



Learning in  
Harmony  
Trust

# Health & Safety Guidance and Policy Statement

## 2025-2026

**There is nothing we do that warrants someone's safety being placed at undue risk**

| Version name | Signed off by Trustees |
|--------------|------------------------|
| Version 1.0  | 20 March 2018          |
| Version 2.0  | 16th September 2020    |
| Version 3.0  | 22nd September 2021    |
| Version 4.0  | 28th September 2022    |
| Version 5.0  | 27th September 2023    |
| Version 6.0  | 25th September 2024    |
| Version 7.0  | 30th September 2025    |

# LEARNING IN HARMONY TRUST

## HEALTH AND SAFETY GUIDANCE AND POLICY STATEMENT

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## **REVIEW PROCEDURES**

The Health and Safety guidance and Policy Statement for the Learning in Harmony Trust will be reviewed annually and revised as necessary.

Any amendments required to be made to the policy as a result of a review will be presented to the Board of Directors for acceptance.

## Health and Safety Guidance

### INTRODUCTION

1. The Trust is a Multi-Academy Trust. The Trust as the employer has overall responsibility for the policies, procedures and their implementation in the trust.
2. The Trustees are responsible for the overall Health and Safety Policy; it is a trust wide policy and applies to each member academy.

An organisational chart for H&S Management is attached at [Appendix 1](#).

3. The Local Governing Bodies will receive periodic reports on overall health and safety issues affecting each academy and be advised of planned remedial and repair works.
4. The Head Teacher / Health & Safety nominated person has responsibility for the internal management of the academy policies and procedures, and reporting to the Local Governing Body.
5. The Chief Operating Officer assumes responsibility for health & safety matters across the Trust and reports directly to the Chief Executive Officer and local academy Head Teacher / Health & Safety nominated persons on such matters.
6. Each Academy appoints an appropriate Health & Safety nominated person at each site and has the responsibility for the day-to-day management, coordination and implementation of the policy and for liaising with contractors, and reporting to the Head Teacher.
7. Heads of Areas or Departments have responsibility for Health and Safety within their areas and for reporting to the Health and Safety Nominated Person regularly (at least termly) through department and team meetings, with reports going to the Health and Safety Nominated Person.
8. Union Safety Representatives have the right to participate in the Academy Health and Safety Working Group, where in existence, and to discuss health and safety issues as necessary with the Health and Safety Nominated Person and/or the Head Teacher.
9. Staff who are not in a union have a right to elect a representative who will also participate in the Health and Safety Working Group and to discuss health and safety issues with the Health and Safety Nominated Person and/or Head Teacher.

## **THE BOARD OF TRUSTEES**

The Trustee Board is responsible for ensuring that:

- The Health and Safety Policy statement is clearly written and it promotes a positive attitude towards safety for staff, pupils and visitors.
- The Chief Executive Officer and Head Teacher / Health & Safety nominated persons are aware of their health and safety responsibilities and have sufficient experience, knowledge and training to perform the tasks required.
- Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted.
- Sufficient funds are set aside with which to operate safe working practices.
- Health and safety performance is monitored, failures in health & safety policy or implementation recognised, and policy and procedure revised as necessary.

## **THE CHIEF EXECUTIVE OFFICER**

- Reporting to the Board of Trustees, the Chief Executive Officer (CEO) has the overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and that proper resources are made available in order to achieve this.
- The CEO will plan ahead as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.
- The CEO provides the final authority on matters concerning health and safety at work.
- The CEO will make decisions on health and safety issues based on a proper assessment of any risks to health and safety, and will ensure the control of those risks in an appropriate manner.
- The CEO delegates specific responsibility for the implementation and monitoring of the Health and Safety Policy to the Chief Operating Officer, the Business & Infrastructure Manager, and individual Headteacher / Health & Safety nominated persons.

## **HEALTH AND SAFETY COMPETENT PERSON**

The Business & Infrastructure Lead Officer (BILO) working in conjunction with The Trust's Health & Safety Manager will advise the COO & CEO on health and safety policy. Acting for and on behalf of the COO & CEO, the BILO has the responsibility for implementing and monitoring the policy, principally through the Head Teacher / Health & Safety nominated persons.

The BILO achieves this by ensuring that:

- this Policy is clearly communicated to all relevant persons;

- ensure Trust policies and procedures are produced and reviewed
- arrangements are in place to inspect the premises and monitor performance; and
- accidents are investigated and any remedial actions required are taken or requested.

## **OBLIGATIONS OF THE HEALTH & SAFETY NOMINATED PERSON/HEADTEACHER**

The Head Teacher can delegate day to day management of Health & Safety to a nominated person. This [checklist](#) is available for Head Teachers/ H&S nominated persons to understand how effectively Health and Safety is managed at their school.

The Head Teacher/H&S nominated person is responsible for ensuring:

- that the school is following the Trust's health and safety policy and has effective arrangements for managing the real health and safety risks at the school.
- to maintain effective communications with employers, governors, and the school workforce, and give clear information to pupils and visitors, including contractors, regarding the significant risks on site.
- that health and safety is incorporated into the planning and organisation of all school functions;
- the LIHT Health and Safety Policy Statement and the HSE Health and Safety at Law Poster is prominently displayed in focal points at all school sites;
- all staff are provided with adequate information, instruction and training on health and safety issues;
- that additional responsibilities for health, safety and welfare are allocated to specific individuals and that they are informed of their responsibilities and have sufficient experience, knowledge and training to undertake them and are fully aware of their roles and responsibilities;
- that when authorising work to be undertaken or authorising the purchase of equipment, the health and safety implications of such work or purchases are considered;.
- that relevant staff are carrying out suitable and sufficient assessments of hazards and risks within their areas of responsibility, and that the findings are recorded and acted upon in order to reduce risk;
- Ensure control measures have been implemented and remain appropriate and effective
- adequate consultation takes place between managers and employees to allow everyone to contribute to safe systems of work as identified from risk assessments, for example, ensuring that employees know that they can contribute to risk assessments and the design of the control actions;
- emergency procedures are in place;
- machinery and equipment is inspected and tested to ensure it remains in a safe condition, including maintenance undertaken by Bellrock Facilities Management;

- records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc;
- the activities of contractors and service providers are adequately monitored and controlled, including reviewing risk assessments, insurances and qualifications (if required);
- appropriate information on significant risks is given to visitors and contractors;
- appropriate consultation arrangements are in place for staff and their safety representatives; and
- There is a thorough investigation of any accidents, incidents or near misses, bringing these, along with any other health and safety problems, to the attention of the governors and central premises team.

## **OBLIGATIONS OF THE PREMISES SITE MANAGER**

The Site Manager is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.

They will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Head Teacher / Health & Safety nominated person, as follows:

- Formal maintenance and regular testing of the fire alarm and emergency call points, and emergency lighting and door entry systems
- Maintenance and inspection of the fire fighting equipment
- Maintenance of exit/escape routes and signage
- Supervision of contractors on site
- Legionella related testing
- Outdoor play equipment inspection
- Ladder/other equipment safety checks
- Hazardous substance assessments and storage
- Intruder Alarm checks
- CCTV site walk checks
- RCD Tests
- Internal and external lighting checks

This list is not exhaustive: all assets on site must have undertaken routine checks, maintenance inspections in line with the regulations and manufacturers instructions.

All site checks should be marked as complete on the Concerto facilities management system.

Site maintenance logs books/schedules/reports should be able to be kept accessible at the school and available for inspection; these can be hard copies or electronic.

Premises Managements Plans should be kept up to date to show how projects with Health and Safety implications are being managed.

### **OBLIGATIONS OF TEACHING/NON-TEACHING STAFF HOLDING POSITIONS OF MANAGEMENT**

This includes the Senior Leadership Team, Health & Safety nominated person, Early Years Leader, Clerical Managers/Supervisors and Site Manager. They must:

- Apply the Trust's Health and Safety Policy to their own department or area of work and be directly responsible to the Head Teacher / Health & Safety nominated person for the application of the health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Head Teacher / Health & Safety nominated person.
- Ensure that all staff under their management are familiar with the health and safety procedures for their area of work and they have the time, resources and competence to fulfil the role
- Resolve health, safety and welfare problems that members of staff refer to, and refer to the Head Teacher / Health & Safety nominated person any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure all accidents are investigated appropriately.

### **OBLIGATIONS OF CLASS TEACHERS, NURSERY STAFF AND BEFORE/AFTER SCHOOL CLUB STAFF**

Staff are expected to:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, and other emergencies, and to carry them out.
- Follow the health and safety procedures applicable to their area of work.
- Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.

- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to their Head Teacher / Health & Safety nominated person or line manager on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety e.g. when using equipment.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- Regularly check their classrooms or work areas for potential hazards and report any observed to the Site Manager.
- Report all concerns, accidents, defects and dangerous occurrences to the Head Teacher / Health & Safety nominated person or Site Manager.

### **OBLIGATION OF CATERING MANAGERS**

The Kitchen Manager is responsible for the safe operation of the catering facilities and must:

- be familiar with the Health and Safety Policy;
- prepare risk assessments and operate safe systems of work procedures for all catering activities;
- ensure that all kitchen staff are instructed and informed to work in accordance with these documents;
- inform the Head Teacher / Health & Safety nominated person of any potential hazards or defects;
- be familiar with the current Food Safety legislation, Catering Company Food Allergen and Intolerance Policies and the implications so far as the school is concerned; and
- ensure that all catering staff have received appropriate health and safety training for their role.

School staff must not use the catering facilities and equipment without the prior agreement of the Head Teacher / Health & Safety nominated person and Kitchen Manager.

### **OBLIGATIONS OF ALL EMPLOYEES**

All employees must ensure they:

- are fully aware of their roles and responsibilities, cooperate with the school's policies, procedures and risk assessments and follow any information, instructions or guidance documents made available to them, with due care for the health, safety and welfare of themselves, other employees and other persons;
- adopt safe working practices at all times and comply with the findings/other outcomes of risk assessments, whether in school, as part of extended provision and/or on educational visits;

- undertake suitable and sufficient risk assessments within their areas of responsibility, for activities to be undertaken as directed by their Line Manager;
- act in accordance with any specific Health and Safety training attended;
- report all accidents and near misses in accordance with the procedures;
- know and apply emergency procedures in respect of fire, and other emergencies;
- cooperate with other persons to enable them to carry out their health and safety responsibilities;
- inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger;
- bring to the attention of their Line Manager any accidents, near misses, dangerous equipment, defects or situations which may occur whilst in school or on educational visits;
- exercise good standards of housekeeping and hygiene;
- cooperate with any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive;
- wear personal protective equipment that is provided and to dress appropriately for the activities being undertaken; and
- report any damage or unsafe condition to the Site Manager immediately.

The Site Manager Google log form for maintenance jobs is managed by the office staff and they will contact the Site Manager by mobile if the matter is urgent.

#### **OBLIGATIONS OF CONTRACTORS AND SERVICE PROVIDERS NOT DIRECTLY EMPLOYED BY THE TRUST**

- When the premises are used for purposes not under the direction of the Head Teacher / Health & Safety nominated person e.g. the provision of school meals and cleaning (in Newham schools), or external after school activities, or a letting, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.
- All service providers must be aware of the Trust's Health and Safety Policy, procedures and risk assessments, and are required to identify and control any risks arising from their activities, and inform the Head Teacher / Health & Safety nominated person of any risks that may affect the school pupils, staff and visitors.
- All building maintenance contractors must be aware of the Trust's Health and Safety Policy, and where applicable, 'Permit to Work' requirements (including hot works permits), emergency procedures, risk assessments, method statements and have been fully inducted into the school in order to comply with these at all times.
- In instances where the contractor or service provider creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head Teacher /Health & Safety nominated person or their representative will take such actions as are necessary to protect the safety of school pupils, staff and visitors.

## **PUPILS**

Pupils, in accordance with their age and aptitude, are expected to:

- exercise personal responsibility for the health and safety of themselves and others;
- observe standards of dress consistent with safety and/or hygiene relevant to the activity being undertaken;
- observe all the health and safety rules of the school and in particular the instructions of staff in an emergency; and
- use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

## **PROCEDURES AND ARRANGEMENTS**

### **Introduction**

The following procedures and arrangements have been established within our Trust to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements. The list provides a brief summary of all the key health and safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management File.

### **Accident and Incident Reporting**

All accidents, incidents or near misses to staff, pupils or visitors should be recorded and investigated, as appropriate, to find out what happened and how any similar incident can be avoided.

All staff are required to ensure that all accidents are reported to the Appointed Person who will work in conjunction with the Premises, Health and Safety Central Team to ensure that the accident is investigated and reported to the Local Governing Body, Board of Trustees and the Health and Safety Executive as appropriate.

All incidents or near misses *i.e. something which has the potential to cause harm although it doesn't do so on this occasion*, must also be reported, so they can be investigated and appropriate steps taken to prevent a more serious re-occurrence.

Incidents must be reported by using the school's own [Google Incident form](#).

The [LiHT First Aid and Intimate Care Policy](#) and [LiHT Reporting Incidents](#) set out the relevant procedures for reporting and investigating accidents, injuries and near misses. If incidents are RIDDOR reportable, this will be completed by the Premises, Health and Safety Team, upon review of the Incident Reporting Form submitted by the school.

## Asbestos

Asbestos is a naturally occurring fibrous mineral, which was incorporated into a wide variety of materials used in the UK up to the year 2000. School Buildings constructed post year 2000 will not contain asbestos.

Asbestos exposure puts individuals at risk of contracting several serious diseases in later life, including mesothelioma, which is an aggressive cancer most commonly caused by long-term-low-level exposure to asbestos fibres, and lung cancer.

If managed actively and safely, the presence of asbestos should not pose a risk to occupants.

Undamaged, sealed materials will not release fibres. If materials containing asbestos are disturbed or damaged, asbestos fibres can be released into the air and breathed in by building occupants. This is more likely to happen as asbestos materials age and deteriorate.

The activities most likely to lead to the disturbance of asbestos materials in schools are building and maintenance work. This includes even small jobs, such as inserting drawing pins in walls, installing telephones or computers, putting up shelving or installing security systems. Anyone carrying out such work will need to know: whether the building does, or may, contain ACMs; where the ACMs are located; and what condition it is in.

The Control of Asbestos Regulations 2012 places a requirement on duty holders to undertake a suitable and sufficient assessment as to whether ACMs are likely to be present in any non-domestic premises under their control and then to manage the risk from these materials.

Each school that has asbestos present must:

- have an Asbestos Survey undertaken every two years
- ensure a refurbishment and demolition survey (R&D survey) is carried out if building works are taking place in an area where asbestos is present.
- have an [Asbestos Management Plan](#) in place where asbestos is identified through the Asbestos Survey, reviewed annually or if any changes have occurred
- have a risk assessment where the presence of asbestos is identified.
- appropriate training for the management of asbestos is given to the competent person, premises manager and site team
- staff are aware of the locations of asbestos containing materials and advised on this at induction and annually during inset days
- Staff must not affix anything to walls, ceilings etc. without first obtaining approval from the Head Teacher / Health & Safety nominated person / Site Manager.
- Staff must report any damage to asbestos materials immediately to the Head Teacher / Health & Safety nominated person.
- contractors visiting the school site are made aware of the locations of asbestos containing materials prior to commencing any work

- staff and contractors are aware of the procedures for emergency asbestos disturbance set out in [Appendix 2](#)
- Where asbestos material has been disturbed, the area must be evacuated and secured. Contact [christopher.marchant@lihtrust.uk](mailto:christopher.marchant@lihtrust.uk) or [raheema.patel@lihtrust.uk](mailto:raheema.patel@lihtrust.uk) for advice and if applicable they will inform the Health and Safety Executive (HSE) of any exposure to asbestos

### **Accessibility and Reasonable Adjustments**

In accordance with the Equality Act 2010, all sites must consider reasonable adjustments for staff, pupils, and visitors with disabilities. Accessibility plans should be reviewed annually to support inclusion and access to the built environment.

### **Construction (Design and Management) Regulations**

For major construction work meeting the thresholds under the CDM Regulations 2015, the school must ensure appointment of a Principal Designer and Principal Contractor, and maintain a Construction Phase Plan. The Trust's Estates team must be notified of all major works.

### **Contractors**

The Trust employs the services of a Facilities Management company who are responsible for the selection and management of contractors. Where schools appoint their own contractors for minor works, the appropriate Health and Safety compliance [checks](#) will be undertaken by the Health & Safety nominated lead.

Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.

### **Curriculum Safety (*including out of school learning activities*)**

All teachers with leadership responsibility are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and pupils. The risk assessments must be made known to all teaching and support staff and reviewed regularly. Guidance from CLEAPSS (Science D&T and Art), Association of Physical Education and other leading bodies should be adopted as appropriate.

### **Display Screen Equipment**

The Head Teacher / Health & Safety nominated person is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs. DSE Assessments must be completed for new staff and for all staff annually using the Flick online training system.

### **Educational Visits and Journeys**

The Head Teacher / Health & Safety nominated person and the Educational Visits Coordinator are responsible for ensuring that all school trips are managed in accordance with the [LIHT Educational Visits Policy](#) for Educational trips. All teachers must be familiar with using the

Evolve Educational Visit Management System (refer to the [Evolve user manual](#)).

### **Electrical Safety**

The **Electricity at Work Regulations 1989** requires that all electrical systems and appliances are periodically inspected and maintained. Maintenance and repair of electrical equipment is the responsibility of the school in conjunction with the arrangements made by the Premises, Health and Safety Central Team.

The Health & Safety nominated person/ Site Manager is responsible for ensuring that the hard wiring fixed installations e.g. sockets and general wiring are inspected every **five years** by a competent person and any identified remedial work is undertaken without delay. School swimming pool hard wiring must be inspected **annually**.

The Health & Safety nominated person/Site Manager will also ensure that all portable electrical equipment is tested annually. Electrical equipment brought into the school by staff or items donated which are over a year old must be PAT tested before use.

All staff must be familiar with school procedures and report any problems to the Site Manager. Staff are reminded that they must not bring electrical equipment into school without the permission of the Head Teacher / Health & Safety nominated person.

### **Expectant and New Mothers**

Any school employee who notifies the School that she is pregnant or who returns to work after giving birth, requires a [risk assessment](#) to be carried out. The risk assessment will consider the risks to employees at work who are pregnant or have returned to work after giving birth. Control measures should be implemented and relevant staff informed to ensure they are being complied with.

### **Fall Protection Systems**

In schools where there are fall protection systems installed for use by roofing contractors, site staff should **not** attempt to use them without appropriate training. An annual inspection of the equipment should be conducted by a competent contractor.

### **Fire Precautions and Emergency Procedures**

The Head Teacher / Health & Safety nominated person is responsible for ensuring:

- a) Under the **Regulatory Reform (Fire Safety) Order 2005**, there is a legal requirement for each building to have an up to date Fire Risk Assessment. A Fire Risk Assessment must be completed and reviewed annually.
- b) The school emergency plan and evacuation procedures are reviewed annually or when changes have been made to the site.
- c) The provision of fire awareness training to all staff annually and new staff induction.
- d) That a planned fire drill is undertaken once a term and recorded in your Fire Safety

- Log Book, or when there is a change to the use of the building.
- e) The preparation of specific evacuation arrangements for staff and/or pupils with special needs. A personal emergency evacuation plan (PEEP) must be completed and shared with appropriate staff.
  - f) A site plan should be prominently displayed at the entrance of your site for the Fire Brigade to use to locate areas displayed on your fire alarm.

All staff must be familiar with the school emergency plan and evacuation procedures.

### **First Aid and Intimate Care**

The [LiHT First Aid and Intimate Care Policy](#) sets out the trust's requirements for minimum numbers of at work qualified staff and staff with additional Paediatric certification, along with the requirements for recording and intimate care provision.

All staff must be familiar with the local school arrangements as a list of first aiders should be displayed prominently in key areas of each school building.

### **Food Technology**

Schools where food is prepared, such as food technology classrooms, pose a range of specific safety hazards in addition to those connected with food safety and hygiene. For example, electrical appliances can cause electric shock or fire, trailing cables can create a tripping hazard, gas can cause an explosion and contact with knives can cause injuries. A risk assessment should be completed to ensure control measures including allergens and food intolerance should be implemented when preparing food and using catering equipment. Staff regularly handling and preparing food should complete a food hygiene training programme.

### **Hazardous Substances**

Control of Substances Hazardous to Health Regulations 2002 (COSHH) requires an assessment to be made of the work processes that involve the use of substances that are hazardous to health. The COSHH regulations do not solely apply to cleaning products. Consideration will also be given to cleaning, decoration, maintenance works, janitorial supplies, science, design and technology, art and other relevant curriculum subjects.

The Site Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used. Hazardous products must only be purchased if COSHH data sheets can be obtained from the supplier and attached to the COSHH risk assessment.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Head Teacher / Health & Safety nominated person. A risk assessment should be

completed and signed off by a Health & Safety nominated person. The Risk assessment and data sheets should be shared with relevant staff using the products.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision. These will include such items as:

- Spirit based marker pens
- Corrective fluid
- Aerosol paints

All the above should be used in a well-ventilated area.

### **Inclusion**

All teaching and support staff should be familiar with the individual school's policies on Inclusion. The Head Teacher / Health & Safety nominated person is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with SEND. All teaching and support staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.

The SENCO, class teacher and any relevant member of support staff must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with SEND. No pupil should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable. Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Head Teacher / Health & Safety nominated person.

### **Infectious Diseases and Respiratory Illnesses**

Schools must follow the Trust's Infectious Diseases [Guidance](#) on Managing and Reporting Infectious Diseases. Relevant Staff should be briefed during induction and annual staff training, to refer to this guidance.

Where applicable, an individual staff risk assessment should be completed for those with higher risk of exposure; adjustments or control measures need to be implemented to minimise the risk e.g clinically extremely vulnerable staff with serious underlying health conditions, pregnant staff up to 28 weeks with underlying health conditions or pregnant staff with or without underlying health conditions who are past 28 weeks into their third trimester.

### **Legionella**

Legionnaires' disease is a type of pneumonia. It is an uncommon but serious disease caused by the bacterium *legionella pneumophila*. Legionnaires' disease does not spread from person to person. People catch Legionnaires disease by inhaling small droplets of water suspended in

the air which contain the Legionella bacteria. However, most people who are exposed to Legionella do not become ill. Outbreaks occur from purpose-built water systems where temperatures are warm enough to encourage growth of the bacteria e.g. in cooling towers, evaporative condensers and from water used for by pupils, staff and visitors.

To prevent Legionella exposure, all schools must have a Water Risk assessment completed by a specialist on the hot and cold water systems every two years. The Water Risk Assessment will generate a legionella management action plan, which if followed will reduce the risk of a legionnaires' positive test. The legionella management plan will set out the periodic and frequent actions that must be taken to ensure water safety on the premises. Employees must be instructed in their duties under the plan, and records must be maintained in accordance with the management plan. Corrective action must be taken when compliance checks identify issues with water management.

The school should ensure that all work undertaken under their control on pipe runs, water systems and components complies with the standards detailed in Legionnaires' Disease - The Control of Legionella Bacteria in Water Systems, Approved Code of Practice and Guidance L8. Water Sampling and Testing must also be carried out by a specialist water management company.

#### **Lettings/shared use of premises/use of Premises outside School Hours**

The Head Teacher / Health & Safety nominated person is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the trust's Health and Safety Policy and LIHT schools lettings policy ([Link](#)).

Each school is responsible for identifying and managing the arrangements for lettings, e.g. staffing requirements, provision, fire and emergency arrangements, and any restriction on use of facilities and equipment. Also ensuring hiring charges are collected in a timely manner, monitoring income and expenditure and reviewing hourly rates where appropriate. Schools to produce charging and payment schedules to be approved HT and Head of Finance before starting any lettings, schools with existing lettings should review their charges. To ensure all costs are being covered refer to this [checklist](#).

Each school has its own Lettings google form for hirers to complete, the link to share with hirers in this [folder](#), as well as the google form and responses sheet. Please do not change any part of the form as it needs to be consistent with each school, except for question 27, you should add and remove any rooms that are not relevant to your site.

Once a hirer has completed the Lettings google form, if you wish to go ahead with the booking a [Lettings Agreement Form](#) must be completed by the school and signed by both the school and the hirer.

## **Lockdown Procedures**

A lockdown is the ability to quickly restrict ingress and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown or invacuation is the act of moving people to a safe place inside a building when there is danger outside or in another part of the building. It is the opposite of an evacuation, when people are removed from a building

It is recognised that due to their nature some sites may not be able to physically achieve lockdown, in which case agreed measures should be put in place to mitigate any potential threat to the highest degree possible.

“Invacuation” might be required if:

- There is local air pollution due to a nearby fire or chemical release.
- There is a dangerous animal (usually a dog) within the grounds.
- There is an incident or civil disturbance in the area that might affect the school.

Lockdown might be implemented if:

- There is an aggravated, disturbed or intoxicated person trying to gain access to the school (this could be a parent or a stranger).
- There is an intruder on the site.
- There is an internal threat from a student.

“Invacuation” or lockdown will be triggered if there is an urgent imminent threat, or as a precaution because of a threat in the vicinity

The Central Team will support Schools to create their own tailored lockdown procedures bespoke to their site, from the [Master template document](#) and agree panic button locations. Lockdown procedures will help to raise awareness for the senior leadership team to understand what is involved and enable them to develop processes and install equipment (panic buttons) where applicable, in preparation for implementing lockdown procedures should the need arise.

## **Lone Working**

Lone workers can be defined as anyone who works by themselves without close or direct supervision. Facilities and cleaning staff may be regular lone workers, but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times. A lone working risk assessment must be completed.

Any member of staff working after hours must notify the Head Teacher / Health & Safety

nominated person and Site Manager of their location and intended time of departure. The Site Manager should notify the Head Teacher or School Operations Manager if they are lone working and a local procedure for confirming arrival and departure will be established. A [lone working risk assessment](#) should be completed when required. Lone workers should not undertake any activities which present a significant risk of injury.

### **Managing Medicines**

No pupil is allowed to take medication on to the school site without a letter of consent from his/her parent/carer. Staff must notify the Head Teacher / Health & Safety nominated person if they believe a pupil to be carrying any unauthorised medicines/drugs. The school policy for [managing medicines](#) provides detailed guidance and all staff should be familiar with this policy.

### **Maintenance and Inspection of Plant, Equipment, Buildings and Grounds**

The detailed arrangements for the maintenance, inspections and surveys of plant, equipment, buildings and grounds should be listed in each school's premises management plans under preventative planned maintenance (PPMs) managed by the School Business Manager, School Operations Manager or Health and Safety nominated person. These must include the regular maintenance, testing and inspection of:

- the fire alarm and emergency call points, and emergency lighting and door entry systems
- the fire fighting equipment
- exit/escape routes and signage
- Legionella related testing
- Outdoor play equipment inspection
- Ladder/other equipment safety checks
- Hazardous substance assessments and storage
- Intruder Alarm checks
- CCTV site walk checks
- RCD Tests
- Internal and external lighting checks
- Gas Appliances
- Grounds Maintenance
- Conditions Surveys

The premises management plans should show last inspection, next inspection dates, frequency, outcome of inspections and remedial actions.

All faulty equipment and furniture must be taken out of use and reported to the Site Manager. Staff must not attempt to repair equipment themselves.

All machinery and plant should be of suitable safety specifications. Certain pieces of

equipment and plant must have a separate inspection (from maintenance inspections) and or tested as part of a statutory safety regime as part of the School's insurance cover. These include for example lifts, boilers, extraction equipment for the control of hazardous substances, pressure systems etc. under the Lifting Operations and Lifting Equipment Regulations (LOLER) and the Provision and Use of Work Equipment Regulations (PUWER), to ensure it remains safe for use throughout its lifetime.

### **Manual Handling and Lifting**

The Head Teacher / Health & Safety nominated person will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible. All staff must read the School's Manual Handling Risk Assessment and complete training. No member of staff should attempt to lift or move any heavy furniture or equipment (e.g. paper deliveries) themselves but must ask the Site Manager for advice and assistance. Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment. Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

### **Minibus Driver Safety**

Schools must have in place appropriate arrangements to ensure the competency of minibus drivers e.g. annual driving licence checks. All Trust employees and volunteers who drive the minibuses must have completed the Minibus Driver Awareness Scheme (MiDAS) training, which should be refreshed every four years and demonstrate competency to drive a minibus at all times. Complete use of [minibus form](#) to record driver details save on personnel files. Schools must ensure minibus is kept roadworthy, serviced, insured plus MOT, Road Tax and Section 19 permits are valid. Refer to [LIHT Minibus Operating Procedures](#) for more information

### **Occasional Business Use Motor Insurance Cover**

The Trust has Occasional Business Use Motor insurance cover for LIHT staff to make use of in the event of an accident when staff drive their personal vehicle on a journey which could be considered on the business of the trust.

Example of what this could cover include:

- Driving between sites for meetings or training
- Driving to a shop or another establishment on the business of the trust
- Transporting items or equipment from one site to another in a personal vehicle.

Schools must appoint a responsible person to collect and manage the required documentation for any staff using their personal vehicle and wishing to claim mileage.

More information can be found in the [LIHT Occasional Business Use Motor Cover Procedures](#)

### **Occupational Health referrals**

In recognising the Trust's duty of care to employees, Head Teachers/Line Managers are expected to address concerns as soon as they arise. Informal reviews, including home visits and referral to the Occupational Health Service (OHS), may therefore take place before the trigger points are reached. OHS advice should be followed on how to deal with the employee's medical condition. For more detailed guidance refer to the LIHT Sickness Policy and Procedures in the [LIHT HR Hub](#). If you are unsure whether a referral is the best approach, how to complete the OHS referral or you need additional support and guidance with the OHS report contact the LIHT Central HR Team by email [HR@lihtrust.uk](mailto:HR@lihtrust.uk)

### **Outdoor Play Equipment**

The outdoor play equipment and safety surfacing complies with BS/EN standards and is formally inspected annually by a competent contractor. The Site Manager undertakes weekly checks of the play equipment and play areas, but supervisory staff should always make a visual check of all play equipment before it is used.

Schools should ensure use of playground risk assessments have been completed for each item of equipment, playground use and all staff supervising play activities must be familiar with these assessments. If the supervision levels recommended in the assessment cannot be achieved, the equipment should not be used.

Pupils and pupils' siblings are not permitted to use the play equipment after school hours. Any member of staff who observes unauthorised use of the play equipment must report it to the Head Teacher / Health & Safety nominated person or Site Manager immediately.

### **PE Equipment**

The nominated Health & Safety person / PE Coordinator is responsible for ensuring that all PE equipment is suitable and safe for the PE lessons planned, referring to the age and abilities of the pupils. The nominated Health & Safety person / PE Coordinator is responsible for producing PE Risk assessments for all PE lessons, all staff must be familiar with the control measures; PE equipment must be visually checked before lessons and returned to the designated store area after use. Any faulty equipment must be taken out of use and reported to the Head of Department or Health & Safety nominated person.

Pupils must not use PE Equipment unsupervised.

A maintenance inspection should be carried out annually for all indoor and outdoor PE Equipment by an external competent contractor, and any remedial actions should be undertaken immediately. For example Wall bars, ropes, beams, vaulting horses, benches and mats this list is not exhaustive.

## **Personal Protective Equipment (PPE)**

Where the need for PPE has been identified in Risk Assessments, it is the Head Teacher / Health & Safety nominated person's responsibility to ensure adequate supplies of suitable PPE. Where a need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health. Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to the Head Teacher / Health & Safety nominated person.

Premises staff should be bought suitable PPE to use in all weathers; this should be reviewed for adequacy and maintained as appropriate.

## **RAAC**

The Department for Education is asking all Responsible Bodies to look for RAAC in their buildings. RAAC is a lightweight, 'bubbly' form of concrete commonly used in construction between the 1950s and mid-1990s. It is predominantly found as precast panels in roofs (commonly flat roofs, sometimes pitched) and occasionally in floors and walls.

This [guide](#) will help schools to identify where RAAC panels may be present in buildings. In many cases, RAAC panels can easily be identified if a building's structure is not covered by finishes or decoration (such as ceilings). Where RAAC is identified schools should contract the Premises, Health and Safety Central Team.

## **Risk Assessments**

Risk assessments identify measures to control risks during school activities. Health and safety law requires the school to assess risks and put in place proportionate control measures. The law also requires it to record details of risk assessments, the measures taken to reduce these risks and expected outcomes. Risk Assessments should regularly (at least annually) be reviewed to check control measures are still effective and school specific information is updated.

It is the Head Teacher / Health & Safety nominated person's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school e.g. working at heights, manual handling, classroom risk, playground use and Control of Substances Hazardous to Health (COSHH) etc. The Head Teacher / Health & Safety nominated person is responsible for undertaking general risk assessments with the exception of the areas listed below.

Teachers with leadership responsibility will undertake risk assessments for their specialist

areas. These should be read and signed by all staff that will carry out the activities. e.g EYFS, PE etc.

The Site Manager will undertake risk assessments for maintenance and cleaning. These should be read and signed by all staff that will carry out the activities. e.g. safe use of ladders, COSHH

The Educational Visits Coordinator must ensure that risk assessments are completed by all staff using the Evolve Educational Visits Management System, who organise and lead school visits.

### **School Meals Food Safety**

Areas in which food is consumed should be kept in a clean and hygienic state. This can pose particular problems in the case of 'multi-use' eating areas commonly found in schools. Many school canteens are also used as school halls, drama studios, theatre stages or as venues for holding indoor PE lessons. Such arrangements are clearly not ideal, as a number of food hygiene risks are inevitably likely to arise in these circumstances. However, in the absence of alternative provision being available, any food safety risk assessment would have to pay special attention to the impact of such uses on the safe consumption of food at mealtimes. Sufficient time is allowed for proper cleaning routines to take place before and after food is served and eaten. Good hygiene practices should also be built into all activities conducted in the eating area, whenever they take place.

In schools where food is prepared or served, adequate safety arrangements should be in place with regard to the following:

- food safety risk assessments, and related control measures;
- food allergen and intolerance control measures (Newham schools should refer to Juniper Catering policies, this is [link](#) to the policies, overview and procedures guidance)
- the safe storage, handling, preparation and serving of food;
- food preparation/serving environment – including accommodation,
- fixtures/fittings, flooring, surfaces, windows, ventilation etc.;
- cleaning routines;
- hygiene and infection control;
- staff training;
- equipment safety;
- control of hazardous substances;
- gas/electrical safety;
- fire safety;
- pupil supervision; and
- emergency procedures.

## **Site Security/Violence**

The Site Manager is responsible for the security of the school site and will undertake regular checks of the perimeter boundary walls /fences, gates, visitor entrance points, outbuildings and external lighting. The Site Manager is also responsible for the security of the site during after school use and lettings.

Schools must ensure they follow the procedures and arrangements set out by Premises, Health and Safety Central Team, relating to CCTV, Fire Alarm, Intruder Alarm and Keyholding Services monitoring companies.

All visitors must sign in and out at the school reception desk. This includes parents and peripatetic teachers/specialists. A visitor badge will be issued which must be worn at all times in school. Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant. Staff must query, if safe to do so, any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.

If an intruder becomes aggressive, staff should seek assistance and not challenge them on their own. Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in an area of the school where assistance is available. The Head Teacher / Health & Safety nominated person should be notified in advance of these meetings where possible.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Head Teacher / Health & Safety nominated person.

## **Sharps Safety Management**

The Trust is committed to maintaining a safe environment for all pupils, staff, contractors, and visitors, including effective management of sharps (e.g. needles, syringes, blades, broken glass). Sharps present a significant risk of injury and exposure to blood borne viruses (BBVs), such as Hepatitis B, Hepatitis C, and HIV. All schools must ensure that staff understand their responsibilities in identifying, handling, using, and disposing of sharps safely.

Each school must identify areas of potential exposure, by assessing supervision and access control, outline storage and disposal procedures, and specify control measures. This assessment must be reviewed at least annually, and after any sharps related incident or significant changes to site use. Whilst assessing the risk schools should also consider pupils who require medical procedures involving sharps.

Where a sharp is discovered on site (e.g. discarded needle or blade), the area must be immediately cordoned off and pupils removed. Staff must notify the school office to obtain the sharps retrieval kit. Only trained staff should handle sharps, wearing puncture resistant gloves and using appropriate tools (e.g. tongs or grabbers). Under no circumstances should sharps be

picked up with bare hands or handled directly. Items must be placed directly into a clearly labelled, British Standard compliant sharps box that is stored securely and out of pupils' reach. The sharps box must never be overfilled and should be collected by a licensed clinical waste contractor when full.

Where pupils require prescribed medication via injection (e.g. insulin), the administration must be carried out by trained staff in line with the pupil's Individual Healthcare Plan. Staff must wear disposable gloves, use the medication as instructed, and dispose of used needles or syringes directly into the school's designated sharps bin. Needles must never be recapped, passed hand to hand, or placed in general waste. The sharps bin must be stored securely, regularly checked, and arrangements made for clinical waste collection.

Any injury involving a sharp must be treated as a medical emergency. Staff should encourage bleeding under running water, wash the wound with soap (without scrubbing), dry and cover it, and seek immediate medical advice. All sharps related incidents must be reported and recorded, and if there is risk of exposure to a BBV, the Trust's Health and Safety Officer must assess the need to report under RIDDOR.

### **Smoking, Drugs and Alcohol**

It is illegal to smoke (including e-cigarettes and vaping) anywhere on school premises at all times. Drinking alcohol and the taking of illegal substances is prohibited on school premises at all times (refer to Code of Conduct) unless a licence has been obtained for a specific event or the Head Teacher has given specific consent. Staff should be informed during induction.

### **Snow and Ice**

Health and Safety legislation requires employers to ensure, so far as is reasonably practicable, safe access to, and exit from, premises. This [guidance](#) provides some practical solutions and advice to assist Head Teachers in maintaining safety during frosty, icy and snowy weather for staff, pupils, parents and visitors.

### **Storage and Disposal of Waste**

The Environmental Protection Act 1990 allows waste from schools, including laboratories, to be treated as domestic waste although there is a duty of care on the disposer to ensure that waste does not harm future handlers. However, hazardous waste must be collected from schools by registered waste carriers. Schools are legally responsible for keeping the school grounds free of litter, dog mess and refuse under this Act.

There should be adequate provision for:

- Recycling of waste (wherever practicable).
- Secure storage (eg external containers with fitted lids) and disposal of general waste.
- Storage and disposal of clinical waste.
- Disposal of hazardous waste.
- Disposal of Food Waste

## **Stress**

The Board of Trustees and Head Teachers are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- an environment in which there is good communication, support, trust and mutual respect;
- training to enable them to carry out their jobs competently;
- control to plan their own work and seek advice as required;
- involvement in any major changes;
- clearly defined roles and responsibilities;
- consideration of domestic or personal difficulties; and
- individual support, mentoring and referral to outside agencies (e.g. Occupational Health and Counselling Service) where appropriate.

Where stress or depression is given as a reason for sickness, employees should be referred to the OHS so that early interventions can take place to address any underlying work-related issues. The HSE stress risk assessment tool can be used to support any employee to identify and address causes of stress at work.

## **Swimming**

Some Trust schools operate their own swimming pool and swimming programmes as part of the PE curriculum. The schools are responsible for ensuring the swimming pool operating procedures and risk assessments are compliant and reviewed on an annual basis. All staff maintaining the pool must complete Swimming Pool Operator Training.

## **Thermal Comfort and Climate Preparedness**

The Trust recognises the increasing risk posed by climate change, including heatwaves and extreme weather. Senior leadership teams must take reasonable steps to ensure classrooms maintain safe temperatures, and schools should follow UKHSA guidelines during extreme weather, including hydration, ventilation and shaded play areas. Refer to [LIHT Hot Weather Guidance in Schools](#).

## **Traffic and Pedestrian Safety**

Based on a risk assessment process, where necessary schools will develop a site-specific traffic management plan.

## **Ventilation**

Schools must ensure there's an adequate supply of fresh air (ventilation) in enclosed areas. This [guidance](#) provides some practical solutions and advice to assist head teachers and heads of establishments.

## **Working at Height**

The Site Manager is responsible for the purchase and maintenance of all ladders in the school. All ladders conform to BS/EN standards as appropriate. Site staff should complete regular use

of ladder checks. Annual Ladder Inspections must be carried out by a competent person. The Site Manager is also responsible for completing risk assessments for all working at height tasks in the school.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor. When hanging decorations or displays, a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.

Staff must not work at height when alone. If planning to use a step ladder, staff must ask the Site Manager for help to erect it properly and have an assistant to hold the ladder steady and pass the materials needed.

## **Staff Training and Development**

### **1. Health and Safety Training Requirements**

The Headteacher and Health and Safety nominated person are responsible for annually assessing the health and safety training needs of all staff by referring to LIHT Health and Safety Training Matrix and for arranging any identified training.

Health and Safety training is essential to ensure that all members of the school community are knowledgeable about potential hazards, safe practices, and emergency procedures.

The school will establish clear training requirements, which will include:

- Identifying specific roles and responsibilities for staff and students regarding health and safety.
- Determining the frequency and duration of required training sessions.
- Ensuring that training programs cover various aspects of health and safety, such as fire safety, first aid, emergency evacuation, and the safe use of equipment and hazardous materials.
- Setting competency standards that attendees must achieve during training.
- Developing and maintaining a training record system to track attendance and completion of required courses.

### **2. Induction Training for New Staff**

New staff members joining the school will undergo comprehensive induction training. This training will be designed to acquaint them with the school's health and safety policies and procedures, including:

- An overview of the school's commitment to health and safety.
- Emergency response and evacuation procedures.
- Safe use of equipment and facilities.

- Reporting procedures for incidents, accidents, and hazards.
- Introduction to the Health and Safety Committee and available resources.

Induction training will be mandatory and will be provided as soon as practicable after joining the school. All new staff will be informed which courses they are expected to carrying out based on their role as part of the school induction process

### 3. Ongoing Training and Development

Health and safety training is not a one-time event but an ongoing process to maintain and enhance awareness and competency. The school will implement the following ongoing training and development initiatives:

- Regular refresher courses to ensure that staff and students remain current with safety protocols and best practices.
- Tailored training programs for specific roles or departments with unique safety requirements.
- Participation in external training programs and workshops to stay informed about the latest safety trends and regulations.
- Encouraging staff and students to pursue relevant certifications and qualifications related to health and safety.
- Continual assessment of training effectiveness and adjustments to the training program as needed.

Health and safety should be a regular agenda item for staff meetings and on the September INSET day in each new school year.

All staff should receive health and safety briefings on an annual basis relating to:

- Fire Safety
- Working at Height
- Manual Handling
- Asbestos Awareness (if present on site)
- Use of Hazardous Substances
- First Aid
- Incident Reporting
- Reporting faulty equipment
- Reporting wear and tear to school building and external areas
- Signposting to relevant risk assessments and policies.

Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

## Emergency Planning

### 1. Critical Incident Plans

The Trust is committed to maintaining comprehensive critical incident plans that cover a range of potential incidents, including but not limited to fires, natural disasters, medical emergencies, and security threats. These plans outline the following:

- Clear procedures for responding to various types of emergencies.
- Assignment of roles and responsibilities during an emergency.
- Evacuation routes and assembly points.
- Communication protocols with emergency services, such as the local fire department, police, and medical responders.
- Procedures for providing assistance to individuals with disabilities or special needs during evacuations.
- Protocols for notifying parents and guardians in the event of a significant emergency affecting the school community.

### 2. Communication During Emergencies

Effective communication is vital during emergencies. The school will implement the following communication strategies:

- Establish a designated critical incident team responsible for disseminating information to students, staff, parents, and the broader community.
- Maintain a variety of communication channels, including text messages, emails, phone calls, and social media, to reach stakeholders quickly and efficiently.
- Ensure that communication materials are clear, concise, and provide actionable instructions during emergencies.
- Regularly test communication systems to verify their functionality.

### 3. Drills

To ensure preparedness to familiarise students and staff with emergency procedures, the school will conduct regular planned emergency drills, including but not limited to fire drills, where possible lockdown drills, and evacuation drills, maintaining records of drill participation and outcomes.

#### 4. Business Continuity Planning

In the event of an emergency or disaster that disrupts normal school operations, the school will implement a business continuity plan. The plans should have sensitive information restricted to being shared with relevant staff and linked to the [Business Continuity Centre](#) on the LIHT Hub. This should be reviewed annually to ensure information is updated where necessary.

This plan will include:

- Identification of critical functions and operations that must continue during and after an emergency.
- Procedures for ensuring the continuity of teaching and learning.
- Protocols for securing critical data and records.
- A system for relocating and operating from an alternate site if necessary.
- Steps for recovery and returning to normal operations post-emergency.

#### **Monitoring and Review**

##### 1. Health and Safety Inspections

The Trust will ensure an annual health and safety audit is conducted, led by a competent person, to assess the condition of facilities, equipment, and adherence to safety protocols. Inspection findings will be documented, and corrective actions will be assigned and tracked to resolution.

##### 2. Incident Reporting

All incidents, accidents, near misses, and unsafe conditions will be reported promptly using the designated reporting procedures. Incident reports will be thoroughly investigated to determine root causes and implement corrective actions to prevent recurrence.

##### 3. Data Analysis

Data collected from incident reports, inspections, and other safety-related activities will be analysed regularly to identify trends and areas that require improvement. The analysis will inform the Trust's decision-making process and drive continuous safety enhancements.

##### 4. Continuous Improvement

The Trust is committed to a culture of continuous improvement in health and safety. Feedback from staff, students, and stakeholders will be sought and considered in the review and refinement of policies, procedures, and safety measures. Regular review meetings, involving relevant stakeholders, will be conducted to ensure that the health and safety program remains effective and up to date.

## **Legal Compliance**

### **1. Compliance with Relevant Legislation and Regulations**

The Trust acknowledges its legal obligations to comply with all relevant health and safety legislation and regulations, including but not limited to:

- Health and Safety at Work Act 1974
- Fire Safety Regulatory Reform (Fire Safety) Order 2005
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Equality Act 2010 (including provisions for accommodating individuals with disabilities)
- Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR) 2013
- Control of Asbestos Regulations 2012 (CAR)

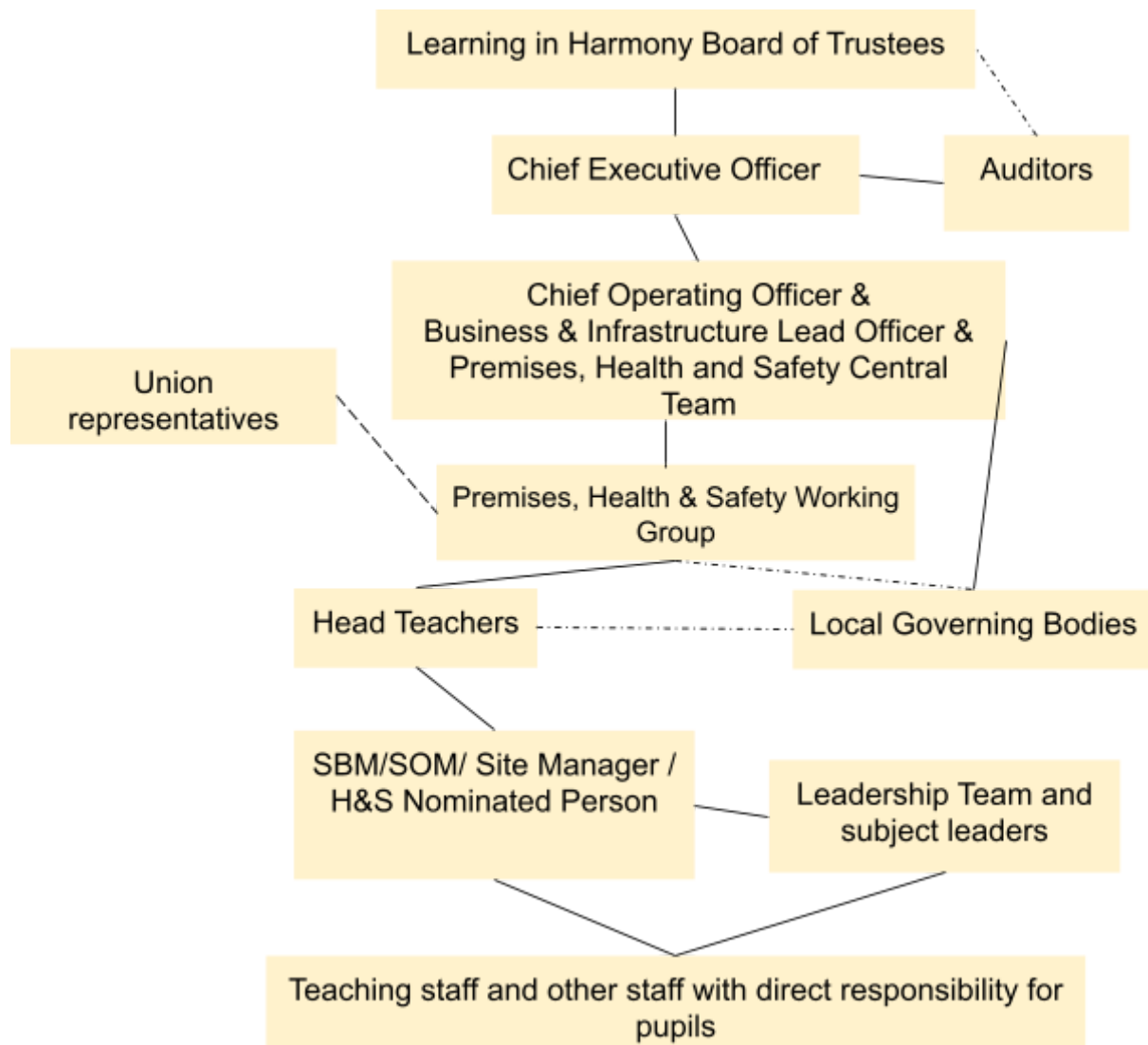
### **2. Compliance Audits and Assessments**

The Trust will regularly conduct external audits and assessments to ensure ongoing compliance with applicable laws and regulations, and the school will cooperate fully with such audits.

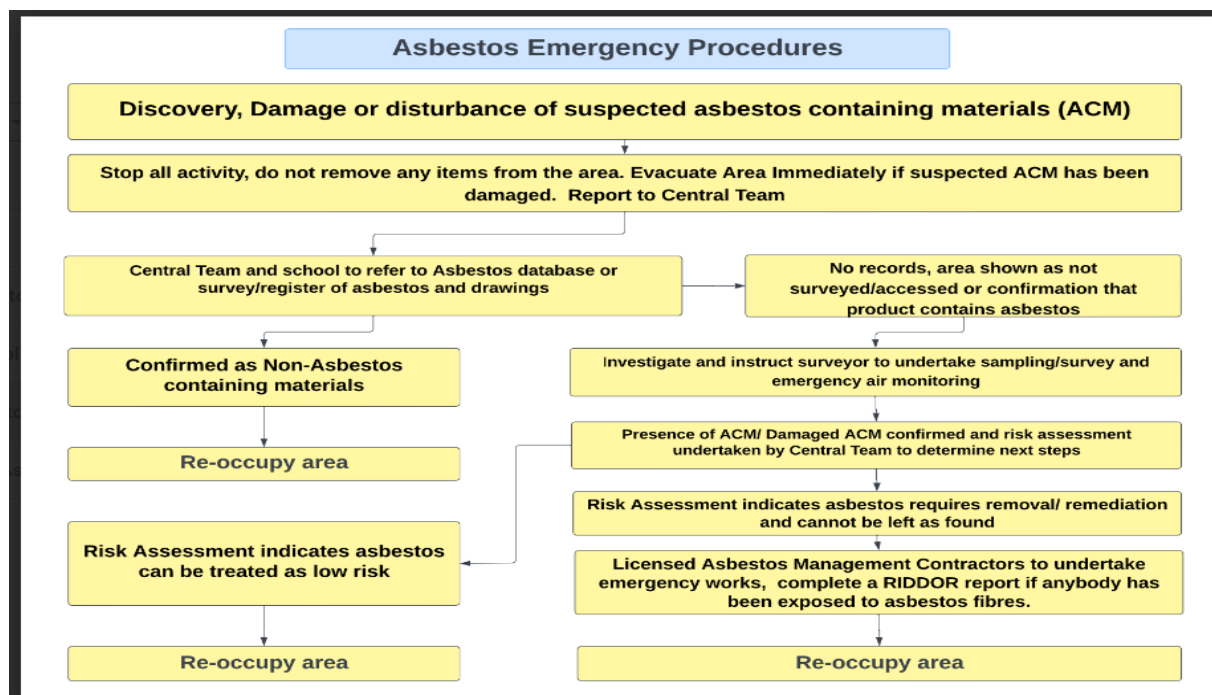
### **3. Reporting to Regulatory Authorities**

In accordance with legal requirements, the school will report all relevant incidents and compliance information to the Central Premises, Health and Safety Team to submit to the appropriate regulatory authorities as mandated by law. Records of such reports will be maintained and made available for inspection when necessary.

## Appendix 1 – Organisational Chart -



## Appendix 2 - Asbestos Emergency Procedures Flowchart



## Appendix 3 - Health and Safety Policy Statement 2025-2026



### Learning in Harmony Trust Health and Safety Policy Statement 2025-2026

Learning in Harmony Trustee Board recognises that people are a key resource within the organisation and therefore fully accepts its responsibilities as an employer with regard to the health, safety and well-being of its employees, students within its care and where appropriate, visitors to its premises, and others who could be affected by its actions.

This statement applies to all its premises and all activities engaged in both on and off site. The Trust will provide and maintain, so far as is reasonably practicable, working and learning environments and systems of work, which are safe, without risks to health, and as a minimum satisfy the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other health and safety associated legislation.

We recognise that developing a high level of health and safety management has benefits for the protection of our staff, our property and our business performance. My responsibility is to ensure that all employees have a safe workplace and the duties they perform do not place them at undue risk. To become a High Performing Trust, we commit all Headteachers to agreeing and implementing the Trust safety management system within the services they manage, which identifies and minimises risk to staff and others to whom we have a duty of care.

The Trust will have lead responsibility on all matters concerning safety, developing strategies that reduce the risks to staff and others. The following principles will apply throughout the organisation:

1. **A positive safety culture**, which is actively and visibly supported by elected members of the Trust, senior management and safety reps and their committees, will be encouraged throughout the organisation.
2. **Health and safety management is an integral part of the managers' function and will be integrated into management duties and the decision-making processes.** Managers have specific duties and responsibilities to comply with this and all other Trust policies to ensure that systems of work and supervision are designed to take account of all health and safety risks.
3. **Equal importance will be given to achieving health and safety targets**, as with all other business targets and its performance will be monitored. Adequate resources will be provided and arrangements for ensuring the health and safety of visitors will be developed with external agencies being consulted where necessary.
4. **Where possible, we will adopt systems that exceed the requirements within statutes, regulations, codes of practice, guidance and best practice.** Ensuring the continual improvement to health and safety performance is a mandatory requirement for all staff.
5. **Systems will be developed and maintained for the effective communication of health and safety matters.** Employees will be positively engaged and consulted in the decision-making process, normally via their representatives.
6. **Appropriate information, instruction and training will be provided to employees**, including induction training for all staff and training or information for temporary staff and volunteers to ensure competency and safe performance of their duties.
7. **Incidents and 'near-misses' will be reported, analysed and investigated**, to provide information for future planning and ensure that current policies and procedures are being followed and remain adequate.
8. **Equipment and machinery will be safe for use and fit for purpose.** Managers are responsible for ensuring that adequate servicing arrangements are in place to maintain equipment and machinery, ensuring that it is fit for purpose at all times.
9. **Employees have specific responsibilities to support management in their activities.** Employees have a key role in supporting management by complying with policies and procedures and alerting management to any hazards, physical or procedural and must take care of themselves and anyone that could be affected by their activities.
10. **Arrangements for the effective planning, development and review of this policy statement** and other safety arrangements will be clearly stated in supporting documents.

#### **Safety is the responsibility of everyone within the organisation.**

Effective management of health and safety can only be achieved by a co-operative effort from all levels in the organisation. I am personally committed to making Learning in Harmony Trust one of the safest places to work and I expect total commitment from all employees in helping me achieve this.

A handwritten signature in black ink that reads "Gary Wilkie".

Gary Wilkie,  
Chief Executive Officer

1<sup>st</sup> September 2025

**There is nothing we do that warrants someone's safety being placed at undue risk**