

Health and Safety Policy

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Health & Safety Policy Statement

As a leader of the community that it serves, Red Kite Learning Trust (the Trust) recognises and accepts the financial and legal responsibilities and duties that it has for the health, safety and welfare of its employees and others affected by The Trust's activities.

The Trust's commitments are:

- To prevent injury and ill health associated with Trust activities.
- To provide a healthy and safe working environment
- To promote a positive health and safety culture throughout the organisation
- To satisfy applicable legal and other requirements
- To control health and safety risks through applying a hierarchy of control
- To continually improve the Trust's health and safety management system and performance
- To engage employees in developing and implementing a joint approach to the management of health, safety, and welfare
- To set health and safety objectives and monitor their achievement.

In our positions as Chair of the Trustees and Chief Executive Officer, we are committed to integrating health and safety into decision-making and risk management processes within the Trust. The Trustees will support us in this role and, together with the wider Executive Leadership Team within the Trust, will ensure the effective leadership of health and safety for the Trust and others affected by the Trust's activities.

Employees with management responsibilities will ensure that all significant risks are properly assessed, controlled and any measures implemented to mitigate risk are appropriately monitored. We regularly review these assessments, to ensure that the Trust complies with legal requirements and strives to achieve best practice.

We will maintain arrangements to consult employees, trade union representatives and others who may be affected by The Trust activities, to encourage a joint approach to the management of health, safety, and welfare.

The Trust expects all employees and those undertaking work on behalf of, or in partnership with, the Trust to take reasonable care of their own health and safety, for the health & safety of others and to co-operate with the Trust in the performance of its moral and statutory duties.

The Trust will monitor health and safety performance and review its policies and procedures to ensure the achievement of best practice in all aspects of health and safety management.

Chair of Trustees – Chris Tulley

Chief Executive Officer – Richard Sheriff

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The Trust is committed to developing and encouraging positive working practices that support and enable our leaders and colleagues to undertake their roles to the best of their abilities and therefore achieving our mission of nurturing ambition, delivering excellence and enriching children's lives. To support this, all policies and procedures will:

1. Support the mission, values and goals of our Trust whilst recognising the differences between our schools and teams.
2. Consider the health and wellbeing of our colleagues, as well the need to support and encourage work-life balance.
3. Ensure compliance with legislative and regulatory requirements for employment and support the fair and consistent implementation of terms and conditions of employment. This includes:
 - The current schoolteachers' pay and conditions document.
 - The conditions of service for schoolteachers in England and Wales (the 'Burgundy Book')
 - The NJC local government services national agreement on pay and conditions of service (the 'Green Book')
4. Provide clear, concise and accessible information and guidance on entitlements and parameters within which leaders will be required to manage their teams.

Terms and conditions for individual colleagues are as set out in their statement of particulars. The Trust policies, procedures and guidance support these contractual provisions but are not considered to constitute part of the terms and conditions unless otherwise stated.

1. Health and Safety Organisation

This section details the health and safety roles and responsibilities assigned to specific posts and functions within the Trust under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

1.1 Chair of the Trustees

The Chair of the Trustees ensures that the work of the Trust Senior Leadership Team and Trustees conduct themselves in accordance with the Trust's policy and procedures for health and safety and with due regard for relevant statutory provisions.

1.2 Trustees

All Trustees ensure that all the decisions they make are in line with this policy and other Trust policies and procedures. This ensures that they give due regard to health and safety and any relevant statutory provisions. This principle is upheld by all committees and during all contacts with employees and members of the public.

1.3 Chief Executive Officer

The Chief Executive Officer has overall personal responsibility for the effective leadership of health and safety within the Trust. The Chief Executive Officer carries out the following duties:

- Ensure that the health and safety policy and management systems are an integral part of the Trust's culture, of its values and performance targets.
- Provide effective leadership to Trustees by agreeing and reviewing targets for maintaining standards and, where appropriate, for achieving improvements in health and safety performance.
- Ensure that adequate resources are made available to achieve high standards of health and safety.
- Monitor and review health and safety performance by receiving both specific (e.g., incident-led) and routine reports.

1.4 Director of Estates

The Director of Estates is responsible for the effective leadership of health and safety within the individual schools and will act as the competent person in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999. The Director of Estates carries out the following duties:

- Ensures that the health and safety policy and management systems are an integral part of the individual school, of its values and performance standards.
- Ensures that the individual schools have a clear management structure, and that health and safety responsibilities are effectively communicated and included in job descriptions.
- Ensure there are adequate arrangements so that the required health and safety information is shared between those that need it.
- Ensure that there are systems and arrangements to guarantee the competence and capability on health and safety related matters of all employees and others who are part of the conduct of the school's' undertakings.

- Provide visible leadership on health and safety to head teachers and principals by setting and reviewing targets for achieving improvements in health and safety performance including conducting annual visual inspections.
- Approve the school's health and safety action plan and monitor its implementation.
- Ensure that adequate resources are made available to achieve high standards of health and safety performance.
- Monitor health and safety performance by receiving both specific (e.g., incident-led) and routine reports on a regular basis.

1.5 Health and Safety Officer

The Health and Safety Officer is responsible for providing advice and assistance within the Trust. The Health and Safety Officer carries out the following duties:

- Keep health and safety performance under review and ensure a formal annual review is carried out.
- Ensure that policies and procedures relating to health and safety are developed and updated as required.
- Develop and advise on the implementation of health & safety policy, procedures, and management systems for existing and new activities.
- Advise and inform on all aspects of health & safety, including new legislation, affecting the work of the Trust.
- Advise on the implementation of the health & safety risk assessment system and prioritisation of control measures.
- Advise on health & safety training for staff to ensure it is appropriate for their duties and responsibilities.
- Advise on required emergency procedures and on requirements for periodic testing at school's.
- Be the main point of contact/ maintain professional working relationships with appropriate health and safety enforcing authorities.
- Review and investigate where necessary accident, incident and near miss occurrences.

1.6 Principals and Head Teachers

Principals and Head Teachers within the Trust are responsible for the effective implementation of this health and safety policy and associated management systems in all Trust schools. They are responsible for ensuring that staff are aware of their responsibilities for implementing the day-to-day operation of all health and safety systems and procedures within their school. In addition to these general duties, they will carry out the following or delegate as appropriate to school-based Business and Operations Managers:

- Ensure that the health and safety policy and management systems are an integral part of the culture, values, and performance standards in their school.
- Ensure that their school has a clear management structure, and that health and safety responsibilities are effectively communicated.

- Provide visible leadership on health and safety to staff by setting and reviewing targets for achieving improvements in health and safety performance.
- Oversee implementation of the health and safety action plans and monitor their implementation.
- Ensure that adequate resources are made available to achieve high standards of health and safety performance.
- Monitor health and safety performance by receiving both specific (e.g., incident-led) and routine reports.
- Ensure that arrangements are in place, so they are advised of any accidents, incidents and health and safety issues occurring in the school.
- Keep health and safety performance under review and play a full and active part in the review process at Trust level Executive Leadership meetings.
- Ensure that all employees have been informed of any significant risks to their health and safety, and any control measures, workplace precautions, safe systems of work, etc. that must be taken to minimize these risks.
- Ensure that health and safety issues are considered in all lesson plans.
- Satisfy themselves that suitable health and safety standards are maintained and arrange for any shortcomings in safety standards, inspections, training, and instruction to be rectified where practicable.
- Monitor the need for any further health and safety measures, instruction, and training.
- Provide effective leadership on health and safety to their staff by setting and reviewing targets for achieving improvements in health and safety performance.
- Consult the Trust's Health and Safety Officer and others who may assist with monitoring the need for further health and safety measures.
- Ensure that contracts are in place for building maintenance including the inspection and testing of equipment in the premises e.g., boilers, electrical, fire equipment, gas, lifts, etc.
- Ensure suitable arrangements are in place at the premises for the management of contractors and construction projects on site.
- Maintain suitable arrangements in the premises to manage any asbestos present in the building.
- Maintain suitable arrangements in the premises to manage any legionella risk in the building.

1.7 Estates Compliance Officers

The Trust have appointed two Estates Compliance Officers, one whom works primarily with the primary schools and one who works primarily with the secondary schools. They are responsible for supporting the Director of Estates, Head Teachers and Principals in ensuring that staff are aware of their responsibilities for implementing the day-to-day health and safety systems and procedures within their schools.

The Estates Compliance Officers carry out the following duties:

- Work in partnership with individual schools to develop an annual health and safety action plan by undertaking the Annual Paperwork Inspection for each school.

- Escalate or report as appropriate any failure to implement the health and safety plan to the Director of Estates
- Contribute to, and engage in, the development of policies and procedures relating to health and safety.
- Promote a positive health & safety culture, based on sensible risk management, to secure high standards of health and safety.
- Advise on required and appropriate health and safety signs and information's displayed.
- Advise on required and suitable first aid arrangements at the premises.
- On multi-occupancy sites provide advice to ensure there is co-operation and co-ordination of health and safety arrangements between all parties.
- Advise on requirements for suitable and sufficient risk assessments to be carried out in each school. These should be recorded, communicated to the relevant staff, and reviewed at least annually (or sooner if there is a significant change) and modified if necessary.
- Report to the Trust's Director of Estates on the management of health & safety performance and standards within the Trust.
- Exercise the authority to stop work in cases where there is an intolerable risk of serious injury or likelihood of fatality.
- Conduct regular visual premises inspections to review the physical buildings and surrounding school environment.
- Reviewing and checking regular maintenance is carried out by inspecting certificates and checking individual schools upload records to the Total Risk Manager online system.

1.8 All Employees, Trainees, Temporary Workers, and Volunteers

All employees, trainees, workers, and volunteers have an important part to play in protecting themselves and others. Health and safety responsibilities are based on legal obligations and are subject to The Trust's disciplinary procedures. In particular, all employees, trainees, temporary workers, and volunteers are required to:

- Take reasonable care for the health and safety of themselves and others, who may be affected by what they do or fail to do at work.
- Co-operate with all Principals/Head Teachers, senior school leaders and the Trust's Health and Safety Advisors on health and safety matters.
- Familiarise themselves with, and act in accordance with, any health and safety procedures that have been issued to them or otherwise brought to their attention.
- Act in accordance with any safety training, or any verbal safety instructions that has been provided to them.
- Make full and proper use of any personal protective equipment (PPE) and clothing provided to them, in accordance with instructions or training received. Report any loss of, or obvious defect in, such PPE to their supervisor or manager.
- Adopt safe behaviour and avoid interfering with or misusing anything provided in the interest of health, safety, or welfare.
- Report any accident/incident or near miss to their Principal/Head Teacher or other senior school staff (to be done on the day of accident/incident or as soon as possible thereafter).

This includes reporting any accident/incident involving a non-employee while on the Trust's premises, sites or affected by the Trust's activities, which comes to their attention.

- Report to their Principal/Head Teacher or other senior school staff any work situation they consider representing a serious and immediate danger to health and safety, or any other relevant matter that they consider representing a shortcoming in current arrangements for health and safety.
- Follow any laid down emergency procedures in the event of serious imminent danger, such as emergency evacuations, lockdown etc.

1.9 KJ Randall and Associates Ltd – Fire Engineer

- Conduct an annual fire risk assessment for each school.

1.10 Designated Safeguarding Leads (DSL)

The DSL at each individual school takes lead responsibility for child protection and wider safeguarding. They will:

- Provide advice and support to other staff on child welfare and child protection matters.
- Take part in strategy discussions and inter-agency meetings and/or support other staff to do so.
- Contribute to the assessment of children.
- Refer suspected cases, as appropriate, to the relevant body (local authority children's social care, Channel programme, Disclosure and Barring Service, and/or police), and support staff who make such referrals directly.
- The DSL will also keep the headteacher informed of any issues and liaise with local authority case managers and designated officers for child protection concerns as appropriate.
- The DSL should take lead responsibility for online safety and understanding the filtering and monitoring systems and processes in place.

Refer to the Trust safeguarding policy for further information, including other safeguarding roles and responsibilities which can be reviewed in each individual school's safeguarding policy and procedures.

1.11 School Educational Visits Co-ordinator (EVC) and Visit Leaders

Each school must have an EVC who is specifically competent for the role. The EVC carries out the following duties:

- Undergoing revalidation training (1 day) every 3 years or attend a shorter meeting annually and have access to competent advice from an outdoor education adviser.
- Ensure the Trust has an up-to-date policy for visits which adopts OEAP National Guidance
- Support and oversee planning so that visits are well-managed and safe.
- Ensuring Visit Leaders are competent as deemed by their experience, training and through monitoring visits.
- Ensuring all Visit Leaders have received Visit Leader training.
- Ensuring that everyone on trips and visits is aware of their roles and responsibilities.
- Ensuring that notification and approval procedures are in place and are followed correctly.

- Supporting the Head and Employer in ensuring that the school fulfils its duty of care and complies with legal requirements regarding off-site visits.
- Ensuring that external providers are appropriately selected and used.
- Ensuring medical, dietary, first aid, and accessibility issues are all addressed.
- Ensuring that there is an emergency plan, which is periodically tested.
- Ensuring that any accidents and incidents are reported and investigated.

1.12 Cluster Team – Leeds and Harrogate schools

The Trust's Cluster Team who works with our schools and partners to provide a comprehensive package of targeted and universal support for local children, young people and families experiencing social, emotional and/ or behavioural difficulties. Along with the items in Section 1.10 they are responsible for:

- Carry out dynamic risk assessments before sessions and home visits.
- Ensuring clear communication within the team, including updates on procedures, legislation and safe working practices.
- Ensuring the safety of staff attending home visits and external visits or events

1.13 Leeds and Harrogate Children's Centres

The Children's Centre offer 1:1 support for families around parenting, finances, housing, behaviour management, domestic abuse, and more along with family learning sessions and courses, play and stays, workshops, behaviour management and healthy relationship courses. The team also support children who are at risk of harm and focus on early intervention. The Children's Centre carries out the following duties:

- Take reasonable care for the health and safety of themselves and others, who may be affected by what they do or fail to do at work.
- Liaising with the 0-19 team of Leeds community healthcare, police, schools within the Trust, Leeds housing association, Clarion Housing, Children's social work services, Private day nurseries, Child minders, Leeds domestic violence service, GPs and self-referrals from private families, among other community organisations to discuss referrals and put plans in place following an assessment.
- Preparing lone working risk assessments for each family situation.
- Provide first aid during on site sessions
- Safely transporting children in private vehicles in rare or extreme instances,.
- Ensuring all staff have the skills, knowledge and training to undertake the above tasks

2. Health and Safety Arrangements

The person or persons who are delegated day-to-day responsibility for health and safety at either Trust or school level will ensure that the following arrangements are effectively implemented and maintained:

2.1 Legislation, Unions, and Governing Bodies

The Trust recognises the changing work environment and economy that our workforce lives in, which is represented by various unions and governing bodies. Regular meetings are held with such organisations and the central Trust to allow open communication, information flow and updates about any health and safety items that may be relevant to the Trust and its activities.

2.2 Safety Management

A rolling action plan is maintained as a means of progressing actions on health and safety matters. It records a summary of the actions, the person(s) with the task of taking the action, the timescale and details of completion or hold-ups.

Periodic audits of the Trust's health and safety management system are undertaken by competent auditors.

The health and safety management system is up-dated following external audits, internal site inspections, risk assessment or subsequent reviews.

2.3 Public health and critical incidents

The Trust shall seek guidance and information from the appropriate advising bodies or authorities, including the Department for Education, the NHS in cases of outbreaks and incidents and the emergency services in critical incident situations. In qualifying situations, the local Health Protection Team (HPT) will be contacted for further advice.

Headteachers/Principals will generally lead the situation, with advice from the Trust Health and Safety Officer, unless the situation is deemed critical/severe in which case the CEO shall assume control with support of various directors.

Individual schools are prepared to advise their communities of various situations and shall put strategic procedures in place if staff and/or pupils are affected. Most procedures will be reactive, depending on the numbers of people or areas affected. Clear lines of communication will be kept with those involved or effected, to minimise any fears or concerns along with delivering clear and concise information to those who need it.

2.4 Critical Incident Procedures

Emergency procedures have been devised with the assistance of appropriate advisory personnel in respect of fire, bomb threats, major gas leaks, collapse or imminent collapse of buildings, flood, storm, and various intruder situations. Fire action notices are displayed adjacent to each fire alarm break glass call point detailing the action to be taken upon discovery of a fire and upon hearing the alarm. Training is periodically refreshed. Fire evacuation drills are undertaken termly, and records maintained. Lockdown, lockout and secure in place drills are carried out annually as a minimum at each individual school using means of a different sounding alarm to that of the fire alarm. In some instances, a silent alarm is raised by email or text message to staff.

Refer to individual school emergency response plans for more detailed information.

2.5 Accident and Near Miss Reporting, Investigation and Notification

All injury accidents to employees, contractors, clients, or visitors, however minor, are reported, recorded on the Total Risk Manager (TRM) system. Employees are encouraged to report near misses.

All injury accidents to pupils, however minor are reported and recorded. These are reported on either the Total Risk Manager (TRM) system or on the school's local record dependant on the severity of the injury, this detailed within the Accident Reporting and Investigation Guidance document.

All accidents, irrespective of whether injury results and near misses are investigated, the depth of which is determined by the severity or potential severity of injury, to establish cause and to avoid recurrence. This is recorded on Total Risk Manager using the 'investigation' button at the end of the accident report page and can only be carried out by the appointed person of the school, the Director of Estates or the Trust Health and Safety Officer.

Work related accidents that result in death, major injury, or absence from work for seven or more days (not including the day of the accident) or any instance of a specified work-related illness or dangerous occurrence are reported to the Director of Estates and the Trust Health and Safety Officer, who will notify the HSE as required by RIDDOR 2013 and the HSE published Education Information Sheet No.1 (Revision 3). The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

Accident/Incident data is analysed, statistics are compiled, and reports provided to the Trustees, Local Governing Boards and Trust Senior Leadership Team.

2.6 First Aid

An assessment of first aid requirements has been made for each individual school and a suitable number of first aiders have been appointed and suitably trained. First-aid boxes are provided and maintained with adequate supplies.

All first aid carried out is recorded as part of the accident reporting procedure using the Total Risk Manager online portal.

Specific risk assessments are carried out for external visits and trips to identify the first aid requirements for both supplies and trained first aiders.

No medication is to be kept in first aid kits, please refer to section 3.18 for more information.

2.7 Medical Needs and Administering Medicines

Most students may at some time have a medical condition which could affect their participation in school activities. This may be a short-term situation or a long-term medical condition. The Trust will endeavour to ensure that students with medical needs receive proper care and support at their school. A process for the management of medicines has been developed and implemented in each school.

School staff have no legal duty to administer medical care to students. This is carried out on a voluntary basis. The Trust will accept responsibility in principle for members of school staff giving or supervising students taking prescribed medication during the school day where those members of staff have volunteered to do so.

2.8 Asbestos

It is acknowledged that exposure to asbestos fibres can lead to asbestos-related diseases such as cancers of the chest and lungs. Asbestos is known to be present within some of the buildings occupied by the Trust and a policy for the control of asbestos at work has been developed and implemented. Asbestos management surveys have been undertaken and asbestos or asbestos containing materials, which have been identified, or materials which are presumed to contain asbestos have been either removed by licenced contractors or are encapsulated, entered on a register and subject to periodic condition monitoring inspections by the nominated person within each school's asbestos management plan. Contractors undertaking work on premises which are known to contain asbestos are informed of the presence or potential presence of asbestos, are shown the asbestos management survey or asbestos refurbishment and demolition survey and are required to sign in acknowledgement. All appropriate Trust employees undertake annual asbestos awareness training as e-learning.

2.9 Fire Safety

Fire risk assessments have been undertaken for each building/range of buildings occupied by the Trust or their schools and are reviewed annually. Fire Emergency Plans, which consider the findings of the fire risk assessment have been developed and are implemented as an individual school fire procedure. Maintenance of detection and alarm systems, emergency lighting and fire extinguishing devices is undertaken by external contractors and recorded on the Total Risk Manager online system.

All employees undertake annual e-learning in Fire Safety on Schoot online. Individual schools identify roles and responsibilities within their fire procedures for staff and pupils to follow in case of fire. Fire drills are held at termly intervals as a minimum.

2.10 Gas Safety

Installation, maintenance and repair of gas appliances and fittings is undertaken by competent Gas Safe registered engineers, with records kept on the Total Risk Manager online system. Gas pipework, appliances and flues are regularly maintained and periodically serviced. Rooms within which gas appliances are installed and used are provided with adequate ventilation and shut off valves. Gas installations are secured to prevent tampering.

Individual school risk assessments are in place for catering staff in kitchens along with staff and pupils in classrooms where there are gas appliances.

2.11 Electrical Safety

The fixed electrical installation and wiring of all buildings owned or occupied by the Trust and its schools are inspected and tested in accordance with BS7671 by and at intervals determined by a competent electrician. All electrical faults and hazards are reported, and arrangements made to have the fault or hazard safely dealt with. Portable electrical appliances are visually examined by the operator daily or before use and examined and

tested annually by a competent person. Major electrical components and fuse boards are inaccessible to pupils, except for emergency shut off switches near design technology machinery in case of emergency in secondary schools.

2.12 Lone Working

Situations of lone working (within the building) or working alone (within a part of the building) are avoided. Where avoidance is not possible, a task specific procedure has been developed and implemented to ensure the safety of those employees who may be lone working/working alone.

Please refer to the Lone working policy and guidance for more information.

There may be cases of lone working in the community partnerships and cluster team where staff members go out into the wider community. These instances are specifically risk assessed with stringent control measures in place.

2.13 Manual Handling

General assessments for tasks, areas and activities have been completed and include the general hazards associated with manual handling operations. Employees who may need to undertake manual handling operations as part of their job have been identified and training provided in safe manual handling and risk assessment. Specific risk assessments are undertaken in respect of any manual handling operation presenting a serious risk to those carrying out the manual handling operation. Employees who have not been specifically authorised and trained to undertake manual handling operations are not permitted to undertake them. Mechanical aids to minimise the risks to those undertaking manual handling operations include trolleys, pallet trucks and goods lifts.

2.14 Working at Height

All reasonable steps are taken by the Trust to ensure the safety of employees and contractors who work at height. All work activities that cannot be undertaken by an employee or contractor without the risk of falling are considered to be working at height and are assessed with regards to eliminating or reducing to their lowest level, the risks to the health and safety of those who may be affected by them.

Where risks cannot be eliminated, suitable and sufficient control measures in accordance with the hierarchy of control (collective in preference to individual controls) are introduced to reduce risks to their lowest practicable level. The significant findings of the risk assessments are to be brought to the attention of those who may be affected by them.

Mechanical or electronic means to assist with working at height such as mobile elevated work platforms or portable scaffold towers are operated/erected and dismantled by trained operatives. Ladders and step ladders are uniquely identified, details entered in a register and the equipment subject to formal inspection at frequencies determined by the extent of use.

2.15 Slips, Trips and Falls

Slips, trips, and falls are the most common cause of accidents in schools nationally. The Trust has a responsibility to safeguard their staff, pupils, and visitors on its sites in developing and implementing safe working procedures to control slips, trips, and fall risks

which will require a whole school approach, with simple, low-cost control measures which will bring about significant reductions in injuries sustained.

2.16 Control of Substances Hazardous to Health (COSHH)

Assessments are made of any substances that are used, processed, manufactured, produced, or given off that may be hazardous to health in line with the Control of Substances Hazardous to Health Regulations 2002. Material safety data sheets (MSDS) are held for all proprietary brands which may be hazardous to health. Formal risk assessments have been undertaken and suitable controls implemented in accordance with the hierarchy of control. Risk assessments are reviewed annually. The use and storage of proprietary products is always in accordance with manufacturers'/suppliers' instructions, legal requirements, or best practice.

2.17 Legionella

Water risk assessments have been undertaken on all buildings and operational controls identified are undertaken and records maintained on Total Risk Manager. Risk assessments are reviewed every two years by a competent external contractor, more frequently following significant change to the water system, or because of findings of water samples or temperature checks. Regular flushing of systems and infrequently used water supplies are plotted on a site drawing and is undertaken weekly and recorded on Total Risk Manager. All site teams undergo annual legionella awareness e-learning training.

Please refer to the Legionella Policy for further information.

2.18 Waste Arrangements

The control of waste is conducted in compliance with current legislation. Particularly hazardous or toxic waste materials are formally notified to the local authorities and/or appointed contractor and treated as an identified waste under the Controlled Waste Regulations 1992.

2.19 Equipment

All equipment provided is:

- Suitable for its purpose.
- Subject to regular maintenance and periodic inspection, with records kept on the Total Risk Manager online system.
- Used by persons provided with information instruction and training in its safe use.
- CE marked as applicable.
- Suitably guarded and fitted with protective devices to prevent access to or contact with the dangerous parts of machinery. Maintenance of machinery includes the testing of safety critical devices.
- Subject to recorded daily pre-use or start/up checks.
- Provided with warning signs with regards to any hazard which the user may be exposed.
- Subject to suitable hazard identifications and risk assessments and where considered necessary safe systems of work which are maintained under periodic review.
- Stored securely to prevent use by unauthorised persons.

2.20 Driving at work

Work related road safety has been identified as a potential risk to employees. School minibus drivers are MIDAS trained and refreshed and driving licences are checked at least annually or more frequently as required. Minibuses undergo a pre-use and post-use checklist inspection along with regular services and MOT checks to ensure they are operating correctly. Employees permitted to use their own vehicles on the Trust, or school business are required to: have their driving licences checked and validated with DVLA; provide evidence that their vehicle is taxed and roadworthy (a current MOT certificate for vehicles over three years old); and, that their private motor insurance is extended to include the business use of the policyholder or their employer. All employees who may drive their own vehicle on the Trust or school business have a duty to disclose all driving disqualifications or convictions to their line manager.

Harrogate Grammar School owned maintenance vehicles (vans and cars) are managed, used and stored securely by the school's maintenance team who are all registered drivers.

2.21 Play Equipment

Outdoor and indoor play equipment, including climbing walls present challenging experiences that encourage creative and social development for young people. However, every year there are a significant number of accidents to young people in playgrounds due to faults with fixed playground equipment. All play providers installing new or refurbishing playground equipment within the Trust schools (including the site around the equipment) must meet the appropriate standards BSEN 1176 in respect of the equipment and BSEN 1177 in respect of the playground surfacing. Schools within the Trust must ensure regular safety inspections and annual maintenance checks are implemented to ensure both outdoor and indoor play equipment are maintained to meet required safety standards.

Please refer to individual schools Physical Activity Policies for more information.

2.22 Swimming Pools

It is essential that the Trust ensures activities undertaken in swimming pools or hydrotherapy pools are done so in a safe, organised, and professional manner, by competent people, irrespective of who is leading the activity. The information contained within the relevant Trust guidance document is designed to support and inform those individuals undertaking activities in swimming and hydrotherapy pools, it summarises the processes and procedures to ensure a safe, healthy, and controlled environment. These procedures are used in conjunction with relevant requirements of 'Safety in Swimming Pools' /ASA Academy Swimming Guidance.

2.23 Vehicle, bicycle, and pedestrian safety

School vehicles, including minibuses used to transport staff and students along with maintenance only vehicles, are individually risk assessed for their specific uses at their individual locations. Drivers are assessed on their abilities and copies of driving records are kept on file. All sites operate a speed restriction zone once through their secure fence line and have a traffic management plan in place to ensure vehicle and pedestrian segregation. Where possible, bike routes are in place along with stands for securing bicycles to.

All pedestrians are advised to use the footpaths provided.

2.24 Food hygiene

All staff handling and preparing food have undertaken Food Hygiene Level 1 E-learning as a minimum, with kitchen staff and catering managers/head cooks undertaking further qualifications to maintain high standards throughout.

Kitchens in primary schools are managed by Hutchinsons Catering, who are regularly audited by a third party to ensure they are adhering to food production, handling and hygiene standards. Kitchens in secondary schools are managed in house but are also regularly audited by a third party to ensure they are adhering to food production, handling and hygiene standards.

Early years provisions of snacks and before/after school clubs also follow stringent food storage, preparation and delivery standards.

Site and task specific risk assessments, safe systems of work, menus, food expiry dates, food storage systems and cleaning procedures are kept at each individual school. All staff involved in any food processes are briefed on these documents, and their training is refreshed at regular intervals. A strict cleaning regime is in place, with deep cleans occurring at regular intervals. Maintenance of any kitchen equipment is carried out in holiday periods.

2.25 Extreme weather

Extreme weather is considered to be temperatures outside of 5-30 degrees Celsius.

When the temperature is above 30 degrees, no physical activity will be carried out and all staff shall be alert to signs of heat stress, heat exhaustion and heatstroke in their colleagues and pupils. Mechanical fans cannot be used in temperatures above 35 degrees Celsius.

When the temperature is below 5 degrees Celsius, the main group at risk are children aged 5 and under.

Individual school and Trust buildings shall assess the risks present in their environments due to adverse weather, extreme temperatures or dangerous conditions caused by the weather and make the decision to close when necessary.

2.26 Bodies of external water

Small areas of water are present at a small number of the schools, and they are securely surrounded by a double fence line which is periodically inspected, records of which are kept on Total Risk Manager online. Access is available to the emergency services if required, and all attending the premises are made aware of the dangers of the specific nearby open water.

2.27 Personal Protective Equipment

The circumstances in which PPE is to be used and the type(s) of PPE appropriate to those circumstances is determined by risk assessments which are reviewed periodically or when circumstances change.

The Trust provides a range of personal protective equipment (PPE) for use by employees and pupils/students when undertaking certain tasks or working in certain areas. It is recognised that the provision of such equipment is the last line of defence against injury or ill-health and that it is to be used in addition to higher level risk control measures which may

not fully control the risk. Employees and pupils/students who are required to use PPE are provided with appropriate information, instruction, and training to enable effective use, care, and storage of such equipment.

2.28 Control of Contractors and Sub-Contractors

The Trust recognises its legal responsibility towards all persons present on its premises including contractors/subcontractors undertaking work. It is the intention of the Trust that no contractor or subcontractor is exposed to risk while on the premises. Similarly, the Trust expects its contractors/subcontractors to ensure that no risk is introduced to occupiers of the Trust premises or workplaces. A contractor vetting procedure has been established to ensure that contractors are competent to undertake the work, have adequate public liability insurance, appropriate documented health and safety systems including risk assessments and method statements for hazardous work activities. An authorisation to work on site system has been introduced for all hazardous work undertaken by contractors.

Individual schools hold site specific information that will be shared and discussed with contractors prior to commencement of works. All contractors must sign into each premises using the Inentry electronic sign in system at Reception and wear the visitor/contractor lanyard displaying their information.

2.29 Routine maintenance

Each Trust owned and occupied building has a schedule of regular maintenance, with approved contractors, procedures and dates for any works required. Risk assessments are in place for each item on the maintenance schedule, with records of maintenance stored on the Total Risk Manager online system. Site Managers and Business Operations Managers in individual schools are responsible for co-ordinating works and keeping records, ensuring any outstanding repair items are addressed. Some routine maintenance items can be carried out by the school site team, which is also recorded on Total Risk Manager.

2.30 Emergency repairs and new building works

In the event of an emergency repair required on a part of the building or utility services, a point of work or dynamic risk assessment will be used to ensure a swift response.

Depending on the cost and scale of works required, the Trust may employ an external project management agency to carry out their duties on their behalf, once a contractor has been selected. All contractors and agencies used will be thoroughly vetted to ensure their competence and ability to deliver/carry out the works successfully.

2.31 Lettings

Persons or organisations who hire the Trust buildings or facilities are provided with information and instruction on procedures in place for access and egress to the premises/facilities as well as the emergency procedures in place. Confirmation that adequate public liability insurance is held as well as provision of suitable and sufficient risk assessments for activities which impact upon the Trust, its employees, the school and/ or its pupils as requested.

2.32 Safe work environments

Trust premises are maintained to a certain standard, in order to provide adequate lighting, ventilation and heating to Trust workspaces to create a safe working environment for all employees in all parts of the buildings.

Temperatures should be at least 16 degrees internally, unless heavy physical work is being undertaken then it is 13 degrees. Maximum temperatures indoors should not exceed 26 degrees, after which site managers may begin to deploy cooling methods (e.g. fans, etc).

2.33 Display Screen Equipment (DSE)

Display screen equipment and furniture suitable for the work to be undertaken is provided for all workers who regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more). All employees are required to undertake the Schoot e-learning course about DSE and are responsible for completing the self-assessment questionnaire, informing their line manager of any actions arising for them to implement.

The cost of eye tests at the request of the user are met by the Trust as are the cost of standard corrective appliances required specifically for DSE use. Risk assessments are reviewed annually, sooner if there are changes in workstation, equipment, or the user's health.

If following completion of the DSE self-assessment problems persist or the employee has a known medical condition that affects the use of DSE then the line Manager should contact the Trust Health and Safety Officer for further advice. This may result in a further risk assessment being carried out or a referral to Occupational Health.

2.34 Stress (Refer to Wellbeing Policy and Guidance)

Stress is an adverse reaction people have to excessive pressure and is recognised by the Trust as a cause of mental and physical ill health. The Trust is aware of typical work-related stressors and through its management and performance appraisal systems, allocation and supervision of work will take all reasonable and practicable steps to ensure employees do not become ill through excessive pressure of work.

Where work patterns or volumes may give rise to work related stress a risk assessment will be undertaken, identifying pressures at work that could cause high and long-lasting levels of stress, who might be harmed, recognising, and recording existing controls and management systems designed to prevent such harm and identifying additional measures that might be necessary to reduce the risk of stress related illness.

Risk assessments will be tailored to individual employees as required and maintained under regular review.

2.35 Smoking

The Trust operates a strict smoke free policy (including e-cigarettes and vapes) which applies across all premises owned or under their management or control.

2.36 Drugs and alcohol

In a child-centred environment it is essential that the Trust ensures that the highest standards of health and safety are adhered to. Alcohol and drug misuse affects individuals and organisations in terms of health and safety, efficiency, productivity and attendance.

Alcohol and drug misuse can also have a detrimental effect on colleagues, pupils, parents, visitors, volunteers and on the reputation of the Trust. In instances regarding pupils, parents or guardians, each individual school may review the situation at a school level with the help of external agencies and safeguarding procedures.

Any concerns regarding alcohol or substance misuse are addressed in the Substance Misuse Policy, where information is signposted to sources of external support if needed.

2.37 Security

The Trust recognise the need to obtain a suitable balance between ensuring the school remains an integral and welcoming facility for the community, with ensuring the safety of every student, member of staff, and visitor to our school and protecting our buildings and resources.

The Trust are committed to reducing the risk of violence or aggressive behaviour to individuals, as far as is practical, and improving security of the site by implementing required procedures. Risk assessments will be undertaken at the Trust's schools to identify areas of concern and appropriate control, and preventative measures introduced, such controls may include training, guidance, advice, changes in working practices, physical measures and legal guidance or intervention by the police if necessary.

2.38 Violence or Threatening Situations

As a company, some of our employees may be in contact with contractors, customers, and members of the public on a daily basis, either face to face or through telephone communications. Risks are assessed and to assist employees in dealing with violent or threatening behaviour appropriate instruction and training may be provided.

2.39 Working with Children and Young Persons - Safeguarding (Refer to Safeguarding Policy)

There are many pupil facing roles within the Trust and others that are not pupil facing but are based in a school environment. All employees undergo background checks including a

The Trust recognises that the welfare of the pupil is paramount and takes seriously its responsibility to safeguard and promote the welfare of the pupils in its care. The Trust is committed to safeguarding and promoting the welfare of pupils/students and expects all staff and volunteers to share this commitment. A specific policy on Safeguarding and Child protection has been written, approved, published, and is maintained under annual review. A Trustee for Safeguarding - Designated Safeguarding Lead (DSL) has been appointed and each school has an appointed DSL who meet with their link governor half-termly to review the policy and share concerns and cases relevant to the delivery of their duties. Governors prepare a link report following their half-termly meetings which is issued to the Trust DSL and the CEO. All staff members are provided with appropriate training in safeguarding and child protection which is refreshed annually.

Please refer to the Trust and individual schools Safeguarding policies along with the Teaching and Learning Policy for more information.

2.40 New Employees and Visitors

New employees, trainees, workers, work experience and agency staff are given health and safety induction training by their line manager, team leader, or Human Resources department on their first day of work. The training includes general health and safety awareness; first aid arrangements; fire precautions; emergency procedures; the Trust's and employee responsibilities; and the significant findings of any risk assessments of hazards to which they may be exposed. Records of all training provided are maintained. Visitors are either accompanied at all times or allocated to a named employee who is responsible for their safety and well-being while they are on the premises.

Visitors including contractors to schools during school hours will be accompanied, those who are in contact with children are required to provide an enhanced DBS certificate. Contractors where possible are instructed to undertake work during school holidays.

2.41 New and Expectant Mothers and Women of Childbearing Age

Work activities of any employee who is a new or expectant mother are reviewed to identify hazards and assess the risks which could affect the new mother (given birth within the previous 12 months or is breastfeeding) pregnant employee and/or their unborn child. Risk assessments are reviewed at three monthly intervals.

Please refer to the Family Leave and Procedure Policy for more information.

2.42 Young Persons

From time-to-time the Trust may employ persons who are under the age of eighteen. In these circumstances the Trust ensure that such young persons are protected whilst at work from any risks to their health and safety. Regard is paid to such risks which arise as a consequence of the young person's lack of experience or absence of awareness of existing or potential risks or the fact that he/she has not yet fully matured. Young persons are permitted to work only in low-risk environments such as offices or classrooms.

The Trust ensures that all young persons are supervised by a competent person during the course of his/her employment. Furthermore, the Trust will ensure that a suitable and sufficient assessment of the risks associated with the young person's employment is undertaken and periodically reviewed so that risks are reduced to the lowest level that is reasonably practicable.

2.43 Training

The Trust is committed to ensuring that all employees receive adequate and proper training in issues of health and safety. A programme of training has been developed to provide all employees with training which covers general health and safety awareness; fire safety, first aid and work specific health and safety training as required. Qualifications of all new starters are checked, references are taken up, on-the-job training is provided, and the new employee closely supervised until they are considered competent to work unsupervised. The current e-learning provider is Schoot. Periodic refresher training is provided to all employees through training days and e-learning.

2.44 Risk Assessments and Register

A procedure for ongoing proactive hazard identification, risk assessment and determination of necessary controls has been developed and implemented. The procedure of hazard identification and risk assessment takes account of routine and non-routine activities, activities of all persons (employees, visitors, and contractors) having access to the premises; human behaviour, capabilities, and other human factors; and the infrastructure, equipment, and materials within the workplace of premises. When determining controls, consideration is given to reducing risks in accordance with the following hierarchy: Elimination; substitution; engineering controls; signage, warnings and/or administrative controls; and personal protective equipment.

The significant findings of risk assessments are communicated to those who might be affected by them, and copies of the assessments retained for reference. Risk assessments are periodically reviewed, annually or more frequently considering changes in personnel, processes, infrastructure, equipment, environment or materials.

2.45 School Trips (Refer to Educational Visits Policy)

All school trips are arranged through Exeant. Risk assessments are undertaken where required and any identified controls implemented. Staffing levels are carefully considered and means of communicating, first aid kit, first aiders and details of pupils'/students' specific medical needs together with parents' contact details held.

2.46 Communication, Consultation and Co-operation on OSH (occupational safety & Health) matters

Procedures for effective communication to and consultation with employees have been established and are implemented through one-to-one meetings, staff meetings, departmental meetings, and email communication. Co-operation on occupational safety and health matters is an expectation of all employees, communicated to employees through this health and safety and other Trust policies and procedures. Non-co-operation by employees may be considered and treated as misconduct and dealt with through disciplinary procedure.

The Red Kite People Board is made up of representatives from each school from different teams across the Trust with our HR colleagues. It focuses upon wellbeing, mental health awareness, supervision, and culture in schools to continue to further the commitment to the wellbeing within the Trust.

2.47 Accessibility

Reasonable adaptations have been made to most school premises to make them accessible to all where practicably possible, however where this has not been possible there are alternative provisions provided within the Trust across its various sites. Many of the Trust's buildings are very old and cannot always accommodate all persons.

All employees, pupils, visitors, and contractors, along with any other guests or frequent users of Trust facilities, are kindly asked to inform the school they are attending about any physical, visual, hearing, or other impairments that may affect their ability to hear/see the fire or emergency alarms and safely navigate and evacuate the building in case of emergency. The school can then put Personal Emergency Escape Plans (PEEPs) in place to ensure

everyone's safety. A risk assessment can also be carried out to ensure the individual can carry out their day-to-day tasks in their current work environment.

Please refer to the Equality Policy for more information.

2.48 Medical Conditions

We are aware that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood. All employees, students, volunteers and visitors are urged to disclose any potential medical needs and care plans to the appointed first aider or nominated member of staff at each relevant location as soon as possible. All records provided shall be stored and accessed in line with GDPR regulations.