Health and Safety Policy

The Diamond Learning Partnership Trust

Approved by:	Trustees of the DLPT	**Date:**	October 2026
Last reviewed on:	September 2026		
Next review due by:	September 2027		

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1.**Aims**

The Diamond Learning Partnership Trust (DLPT) aims to

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to its school's site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

2.**Legislation**

This policy is based on advice from the Department for Education (DfE) on health and safety in schools, guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to visitors on your premises
- 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 (HSE) and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which require employers to protect their staff from falls from heights.

The school follows national guidance published by UK Health Security Agency (formerly Public Health England) and government guidance on living with COVID-19 when responding to infection control issues.

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

3. Health and Safety Policy Statement

The Diamond Learning Partnership Trust, as the employer, recognises its legal responsibilities for protecting the health, safety and welfare of its employees, pupils and others who may be affected by the Trust's activities.

The Trust Board retains overall accountability for health and safety and provides strategic leadership and oversight. Responsibility for the day-to-day management and implementation of health and safety arrangements is delegated to appropriate members of the Trust's executive and school leadership teams.

The Trust will ensure that appropriate arrangements, resources, competent advice and systems are in place to manage health and safety effectively. Those with delegated responsibilities will implement and manage these arrangements within their areas of responsibility and provide appropriate assurance to the Trust Board.

In fulfilling these responsibilities, the Trust is committed to:

- providing safe and healthy working and learning environments;
- identifying, assessing and controlling risks arising from Trust activities;
- eliminating risks where reasonably practicable and reducing and controlling those that cannot be eliminated;
- providing appropriate information, instruction, training and supervision;
- ensuring that employees are competent to undertake their duties safely;
- consulting with employees on matters affecting their health, safety and welfare;
- ensuring that suitable emergency arrangements are in place;
- maintaining premises, plant and equipment to appropriate standards;
- ensuring that contractors and other external providers are appropriately selected and competent;
- providing adequate resources to manage health and safety risks;
- clearly defining health and safety responsibilities and reporting arrangements; and
- monitoring health and safety performance and reviewing arrangements to support continual improvement.

This Policy will be reviewed at least annually and revised as necessary to reflect changes to the Trust's activities, organisational arrangements and relevant legislation. Significant changes to the Policy will be communicated to employees using iAM compliant.

Signed: **Dated:**
CEO: Jonathan Lewis

Signed: **Dated:**
Chair of Governors: Godfrey Smith

4. Organisation for Health and Safety

Overall responsibility for health and safety rests at the highest level of management within the Trust. However, effective health and safety management requires the cooperation and participation of everyone. All employees are therefore expected to take reasonable care of their own health and safety and that of others who may be affected by their actions, and to cooperate with the Trust in maintaining a safe and healthy working environment.

The Trust will ensure that it has access to sufficient competent health and safety advice and assistance to meet its duties under the Management of Health and Safety at Work Regulations 1999. For the 2026/27 academic year this is Cousins Safety – See Appendix 1.

The Estates Manager acts as the Trust's internal lead for health and safety, coordinating the Trust's health and safety management arrangements and providing advice within the scope of their training, knowledge and experience.

The Trust recognises that specialist competence may be required for particular areas of health and safety. Where an issue requires knowledge, skills or expertise beyond the competence of the internal lead, the Trust will obtain advice or assistance from an appropriately qualified and competent external adviser or specialist. This may include areas such as fire safety, asbestos, legionella, electrical safety, construction and CDM, occupational health, and other higher-risk or technically complex matters.

The Trust will periodically review its arrangements for competent health and safety assistance to ensure that they remain appropriate to the size, activities and risk profile of the organisation.

This policy allocates health and safety responsibilities across the Trust to provide clear accountability for managing risks that could lead to injury, ill health or loss. Those with management responsibilities are expected to provide clear direction, ensure appropriate arrangements and controls are implemented within their areas of responsibility, and promote a positive culture in which health and safety is appropriately considered as part of day-to-day decision-making.

The following have key responsibilities in supporting and implementing the Trust's health and safety arrangements:

- Board of Trustees
- Chief Executive Officer (CEO)
- Estates Manager
- Headteachers / Central Services Managers
- Teachers
- Employees
- Pupils
- Contractors
- Visitors

5. Roles and Responsibilities

5.1 Board of Trustees

The Board of Trustees has overall responsibility for ensuring that the Trust meets its health and safety obligations as the employer.

The Board will:

- provide strategic oversight of health and safety across the Trust;

- ensure appropriate governance arrangements are in place for managing health and safety risks;
- ensure sufficient resources are made available, so far as reasonably practicable, to enable the Trust to meet its health and safety responsibilities;
- receive appropriate assurance and information regarding significant health and safety risks, compliance and performance;
- monitor significant or recurring areas of concern and ensure appropriate action is taken; and;
- ensure health and safety is appropriately considered when making strategic decisions affecting the Trust.

5.2 Chief Executive Officer (CEO)

The CEO is responsible for ensuring that the Trust's health and safety policy and arrangements are effectively implemented across the organisation.

The CEO will:

- provide leadership and promote a positive health and safety culture;
- ensure appropriate management arrangements, responsibilities and reporting structures are established;
- ensure those given health and safety responsibilities have appropriate authority, resources, training and support;
- ensure significant health and safety risks are appropriately escalated and managed;
- ensure health and safety performance is appropriately monitored and reported to Trustees; and;
- support the implementation of Trust-wide improvement priorities.

5.3 Headteacher

The headteacher is responsible for day-to-day health and safety in their school

This involves:

- implementing the health and safety policy and ensuring all pupils, staff and visitors are aware of health and safety procedures in place in their school
- ensure safe methods of working are implemented;
- ensure safe working of contractors;
- ensuring there is enough staff to safely supervise pupils;
- ensuring that the school building and premises are safe, maintained and regularly inspected
- statutory examinations and checks are planned, completed and recorded on iAM Compliant;
- providing adequate training for school staff;
- reporting to the governing board on health and safety matters;
- ensuring appropriate evacuation procedures are in place, and regular fire drills are held;
- ensuring that in their absence, health and safety responsibilities are delegated to another senior member of staff;
- ensuring accidents, ill health and near miss incidents are recorded and investigated and report serious concerns to the CEO and Estates Manager;

- ensuring all risk assessments are completed and reviewed annually or after significant change;
- monitoring cleaning contracts and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.

5.4 Estates Manager

The Estates Manager acts as the Trust's internal lead for health and safety and supports the CEO, Headteachers and other managers in coordinating the Trust's health and safety management arrangements.

The Estates Manager will:

- provide health and safety advice within the scope of their training, knowledge and experience;
- coordinate the development and review of Trust-wide health and safety policies, procedures and guidance;
- support schools and managers in understanding and implementing the Trust's health and safety arrangements;
- monitor health and safety and estates compliance across the Trust and report significant risks, trends and areas requiring improvement;
- coordinate Trust-wide audits, inspections and compliance monitoring arrangements where appropriate;
- support the investigation and review of significant accidents, incidents and near misses;
- provide advice regarding statutory reporting requirements, including RIDDOR, where applicable;
- support arrangements for contractor management and estate-related health and safety;
- coordinate access to competent external advisers and technical specialists where specialist knowledge or expertise is required;
- escalate significant risks or concerns to the CEO and/or other appropriate senior leaders; and
- support the development of a positive and proportionate health and safety culture across the Trust;
- where specialist competence is required, consult with Cousin Safety (26-27).

5.5 Teachers

Teachers will ensure that in their area of responsibility:

- they actively lead the implementation of the Health and Safety Policy;
- they supervise their staff and pupils to ensure that their lessons and activities are carried out safely;
- risk assessments are completed, recorded and reviewed regularly for activities they lead or take part in;
- accidents, ill health and near-miss incidents are recorded and reported as per their schools' procedures;
- agreed safety standards are maintained particularly those relating to housekeeping, fire and asbestos.
- read and sign this policy on iAM compliant

5.6 Employees

All employees must:

- take reasonable care of their own safety;
- take reasonable care of the safety of others affected by their actions;
- observe the safety rules;
- comply with the Health and Safety Policy;
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others;
- dress sensibly and safely for their particular working environment or occupation;
- behave in a manner that dies not endanger themselves or others;
- use all equipment, safety equipment, devices and protective clothing as directed;
- maintain all equipment in good condition and report defects to their supervisor;
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor;
- report all accidents to their supervisor whether an injury is sustained or not;
- attend as requested any health and safety training course;
- observe all laid down procedures for processes, Materials and substances used;
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes;
- read and sign this policy on iAM compliant.

5.7 Pupils and Parents

Pupils and parents/carers are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

5.8 Contractors

The Trust will take reasonable steps to ensure that contractors appointed to undertake work on Trust premises are competent to carry out the work safely and without risk to pupils, staff, visitors or others who may be affected.

Where contractors are appointed directly by a school, the Headteacher or delegated responsible person must ensure appropriate pre-appointment checks have been completed. Depending upon the nature and risk of the work, these may include evidence of appropriate insurance, qualifications, training, professional accreditation, DBS arrangements, asbestos awareness training and relevant trade or competency certification.

Contractors must provide suitable and sufficient risk assessments and, where appropriate, method statements (RAMS) before work commences. These will be reviewed by the school and/or Estates Team if support is needed, proportionate to the nature and risk of the work, to ensure suitable arrangements are in place. Review does not transfer responsibility for the adequacy of the contractor's risk assessments, methods of work or supervision.

Projects or works which affect the fabric, structure, building services or assets of a school must be notified to the Trust Estates Team before work commences. The Estates Team will determine whether additional surveys, specialist advice, Building Regulations approval, planning permission or arrangements under the Construction (Design and Management) Regulations 2015 are required.

Where work falls within the scope of the Construction (Design and Management) Regulations 2015, the Trust will ensure that the appropriate client duties are discharged and that Principal Designer and Principal Contractor appointments are made where required.

Asbestos
Before undertaking any work, which could disturb the fabric of a building, contractors must be provided with relevant information from the school's asbestos register and asbestos management plan and must confirm and sign that they have reviewed and understood this information.

The asbestos register alone must not be relied upon as evidence that an area is free from asbestos. Where intrusive work is proposed, the Trust or school must establish whether further investigation or a refurbishment/demolition survey is required before work begins.

If suspected asbestos-containing material is discovered or inadvertently disturbed, work must stop immediately, the area must be made safe and the school's asbestos emergency procedures, found in the asbestos management plan, must be followed.

The Headteacher/site responsible person and Trust Estates Team must be informed immediately.

Contractor requirements
All contractors working on Trust premises are expected to:

- take reasonable care of their own health and safety and that of pupils, staff, visitors and others who may be affected by their work;
- comply with relevant health and safety legislation, the contractor's own safe systems of work and applicable Trust and school health and safety arrangements;
- cooperate with the school and Trust on matters affecting health, safety and safeguarding;
- provide appropriate risk assessments, method statements and other safety information before work commences where required;
- ensure that employees and subcontractors are competent, appropriately trained and adequately supervised for the work they undertake;
- ensure appropriate safeguarding arrangements are followed, including DBS requirements, and comply with the school's arrangements for signing in, identification and access;
- use suitable work equipment, which is properly maintained, inspected and, where required, tested;
- use appropriate personal protective equipment and other safety controls identified through their risk assessment and safe system of work;
- use only equipment, machinery and substances for which they are competent and authorised;
- comply with relevant COSHH requirements and provide safety information for hazardous substances brought onto Trust premises where appropriate;
- maintain suitable segregation of work areas from pupils, staff and visitors and prevent unauthorised access;
- maintain safe access and egress and keep work areas appropriately secure, tidy and free from avoidable hazards;
- familiarise themselves with the school's emergency and fire arrangements and ensure that escape routes, fire doors, alarm devices and firefighting equipment are not obstructed, isolated or otherwise compromised without prior authorisation and appropriate temporary controls;
- immediately report accidents, incidents, near misses, damage, hazards and unsafe conditions arising from their work to the nominated school representative;
- immediately stop work and seek advice where unexpected hazards are identified, including suspected asbestos-containing materials;
- provide appropriate first-aid arrangements for their employees unless alternative arrangements have been specifically agreed;

- ensure that any subcontractors they appoint are subject to appropriate competency checks and comply with the same site requirements; and
- leave the work area in a safe condition and provide relevant completion documentation, certification, test results, drawings, warranties and other health and safety information where applicable.

The Trust or school reserves the right to stop work where there is an immediate health and safety concern, where agreed control measures are not being followed, or where the work differs materially from the agreed scope or method.

For higher-risk, technically complex or significant building projects, the Trust Estates Team should be consulted before contractors are appointed. The Estates Team may require the project to be managed by the Trust's appointed professional advisers or other competent specialists.

5.9 Visitors

- All visitors must report to reception upon arrival and sign. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the school, and a visitors' badge, lanyard or sticker must be worn whilst on site.
- Hirers of the school premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to health and safety when making the booking.
- Cleaning contractor's employees must wear an identifiable uniform or an identity badge at all times. Temporary teaching staff on cover duties will be required to record their presence by reporting to reception.
- If a member of staff meets someone on site who they do not recognise and is not wearing a visitors' identification, they should, if they do not feel threatened, enquire if the person needs assistance and accompany them either to the reception or off the site, as appropriate.
- If an intruder is uncooperative about going to the reception area or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, local emergency procedures should be followed, which may include contacting the police.

6.Health and Safety Rules

General Health and Safety Rules
All employees must take reasonable care of their own health and safety and that of others who may be affected by their actions and must cooperate with the Trust in meeting its health and safety duties. Employees must follow relevant Trust and school health and safety procedures, instructions, risk assessments and safe systems of work; use equipment and protective measures as instructed; report hazards, defects, accidents, incidents and near misses; and must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.
Failure to comply with health and safety requirements may be dealt with under the Trust's disciplinary procedures.

7. Arrangements

7.1 Accident, Incident and Ill-Health Recording, Reporting and Investigation

Each school must have arrangements for recording and managing accidents, incidents, work-related ill health and significant near misses. Staff must be familiar with and follow their school's local procedures.
All accidents requiring first aid should be recorded as soon as reasonably practicable. Records should include sufficient information about the circumstances, injury or ill health, treatment provided and what happened following the incident. First-aid and accident records may be combined where the school's recording arrangements capture the required information.
Schools will manage routine, low-level accidents and incidents locally. The Headteacher or delegated responsible person must ensure that significant incidents are appropriately investigated, relevant risk assessments and control measures are reviewed where necessary, and appropriate action is taken to prevent recurrence.

Trust Notification
The Trust's Health and Safety Lead should be notified promptly of significant accidents, incidents or near misses, including:

- fatalities or serious injuries, including broken bones;
- incidents resulting in a person being taken directly from the scene to hospital;
- work-related accidents resulting in staff absence or inability to undertake normal duties;
- significant near misses;
- fire, asbestos or significant electrical safety incidents;
- significant premises, structural, plant or equipment failures;
- significant contractor-related incidents;
- incidents which are or may be reportable under RIDDOR; and
- incidents which may result in an RPA/insurance claim, enforcement action or legal proceedings.

Schools should retain relevant evidence following a significant incident, where appropriate, including photographs, witness information, CCTV, risk assessments, training records and inspection or maintenance records.

RIDDOR
The Trust and its schools will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
The Headteacher or other nominated responsible person must ensure that incidents which meet the RIDDOR reporting criteria are reported to the Health and Safety Executive within the statutory timescales. Schools do not need to wait for confirmation or approval from the Trust before making a RIDDOR report where they have determined that an incident is reportable. The Trust's Health and Safety Lead should be informed of any RIDDOR report made.
RIDDOR includes certain:

- work-related deaths;
- specified injuries to workers;

- injuries resulting in a worker being unable to undertake their normal duties for more than seven consecutive days;
- diagnosed occupational diseases; and
- specified dangerous occurrences.

For pupils, visitors and other people who are not at work, an injury is not reportable simply because the person attends hospital. It is reportable where the accident arose out of or in connection with a work activity and resulted in the person being taken directly from the scene to hospital for treatment. Most routine playground, sporting and pupil-to-pupil accidents will therefore not be reportable unless the relevant RIDDOR criteria are met.
Deaths, specified injuries and dangerous occurrences must be notified without delay and reported within the applicable statutory period. Over-seven-day injuries to workers must be reported within 15 days.
Where there is uncertainty about whether an incident is reportable, schools should refer to current HSE RIDDOR guidance and may seek advice from the Trust's Health and Safety Lead. Seeking advice must not delay a statutory report where the reporting criteria are known to have been met.

Records and Retention
Accident and incident records must be stored securely and retained in accordance with statutory requirements and retention schedules. Accident records subject to the statutory accident-record requirement must be retained for at least three years.
Relevant accident information concerning pupils should also be retained within the pupil record where required. Records relating to an ongoing claim, investigation, safeguarding matter, enforcement action or legal proceedings must not be destroyed solely because the normal retention period has expired.
Where additional statutory notification requirements apply, including those relating to early years provision or safeguarding, the school must ensure that the appropriate notifications are also made.
Information on how to make a RIDDOR report is available here: How to make a RIDDOR report, HSE

EYFS – Health and Safety
The Trust recognises that children in the Early Years Foundation Stage (EYFS) have particular health, safety and welfare needs due to their age, stage of development and level of independence.

Schools providing EYFS provision will ensure that the requirements of the current *Statutory Framework for the Early Years Foundation Stage* are incorporated into their health and safety arrangements.

Particular consideration will be given to:

- appropriate supervision and staff-to-child ratios;
- the suitability and safety of premises, furniture, equipment and resources;
- arrangements for managing access to and security of EYFS areas;
- preventing children from accessing hazardous substances, equipment or areas;
- safe storage of medicines, cleaning products and other hazardous materials;
- food safety, allergies and dietary requirements;
- infection prevention and control;
- arrangements for toileting, nappy changing and intimate care;
- sleep and rest arrangements, where applicable;
- choking risks and the suitability of food, toys and other resources;
- outdoor play areas and equipment;
- appropriate arrangements for outings and activities away from the setting;
- fire and emergency evacuation arrangements, including arrangements for children who may require additional assistance;
- first aid provision and arrangements for responding to accidents, injuries and illness; and
- identifying and managing risks associated with the individual needs and development of children.

EYFS risk assessments and safety arrangements will be reviewed regularly and following significant changes, incidents or where there is reason to believe that existing controls are no longer suitable or sufficient.

Staff working within EYFS provision will receive appropriate information, instruction, training and supervision to enable them to fulfil their responsibilities safely

7.2 Asbestos

The Trust recognises its duties under the Control of Asbestos Regulations 2012 and will manage asbestos-containing materials (ACMs) so as to prevent, so far as reasonably practicable, exposure to asbestos fibres.

Asbestos Management Surveys, Asbestos Registers and Asbestos Management Plans will be maintained for relevant Trust premises. Known ACMs will normally be managed in situ where they are in a safe condition and can remain undisturbed, with their condition monitored and appropriate action taken where deterioration, damage or increased risk is identified.

No employee or contractor may drill, cut, sand, scrape, remove, fix into or otherwise disturb the fabric of a building without first following the Trust's asbestos management arrangements.

Trust Responsibilities

The Trust will:

- maintain appropriate asbestos management arrangements, including up-to-date asbestos surveys, registers and management plans;
- ensure that known ACMs are appropriately assessed, managed and subject to condition monitoring;
- use iAM Compliant as the Trust's central compliance system to monitor required asbestos inspections and associated actions;
- provide appropriate asbestos awareness information and training to relevant employees;
- arrange competent specialist asbestos advice, surveys, sampling, monitoring and remedial works where required;
- ensure appropriate asbestos information is available when planning maintenance, refurbishment or construction work;
- arrange an appropriate refurbishment and demolition (R&D) survey where intrusive work is proposed and existing asbestos information is insufficient to establish whether ACMs may be disturbed; and
- maintain arrangements for responding to accidental damage or suspected disturbance of ACMs.

The asbestos register is a key source of information but must not be treated as proof that asbestos is absent from areas which have not been fully surveyed. Where there is uncertainty, work must not proceed until appropriate advice, or further investigation has been obtained.

Headteacher Responsibilities

Headteachers must ensure that:

- staff understand that they must not drill, cut, sand, fix into, remove, scrape or otherwise disturb the fabric of the building without following the Trust's asbestos procedures;
- staff are aware of the school's Asbestos Management Plan and Asbestos Register and receive appropriate information and training;
- contractors and others whose work may disturb the building fabric are provided with the relevant asbestos information and made aware of known ACMs within or adjacent to their proposed work area before work commences;
- contractors follow the school's sign-in and contractor control arrangements;
- proposed intrusive works are referred to the Estates Team where there is known or suspected asbestos, insufficient asbestos information or a need for further investigation;
- required asbestos condition checks are completed and recorded; and
- any damage, deterioration or suspected disturbance of an ACM is reported immediately to the Estates Team and access to the affected area is prevented where appropriate

Caretaker / Site Manager Responsibilities

Caretakers and Site Managers have an important role in the day-to-day management of asbestos within their school. They must:

- be familiar with the school's Asbestos Management Plan, Asbestos Register and the location of known ACMs;
- understand that they must not drill, cut, sand, fix into, remove, scrape or otherwise disturb the fabric of the building without following the Trust's asbestos procedures;
- undertake and record a visual condition check of known accessible ACMs at least every six months, in accordance with the Trust's monitoring arrangements;
- check for signs of damage, deterioration or disturbance and report any concern immediately to the Headteacher and Estates Team rather than waiting for the next scheduled inspection;
- ensure that no maintenance or other work which may disturb the building fabric is undertaken without the asbestos information first being checked;
- ensure contractors are directed to the relevant asbestos information and made aware of known ACMs in their proposed work area and that they sign to say they have seen this.
- maintain asbestos warning labels/red dots where these form part of the school's asbestos management arrangements and report missing or damaged labels; and
- immediately stop work and secure the area if suspected asbestos is discovered or an ACM is accidentally damaged or disturbed.

All staff responsibilities

All staff must cooperate with the Trust's asbestos management arrangements and must:

- be aware that asbestos may be present within some Trust buildings and know how to access or obtain relevant asbestos information;
- understand that they must not drill, cut, sand, fix into, remove, scrape or otherwise disturb the fabric of the building without following the Trust's asbestos procedures;
- understand the meaning of the red asbestos identification dots used within Trust schools;
- recognise that a red dot indicates the presence of a known ACM, but that the absence of a red dot does not mean that asbestos is not present;
- not drill, cut, sand, scrape, remove, fix into or otherwise disturb the fabric of the building unless the work has been properly authorised through the school's asbestos management arrangements;
- not remove, cover or interfere with asbestos warning labels or red dots;
- report any damage or deterioration to known or suspected ACMs immediately; and
- if a material suspected of containing asbestos is unexpectedly encountered or disturbed, stop work immediately, keep others away from the area and report the matter to the Headteacher/Site Manager and Estates Team.

7.3 Communication and Consultation

It is a legal requirement for the Trust to establish arrangements to communicate and consult with staff on issues affecting their health and safety and to take account of their views.

To achieve this objective, we will use but not limited to:

- establish effective lines of communication;
- involve and consult with staff through;
- individual conversations;
- notice boards;
- internal publications;
- staff meetings;
- health and safety meetings;
- display the 'Health and Safety Law – What You Need To Know' poster; and

- consult with staff when changes to processes, equipment, work methods etc. are to be introduced that may affect their health and safety.

Where it is not practical to consult with all staff directly and it would be more appropriate to communicate and consult through employee representatives, we will recognise health and safety representatives who have been appointed by a relevant trade union.
The Trust will allow all representatives an appropriate amount of time away from their normal duties in order to complete their duties as representatives. We will not hinder representatives in the execution of their normal functions as defined by law.

7.4 Control of Contractors
The Trust will ensure, so far as reasonably practicable, that contractors undertaking work on Trust premises are competent to carry out the work safely and that risks arising from their activities are appropriately managed.
Responsibilities for the appointment, management and monitoring of contractors are set out in Section 5.8 of this policy.
Schools may arrange routine servicing, inspection, maintenance and minor works locally, provided that the work is within the school's competence to manage. Where there is uncertainty about the contractor's competence, the risks involved or the appropriate management arrangements, advice may be sought from the Estates Team before work proceeds.
Before work starts, schools must ensure, proportionate to the nature and risk of the work, that:

- reasonable checks have been made that the contractor is competent to undertake the work;
- appropriate insurance, qualifications, training and other relevant evidence of competence have been obtained;
- suitable risk assessments and method statements (RAMS) are obtained and considered where required;
- contractors are provided with relevant information about site hazards and local arrangements, including asbestos, fire and emergency arrangements;
- appropriate safeguarding, signing-in, induction, access and segregation arrangements are in place; and
- the work is appropriately monitored.

Contractors must stop work and seek advice if unexpected hazards are identified, the work differs significantly from the agreed scope or there is reason to believe that the work cannot continue safely.

Building and Intrusive Works
Any work which alters or materially affects the building fabric, layout, fixed services or Trust assets must be notified to the Estates Team before work commences. The Estates Team will determine whether additional surveys, approvals, specialist advice or professional project management are required. They can also advise if any changes to the school's asset management plan is needed.
Before any work liable to disturb the fabric of a building, relevant asbestos information must be checked and provided to those undertaking the work. Where the existing asbestos information is insufficient for the proposed intrusive work, an appropriate refurbishment/demolition survey must be undertaken before work proceeds.

Construction (Design and Management) Regulations 2015

The Construction (Design and Management) Regulations 2015 (CDM) apply to construction work, including many activities undertaken as part of the maintenance and management of school premises. This includes construction, alteration, refurbishment, repair, redecoration, certain maintenance activities and work to fixed mechanical, electrical and other building services.
CDM applies to projects of all sizes where the work falls within the definition of construction work. Arrangements must be proportionate to the nature, scale and risks of the work and include appropriate planning, management and monitoring, the appointment of competent contractors,

provision of relevant pre-construction information and a suitable construction phase plan before work begins.
Schools may arrange routine maintenance, servicing and minor works locally where they are competent to manage the work. The fact that work is routine, low-value, maintenance or decoration does not in itself mean that CDM does not apply.
Where a project involves, or it is reasonably foreseeable that it will involve, more than one contractor, the Trust, as Client where applicable, must ensure that a competent Principal Designer and Principal Contractor are appointed in writing. Projects involving more than one contractor, significant construction, refurbishment or alteration works, and any work where there is uncertainty about the application of CDM must be referred to the Estates Team before work commences.
Further CDM guidance can be found here:
https://www.hse.gov.uk/construction/cdm/2015/index.htm?utm

7.5 Disabled Persons including Pupils with Special Education Needs (SEN)
The Trust will give full and proper consideration to the needs of disabled employees, pupils and visitors. To achieve this, the Trust will:

- treat all disabled employees, pupils and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to the Trust's facilities;
- ensure that risk assessments are undertaken of the special needs of the disabled and carry out reasonable adjustments to the premises and/or employment arrangements;
- encourage employees with special needs to suggest any premises or task improvements to their line managers;
- discipline any employees found treating their disabled colleagues with less than the expected standards of respect and dignity;
- in an emergency evacuation, ensure suitable plans are in place which will assist disabled people to leave the premises swiftly.

7.6 Display Screen Equipment

- All staff who use computers daily as a significant part of their normal work 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
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use). Contact HR for the relevant vouchers.
- Use this checklist for anyone that requires a DSE assessment https://www.hse.gov.uk/pubns/ck1.pdf

7.6 Driving
See DLPT Policy - DLPT Policy for Use of Own Vehicle for Business.pdf

7.7 Drugs and Alcohol
Alcohol
Staff must not drink alcohol on Trust premises.
Any member of staff who is found consuming alcohol on Trust premises without permission or is found to be intoxicated at work will normally face disciplinary action on the ground of gross misconduct under the Trust's disciplinary procedure.
Drugs and medication
The possession, use or distribution of drugs for non-medical purposes on Trust premises is strictly forbidden and a gross misconduct offence.
If you are prescribed drugs by your doctor which may affect your ability to perform your work you should discuss the problem with your manager.
The Trust reserves the right to inform the police of any suspicions it may have with regard to the use of controlled drugs by its employees on Trust premises.

7.8 Educational Visits and School Trips
Educational visits policy

7.9 Electricity
The Trust will take appropriate measures to ensure that electrical systems and equipment are maintained so as to prevent, so far as reasonably practicable, danger in accordance with the Electricity at Work Regulations 1989.
Electrical installation, maintenance and repair work will only be undertaken by persons who are competent to carry out the work concerned. Fixed electrical installations will be subject to appropriate inspection, testing and maintenance, with identified defects managed according to their level of risk.
Portable and movable electrical equipment will be managed in accordance with the Trust's Portable Appliance Testing (PAT) Policy. The Trust operates a risk-based approach to inspection and testing, taking account of the type of equipment, its use, the environment in which it is used and the likelihood of damage. Portable appliance testing is therefore not undertaken at a single fixed frequency for all equipment.

Headteacher responsibilities

Headteachers are responsible for ensuring that the school's electrical safety arrangements are implemented locally, including ensuring that:

- required electrical inspections, testing and remedial actions are completed and appropriately recorded;
- staff understand their responsibilities for the safe use and visual checking of electrical equipment;
- damaged or defective electrical equipment is removed from use until it has been repaired or replaced;
- electrical work is only commissioned from appropriately competent contractors; and
- significant electrical defects, overdue remedial works or concerns which cannot be managed locally are escalated to the Estates Team.

Caretaker / Site Team responsibilities

Caretakers and Site Teams must:

- Undertake required routine electrical safety checks and ensure scheduled inspections and testing are facilitated;
- Report damaged electrical equipment, sockets, switches, distribution equipment or other electrical defects;
- Remove defective portable equipment from use, where appropriate, and clearly identify it as not to be used;
- Ensure electrical cupboards, distribution boards and electrical equipment requiring ventilation are kept accessible and free from inappropriate storage or combustible materials; and
- Refer concerns regarding electrical installations or proposed alterations to the Estates Team and/or a competent electrical contractor.

All staff responsibilities
All staff have a responsibility to use electrical equipment safely and to carry out a basic visual check before use.

Staff must:

- check plugs, cables, leads and equipment for obvious signs of damage, such as exposed wires, cuts, fraying, scorching, loose connections or damaged casings;
- stop using and report defective or damaged electrical equipment rather than attempting repairs themselves;
- not overload sockets or extension leads;
- not daisy-chain extension leads or multi-socket extension blocks;
- position cables so that they are not damaged, trapped, stretched or creating a trip hazard;
- not run cables where they are likely to be damaged by doors, furniture or pedestrian traffic;
- keep electrical equipment, sockets and leads away from water where they are not designed for such use;
- ensure equipment requiring ventilation is not covered or obstructed; and
- not place combustible materials, paper, displays, storage or other items against or immediately adjacent to electrical equipment or other potential sources of heat or ignition.

Personal Electrical Equipment

Staff must not bring electrical items, including chargers and appliances, onto Trust premises unless they are suitable for UK use and display an appropriate recognised conformity marking, such as UKCA or CE.

Particular care should be taken with electrical products purchased from overseas sellers and online marketplaces (for example Temu, AliExpress or similar sites), as products must still meet applicable UK product safety requirements.



Items without appropriate safety markings, with unsuitable plugs/adaptors, visible damage, or where there is doubt about their safety must not be connected to the school's electrical supply. Personally owned electrical equipment must also comply with the Trust's portable electrical equipment/PAT arrangements.

DLPT - PAT Policy July 2026.docx

7.10 Fire

The Trust will take appropriate measures to prevent fire and to protect employees, pupils, visitors and others who may be affected in the event of a fire. In all circumstances, the protection of life will take priority over the protection of property.

In accordance with the Regulatory Reform (Fire Safety) Order 2005, as amended, the Trust will ensure that suitable arrangements are in place for managing fire safety across its premises. These may be delegated to each school

The Trust will:

- ensure that a suitable and sufficient fire risk assessment will be completed by a competent person and reviewed periodically and whenever there is reason to believe they are no longer valid following significant change.

- keep fire risk assessments under review and revise them where there is reason to believe they are no longer valid or where there has been a significant change to the premises, activities or persons at risk;
- help schools implement and monitor actions arising from fire risk assessments;
- maintain suitable means of escape, fire detection and warning systems, emergency lighting and fire-fighting equipment as appropriate to the premises;
- ensure schools maintain good standards of housekeeping and control sources of ignition and combustible materials;
- ensure schools establish and maintain appropriate emergency evacuation procedures;
- ensure schools make suitable arrangements for persons who may require assistance to evacuate, including where appropriate Personal Emergency Evacuation Plans (PEEPs) or other individual evacuation arrangements;
- ensure staff receive appropriate fire safety information, instruction and training;
- ensure pupils, visitors and contractors are provided with appropriate information about fire and evacuation arrangements;
- monitor schools undertake and record fire drills at appropriate intervals, with schools normally carrying out at least one evacuation drill each term;
- ensure fire alarm systems are tested and maintained at appropriate intervals by suitably competent persons;
- ensure schools display appropriate fire action and safety signage; and
- maintain appropriate records of fire risk assessments, inspections, testing, training, drills, maintenance and remedial actions.

Fire doors should not be propped or held open – if this is necessary in an occupied classroom the fire door must be closed when the room is not occupied.

Staff must report defects, concerns or changes which may affect fire safety so that these can be assessed and appropriate action taken

Staff are not required to fight a fire. Fire-fighting equipment should only be used where it is safe to do so and by a person who understands how to use the equipment without placing themselves or others at additional risk.

On discovery of a fire or suspected fire, the alarm must be raised immediately and the premises evacuated in accordance with the school's emergency procedures. The fire and rescue service will be contacted in accordance with the school's emergency plan.

All persons must proceed to the designated assembly point and remain there until accounted for. Each school will maintain suitable arrangements for accounting for pupils, staff, visitors and contractors during an evacuation.

No person may re-enter the building until it has been confirmed that it is safe to do so. Where the fire and rescue service is in attendance, re-entry will only take place when authorised by the fire and rescue service.

The Trust uses iAM Compliant as its central compliance monitoring system to record and monitor key fire safety checks and actions, including fire alarm testing, emergency lighting testing, evacuation drills and the currency of fire risk assessments. Headteachers and relevant staff are responsible for ensuring required checks are completed and recorded, with overdue actions or significant concerns escalated through the Trust's health and safety arrangements.

7.11 First Aid

Link to first Aid Policy

7.12 Infection Prevention and Control
We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings (subject to allergies)

Coughing and sneezing

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

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 (e.g. nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

Cleaning of the environment

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

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
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

Laundry

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy

- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a school pet

Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

Following good hygiene practices

- We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

Implementing an appropriate cleaning regime

- We will regularly clean equipment and rooms and ensure surfaces that are frequently touched are cleaned regularly.

Keeping rooms well ventilated

- We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought.

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance, summarised in appendix 4.

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

Preventing and controlling infections in EYFS

- In addition to general cleaning guidance our EYFS settings will:
- Ensure all toys carry a BS, BSI or CE mark and where possible buy toys and equipment that can be easily cleaned
- Store toys in a clean container
- Not let children take toys into toilet areas
- Store reusable equipment that has been cleaned but is not in use separately from used equipment and away from where equipment cleaning takes place

In addition to general food hygiene guidance, if preparing and storing formula milk foods for babies, staff will:

- Follow the manufacturers' instructions for making formula milk
- Use freshly boiled water that they have allowed to cool
- If possible, where dried formula for reconstitution has been supplied, make up each feed before using it; alternatively, encourage parents or carers to provide ready-made formula bought in sealed cartons/bottles

In addition to general food hygiene guidance, when preparing and storing breast milk foods for babies:

- All breast milk should be labelled with the child's name and date of expression
- Use milk within 24 hours of it being expressed
- Store breast milk in the body of the fridge between 1°C and 4°C before use (not in the door where pasteurised drinking milk is often stored, as the temperature can vary considerably when opened)

When disposing of unused milk:

- Dispose of the remaining milk portion left after a feed
- Rinse and wash bottles, teats, plastic spoons and other utensils thoroughly and return to parent or carer at the end of the day where appropriate

Where nappies are used:

- Have a designated changing area away from the play facilities, and any area where food or drink is prepared or consumed
- Staff take the appropriate measures to wash and dry their hands after every nappy change
- Wrap soiled nappies in a plastic bag before disposing in the general waste
- Clean the children with a disposable wipe, and do not share nappy creams and lotions amongst the children
- Clean the changing mats with soapy water or a detergent wipe after each use and at the end of the day

Where potties are used:

- Have a designated sink for cleaning these (which is not a hand wash basin) and wash them in hot soapy water and dry
- Wear disposable gloves to flush contents down the toilet
- Store potties upside and not inside each other
- Wash hands using soap and warm water and dry after removing disposable gloves

7.13 Gas Installations and Appliances

The Trust will ensure that gas installations, appliances, flues, pipework and associated safety devices are appropriately maintained and managed to prevent danger.

Gas work will only be undertaken by appropriately competent Gas Safe registered engineers who are qualified for the category of gas work being undertaken.

Trust Responsibilities

The Trust will:

- ensure suitable arrangements are in place for the inspection, servicing and maintenance of gas installations and appliances;
- use iAM Compliant as its central compliance monitoring system to monitor required gas safety checks, boiler servicing and other scheduled gas-related inspections and maintenance;
- monitor significant or overdue gas safety actions and escalate concerns where appropriate; and
- provide support through the Estates Team where schools require advice regarding gas installations, servicing, defects or proposed alterations.

Gas appliances and installations will be inspected, serviced and maintained at appropriate intervals, taking account of the type and use of equipment, manufacturer's instructions and advice from competent Gas Safe registered engineers. Records of relevant inspections, servicing, certification, maintenance and repairs will be retained. (HSE)

Headteacher Responsibilities

Headteachers are responsible for ensuring that the school's gas safety arrangements are implemented locally.

This includes ensuring that:

- required gas safety checks, servicing and maintenance are arranged and completed within the required timescales;
- completion of required checks and servicing is appropriately recorded on iAM Compliant;
- gas work is only commissioned from appropriately competent Gas Safe registered contractors;
- relevant service reports, certificates and other records are retained;
- defects and remedial actions identified by engineers are appropriately addressed; and
- significant defects, overdue actions or concerns which cannot be managed locally are escalated to the Estates Team.

Caretaker / Site Team Responsibilities

Caretakers and Site Teams must:

- report suspected gas leaks, unusual smells, damaged gas equipment or other concerns immediately;
- ensure that gas isolation points are identified and remain accessible;
- not undertake alterations or repairs to gas installations or appliances unless appropriately qualified and authorised to do so; and
- support access for scheduled servicing, inspection and remedial works.

All staff

- Staff must use gas appliances only for their intended purpose and in accordance with relevant instructions.
- Any suspected gas leak, smell of gas, unsafe appliance or other gas-related concern must be reported immediately. No person should attempt to repair, alter or interfere with a gas appliance, fitting or pipework unless competent and authorised to undertake that work.

Gas Emergency

Where gas is smelt, or a gas leak is suspected, staff must follow the school's emergency arrangements. The National Gas Emergency Service must be contacted on 0800 111 999.
Where it is safe to do so:

- doors and windows should be opened to provide ventilation;
- the gas supply should be turned off at the emergency control valve if it is safe and the location is known; and
- naked flames and other sources of ignition should be extinguished.

Electrical switches or equipment must not be switched on or off where a gas leak is suspected.

The affected area/building should be evacuated where necessary and access prevented until advice is received from the emergency services or other competent persons. No attempt should be made to locate or repair the leak. Current National Gas Emergency Service advice supports opening windows, turning off the gas where safe, avoiding electrical switches/naked flames and calling 0800 111 999. (Cadent Gas)

7.14 Hazardous Substances (COSHH)
The Trust will ensure that exposure to substances hazardous to health is prevented or, where this is not reasonably practicable, adequately controlled in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

Each school must maintain a central inventory of hazardous substances, identifying what is held and its location. Areas where hazardous substances are stored or used must have access to an appropriate local register and current Safety Data Sheets (SDS). The central inventory must be kept up to date and provide sufficient information to support emergency planning and, where appropriate, information required by the Fire and Rescue Service.

Before hazardous substances are introduced or used, a suitable COSHH risk assessment must be completed using the manufacturer's or supplier's current SDS and taking account of how, where and by whom the substance will be used. Assessments may cover individual or appropriate groups of substances where the hazards, uses and controls are sufficiently similar.

Exposure must, so far as reasonably practicable, be prevented through elimination or substitution. Where this is not possible, appropriate control measures must be implemented. Engineering controls,

such as fume cupboards and local exhaust ventilation (LEV), should take precedence over reliance on personal protective equipment (PPE).

Hazardous substances must be appropriately labelled, securely stored and, where necessary, segregated. Staff and, where appropriate, pupils must receive suitable information, instruction, training and supervision. COSHH assessments must be reviewed where there is reason to believe they are no longer valid or following significant changes or incidents.

Engineering controls must be properly maintained, examined and tested at the intervals required by COSHH. LEV, including fume cupboards and dust extraction systems, must normally undergo thorough examination and testing at least every 14 months, or more frequently where required. Where health surveillance or exposure monitoring is required, this must be undertaken by an appropriately competent person and relevant records retained for the statutory period.

Statutory inspections, examinations, testing and other compliance requirements will be recorded and monitored through the Trust's iAM Compliant system.

Specialist Curriculum Substances and Radiation

All Trust schools have access to CLEAPSS and schools must follow relevant CLEAPSS guidance for science, design and technology and other specialist curriculum activities where applicable.

Schools holding or using radioactive sources must comply with the Ionising Radiations Regulations 2017 and other applicable radiation legislation and guidance, including appropriate Radiation Protection Adviser (RPA) arrangements, local radiation protection arrangements and any required registration, consent, notification, certification, inspection or testing.

Radioactive sources must be appropriately secured, managed and recorded, and only used by suitably trained and authorised staff in accordance with the school's radiation arrangements and CLEAPSS guidance. Required radiation protection certificates, inspections and other statutory compliance records must be maintained and their renewal or review dates monitored through iAM Compliant.

7.15 Legionnaires Disease

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure to legionella bacteria.

The Trust will:

- arrange for a suitable and sufficient Legionella Risk Assessment to be undertaken by a competent person, which will be reviewed at intervals determined by the risk and guidance from the competent person;
- ensure schools are preventing or controlling the risk of exposure to Legionella in its setting;
- ensure that a suitably competent Responsible Person is identified at each school and has the appropriate knowledge, authority and resources to manage the Legionella control measures;
- ensure that the control measures identified within the Legionella Risk Assessment and associated control scheme or management programme are implemented, monitored and managed;
- ensure that appropriate records relating to Legionella risk management, monitoring, inspection, testing, maintenance and control measures are maintained for a minimum of five years; and
- ensure that Legionella risk assessments and control measures are reviewed regularly and whenever there is reason to suspect that they are no longer valid or where significant changes have occurred to the water system, its use or the premises.

Day to day responsibility for monitoring and ensuring that the water systems are operated and maintained in accordance with the control scheme rests with the Head Teacher.

At risk systems include:

- Hot and cold-water storage and distribution systems
- Water heaters and calorifiers
- Showers and taps that create can create aerosols

To achieve effective control of Legionella bacteria, the Trust will implement the following measures:

Avoidance of Conditions Favouring Growth of Organisms
As far as reasonably practicable, water systems will be operated and maintained at temperatures that do not encourage the growth of legionella bacteria.

Hot water will be stored at a temperature of at least 60°C and distributed so that it reaches a temperature of at least 50°C at outlets within one minute. Cold water systems will, where possible, be maintained at temperatures below 20°C. Where necessary, suitable measures will be implemented to protect people from the risk of scalding, taking account of the findings of the Legionella Risk Assessment and the needs of vulnerable persons.

The use of materials that may provide nutrients for microbial growth will be avoided. Corrosion, scale deposition, biofilm formation and the accumulation of sediment will be controlled through appropriate maintenance and cleaning regimes. Water storage tanks will be securely covered and maintained in good condition through annual inspection, cleaning and chlorination undertaken by a suitably competent contractor.

Monitoring and recording
Water temperatures at designated outlets and system points will be monitored and recorded at frequencies specified within the legionella management programme to ensure that control measures remain effective.

Records of monitoring, inspections, maintenance, testing and any remedial actions undertaken will be retained.

Disinfection
Schools are responsible for ensuring that shower heads, hoses and other outlets identified as presenting a Legionella risk are cleaned, descaled and disinfected at appropriate intervals, in accordance with the Legionella Risk Assessment and recommended management programme, to minimise the risk of Legionella growth and contamination.

Emergency procedures
Emergency procedures will be established and implemented where legionella bacteria is identified or where there is reason to suspect that control measures have failed.

If monitoring or inspection identified the presence of legionella bacteria in a system that may present a risk to health, the affected equipment or system will be isolated or taken out of service as appropriate to prevent the spread of infection. The matter will be reported immediately to the Head Teacher and appropriate specialist advice will be obtained. Any remedial actions identified will be implemented without undue delay.

Training
The Trust will ensure that the Headteacher, responsible person and relevant site staff receive appropriate information, instruction and training to enable them to fulfil their duties in managing and monitoring water systems safely and effectively. This is available on National College for all caretakers/site team.

Training records will be maintained and refresher training provided where necessary to ensure competency is retained.
Further control guidance can be found here: Legionnaires' disease: The control of legionella bacteria in water systems. Approved Code of Practice and guidance on regulations L8

7.15 Lifts
All reasonable steps will be taken to ensure that lifts are maintained in a safe condition and comply with applicable statutory requirements.

Schools are responsible for ensuring that lifts under their control are subject to appropriate maintenance, inspection and thorough examination by competent persons.

This includes ensuring that:

- passenger lifts are thoroughly examined at least every 6 months;
- goods lifts are thoroughly examined at least every 12 months;
- defects identified through inspection, examination or maintenance are addressed within appropriate timescales;
- safe working loads and operating instructions are clearly displayed where required;
- arrangements are in place for the safe rescue of persons in the event of lift failure; and
- lift motor rooms, control equipment and associated plant are secured against unauthorised access.

The Estates Team will provide advice and maintain Trust-level oversight of statutory compliance through iAM Compliant. Schools must upload relevant examination reports, maintenance records and certification to iAM Compliant and promptly notify the Estates Team of any significant defects, enforcement action, lift failure or prolonged outage.

Records
Thorough examination reports, inspection records and maintenance documentation must be retained in accordance with statutory requirements and uploaded to iAM Compliant.

7.16 Lone Working
Lone working may include:

- Late working
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

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

The lone worker will ensure they are medically fit to work alone.

Opening/Closing the Trust

When the last person has left the building and notified the caretaker (or other named person), they should then secure the building. This includes the closing of all fire doors and leaving on any emergency and exterior lights.
When the caretaker (or other named person) arrives in the morning they must make a quick examination of the exterior of the building to make sure that there are no signs of a break-in or of anyone having been in the building. If the caretaker is in any doubt, they should contact the police/security firm and should never enter the building if they are unsure of their safety.

Key holders are also advised to inform someone when they are attending an alarm call out.

Emergency Considerations
Lone workers should be capable of responding correctly to emergencies. Risk assessment should identify foreseeable events. Emergency procedures should be established and the people concerned trained in using the procedures.

7.17 Manual Handling
The Trust recognises its duties under the Health and Safety at Work etc. Act 1974, the management of Health and Safety at Work Regulations 1999 and the Manual Handling Operations Regulations 1992 (as amended). The Trust will take all reasonably practicable steps to eliminate or reduce the risk of injury arising from manual handling activities.
Manual handling means the transporting or supporting of a load by hand or bodily force, including lowering, carrying, pushing, pulling, moving, holding or restraining a load. A load may include equipment, furniture, resources, delivered, waste materials or, in certain circumstances, a person.
Manual handing activities commonly undertaken within Trust schools may include:

- Moving tables, chairs and classroom furniture
- Handling PE, curriculum and site equipment
- Carrying books, paper, stationery and resources
- Receiving, storing and distributing deliveries
- Site and caretaking activities
- Supporting pupils with physical disabilities or medical needs where appropriate

Schools should:

- Avoid hazardous manual handling activities wherever reasonably practicable
- Carry out suitable and sufficient manual handling risk assessments where a foreseeable risk of injury exists
- Reduce the risk of injury through appropriate control measures where manual handling cannot be avoided
- Provide suitable information, instruction, training and supervision
- Provide appropriate handling aids and equipment where required
- Investigate manual handling accidents, incidents and near misses
- Review manual handling assessments following any significant change, accident, injury or identified concern

Risk Assessment
Manual handling risk assessments will be completed where activities:

- Cannot be avoided.
- Present a foreseeable risk of injury.
- Involve significant loads, repetitive handling, awkward positions or extended carrying distances.
- Involved supporting or assisting pupils with physical disabilities or medical needs.

Employees' Responsibilities
Employees' must:

- Take reasonable care of their own health and safety and that of others.
- Follow training, risk assessments and safe systems of work.

- Use any handling aids or equipment provided.
- Report defects in equipment.
- Report any manual handling injury, incident or near miss.
- Not attempt to lift, move or carry a load that they believe may place them at risk of injury.

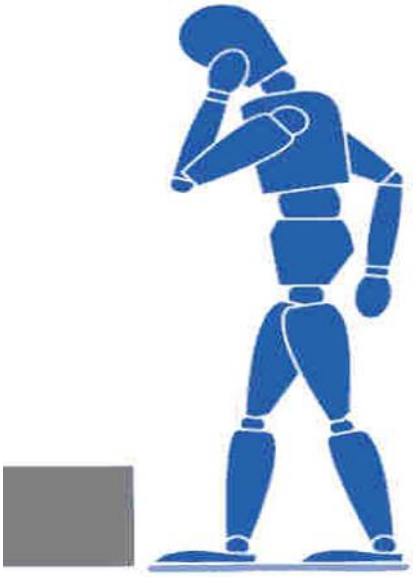
Employees must not undertake manual handling activities that they reasonably believe may place themselves or others at risk of injury and must seek advice from their line manager where concerns exist.

Safe Manual Handling Techniques

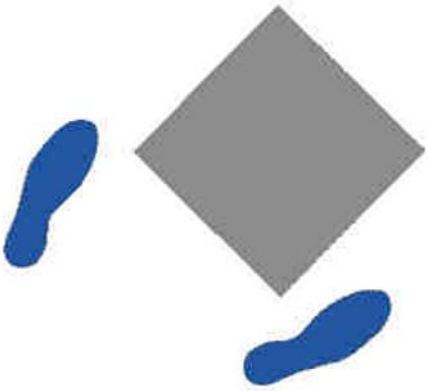
Before moving any load, employees should assess the weight, size, stability and centre of gravity of the object and consider whether assistance or handling equipment is required.

When lifting and carrying objects, the following principles should be followed:

1. **Plan the Lift**
   - Consider where the load is to be moved and any obstacles along the route
   - Assess whether assistance is required
   - Use handling equipment where available and appropriate.



2. **Adopt a Stable Position**
   - Place feet approximately shoulder-width apart
   - Position one foot slightly forward in the direction of travel



3. **Bend the Knees**
   - Bend the knees and use the strong muscles of the legs to raise the load
   - Avoid stooping or excessive bending of the back

4. **Maintain Good Posture**
   - Keep the natural curve of the spine
   - Keep the back straight while allowing a slight forward lean where necessary
   - Keep shoulders level and facing in the same direction as the hips



5. **Obtain a Secure Grip**
   - Ensure a firm grip before lifting, whilst fingers remain straight
   - Keep arms close to the body where possible

6. **Head**
   - Raise the chin out and up as the lift begins, otherwise this results in round shoulders and a curved spine

7. **Keep the Load Close**
   - Hold the load as close to the body as possible throughout the movement
   - Keep the heaviest side of the load nearest to the body, slide the load towards you if required



8. **Lift and Move Smoothly**
    - Avoid jerking or sudden movements
    - Move the feet when changing direction and avoid twisting the trunk
    - Lower the load carefully and safely into position

Team Lifting

Where a load is too large, heavy or awkward for one person to move safely, team lifting should be used or suitable mechanical assistance provided. Handling by two or more people may make possible an operation that is beyond the capability of one person or reduce the risk of injury to a solo handler.

Employees involved in team lifting should:

- Agree the method of handling before commencing
- Nominate a lead person where appropriate
- Lift, move and lower the load in a coordinated manner
- Ensure all team members have sufficient space and visibility throughout the task
- Ensure that all team members have a secure grip and suitable handholds before lifting



Additional risk may arise where a team member obstructs each other's movement or vision, where the load is difficult to grip, or where the available space is restricted. These factors should be considered before the task begins and appropriate control measures implemented.

Where lifting from floor level cannot be avoided, handlers should adopt safe lifting techniques that make sure use of strong muscles of the legs rather than the back, keeping the load as close to the body as possible throughout the movement.
Where a load must be lifted to shoulder height or above, the method of lifting should be carefully assessed to ensure that the task can be completed safely. Alternative methods, additional assistance or suitable lifting aids should be used where necessary to reduce the risk of injury.

7.18 Needlestick or Sharps Injuries

A needlestick or sharps injury is when the skin is punctured or scratched by a needle or sharp device that may be contaminated. Needles will most commonly be found in adrenaline auto-injectors (known as EpiPens) or other medication prescribed to pupils or staff in an autoinjector. Needles, sharps and other waste or drug paraphernalia may also be illicitly brought on site by pupils or be dumped on site by members of the public in an attempt to covertly dispose of it. As such, the Trust will take all reasonable steps to protect staff and pupils from the risks of needles, sharps and similar waste.
The direct handling of needles should be avoided if they are found on site. If this is not possible pick up the needle by the thick end wearing gloves. The needle should then be placed in an appropriate container for disposal. A used EpiPen or other auto-injector for medication should be treated in the same way even if it incorporates a mechanism for automatically re-sheathing the needle after use.
If a member of staff or pupil suffers an injury from a needlestick or sharp which may be contaminated they must:

- encourage the wound to gently bleed, ideally holding it under running water;
- wash the wound using running water and plenty of soap;
- don't scrub the wound whilst you are washing it;
- don't suck the wound;
- dry the wound and cover it with a waterproof plaster or dressing;
- seek medical assistance as advised by the Head Teacher;
- ensure that the injury is recorded in the Accident Book.

7.19 New and Expectant Mothers

The Trust recognises that the general precautions taken to protect the health, safety and welfare of the workforce may not, in all circumstances, adequately protect new and expectant mothers. Pregnancy, recent childbirth and breastfeeding may result in additional risks or require different control measures.

To ensure that appropriate arrangements are in place for new and expectant mothers, the Trust will ensure that:

- employees are encouraged to inform their manager as soon as reasonably practicable when they become aware that they are pregnant, have recently given birth or are breastfeeding, so that appropriate arrangements can be considered. Information will be handled sensitively and confidentially;
- existing risk assessments are reviewed and, where necessary, supplemented or amended to consider the specific circumstances and risks to the individual employee;
- appropriate control measures identified through the risk assessment are implemented, monitored and reviewed and revised where necessary;
- employees are informed of any significant risks identified and the measures being taken to control those risks;
- any relevant incidents, concerns or adverse effects are reported and investigated as appropriate; and

- where identified risks cannot be adequately controlled through existing measures, consideration will be given to adjusting working conditions or hours, providing suitable alternative work or, where necessary, suspension from work on maternity grounds in accordance with relevant legislation.

Specific Risks

Particular consideration will be given to risks that may affect pregnancy, the health of a new mother or a breastfeeding employee. Depending on the nature of the work, these may include:

- exposure to infectious diseases, including chickenpox, rubella and parvovirus B19;
- exposure to hazardous substances and biological agents;
- manual handling and other physically demanding activities;
- working at height or where there is an increased risk of falling;
- exposure to violence, aggression or physical intervention;
- prolonged standing, sitting or other demanding working conditions;
- workplace temperature and other environmental conditions;
- working hours, fatigue and opportunities for rest; and
- emergency evacuation and other emergency arrangements.

Where an employee is concerned about exposure to an infection or other potential health risk during pregnancy, they should seek appropriate medical advice from their midwife, GP or other healthcare professional. The Trust will consider any relevant advice when reviewing workplace arrangements and risk assessments.

7.20 Outdoor Play Equipment

The Trust will take reasonable steps to ensure that outdoor play equipment is maintained in a safe condition and suitable for its intended use.
Headteachers are responsible for ensuring that:

- outdoor play equipment is appropriately supervised when in use;
- staff undertake visual checks before use and report any defects or hazards;
- a documented inspection of outdoor play equipment is undertaken at least weekly and recorded on iAM Compliant;
- any defects identified are assessed and appropriate action taken, including removing equipment from use where necessary until repairs have been completed;
- remedial works identified through inspections are completed within an appropriate timescale; and
- records of inspections, defects and remedial actions are retained.

Outdoor play equipment must be subject to an annual inspection by a competent person. Inspection reports and any associated remedial actions must be reviewed by the school and uploaded to iAM Compliant.
All new outdoor play equipment and associated safety surfacing should be designed, installed and maintained in accordance with relevant standards, including BS EN 1176 and BS EN 1177, or any successor standards. Please report new purchases to the Estates team so your asset register is up to date.
The Estates Team will maintain Trust-level oversight of compliance through iAM Compliant and provide support where significant defects, replacement requirements or safety concerns are identified.

7.21 Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) will be provided where identified as necessary through a suitable and sufficient risk assessment and where risks cannot be adequately controlled by other means.

Headteachers are responsible for ensuring that:

- suitable risk assessments identify where PPE is required;
- appropriate PPE is available to staff and pupils where necessary;
- staff and pupils receive appropriate information, instruction and training in its use;
- PPE is maintained in a safe and serviceable condition and replaced when required; and
- staff use PPE where identified by risk assessments, safe systems of work or statutory requirements.

Where PPE requires statutory inspection, testing, maintenance or record keeping, or where specialist PPE is introduced (for example respiratory protective equipment, chainsaw PPE or other specialist equipment), the Headteacher must notify the Estates Team so that appropriate compliance monitoring and record keeping arrangements can be established through iAM Compliant.

The Trust will provide advice and maintain oversight of statutory health and safety compliance through iAM Compliant.

Employees must make proper use of any PPE provided, report loss, defects or damage and take reasonable care of equipment issued to them.

7.22 Physical Education and School Sport

The Trust recognises the educational benefits of physical education and school sport and is committed to ensuring that activities are planned and delivered safely.

Schools must follow current Association for Physical Education (afPE) Safe Practice in Physical Education, School Sport and Physical Activity guidance and ensure that:

- activities are planned and risk assessed as appropriate;
- staff delivering activities are suitably competent, trained and authorised;
- pupils are appropriately supervised at all times;
- equipment and facilities are subject to appropriate inspection, maintenance and pre-use checks;
- defective equipment is removed from use until repaired or replaced;
- suitable first aid and emergency arrangements are in place;
- off-site fixtures, events and activities are managed in accordance with the Trust's Educational Visits procedures; and
- appropriate clothing, footwear and personal protective equipment are worn where required.
- Headteachers are responsible for ensuring that PE equipment and facilities are maintained in a safe condition and that any significant defects are reported and addressed.
- Where schools have specialist facilities or higher-risk activities, additional local procedures and risk assessments must be implemented as appropriate.

The Trust will maintain a compliance oversight via iAMCompliant.

The Trust recognises risk assessment as a fundamental component of effective health and safety management. Suitable and sufficient risk assessments will be undertaken in accordance with the Management of Health and Safety at Work Regulations 1999 to identify hazards, evaluate risks and implement appropriate control measures.

Headteachers are responsible for managing health and safety risks within their schools and must ensure that suitable and sufficient risk assessments are completed for activities, premises, equipment,

curriculum areas and situations where there is a foreseeable risk of harm to employees, pupils, visitors, contractors or others who may be affected by the school's activities.
Whilst the completion of risk assessments may be delegated to competent members of staff, the Headteacher retains overall responsibility for ensuring that assessments are completed, implemented, monitored and reviewed.
Schools must ensure that:

- significant findings of risk assessments are recorded;
- appropriate control measures are implemented and communicated to relevant staff;
- staff receive any necessary information, instruction or training arising from the assessment;
- risk assessments are reviewed at least annually, or following an accident or near miss, or whenever there is a significant change to activities, premises, equipment, staffing or legislation;
- risk assessments remain suitable, sufficient and relevant to local circumstances; and
- actions arising from risk assessments are completed within appropriate timescales.

The Trust will provide guidance, support and examples of commonly required school risk assessments. iAM Compliant provides a risk assessment module and 5x5 risk matrix to support schools in undertaking and recording assessments. Schools are encouraged to utilise this facility where appropriate.
The Trust will maintain oversight through iAM Compliant and H&S audits to ensure risk assessments are reviewed, remain current and continue to reflect the risks present within each school.

7.20 Safeguarding
Link policy

7.21 Smoking, Vaping and Tobacco Products

The Trust is committed to providing a healthy and safe working environment and operates a smoke-free workplace.
Smoking, including the use of e-cigarettes and vaping devices, is prohibited within all Trust buildings, vehicles and enclosed workplaces.
Headteachers are responsible for ensuring that staff, pupils, visitors and contractors are made aware of local arrangements and comply with the Trust's smoke-free requirements.
Any concerns regarding smoking, vaping or the inappropriate storage or charging of vaping devices should be reported in accordance with local school procedures.
It is the policy of the Trust that all of its premises are smoke-free and that all employees and pupils have a right to work in a smoke-free environment.
Smoking is prohibited throughout the entire Trust, including the use of all artificial smoking aids (electronic or otherwise) with no exceptions. This policy applies to all employees, pupils and visitors in all areas of the Trust, including Trust vehicles.
Appropriate 'no smoking' signs will be clearly displayed at or near the entrances to the premises. Signs will also be displayed in Trust vehicles that are covered by the law.
DLPT Policy - DLPT Smoke-Free Policy.pdf

7.21 Stress
The Trust recognises that excessive pressure and unmanaged stress can have a detrimental effect on the health, wellbeing and performance of employees.
The Trust will take reasonably practicable steps to identify and manage work-related stress and wellbeing concerns through appropriate management arrangements, risk assessment, support and consultation with staff.
Headteachers are responsible for ensuring that concerns relating to work-related stress are considered promptly and, where appropriate, suitable support measures are implemented. This may include reviewing workloads, working arrangements, support needs, training requirements or seeking advice from Human Resources or Occupational Health services.

Employees are encouraged to raise concerns regarding work-related stress with their line manager at an early stage so that appropriate support can be considered.
Information regarding wellbeing support, employee assistance services and other available support can be found on the DLPT Intranet website here: Be Kind To Yourself

7.22 Supporting Pupils with Medical Needs
Refer to DLPT Supporting Children with Medical Needs Policy.pdf.

7.23 Swimming Pool
The Trust recognises that swimming activities present specific risks and is committed to ensuring that swimming lessons and pool activities are planned, supervised and managed safely.
Schools with on-site swimming pools must ensure that:

- a suitable and sufficient risk assessment is completed and regularly reviewed;
- a documented Normal Operating Procedure (NOP) and Emergency Action Plan (EAP) are in place and available to all relevant staff;
- staff receive appropriate information, instruction and training in pool safety and emergency procedures;
- suitable supervision arrangements are established, taking account of pupil age, ability, medical needs and the nature of the activity;
- rescue equipment, first aid equipment and emergency communication arrangements are maintained and readily available;
- pool water quality, plant operation and chemical controls are maintained in accordance with relevant guidance and statutory requirements;
- pool safety equipment is regularly inspected and maintained;
- the pool is secured against unauthorised access when not in use; and
- any incidents, defects or safety concerns are reported and addressed promptly.

Schools must follow current guidance issued by the Association for Physical Education (afPE), Swim England, the Royal Life Saving Society (RLSS) and any other relevant professional bodies when determining supervision arrangements, staff competency requirements and operating procedures.
Where schools use external swimming facilities, the school must ensure that appropriate risk assessments are completed and that the facility operator has suitable safety, lifeguarding and emergency arrangements in place.
Where swimming pools are hired to external organisations, written hire agreements must clearly define responsibilities for supervision, lifeguarding, emergency procedures and insurance arrangements.

7.24 Temporary Staff and Volunteers

The Trust will ensure that temporary staff, agency workers, trainee teachers, students and volunteers are provided with appropriate information, instruction and supervision to enable them to work safely.
Headteachers must ensure that temporary staff and volunteers are made aware of:

- relevant health and safety arrangements;
- emergency procedures;
- safeguarding requirements;
- significant risks identified by local risk assessments;
- any site-specific hazards relevant to their role, including asbestos management arrangements where applicable; and
- the reporting arrangements for accidents, incidents and concerns.

Individuals must only undertake duties for which they are competent, trained and authorised.
Appropriate pre-employment, safeguarding and suitability checks will be completed in accordance with Trust policies and statutory requirements.

7.25 Violence

The Trust is committed to providing a safe working environment and will not tolerate violence, aggression, abuse, harassment or threatening behaviour towards employees, pupils, volunteers or others acting on behalf of the Trust.
Headteachers must ensure that foreseeable risks of violence or aggression are considered as part of local risk assessment processes and that appropriate control measures are implemented where required.
All incidents of violence, aggression, threats or abuse must be reported and recorded in accordance with Trust procedures. Serious incidents must be escalated in line with the Trust's incident reporting arrangements.
The Trust will provide appropriate support to employees affected by such incidents and, where appropriate, will support the reporting of criminal offences to the police.
Employees must report incidents of violence, aggression, threats or abuse and cooperate with any investigation or follow-up actions.

7.26 Visitors

The Trust is committed to ensuring the safety and security of pupils, staff, visitors and contractors whilst on Trust premises.
All visitors must report to reception or another designated point of entry on arrival, sign in using the school's visitor management arrangements and wear an appropriate visitor identification badge whilst on site.
Headteachers must ensure that:

- visitors receive appropriate information on site safety arrangements, including fire and emergency procedures where relevant;
- visitors are supervised or accompanied where required;
- contractors and other adults undertaking regulated activity have appropriate safeguarding checks, including enhanced DBS checks where required by legislation or Trust procedures;
- visitors who do not hold the appropriate safeguarding clearance are not left unsupervised with pupils;
- contractors are managed in accordance with the Trust's contractor management arrangements;
- visitors are made aware of any significant site hazards relevant to their visit; and
- accidents, incidents, concerns or near misses involving visitors are reported in accordance with Trust procedures.

Parents, carers and other visitors attending meetings, events or school activities must remain under the supervision of school staff unless alternative arrangements have been authorised by the Headteacher.
Any person found on site without authorisation, identification or a legitimate reason for being present must be challenged appropriately and reported in accordance with local safeguarding and security procedures.

Emergency Action

In the event of the fire alarm sounding, all visitors should be escorted to the assembly point by their host. Visitors should not leave the area before notifying the senior person present.

7.24 Work at Height

The Trust recognises its duties under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Work at Height Regulations 2005.
The Trust will take reasonably practicable steps to prevent falls from height and protect employees, pupils, contractors and others who may be affected by work at height activities.
Work at height means work in any place where, if suitable precautions were not in place, a person could fall a distance liable to cause personal injury. This includes work undertaken from ladders,

stepladders, podium steps, scaffolds, mobile elevated work platforms and other locations where there is a risk of falling.

Trust Responsibilities

- The Trust will:
- provide appropriate arrangements, resources and competent advice for managing work at height;
- ensure work at height is appropriately planned, risk assessed and supervised;
- ensure suitable equipment is available and maintained;
- ensure employees are provided with information, instruction, training and supervision appropriate to the work they undertake; and
- ensure contractors undertaking work at height on Trust premises are appropriately competent.

Headteacher Responsibilities

Headteachers are responsible for ensuring that work at height within their school is appropriately managed and that:

- work at height is avoided wherever reasonably practicable;
- appropriate risk assessments and safe systems of work are in place where work at height is required;
- staff only undertake work at height that is appropriate to their role, competence and level of training;
- suitable equipment is available and used safely;
- staff are provided with appropriate information, instruction and supervision;
- hazards, defects and incidents relating to work at height are reported and addressed;
- arrangements are in place to prevent pupils and others from being exposed to unnecessary risks from work at height;
- ensure that staff are not routinely expected to undertake work at height where it would be more appropriate for the task to be undertaken by trained site staff or a competent contractor and
- contractors undertaking work at height are appropriately controlled and competent.

Headteachers are not expected to undertake technical work-at-height activities unless they are competent and appropriately trained to do so.

Caretaker / Site Staff Responsibilities

Caretakers and other site staff who undertake work at height as part of their duties will:

- complete appropriate work-at-height training;
- undertake work at height in accordance with risk assessments, safe systems of work and manufacturer's instructions;
- select and use suitable access equipment for the task;
- undertake appropriate pre-use checks and report defects;
- ensure ladders, stepladders and other access equipment are properly positioned and secured where necessary;
- consider the risk to pupils, staff, visitors and others in the vicinity;
- ensure appropriate arrangements are in place where work at height creates a risk to others;
- use appropriate precautions in adverse weather or other unsuitable conditions;
- stop work where conditions become unsafe; and
- report defects, hazards, incidents and concerns relating to work at height.

Where work at height requires specialist equipment, additional controls or competence beyond their training and experience, site staff must not undertake the work and must seek appropriate advice or arrange for a competent contractor to undertake it.

All Other Employees
Employees who only undertake occasional, low-risk work at height, such as using a suitable ladder or stepladder for a straightforward task, will be provided with appropriate information, instruction and guidance.
They must:

- only undertake work at height where it is appropriate to their role and they are competent to do so;
- use suitable equipment and follow the manufacturer's instructions and Trust guidance;
- undertake a visual pre-use check of ladders and stepladders;
- ensure the equipment is positioned on a firm and stable surface;
- maintain a safe working position and avoid overreaching;
- use three points of contact where reasonably practicable;
- not use chairs, tables, desks, storage units or other unsuitable furniture as access equipment;
- not undertake tasks where the equipment or working conditions are unsuitable;
- report defects or hazards immediately; and
- stop work if conditions become unsafe.

Employees must not undertake higher-risk or specialist work at height unless they have received the appropriate training and are competent to do so.

Risk Assessment
Before work at height is undertaken, consideration must be given to:

- whether the work can be avoided;
- whether it can be undertaken from ground level;
- the most suitable equipment for the task;
- the duration and nature of the work;
- the competence of the person undertaking the work;
- environmental conditions;
- the risk of falling or falling objects; and
- the potential impact on pupils, staff, visitors and contractors.

The Trust will follow the hierarchy of control:

1. Avoid work at height wherever reasonably practicable.
2. Where work at height cannot be avoided, prevent falls using suitable equipment and safe systems of work.
3. Where the risk of a fall cannot be eliminated, minimise the distance and consequences of any fall.

Ladders and Stepladders
Ladders and stepladders may be used for low-risk, short-duration tasks where they are suitable for the task and more suitable access equipment is not reasonably practicable.
They must be:

- suitable for the task;
- in good condition;
- inspected before use;
- positioned securely on a suitable surface; and
- used in accordance with the manufacturer's instructions and Trust guidance.

Further practical guidance on the safe use of ladders and stepladders is provided in the Trust's Working at Height and Ladder Safety Guidance.

Inspection and Maintenance
Work-at-height equipment will be subject to appropriate inspection and maintenance arrangements. Employees must undertake an appropriate pre-use visual check and report defects

immediately. Defective equipment must be removed from use and clearly identified until repaired or replaced.

Emergency Arrangements
Where appropriate, arrangements will be made for the rescue of persons in the event of an emergency. Those undertaking work at height must be aware of the emergency arrangements relevant to the task. Work at height must not be undertaken where weather conditions or other circumstances could compromise safety.

7.25 Work Equipment

The Trust will provide a safe working environment in relation to work equipment safety and ensure all employees receive appropriate safety information and training in their work equipment.

To achieve this objective the Trust will ask its schools to:

- provide work equipment that is suitable for the purpose and compliant with the requirements of the Provision and Use of Work Equipment Regulations;
- retain and make available the manufacturer's instruction manual for each item of equipment, where relevant;
- before using any item of work equipment, ensure that a risk assessment is carried out and brought to the attention of relevant employees;
- inspect all equipment at installation and prior to first use;
- maintain a log of all equipment and regularly inspect and maintain it in accordance with the manufacturer's recommendations;
- keep records of all inspections and maintenance;
- provide adequate instruction, information and training to employees to enable the work equipment to be used and maintained safely;
- provide refresher training as appropriate and as necessary by workplace inspections.

7.26 Working Time Regulations

The Trust will comply with the requirements of the Working Time Regulations 1998 and will take reasonable steps to ensure that employees receive the statutory rest breaks, daily and weekly rest periods and annual leave to which they are entitled.

Further information regarding working hours, rest breaks and annual leave entitlement can be found within the Trust's policies, individual employment contracts and staff handbook arrangements.

DLPT Staff Handbook and Key Info from Sept 26.pdf

Any questions can be directed to your headteacher in the first instance, or to the Trust's HR Team.

7.27 Workplace Transport

The Trust recognises the risks associated with vehicles operating on school premises and with the use of Trust or school-operated vehicles. The Trust will take reasonably practicable steps to protect employees, pupils, contractors, visitors and other road users from risks associated with workplace transport.

School Sites

Headteachers will ensure that vehicle movements within their school are appropriately managed and that:

- traffic routes and pedestrian routes are planned and maintained to reduce the risk of collision between vehicles and pedestrians;
- pedestrians are segregated from moving vehicles wherever reasonably practicable;
- designated crossing points are provided where pedestrians need to cross vehicle routes;
- reversing manoeuvres are avoided or minimised wherever reasonably practicable and appropriate controls are in place where reversing is necessary;
- appropriate speed limits and traffic management arrangements are in place;
- parking arrangements do not obstruct entrances, exits, emergency access or escape routes;
- vehicle routes, pedestrian areas, signage, lighting, roadways and car parks are maintained in a safe condition; and
- arrangements are in place to manage deliveries, loading and unloading and other vehicle movements safely.

Trust and School Vehicles
Where the Trust or an individual school operates vehicles, including minibuses, appropriate arrangements will be in place to ensure that:

- vehicles are suitable for their intended use and appropriately maintained;
- vehicles are subject to appropriate safety checks and defects are reported and addressed promptly;
- drivers are authorised and competent to drive the vehicle concerned and hold the appropriate driving entitlement;
- drivers receive appropriate information, instruction and training for the vehicle and activities they undertake;
- vehicles are used in accordance with relevant legislation, manufacturer requirements and Trust/school procedures;
- appropriate insurance, MOT and taxation requirements are maintained where applicable;
- passengers are transported safely and appropriate arrangements are in place for pupils with additional needs;
- loads and equipment are safely secured; and
- appropriate arrangements are in place for breakdowns, accidents and other emergencies.

Schools operating minibuses will maintain appropriate local procedures covering driver authorisation, vehicle checks, maintenance, passenger safety and emergency arrangements.

Employees must report vehicle defects, unsafe conditions, incidents and near misses promptly and must not use a vehicle where they believe it is unsafe to do so.

8.Risk Assessment

The Trust recognises risk assessment as a fundamental part of managing health and safety. Each school must identify the significant risks arising from its activities, premises, equipment and working practices and ensure that suitable and sufficient risk assessments are in place.

The Trust encourages the use of the iAM Compliance 5×5 Risk Assessment Matrix as the standard approach for completing, recording and managing risk assessments across the Trust. Where another format is used, it should provide an equivalent level of assessment, control and recording.

Headteacher Responsibilities

The Headteacher is responsible for ensuring that effective risk assessment arrangements are in place within their school. This includes ensuring that:

- suitable and sufficient risk assessments are in place for the significant risks associated with the school's activities, premises, equipment and working practices;
- risk assessments are completed by persons with appropriate knowledge, experience and competence, with appropriate support sought where necessary;
- all risk assessments are reviewed and approved by the Headteacher;
- the Headteacher is satisfied that the assessment is suitable and sufficient and that appropriate control measures have been identified and implemented;
- risk assessments are communicated to relevant staff, and the required control measures are understood and followed;
- risk assessments are formally reviewed periodically and where there is reason to believe they are no longer valid and updated sooner where there is a change in circumstances, new activity, new equipment or substances, an incident or near miss.
- actions identified through risk assessments are monitored and completed within appropriate timescales;
- specialist advice is obtained where the risks or activities are beyond the school's level of competence.

The Headteacher is not expected to personally complete every risk assessment. However, as the person responsible for the management of health and safety within the school, the Headteacher must ensure that assessments are suitable and sufficient and are formally approved.

Employees' Responsibilities

Employees must:

- follow the control measures and safe systems of work identified through risk assessments;
- use equipment and protective measures as instructed;
- report hazards, changes in circumstances, incidents, near misses or other concerns that may require a risk assessment to be reviewed;
- not undertake activities outside their competence or without appropriate information, instruction or training.

Risk assessments should be proportionate to the level of risk and focus on practical measures to eliminate or control identified risks.

9. Proactive and Reactive Monitoring

Effective monitoring is an important part of the Trust's approach to managing health and safety. It enables the Trust and schools to check that arrangements are working effectively, risks are being controlled and improvements are identified before an accident or incident occurs.

Proactive Monitoring

Proactive monitoring is the responsibility of those with day-to-day health and safety management responsibilities within their areas of control.

Headteachers are responsible for ensuring that appropriate monitoring takes place within their school. This should include, as appropriate:

- regular checks of premises, equipment and working practices;
- checking that risk assessments and control measures are being implemented;
- checking that statutory inspections, testing and maintenance are being completed;
- monitoring that staff have received appropriate information, instruction and training;

- reviewing outstanding actions and ensuring these are addressed;
- undertaking more formal inspections or audits where appropriate to the level of risk.

Monitoring should be proportionate to the risks and may be informal or formally recorded. Where formal checklists or inspections are used, these should provide evidence that the required checks have been undertaken and that any identified actions are followed through.

The Trust will undertake its own monitoring and assurance activity to assess the effectiveness of health and safety arrangements across schools and identify areas requiring further support or improvement.

Reactive Monitoring

Reactive monitoring involves reviewing events or information that indicate that health and safety arrangements may not have worked as intended. This includes accidents, incidents, near misses, work-related ill health, dangerous occurrences and significant property damage.

Schools must report and investigate incidents in accordance with the Trust's incident reporting arrangements. Where appropriate, investigations should identify immediate and underlying causes and consider whether risk assessments, control measures, training or other arrangements need to be changed.

The Trust will review incident and monitoring information to identify trends, recurring issues and opportunities for improvement across the organisation. Lessons identified from incidents will be shared where appropriate to help prevent recurrence and improve health and safety arrangements.

10. Links to Policies

This health and safety policy links to the following policies:

- First aid
- Accessibility Plan
- COSHH Policy
- DLPT Staff Code of Conduct - DLPT Staff Code of Conduct Policy 2026.pdf
- DLPT No Smoking Policy - DLPT Smoke-Free Policy.pdf
- DLPT Use of Vehicles for Business Policy - DLPT Policy for Use of Own Vehicle for Business.pdf
- Educational Visits and School Trips Policy
- Emergency or Critical Incident Policy
- Portable Applicance Testing - PAT Policy July 2026.docx
- Safeguarding and Child Protection Policy
- Supporting Children with Medical Needs - DLPT Supporting Children with Medical Needs Policy.pdf.

11. Useful Links and Guidance

Reporting RIDDOR - How to make a RIDDOR report, HSE
CDM Regulations - https://www.hse.gov.uk/construction/cdm/2015/index.htm?utm_
Display Screen Equipment Checklist - https://www.hse.gov.uk/pubns/ck1.pdf
HSE Gas Safety Guidance - HSE
Legionella Monitoring - Legionnaires' disease: The control of legionella bacteria in water systems. Approved Code of Practice and guidance on regulations L8
Gas Emergency - Cadent Gas

Appendices

Appendix 1 – Health & Safety Certificate

Cousins Safety

Certificate of Appointment

In accordance with section 7 Management of Health and Safety at Work Regulations 1999

Cousins Safety Limited

Has been appointed to provide Competent Health and Safety Advice to

Diamond Learning Partnership Multi Academy Trust

Andrew Road, Eynesbury, St. Neots, PE19 2QE

This certificate of appointment is valid from

1st September 2026 to 31st August 2027

Sheryl Cousins

Signed by Sherryl Cousins, Chartered Safety and Health Professional **CMIOSH MCIEH**

QSHCR Registered Consultant

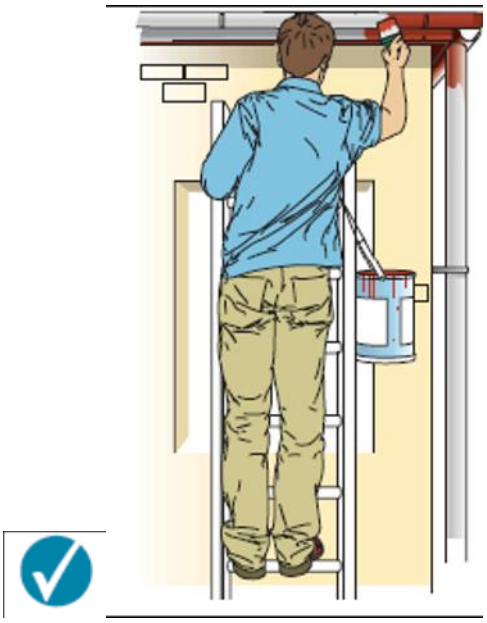
iosh Chartered Safety and Health Professional

Cousins Safety Limited
2 Bellingham House, Huntingdon Street, St Neots, PE19 1BG
Tel: 01480 718007
Info@cousinssafety.co.uk
Registered in England: 8800657

Appendix 2 – Working at Height Continuation…



Overreaching – not maintaining 3 points of contact



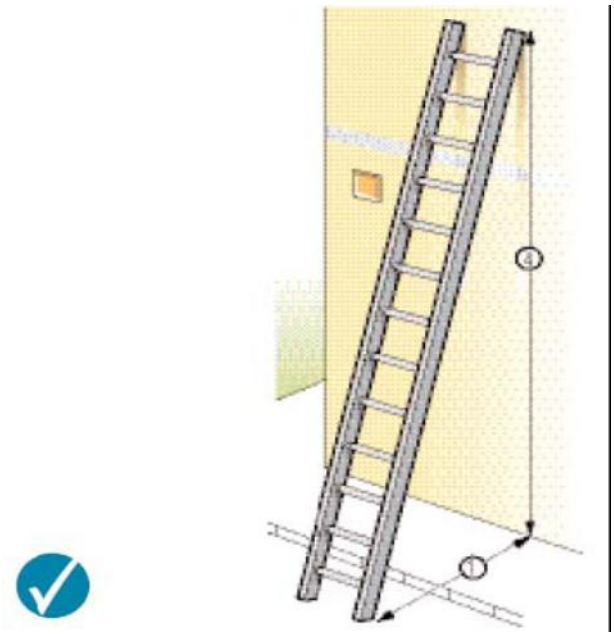
Maintaining 3 points of contact

Do:

- make sure the ladder rungs are level. This can be judged by the naked eye. Ladders can be levelled using specially designed devices but not by using bits of brick or whatever else is at hand
- check that the weather is suitable - do not use ladders in strong or gusting winds
- wear sensible footwear. Shoes should not have the soles hanging off, have long or dangling laces, or be thick with mud or other slippery contaminants. High heels are also unsuitable!
- check that you are fit. Certain medical conditions or medication, or a fear of heights, could mean that you shouldn't be working at height
- know how to tie a ladder properly.

You should also avoid holding items when climbing (for example by using tool belts). If you must carry something you must still have one free hand to grip the ladder. Remember the THREE POINTS OF CONTACT RULE – 2 hands and 1 foot or 2 feet and 1 hand **MUST ALWAYS BE on the ladder** when climbing and descending.
Ladders must be erected at an angle of 75°. To judge the angle, use the angle indicator marked on the stiles of some ladders or the 1 in 4 rules (1 unit out for every 4 units up).
Ladders used for access to another level must be tied and should extend at least 1 metre above the landing point to provide a secure handhold.

Correct 1 in 4 angles:

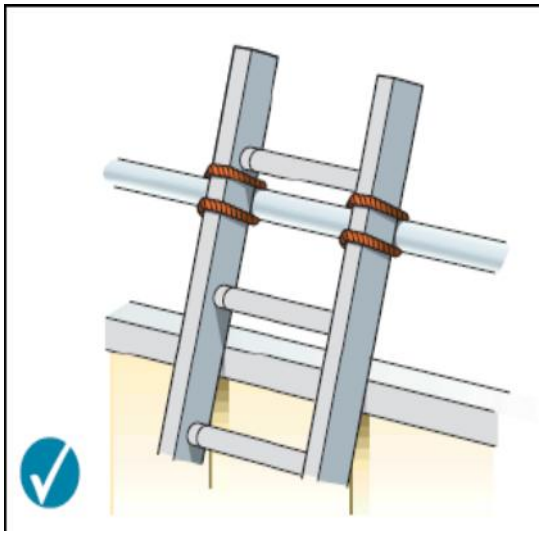


Securing a ladder

To prevent the ladder slipping away from the wall, or slipping sideways, you must secure it. The options for securing a **ladder** are:

- tie the ladder to a suitable point, making sure both stiles are tied
- where this is not practical, use a safe, unsecured ladder or a ladder supplemented with an effective ladder stability device
- if this is not possible, then securely wedge the ladder e.g. against a wall
- if none of the above can be achieved, foot the ladder. Footing is the last resort and other methods of securing the ladder should be used in preference.

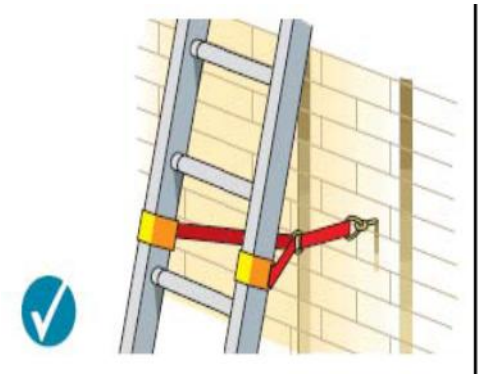
If you do have to foot a ladder, be aware that this will not stop a ladder slipping sideways at the top. Individuals footing ladders should apply weight downwards on the ladder by standing on a rung, or by pushing against the ladder stiles (although this is less effective).



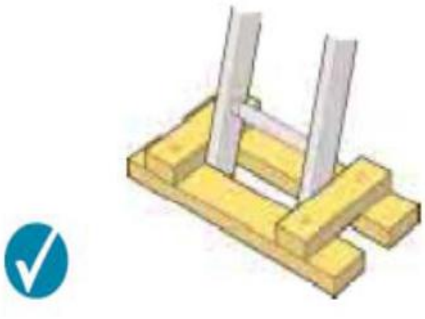
Ladder tied at the top stiles (correct for working on, but not for access)



Tying part way down



Tying near the base

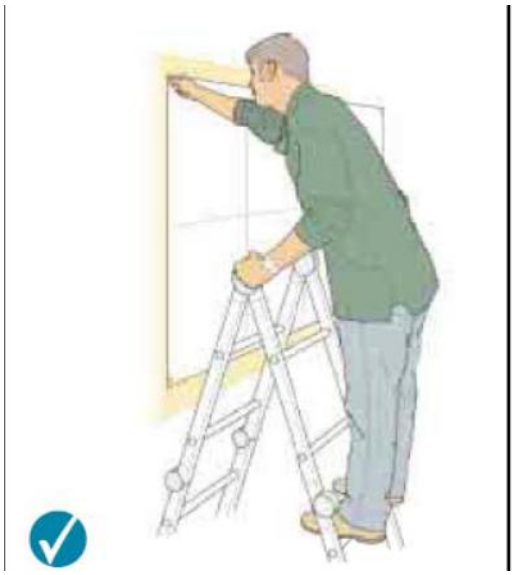


Securing at the base

Safety in use – stepladders

On a stepladder **do not:**

- overload it – you and anything you are carrying should not exceed the highest load stated on the stepladder
- use it in locations where the restraint devices cannot be fully opened. Any locking devices must also be engaged
- use the top two steps of a stepladder, unless a suitable handrail is available on the stepladder
- use the top three steps of swing-back or double-sided stepladders, where a step forms the very top of the stepladder.



Correct – two clear rungs. Don't work any higher up this type of stepladder.



Correct – 3 clear rungs, do not work any higher on this type of stepladder

When using stepladders, avoid work that imposes a side loading, such as side-on drilling through solid materials (e.g. bricks or concrete), by having the steps facing the work activity. Where side-on loadings cannot be avoided you should prevent the steps from tipping over, for example by tying the steps to a suitable point, or you should use a more suitable type of access equipment.



Incorrect – steps side on to work activity



Correct – steps facing work activity

Where you cannot maintain a handhold (e.g. putting a box on a shelf), the use of a stepladder will have to be justified by taking into account:

- the height of the task
- a safe handhold still being available on the stepladder
- whether it is light work
- whether it avoids side loading
- whether it avoids overreaching
- whether your feet are fully supported
- whether you can tie the stepladder.

Consider tying a **stepladder** where possible and helpful to the task (e.g. side-on working or where two free hands are needed). Stepladders should not be used for access to another level unless they have been designed for this.

Is the ladder or stepladder safe to be used?

You must check that the ladder or stepladder is in a safe condition before using it (a daily pre-use check). As a guide, **only** use ladders or stepladders that:

- have no visible defects
- have a current detailed visual inspection (look for an inspection label)
- are suitable for work use. Use EN 131 Professional ladders or stepladders at work because non-professional ones are not normally suitable for use at work
- have been maintained and stored in accordance with the manufacturer's instructions.
- Also, you must always use a non-conductive ladder or steps for any necessary live electrical work.

Storage

Ladders and stepladders must be stored securely to prevent damage, deterioration and unauthorised use.

When not in use:

- Ladders and stepladders should be stored in a clean, dry and well-ventilated location.
- Straight ladders should be stored on suitable wall brackets or racks to prevent sagging, distortion or damage.
- Stepladders should be stored in the closed position and secured where necessary to prevent accidental collapse or misuse.
- Access equipment should be protected from damage caused by vehicles, equipment, weather conditions or other workplace activities.

- Any defects identified during storage, inspection or use must be reported immediately and the equipment removed from service until repaired or replaced.

The information in this Guidance is based on the HSE leaflet 'Safe use of ladders and step ladders.

1. Aims

The aim of our xyz policy is to set out a clear and consistent process for …

2. Legislation and guidance

Describe links to any relevant legislation

3. Definitions

Where relevant, ie Safeguarding

4. Roles and responsibilities

Add in who in the Trust or the school is involved in this policy. Example below …

Where the member of staff subject to the procedure is the Headteacher, the CEO or the Chair of Governors will be responsible for coordinating the procedure.

Where the member of staff subject to the procedure is not the Headteacher, the Headteacher or a nominated member of senior staff will be responsible for coordinating the procedure.

Where appropriate, other members of staff may be asked to provide additional support to the teacher or to assist in monitoring the effectiveness of the policy. Where this happens, responsibilities will be made clear in advance.

The HR (People) Department should be consulted for advice as needed.

5. The policy itself. Add in sub-headers as needed

Laid out here

5.1 where you need a sub-header

5.2 where you need

6. Another point

Add in here

7. Another point

Add in here

9. Links with other policies

Add in links to other policies as needed. Here's an example:

This policy links to our policies on:

- Staff code of conduct
- Teachers' appraisal
- Staff grievance procedures
- Staff disciplinary procedures
- Equality information and objectives
- Early career teacher (ECT) induction

Appendix 1:

.

Use this section for any forms needed in connection to your policy.

You may have more than one.