Health and Safety Policy

Approved by:	Board of Trustees	**Date:** August 2024
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ENHANCE ACADEMY TRUST

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Introduction
The Enhance Academy Trust Health and Safety Policy is endorsed by the Trust Board, who fully accept their responsibility for ensuring the effective management of health and safety across all Trust operations. The Trust Board acknowledges both its legal and moral obligations in this area and requires every employee to actively contribute to maintaining compliance with health and safety regulations.
While the Trust Board holds overall responsibility for all operational matters, it delegates the day-to-day management of health and safety to the Local Governing Boards and Headteachers within each academy. This policy outlines the care, responsibility, and guidance that everyone within the Trust must follow. It ensures that our actions or omissions do not negatively impact the health, safety, or well-being of ourselves, our colleagues, our pupils, visitors, volunteers, members of the public, or anyone else who may be affected by Trust activities.

Scope
This policy applies to all parts of Enhance Multi-Academy Trust. It encompasses every academy, facility, and operation within the Trust, ensuring that health and safety standards are upheld consistently across all environments and activities.

It should be read in conjunction with other relevant policies / procedures such as Fire Procedures, Risk Assessments etc

Statement of Intent
Enhance Academy Trust is committed to ensuring, as far as is reasonably practicable, the health, safety, and welfare of all employees, pupils/students, and others who may be affected by its activities. To achieve this, the Trust will:

- Control health and safety risks arising from its activities.
- Consult with employees on health and safety matters.
- Provide and maintain safe equipment
- Ensure safe handling and use of substances.
- Implement safe systems of work.
- Provide necessary information, instruction, and supervision.
- Ensure all employees are competent and adequately trained for their tasks.
- Aim to prevent accidents and work-related ill health.
- Maintain safe and healthy working conditions.
- Regularly review and update this policy.

All employees, pupils/students, contractors, visitors, volunteers, and members of the public are expected to cooperate with the Trust's health and safety arrangements to maintain a safe working environment. Contractors and others working on Trust premises are required to adhere to this policy to protect everyone on-site.

Signed:_____ Dated: _____

Trust Board

Legal Framework
Enhance Academy Trust is committed to complying with all relevant health and safety legislation, including the Health and Safety at Work etc. Act (1974), along with any subsequent regulations, codes of practice, and guidance notes. These legal requirements establish the responsibilities of employers, employees, and others involved in the Trust’s operations, ensuring a safe and healthy working environment for all.

The Trust recognises that failure to adhere to these legal obligations constitutes a criminal offense, with potential consequences including fines, imprisonment, and disciplinary action. Ignorance of these duties is not a defence in law, making it imperative for all parties to be fully aware of and comply with the applicable health and safety standards. Enhance Academy Trust will ensure that all policies, procedures, and practices are regularly reviewed and updated in line with current legislation, and that all employees are informed, trained, and equipped to meet their legal responsibilities.

Roles and Responsibilities

Overall Responsibility

The Trust Board holds the ultimate responsibility for ensuring a safe and healthy environment across all Trust Academies. This includes recognising their role in health and safety matters, ensuring systems are in place, providing resources, and maintaining effective communication on health and safety issues.

Responsibilities of the Trust Board:

- Recognise and accept overall responsibility for all health and safety matters.
- Ensure that a practical system is in place for the management of health and safety issues and that it is functioning effectively.
- Provide adequate resources for effective implementation of this policy.
- Provide the final authority on matters concerning health and safety at work, arising from business decisions and activities.
- Ensure that employees are provided with adequate information, instruction and training to fulfil their responsibilities.
- Ensure effective communication is provided and effectively disseminated on health and safety issues to all employees.
- Ensure all employees are aware of their contribution to health and safety issues and encourage active involvement.
- Require routine monitoring and reporting of compliance with statutory and policy requirements.
- Ensure that The Trust has access to competent advisors for health and safety matters.
- Ensure that there are processes for the internal and external auditing of systems, policies, and premises.
- Ensure that all decisions are made with knowledge of relevant health and safety legislation, guidance, standards, and codes of practice.
- Review this policy annually and arrange for any changes to be implemented and the policy document updated as necessary.

Individual Responsibility

To fulfil the requirements of this Health and Safety Policy, the Trust Board requires the Chief Executive Officer, Local Governing Boards, Headteachers, School Business Managers, and all employees to acknowledge and accept both their individual and collective responsibilities. Each person must ensure that their actions, as far as is reasonably practicable, align with or enhance the objectives of this policy, contributing to a safe and healthy working environment across the Trust.

Responsibilities of the Chief Executive Officer

- Implement the Board of Trustees' decisions on health and safety issues.
- Administer the resources provided by the Board of Trustees for health and safety to meet legal duties and Trust standards and targets.
- Ensure responsibilities and authority are effectively assigned and delegated to nominated individuals.

- Liaise with the Trust's internal and external health and safety advisors as necessary.
- Ensure that health and safety standards and policies are regularly audited and reviewed.
- Receive and analyse termly accident and near-miss data from each Academy.
- Ensure that all relevant accidents, occupational diseases and dangerous occurrences are reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Ensure that accident details, information and statistics are reported to the Trust Board annually.
- Provide an annual update on health and safety performance to the Trust Board.

Responsibilities of Academy Local Governing Boards

- Appraise and review health, safety and welfare arrangements.
- Ensure all relevant health and safety issues are adequately addressed.
- Appoint a designated Health and Safety Governor.
- Receive and act upon reports provided by Headteachers.
- Ensure that any recommendations on the continued health and safety of employees are implemented.
- Consider accidents, near-misses and ill health records/statistics.
- Consider reports of internal or external health & safety inspections.
- Make recommendations with regards to health and safety training.
- Consider the effectiveness and relevance of emergency procedures.
- Consider any proposed changes that are likely to affect the management of health and safety.
- Provide Local Academy Board minutes and recommendations to the Trust Board as necessary.

Responsibilities of the Academy Health and Safety Governor

- Support the Headteacher in respect of day-to-day decisions on health and safety management.
- Carry out a health and safety inspection of the Academy at least annually, providing a written report to Governors.
- Act on concerns raised by the Headteacher, reporting these to Governors.
- Meet with the Headteacher, at least termly, to discuss health and safety performance.

Responsibilities of Headteachers

While certain responsibilities can be delegated to School Business Managers/Premises Manager, the Headteacher retains overall responsibility and must ensure that the following actions are effectively addressed.

- Accept day to day responsibility and management of all health and safety matters.
- Ensure that risk assessments for all relevant work activities and areas are carried out, documented and reviewed.
- Disseminate information and instruction on health and safety matters.
- Receive health and safety concerns, ensure these are documented and that practical improvements are implemented.

- Ensure all employees compete relevant health and safety E-Learning modules and any other training required to undertake their role and training records are maintained.
- Ensure an up-to-date register of hazardous substances is maintained and appropriate COSHH assessments are carried out and documented.
- Ensure that practical precautions and controls maintain acceptable standards as required by this policy.
- Ensure that working conditions are acceptable, compliant and safe working practices are followed.
- Ensure that all employees are aware of, understand and comply with the Trust Health and Safety policy, and any associated rules and procedures.
- Ensure any contractors engaged to carry out work on the premises are vetted and approved in accordance with Trust policies.
- Ensure that contractors, visitors and those hiring or using the premises are familiarised with site rules and procedures regarding accidents and emergencies.
- Facilitate regular discussion at all employee meetings/briefings on health and safety to allow all employees to contribute to health and safety in the workplace.
- Provide relevant feedback to the Local Governing Board and Chief Executive Officer where necessary.
- Ensure a register of those authorised to drive on Trust business is maintained up to date.
- Report any observed breaches of health and safety rules or policies to the Chief Executive Officer.
- Ensure that all accidents are recorded and reported under RIDDOR if they meet the reporting threshold.
- Investigate work related causes of absence through accident or sickness.
- Act on the findings of any accident investigation.
- Compile accident and near-miss statistics for presentation to the Chief Executive Officer and Trust Board on a termly basis.
- Ensure disciplinary action is enforced in cases of non-compliance.
- Ensure that all work equipment, including vehicles, is adequately maintained.

Responsibilities of the Trust Estates Manager

- Support the Academies in their management of health and safety and liaise with the Trust's external health and safety advisors.
- Oversee the identification, assessment, and management or mitigation of risks across the operational activities of the Trust and all academies.
- Generate and review regular reports on the health and safety performance of the Trust and its academies, ensuring adherence to the Trust's Health and Safety Policy.
- Investigate, and report any incidents that fall under the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR).
- Regularly assess the Trust and its academies to ensure compliance with all health and safety-related obligations, providing colleagues with necessary advice and guidance as needed.
- Keep up to date with new developments in health and safety issues for schools.

Responsibilities of all Employees

- Co-operate with the Trust Board, Governors, Headteacher, School Business Managers and others on health and safety matters.

- Comply with all Trust rules, procedures, and reasonable requests.
- Complete all relevant E-Learning training as required.
- Not interfere with or misuse anything provided to safeguard their health and safety.
- Take reasonable care of their own health and safety and that of others.
- Warn others immediately of any known hazards or danger.
- Refrain from any task for which they are not trained, authorised and competent to undertake.
- Use the correct tools, plant or equipment, keep them in good order and ensure they are safe before, during and after use.
- Not to introduce any personal work or electrical equipment unless it has been inspected and approved by the Headteacher, School Business Manager or the Trust Estates team as appropriate.
- Use as directed any personal protective equipment needed to protect against hazards to health and safety.
- Report promptly all health and safety concerns, accidents, injuries, incidents and near misses to his/her immediate manager.

Arrangements

Academy Trips/Off-site Activities

Each Trust Academy will strive to comply with the Department for Education guidelines and other relevant external guidance when planning off-site visits. A competent individual will be appointed as the Educational Visits Coordinator (EVC) at each Academy, with the following responsibilities:

- Supporting the Headteacher and Governors with approvals and related decisions.
- Evaluating the competence of leaders and other adults proposed for visits.
- Coordinating any necessary training for leaders and accompanying adults, such as first aid and hazard awareness.
- Ensuring a thorough induction for leaders and adults responsible for specific visits.
- Organising emergency procedures and designating an emergency contact for each visit.
- Reviewing systems and periodically monitoring practices.

Accident & Near Miss Response, Reporting and Investigation

An accident is defined as an undesired event resulting in personal injury or property damage, while a near miss is an incident that, although not causing injury, had the potential to do so, providing an opportunity to prevent future serious events.

All accidents and near misses must be reported immediately to the relevant Headteacher/Principal and recorded on the Academy's accident/near miss recording system. The person with the delegated responsibility is responsible for ensuring that these incidents are correctly documented and that appropriate investigations are conducted when necessary. Reporting and Investigation – Management Procedure provides a framework for incident reporting and investigation within the Enhance Academy Trust

Accident statistics will be compiled and provided to the Chief Executive Officer at the end of each term. The Chief Executive Officer will analyse this data to prevent recurrence and will present the information and statistics to the Trust Board.

Alcohol, Drugs and Medication

The Trust strictly prohibits the misuse of prescribed and non-prescribed drugs or alcohol at or before work to prevent risks to both the individual and others who may be affected. Misuse or abuse of alcohol or drugs at work will be treated

as gross misconduct and subject to disciplinary action. Employees involved in substance misuse outside of work will receive advice and support, provided it does not endanger themselves or others while at work. Contractors found under the influence of alcohol or drugs will be asked to leave and will not be engaged by the Trust in the future.
Parents are primarily responsible for their child's health and should provide Academies with information about their child's medical condition. If necessary, parents and the child, if appropriate, should obtain details from the child's GP or paediatrician. The school nurse and relevant voluntary organisations may be consulted to provide additional information for staff.
While there is no legal obligation for Academy staff to administer medications, the Trust acknowledges that children with medical needs have the same right to admission as other children. Our Academies comply with the Trust's Administering of Medicines Policy to ensure appropriate support is provided.

Asbestos

Asbestos is a naturally occurring mineral that was extensively used in the construction industry, particularly in buildings constructed before the year 2000. The Trust recognises the potential health risks associated with asbestos exposure and is committed to protecting all employees, pupils, contractors, and visitors from these risks in accordance with legal requirements and best practices.
The Trust is committed to complying with all relevant asbestos legislation, including the Control of Asbestos Regulations (CAR) 2012, to ensure the health and safety of all individuals on Trust premises. We will take all reasonably practicable steps to minimise the risk of asbestos exposure.
To effectively manage asbestos, the Trust will conduct asbestos surveys across all Trust premises, identifying any asbestos-containing materials (ACMs) present in the building fabric. Where asbestos is identified this is recorded on an Asbestos Register and is managed in accordance with an Asbestos Management Plan. The Asbestos Register is made available to all contractors and site staff who will carry out work at the premises.
All work involving asbestos, including removal, maintenance, or disturbance, will be carried out by specialist contractors who are licensed and trained to handle ACMs safely. These contractors will implement appropriate control measures, including the use of exclusion zones, air monitoring, and protective equipment, to ensure the safety of all individuals.
If anyone suspects they have discovered or disturbed asbestos on Trust premises, they must:

- Not disturb it further.
- Prevent access to the area.
- Report it immediately to the Headteacher, Trust Estates Manager and the Trust’s specialist asbestos contractor.
- Follow the advice and guidance provided by the Academy’s specialist asbestos contractor.

Consultation

Enhance Multi Academy Trust aims to promote effective communication and consultation between employers and employees regarding health and safety matters incorporating the Health and Safety (Consultation with Employees) Regulations 1996.
Consultation and communication on health and safety matters are facilitated through the supervisory chain of management, regular staff meetings and briefings, as well as discussions held during Local Governing Body Resources Committee Meetings.
Any health and safety concerns must be promptly reported to the Headteacher, School Business/Premises Manager or the Trust Estates Team, as appropriate. They will ensure that necessary actions are taken. The Headteacher will then escalate these concerns through the supervisory chain of management to the Local Governing Boards and the Chief Executive Officer.
Health and safety will be a standing agenda item in all staff meetings and briefings. These meetings will serve as a forum for open, two-way communication on health and safety matters. When necessary, additional meetings will be called to explain specific issues, consult with employees on practical actions, agree on improvements, and seek input to facilitate necessary changes.

Control of Substances Hazardous to Health (COSHH)

Certain work activities within Enhance Multi Academy Trust involve the use of hazardous substances, such as those used in cleaning operations. Whether this work is carried out by employees or contractors, it will be managed with the same rigorous standards to ensure safety.

All substances that fall under the Control of Substances Hazardous to Health (COSHH) Regulations 2002 will be carefully identified. A Safety Data Sheet (SDS) will be sourced for each substance, and a COSHH assessment will be completed before the substance is used. All control measures identified in the COSHH assessment must be fully implemented to minimise the risks associated with hazardous substances.

Only employees or contractors who are trained and authorised are permitted to use these substances. They must adhere strictly to the safe systems of work and controls specified in the COSHH assessment. Additionally, the storage, use, and disposal of hazardous substances will be closely monitored and controlled by authorised personnel to ensure compliance with safety procedures.

COSHH assessments and SDS documents will be readily accessible at all times for reference, with an up-to-date collection maintained by the School Business Manager, Premises Manager or the Trust Estates Team. If an employee or contractor experiences any adverse reaction or illness during or after exposure to a hazardous substance, a copy of the relevant SDS will be provided to medical professionals, to assist in the treatment and diagnosis.

Contractors on Trust Premises

The safety of contractors, visitors, employees, pupils, and the public is a priority when contractors are working on Trust premises. To ensure this, a strict system for the approval and control of contractors will be followed in all cases. All contractors must satisfy the Trust that they:

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

Before any contractor work begins on site, a risk assessment and method statement must be completed and agreed upon. These documents must identify potential hazards and establish a safe method for performing the task to minimise risks to employees, pupils, contractors, visitors, and others. The School Business Manager, Premises Manager or the Trust Estates Team is responsible for ensuring these documents are prepared and made available to all relevant parties before work commences.

Only approved contractors will be engaged to work on Trust premises, and the School Business Manager, Premises Manager or the Trust Estates Team will maintain a register of these approved contractors. Copies of risk assessments and method statements will be retained onsite.

Site inductions will be conducted by the School Business Manager, Premises Manager, Headteacher, or another designated person. Contractors must also provide inductions for any sub-contractors. On the first day of work, contractor personnel will be met on site to review all operational points, including task-specific risk assessments and method statements. Supervision of contractors will be carried out by a nominated person. High-risk work will be controlled through permit systems, which include tasks such as hot work, work at height, work on live electrical equipment, underground work, and work in confined spaces.

Contractors and sub-contractors must be supervised at all times when on academy sites unless confirmation of an enhanced DBS check from their employer.

The Trust will seek to comply with the requirements of the Construction, Design and Management (CDM) Regulations as far as is reasonably practicable.

Digital and Cyber Safety

The Trust is committed to maintaining robust cyber resilience. To achieve this, the Trust will:

- Carry out an annual cyber risk assessment, reviewed termly.

- Implement and maintain a cyber incident response plan.
- Ensure technical controls such as secure passwords, multi-factor authentication, regular patching, web filtering, and secure data handling.
- Provide regular cyber-safety training for staff and awareness programmes for students.

Display Screen Equipment (DSE)

Enhance Multi Academy Trust is committed to taking all reasonable steps to protect the health and safety of employees who regularly work with Display Screen Equipment (DSE). Employees are considered DSE users if they regularly use DSE as a significant part of their normal work, whether at their employer's workstation, a home workstation, or at another employer's workstation.

Employees are classed as DSE users if they meet the following criteria:

An employee who habitually uses display screen equipment as a significant part of their normal work, whether they are employed at their employer's workstation, at a workstation at home or another employer's workstation.

An employee may be classified as a DSE user if they:

- Regularly use DSE for continuous or near-continuous spells of an hour or more at a time.
- Frequently transfer information quickly to or from the DSE;
- Need to apply high levels of attention and concentration; or
- Are highly dependent on DSE or have little choice about using it; or
- Require special training or skills to use the DSE effectively.

To ensure the well-being of DSE users, the Trust will:

- Identify DSE Users: Recognise and classify employees who meet the criteria as DSE users under the DSE Regulations.
- Conduct Assessments: Carry out suitable and sufficient DSE assessments for DSE users' workstations and equipment to identify potential risks.
- Address Issues: Resolve any health and safety issues identified in the DSE assessments promptly.
- Eye Tests: If an eye test is identified as necessary during the DSE assessment, the Trust will reimburse the cost of the appropriate eye and eyesight tests for DSE users upon request.
- Corrective Appliances: The Trust will reimburse the cost of 'special' corrective appliances (e.g., spectacles) for DSE work if the results of an eyesight test indicate that an employee requires adjustments specifically prescribed for DSE use at the distance the screen is viewed.
- Deliver Training: Provide appropriate training to DSE users on how to set up and use their DSE equipment safely and ergonomically.
- Share Information: Ensure that DSE users receive relevant information on health and safety practices related to DSE use.

Driving at Work (Motor Vehicles)

Whether using a personal vehicle or a Trust-owned vehicle, only authorised personnel may drive on Trust business. Authorisation must be granted by the Headteacher. All drivers must hold a valid driving licence appropriate to the class of vehicle they will be operating. For minibuses, drivers are also required to hold a current MIDAS (Minibus Driver Awareness Scheme) certificate. If additional training is required for business purposes, this can be arranged through the employee's manager.

For Trust-owned vehicles, the Headteacher will arrange for tax and, where necessary, MOT certification. The Trust will also ensure that motor insurance is in place for these vehicles.
Employees who use their own vehicles for business purposes (such as attending meetings at locations other than their usual place of work) must ensure they have the following before undertaking any journey:

- A valid driving licence
- An MOT certificate (if required due to the age of the vehicle)
- A motor insurance certificate confirming that "Business Use" cover is in place.

The Headteacher will require these documents to be submitted annually for inspection. Employees must also notify the Trust immediately of any changes that affect the validity of these documents. Failure to comply with these requirements will be considered a formal disciplinary offence.
When driving on Trust business, all drivers are required to adhere to the Highway Code and comply with all applicable laws and regulations at all times.

Electrical Equipment

Fixed Electrical Installation

All fixed electrical installations across the Trust are inspected and tested every five years to ensure safety and compliance. Detailed records of these inspections and tests are maintained. Any changes, repairs, or upgrades to the fixed electrical installations will be carried out by NICEIC-approved electricians, ensuring the work meets the required safety standards and is properly certified.
Employees are strictly prohibited from touching or tampering with fuse boxes or any electrical circuitry. Any damaged or defective items observed must be reported immediately to the Headteacher for prompt action.

Portable Electrical Appliances

Portable electrical appliances encompass any electrically powered item used within the workplace, whether it belongs to the Trust or an employee. This includes ancillary equipment such as extension cables.
All portable electrical equipment is inspected and tested at least once a year by a competent and trained individual, unless otherwise specified. Records of these inspections and tests will be kept on file for reference.
Before using any portable electrical appliances, employees are required to conduct a visual inspection of the equipment to identify any potential damage or defects. Any damaged or defective items must be reported immediately to the School Business/Premises Manager and removed from service until repaired or replaced by a competent person.
Personal electrical items must not be brought into Trust premises without prior approval from the Headteacher. If permission is granted, the equipment must be electrically tested by a designated person before use to ensure it meets safety standards.

Fire Procedure

Each Academy within the Trust is responsible for maintaining its own detailed Fire Safety Policy and Procedures. The following outlines the Trust's overarching commitment to fire safety across all premises:
The Trust will take all reasonable precautions to ensure the safety of employees, pupils, visitors, contractors, and any other persons in the event of a fire. For those individuals identified as needing additional support or assistance to evacuate the building during an emergency, a Personal Emergency Evacuation Plan (PEEP) will be developed to ensure their safe egress. These safety measures will be implemented through the following actions:

- Fire Risk Assessments: Conduct regular fire risk assessments to identify and mitigate risks.
- Action Implementation: Carry out and implement actions arising from fire risk assessments to ensure continuous improvement in fire safety.
- Fire Alarm Systems: Ensure regular maintenance and testing of fire alarms and associated systems to guarantee they are operational at all times.

- Fire-Fighting Equipment: Provide suitable and sufficient portable fire-fighting equipment at strategic locations and maintain this equipment on a regular basis.
- Fire Awareness Training: Provide training on fire awareness and procedures to all Trust staff, ensuring that they are familiar with evacuation protocols.
- Emergency Escape Routes: Ensure that all emergency escape routes are clearly marked with adequate signage to guide safe egress in the event of an emergency.
- Emergency Procedures: Clearly display emergency procedures in prominent locations throughout the premises to inform all occupants of the correct actions to take in case of a fire.
- Fire Evacuation Drills: Carry out regular emergency evacuation drills and review the process, making improvements where necessary

First Aid

Each Trust Academy will ensure that adequate first aid provision is maintained to safeguard the health and well-being of all individuals on its premises. The following measures will be implemented:

- Sufficient Numbers of Trained First Aiders: Each Academy will ensure that there are enough trained and qualified First Aiders available at all times while people are at work. This includes paediatric-trained First Aiders for Early Years Foundation Stage (EYFS) settings. First aid can only be administered by a trained First Aider or a medically qualified person. Allowances should be made for absenteeism to ensure continuous first aid coverage.
- First Aid Kits and Eye Wash Stations: First aid kits and eye wash stations will be readily available at strategic locations throughout each Academy. These kits will be adequately stocked with supplies in line with the requirements of the Academy and Health and Safety Executive (HSE) guidance.
- Display of First Aiders' Names: The names of appointed First Aiders will be displayed on staff notice boards for easy reference in case of an emergency.
- Maintenance of First Aid Boxes: Appointed individuals within each area will be responsible for ensuring that first aid boxes are kept stocked and in good condition, with contents that meet the specific needs of the Academy and comply with HSE recommendations.
- Accident Reporting: Any first aid administered as a result of an accident or incident will be recorded using the Academy’s accident report form. This will ensure that all incidents are documented accurately and can be reviewed to identify trends or necessary safety improvements.
- Medical/Clinical Waste Disposal: Medical and clinical waste, such as used first aid supplies, will be disposed of in designated yellow bags and placed in the appropriate medical/clinical waste bins. These waste bins will be emptied by a contracted service at regular intervals to ensure proper and safe disposal.

These first aid arrangements will be regularly reviewed to ensure they remain effective and compliant with legal requirements, and will be updated as necessary to address the specific needs of each Trust Academy.

Food Safety

The Trust is committed to ensuring the highest standards of food safety and hygiene in all of its premises where food is prepared, handled, or served. To protect the health and well-being of all employees, pupils, and visitors, the following food safety arrangements will be implemented:

- Food Hygiene Training: All employees who handle food will receive accredited food hygiene training as soon as possible after starting work. This training will ensure that employees are aware of and follow safe food handling practices in line with legal requirements.
- Cleaning Regime: A thorough and ongoing cleaning regime will be in place for all food preparation and storage areas. This will include the regular cleaning of work surfaces, equipment, and utensils to prevent contamination.

- Temperature-Controlled Food Storage: All food requiring refrigeration or freezing will be stored in temperature-controlled units. Daily, recorded temperature checks will be carried out to ensure that food is stored safely and at the correct temperatures to prevent spoilage.
- Segregated Food Storage: Food storage areas will be segregated to avoid cross-contamination. For example, raw meat will be stored separately from ready-to-eat food items, and all food will be marked with "use by" dates to ensure timely consumption.
- Pest Control: The Trust will implement pest control measures to prevent contamination of food by pests. Regular inspections will be conducted to maintain a pest-free environment.
- Color-Coded Equipment: To minimise the risk of cross-contamination, color-coded cutting boards will be used for different food groups (e.g., raw meat, vegetables). Additionally, separate knives and utensils will be designated for use with specific food types.
- Work Equipment and Surface Cleaning: All work equipment and surfaces used in food preparation will be regularly cleaned and sanitised to maintain hygiene standards.
- Illness and Food Handling: Employees who handle food and experience symptoms of diarrhoea or vomiting must report their illness and remain away from the premises for at least 48 hours after their symptoms have stopped. This precaution is to prevent the spread of foodborne illnesses.

The Trust will monitor compliance with these food safety arrangements and make any necessary adjustments to maintain a safe and hygienic environment for food preparation and handling. Regular inspections and audits will be conducted to ensure that all food safety practices meet or exceed legal and regulatory requirements.

Gas & Oil Appliances

Enhance Academy Trust ensures the safe installation, maintenance, and use of gas systems, requiring all fittings and appliances to meet appropriate standards. The Business Manager, with site staff, is responsible for regular maintenance and servicing of gas appliances by a competent person, keeping records for at least two years. Only certified professionals, such as Gas Safe Commercial engineers, are allowed to work on gas fittings or storage vessels. No combustible materials are to be stored in plant rooms or gas meter boxes. In case of a gas leak, the site staff must shut off the gas and notify the emergency gas service if the leak persists.

Health Surveillance

Enhance Academy Trust acknowledges that certain work activities may lead to the implementation of health surveillance procedures to protect employee well-being. When such a requirement is identified through risk assessments or medical referrals, the affected employee will be referred to an Occupational Health Service for appropriate evaluation and monitoring. The Trust will ensure that all health surveillance activities are documented and that suitable records are maintained.

Home Working

Enhance Academy Trust is committed to ensuring the health, safety, and well-being of employees who work from home. The following principles will guide our approach to home working:

- Risk Assessment: Prior to commencing home working, employees must complete a risk assessment to identify any potential hazards associated with their home working environment. This assessment will be reviewed regularly and updated as necessary.
- Safe Working Environment: Employees are responsible for ensuring that their home working environment is safe and suitable for the tasks they perform. This includes having an ergonomically appropriate workstation, adequate lighting, and a clear and organised workspace.
- Equipment and Safety: Employees must ensure that all equipment provided is used correctly and maintained in good condition. Any defects or issues with equipment must be reported to the Trust immediately.

- Health and Safety Guidelines: Employees must follow health and safety guidelines as if they were working on-site. This includes adhering to practices for ergonomics, breaks, and maintaining a safe working environment.
- Training and Support: Employees may receive support and request training on home working safety practices if they encounter any issues related to their home working environment or equipment.
- Communication: Regular communication with managers and colleagues is essential. Employees must be accessible during agreed working hours and report any concerns related to health, safety, or well-being promptly.
- Emergency Procedures: Employees must have access to emergency contact details and procedures in case of any issues while working from home.
- Data Security: Employees must follow all data protection and security protocols when handling sensitive or confidential information while working remotely.

By adhering to these guidelines, we aim to provide a safe and productive home working environment for all our employees.

Inclusive Accessibility and Neurodiversity

The Trust will ensure that all safety arrangements are inclusive and compliant with the Equality Act 2010. Risk assessments and emergency plans will explicitly consider the needs of disabilities and neurodivergent pupils and staff. This includes:

- Personal Emergency Evacuation Plans (PEEPs) for those requiring assistance.
- Accessible evacuation routes and assistive technology.
- Adjustments to reduce sensory overload or communication barriers.
- Ensuring reasonable adjustments enable full participation in Trust activities.

Legionellosis

Enhance Academy Trust recognises the legionellosis hazard associated with air conditioning, heating, and water storage systems within its buildings. To manage and mitigate these risks, the Trust has implemented a comprehensive Control of Legionella Bacteria Policy. This policy outlines the specific measures and procedures in place to minimise the risk of Legionella bacteria growth, ensuring the safety and well-being of all building occupants.

Lone Working

Enhance Academy Trust acknowledges that there may be instances where teaching, support, administrative, or cleaning staff need or choose to work alone or in isolated situations. However, this can introduce risks to what would typically be non-hazardous activities.

To manage these risks:

- Permission Requirement: Employees must obtain permission from the Headteacher before working alone in the building outside of normal Academy hours. Employees with medical conditions or those taking medication that could impact their ability to work safely should not work alone.
- Risk Assessment: The Headteacher, with the support of the School Business Manager, Premises Manager or the Trust Estates Team, is responsible for conducting risk assessments for identified lone work activities and ensuring that appropriate control measures are in place and effectively implemented to safeguard employees.

Manual Handling

Enhance Academy Trust recognises that the nature of its work involves moving and handling activities that can pose risks to employees. To manage these manual handling hazards, each Trust Academy will:

- Eliminate or Mechanise: Eliminate or mechanise manual handling tasks wherever reasonably practicable to do so.

- Risk Assessment: Where elimination or mechanisation is not feasible, conduct assessments to identify and implement control measures to minimise the associated risks.
- Lifting Aides/Equipment: Provide appropriate lifting aides and equipment for lifting operations as identified by risk assessments.
- Training: Offer manual handling training to all employees to ensure safe handling practices.
- Personal Protective Equipment (PPE): Supply personal protective equipment for lifting operations where identified as necessary through risk assessments.

Medical Screening

Enhance Academy Trust requires all potential employees to complete a medical questionnaire and, if necessary, undergo a medical examination with an occupational health specialist before employment is offered. This process is designed to establish:

- Capacity for Work: Assess the mental and physical capacity of the candidate to perform the required work.
- Medical History: Identify any medical history that could be aggravated by the planned work or environment.
- Safety Considerations: Determine any reasons the candidate may pose a hazard to themselves or others in the workplace.
- Specialist Considerations: Address any specialist health considerations relevant to the job.

Candidates with existing medical conditions will not be disqualified from employment unless a risk assessment determines that the condition significantly impairs their ability to perform the required work to an unacceptable level. Any changes to an existing employee's health must be reported to the Headteacher for review. Health records will be maintained in the employee's personnel file throughout their employment and for at least 10 years thereafter. The Trust will carefully consider any health-related concerns to avoid discrimination based on race, gender, disability, age, or religion.

Mental Health and Wellbeing

While mental health and wellbeing are equally as important as physical health, the Trust acknowledges that it can only provide effective support when made aware of concerns. In line with HSE guidance, employees are encouraged during induction and regular briefings to raise any issues relating to stress or wellbeing, whether about themselves or others, so that appropriate action can be taken. Any concerns will be treated with respect and confidentiality, and responses will be guided by empathy and practical solutions for both immediate and longer-term needs. To strengthen this approach, the Trust will ensure that designated staff receive appropriate training in mental health awareness, that clear referral routes to external support services are available, and that a whole-school culture of wellbeing is promoted to support both staff and pupils.

Monitoring Health and Safety

Headteachers, in collaboration with the Trust Estates Manager, are responsible for ensuring that working conditions are acceptable and that safe working practices are upheld within the Academy. The Headteacher will investigate work-related absences due to accidents or illness and ensure that workplaces are kept in a safe condition. Regular premises inspections will be conducted, documented, and any necessary improvements or changes will be implemented.

New and Expectant Mothers

Enhance Academy Trust is committed to protecting the health, safety, and welfare of new and expectant mothers and their unborn children, acknowledging the heightened risks involved. The Trust will conduct individual risk assessments and implement appropriate control measures to minimise these risks as much as reasonably possible. These risk assessments will be regularly reviewed and will extend for the required duration following childbirth.

Noise at Work

The Trust is committed to effectively managing the risks associated with noise exposure in the workplace. To achieve this, the Trust will:

- Identify and Assess: Determine and evaluate activities where noise levels could be hazardous to employees involved in those tasks.
- Reduce Noise Levels: Implement measures to reduce noise levels as much as reasonably practicable when necessary.
- Adhere to Legal Limits: Ensure that personal noise exposure does not exceed legal limits.
- Maintain Equipment: Regularly maintain and ensure proper use of equipment designed to control noise risks.
- Training: Offer relevant information, instruction, and training on noise safety when needed.
- Use Personal Protective Equipment (PPE): Supply suitable PPE as a last resort control measure when other noise reduction options are not feasible.

Personal Protective Equipment (PPE)

Enhance Academy Trust is committed to complying with the legislative requirements of the Personal Protective Equipment (PPE) Regulations 1992. The Headteacher is responsible for ensuring that PPE is provided based on a thorough risk assessment that identifies work activities requiring such protection.

- Provide PPE: Supply personal protective equipment when risks associated with a task cannot be adequately controlled by other means. PPE will be considered a temporary or last-resort control measure.
- Ensure Standards: Provide PPE that meets required standards to ensure it offers the necessary level of protection.
- Training: Provide appropriate information, instruction, and training on the correct use, maintenance, and storage of PPE. This training will be tailored to specific job roles and departments.
- Wear Suitable Clothing: Employees must wear appropriate clothing for the tasks they are performing. For instance, cleaners using floor cleaning machines should wear sturdy shoes rather than open-toed footwear.
- Consult for Guidance: If employees are unsure about the suitability of their clothing or PPE for a specific task, they should seek advice from their line manager.
- Responsibility for Equipment: Employees issued with PPE or safety equipment must use and maintain it as instructed. They must not use defective equipment and should request a replacement if needed.

Risk Assessment

The Trust is committed to identifying hazards and risks to pupils and others, ensuring that appropriate preventative and protective measures are implemented in accordance with the Management of Health & Safety at Work Regulations 1999. Specific risk assessments will be conducted for high-risk areas, such as food technology labs, kitchens, and during Academy trips and educational visits.

Each Academy must ensure that those conducting risk assessments are competent, with specialist support available if necessary. Once control measures are established, they will be documented, and relevant staff will receive copies along with any necessary additional training.

The Headteacher is responsible for ensuring that staff adhere to the precautions outlined in risk assessments and for overseeing the implementation and monitoring of control measures. Risk assessments will be reviewed at least annually or sooner if an incident occurs, a near miss is reported, health concerns arise, or work methods change. In situations of serious or imminent danger, affected activities will be halted, immediate action will be taken to reduce risks, and external advice will be sought as needed.

Each School will maintain copies of risk assessments, which will be accessible to all employees. It is crucial that all staff are familiar with and comply with these documents.

Security and Safeguarding

The Trust is committed to providing a safe and secure environment for our employees, visitors, pupils/students, and anyone else who may visit our premises or use our facilities. Each Trust Academy is required to conduct a security risk

assessment and implement appropriate control measures to prevent unauthorised access to the premises. The Trust will support with systems, processes and frameworks to aid security measures and associated best practice.
Where there are school lock down procedures in place these must be communicated to all staff and followed.
Control measures will vary based on the Academy's location but will typically include a combination of physical barriers such as security fencing and access control systems, CCTV systems, intruder alarms, and employee training.
Each Trust Academy has established Safeguarding and Child Protection Policies, which are reviewed regularly. Designated individuals are responsible for overseeing the implementation of these policies.

Slips, Trips and Falls

Slips and trips are among the most common causes of workplace injuries. Each Trust Academy is committed to reducing the risk of slips and trips through a combination of good housekeeping practices, including effective cleaning, and by enforcing the use of appropriate footwear by employees.
Containers of liquid or food must be covered with lids during transport. Any observed spillages, flooring defects, or obstructions must be promptly removed or reported to the Headteacher. Warning signage must be placed near spillages until they are cleaned up and the area is completely dry.

Smoking

The Trust enforces a strict no-smoking policy on all its properties, which applies to employees, pupils/students, parents, contractors, and visitors. Smoking, including the use of e-cigarettes, by employees on the premises or grounds is considered gross misconduct and will lead to disciplinary action.

Training

The Trust will ensure that all new employees receive induction training before commencing work. This induction will cover general safety rules and procedures, as well as specific hazards relevant to their role. The Trust will also make sure that employees understand their duties and responsibilities and are fully informed about relevant safety issues. Academy risk assessments will be accessible to all employees.
Most training will be delivered through Gallagher ShareZone E-Learning, and all employees are required to complete the relevant E-Learning modules for their role on either an annual or bi-annual basis (refer to the Gallagher E-Learning Training Guidance at the end of the policy). Employees who require specific skills and knowledge will be identified, and additional appropriate training will be provided. All training completed will be documented in personnel files and reviewed or refreshed regularly.

Visitors

All visitors and members of the general public must report to reception upon arrival and departure. They will be informed of safety rules and emergency procedures and will be accompanied in areas of the academy site where known risks exist, whenever possible. Visitors to the Trust are to be accompanied at all times while on academy premises, except when prior arrangements have been made, and an enhanced DBS check has been completed, allowing them to be unaccompanied for the purpose of their visit.

Waste Management

Waste should be disposed of in the bins provided throughout our premises. These bins are emptied regularly by cleaners or site staff into external bins, which are then emptied at least weekly by registered waste carriers. The waste is either processed by registered waste processors or transported to landfill sites. Where practical, materials are recycled, and hazardous waste is collected separately and disposed of by appropriately registered contractors.
Waste management records, including contracts, waste transfer notes, collection notes, registration certificates, and contractor checks, are maintained for a minimum of six years.

Welfare

Enhance Academy Trust is committed to providing a safe and healthy working environment in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992. We ensure that all our premises are clean, well-maintained, and equipped with adequate lighting, ventilation, and temperature control.
We provide essential welfare facilities, including:

- Toilets and washing facilities
- Drinking water
- Rest and eating areas

- Changing facilities when necessary

Our workplaces are regularly cleaned and maintained to ensure high standards of health and safety.
Special provisions are made to accommodate the needs of specific groups, such as new or expectant mothers.
Employees are encouraged to report any concerns regarding workplace conditions or welfare facilities to their immediate line manager or the Headteacher.

Work at Height

Enhance Academy Trust adheres to the HSE guidance on the Work at Height Regulations 2005 and the Safe Use of Ladders and Stepladders (INDG455). Each Trust Academy uses various access equipment for working at height such as kick stools, step ladders etc

Each academy ensures the following:

- Minimise: Work at height is avoided whenever possible.
- Planning and Risk Assessment: If work at height cannot be avoided, it is properly planned, risk-assessed, and executed by competent staff in a safe manner.
- Training: Staff undertaking work at height receive appropriate training, and training records are maintained.
- Inspection and Maintenance: All equipment is identified and inspected annually. Equipment is maintained and serviced according to statutory requirements, with defective items removed from use until repaired or replaced.

Any accidents resulting from working at height will be investigated to determine root causes and to implement additional controls as needed.

Work Equipment

The Trust ensures that all work equipment provided by the Trust or employees is suitable, safe, and complies with health and safety standards before use. We implement manufacturer maintenance and inspection requirements, along with statutory inspections such as those required by the Lifting Operations and Lifting Equipment Regulations (LOLER). Employees must report any equipment defects to the Headteacher and immediately remove the equipment from use until it is repaired or replaced. Records of inspections and repairs

Young Employed Persons (16 to 18 years)

The Trust recognises the additional risks associated with the employment of young persons and will take all reasonable measures to minimise these risks. If a young person is employed, a recorded risk assessment will be conducted to identify and manage any additional risks to the employee and those nearby. The assessment will also consider any practical changes needed to ensure safety. Involving the young person's parent, guardian, or carer may be part of this process to ensure that precautions are suitable and adequate.

Monitoring & Auditing

Enhance Academy Trust is dedicated to maintaining high standards of health and safety across all its academies. To ensure continuous compliance and improvement, we will implement the following monitoring and auditing procedures:

- Regular Monitoring: Health and safety practices will be regularly monitored across all Trust academies. This includes routine inspections and reviews to ensure adherence to health and safety policies and regulations.
- Audits: Periodic audits will be conducted by external agencies to evaluate the effectiveness of our health and safety systems and procedures. These audits will assess compliance with legal requirements, identify areas for improvement, and ensure that health and safety measures are being properly implemented.
- Reporting: Findings from monitoring and audits will be documented and reported to senior management. Any identified issues or non-compliance will be addressed promptly with appropriate corrective actions.
- Follow-Up Actions: Corrective actions and improvements identified through monitoring and audits will be tracked to ensure they are implemented effectively. Follow-up reviews will verify that issues have been resolved and that improvements are sustained.

- Employee Involvement: Employees will be encouraged to provide feedback and report any health and safety concerns. Their input will be considered in monitoring and auditing processes to ensure a comprehensive approach to health and safety.
- Continuous Improvement: The Trust is committed to continuously improving health and safety practices. Monitoring and audit results will inform ongoing updates to policies and procedures, fostering a culture of safety and compliance.

By implementing these monitoring and auditing practices, Enhance Academy Trust aims to ensure a safe working environment and uphold the highest standards of health and safety.

Related Documents
Strategies/Policies/Standards/Guidance

Document Reference	Document Title
HSPOL-02	Enhance Academy Trust Control of Legionella Bacteria Policy

Reference Documents

Document Reference	Document Title
HS(G) 65	Successful Health and Safety Management (Health and Safety Executive publication)

Appendix 1 – Employee Health and Safety e-Learning Guidance

	H&S Law Bi-Annually	H&S Management Bi-Annually	Risk Assessment BI-Annually	Work at Heights Annually	Asbestos Management Annually	Chemical Safety BI-Annually	Fire Safety Annually	Electricity BI-Annually	Noise BI-Annually	Manual Handling BI-Annually	Slips and Trips BI-Annually	Accident Reporting BI-Annually	First Aid Annually	Confined Spaces BI-Annually	Transport Annually
Headteacher	✓	✓	✓		✓		✓			✓	✓	✓	+		+
Business Manager	✓	+	✓		+	✓	✓	✓		✓	✓	✓	+		+
Office Staff						+	✓	✓		✓	✓	✓	+		
Premises/Site Manager/Caretaker	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
H&S Leader	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Governors	✓	✓													
H&S Governor	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Teachers		✓	✓			✓	✓	+		✓	✓	✓	✓		
Teaching Assistants			✓			✓	✓	+		✓	✓	✓	✓		
Cleaners (if employed by school)						✓	✓	+		✓	✓	✓	✓		
Fire Marshalls/Wardens							✓						✓		
First Aiders						✓							✓		
Drivers													✓		✓

Mandatory	✓
Optional	+