colleagues and Trustee/LAC members	Mandatory	Annually - September
Safeguarding & Prevent (Basic Awareness)	Not needed	Not needed	Not needed
Safer Recruitment (Education)	Role specific for those who will sit on interview panels - only assigned to senior leaders and Trustee/LAC members/central team	Mandatory	Annually - September
School Environmental Awareness	Not needed	Not needed	Not needed
Slips, Trips & Falls in Education	All colleagues	Mandatory	Two years from anniversary of completion
The Fire Safety (England) Regulations 2022	Not Needed	Not needed	Not needed
Waste Electrical and Electronic Equipment	Not needed	Not needed	Not needed
Working at Height Awareness	Caretakers/ site technicians	Mandatory	Two years - other than for caretakers/site techinicians/other operatives to remain as annually - September

*The Trust position in respect of mandatory training regarding Food hygiene training for all colleagues remains under review. The decision currently remains with the academy whether training is shared with all. The Trust position remains this is mandatory for food preparation colleagues, and others, as determined locally, who support/lead on DT in the curriculum. An update will be provided in advance of a change to the matrix.