Raedwald Trust

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Health & Safety Policy

Policy Details	
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Policy Author	**Angela Ransby**
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CEO Signature	**Angela Ransby**
Trust Board Signature	**Alan Whittaker**

Updates Made	Date

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1 Statement of intent

1.1 The Raedwald Trust has overall responsibility for the health, safety and welfare of staff, students, and visitors in the academies it operates. The Trust recognises that decisions about workplace health and safety should be collaborative, reasonable, and proportionate, in order to maintain a safe environment where students can learn and achieve their full potential, and where employees are supported to ensure work-related stressors are avoided.

The health, safety, and welfare of staff, students, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work, is of paramount importance. We will achieve a safe environment for all by embedding a positive health and safety culture throughout our organisation and assisting all members of the school community to play their part.

1.2 The safety culture of our Trust is the product of individual and group values, attitudes, perceptions, competence, and patterns of behaviour. This policy includes our vision to ensure that our academies have a strong and positive safety culture through communication, training, collaboration, and leading by example.

1.3 Together, we are committed to achieving the following objectives:

1.3.1 To provide, as far as reasonably practicable, a safe and healthy working environment for all.

1.3.2 To ensure that all members of the school community are aware of their health and safety responsibilities, what is expected of them and what they need to do to discharge them.

1.3.3 To ensure that all staff have access to appropriate training and resources to enable them to play an active part in achieving a safe and healthy working environment.

1.3.4 To have an effective system for communicating and consulting on health and safety matters.

1.3.5 To effectively plan, implement, monitor, and review the arrangements in place to ensure we have a safe and healthy working environment.

1.3.6 To encourage, promote, and continuously improve the Trust's health and safety culture and performance.

1.3.7 To ensure that we protect the environment.

2 Responsibilities for health and safety

2.1 Overall and final responsibility for health and safety

The Board of Trustees, Chair of Trustees and Chief Executive Officer carry the key responsibilities for assessing, recording, and implementing the correct health and safety procedures. They will do this by:

- Leading by example on all matters relating to health, safety and welfare.
- Promoting and following this health and safety policy.
- Dedicating budget to the health and safety provision at the academies.
- Communicating effectively with parents, staff, and students.
- Monitoring and reviewing health and safety procedures and practice.

<u>The Target for the next 12 months is to:</u>

- Review the Policies and Procedures across the Trust regularly
- Review all external audits for action points and make relevant changes
- Review and update risk assessments
- Identify, report and oversee any build defects in materials or workmanship to ensure they are rectified within the warranty period.

2.2 Day-to-day responsibility for ensuring this policy is put into practice

The Board of Trustees, Chair of Trustees and CEO have assigned health and safety responsibilities as follows:

2.2.1 Health and Safety Trustee

(a) They will carry out periodic health and safety walk rounds, inspections and audits to ensure requirements to monitor, review and record safe systems of working within academies are met.

2.2.2 The CEO, has principal duty in the Trust for ensuring the local implementation of guidance, codes of practice and other advice from Suffolk County Council (SCC). The Trust has access to competent internal and external H&S advisors. These are Watson & Watson and Safety Boss.

2.2.3 Chief Financial Officer

The CFO is responsible for the oversight of periodic external and internal health and safety audits across all Academies and reports back findings to the Finance, Resources and Audit Committee and Trust Board, ensuring requirements to monitor, review and record safe systems of working within Academies are being met. They will seek support and professional advice from external advisers, as necessary. The CFO has the following responsibilities:

a) Leading by example.
b) Ensuring that adequate and appropriate risk assessments are carried out and reviewed prior to any activity either on site or off site.
c) Liaising with the FRA committee and H&S Trustee to inform that person of any health and safety issues or risks that arise.
d) Ensuring that the information on health and safety good practice that is available to Trust staff and visitors is up to date, easily accessible, and promoted throughout the Trust. This includes the Trust health and safety policy and risk assessment templates.
e) Ensuring that all support and cover staff are fully trained and equipped to deal with health and safety issues and emergencies.
f) Ensuring that the Board of Trustees is aware of and up to date with any health and safety legislation or reasons for change in health and safety provision.
g) Ensuring that funding is allocated to individual departments for their health and safety requirements.
h) Ensuring that all staff, pupils, and volunteers are aware of their health and safety obligations to one another.
i) Ensuring that regular practice fire drills are undertaken.
j) Ensuring that adequate information related to health and safety is obtained and passed on to relevant staff, contractors, members of the public, statutory authorities, etc.

2.2.4 The Headteacher responsibilities:

a) Leading by example.
b) Ensuring that all new employees are given the appropriate health and safety induction training, relating to both whole-school health and safety and any specific provision relating to their role in the school.
c) Ensuring that any school activity, either on site or off site, is risk assessed, and consideration has been given to health and safety in terms of the wider school policy.
d) Keeping up to date with any changes to arrangements surrounding activities and the implications of these on health and safety.
e) Ensuring that all the relevant checks are done on the equipment and competency of contractors that come in to the school.
f) Ensuring that all staff and pupils are aware of their health and safety responsibilities, including what to do in case of a fire, emergency, or medical emergency, and that all those taking part in any given activity are given proper training and health and safety briefing.
g) Managing their particular budgets to cover health and safety maintenance, checks, and provision for activities under their department.

2.2.5 FOHRs

Central FOHR advise the Headteacher, ensuring that details related to health and safety management are passed on. They provide support and advice to the senior leadership team and staff.

a) Central FOHR act as central health and safety representatives for the Trust.
b) Central FOHR will undertake periodic internal health and safety audits to ensure the sites are fulfilling their requirement to follow safe systems of work in the running of their area of the business, and the appropriate licences, test certificates, insurances, etc. are up to date and fit for purpose. These persons will formalise the on-site communication of health and

safety matters with contractors that are appointed.

c) The CFO will be the representative for the academies when dealing with any health and safety meetings.

2.2.6 Line managers and supervisors

Line managers, whether teaching or support staff, where appointed, are responsible for:

d) Leading by example.
e) The practical implementation of the health and safety policy and other subsidiary policies and procedures, the requirements of the Health and Safety at Work Act 1974, and other relevant legislation.
f) Ensuring that operations under their control are, as far as is reasonably practicable, conducted without detriment to the health and safety of employees or others affected by their activities.
g) Obtaining and ensuring adherence to a safe system of work by competent employees and contractors.
h) Ensuring that their area of responsibility is subject to risk assessment, regular inspections, and adequate supervision.
i) Ensuring that all accidents, incidents, and dangerous occurrences within their area of responsibility are reported. Reviewing all such reports and ensuring that a full investigation is carried out and appropriate remedial action is taken, where necessary.
j) Making adequate consideration to health and safety when specifying, purchasing, or hiring equipment or materials, and ensuring that contractors under their control do likewise, where applicable.
k) Ensuring that all pupils, staff, and volunteers understand their health and safety responsibilities and are familiar with the school health and safety policy and procedures.
l) Ensuring that all relevant training and preparation is carried out for all on-site and off-site activities.

2.2.6 Employees and staff

Employees of the Trust, whether they are fixed term, contract, or permanent, take the responsibility of:

a) . Ensuring that they are familiar and up to date with the Trust's health and safety policy and standard procedures.
b) Keeping their managers informed of any developments or changes that may impact on the health and safety of those undertaking any activity, or any incidents that have already occurred.
c) Ensuring that all the correct provisions are assessed and in place before the start of any activity.
d) Making sure that the pupils taking part in the activity are sure of their own health and safety responsibilities.
e) Cooperating fully with the employer to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance.
f) Ensuring that any equipment used is properly cared for and in the proper working order. Any defects should be immediately reported to a senior manager, and that piece of equipment should not be used.
g) All employees and staff are required as part of the Health and Safety at Work Act 1974, to:
h) Take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions.
i) Cooperate with their employer in matters relating to health and safety to enable the employer to comply with requirements.
j) Duty not to misuse or interfere with anything provided in the interests of health and safety or welfare (not restricted to employees).
k) Employees and staff are required to:
l) Cooperate in the implementation of the requirements of all health and safety legislation,

related codes of practice and safety procedures/instructions

m) Refrain from doing anything or omitting to do anything the omission of which causes danger to themselves or others.
n) Immediately bring to the attention of their line manager or site health and safety representative any situation or practice of which they are aware which may lead to injury or ill health.
o) Take responsibility for good housekeeping in the area within which they work.
p) Report all accidents, near misses, incidents, and dangerous occurrences in accordance with Trust guidelines.
q) All medical incidents are recorded on the MIS via the accident slip. This will generate an electronic report to CEO, Head Teachers and Chief Financial Officer to review and close.
r) An accident/incident slip will be completed as soon as possible on MIS as soon after the accident/incident occurs by the member of staff or first aider who deals with it
s) If the accident requires further investigation, we will use the template in Appendix 2
t) As much detail as possible will be supplied when reporting an accident
u) Information about injuries will also be kept in the pupil's educational record
v) Records held on MIS will be retained by the Trust for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.
w) Follow the advice given in company health and safety training in order to control workplace risks.
x) Take responsibility for their own health and safety.
y) Volunteers have the same responsibilities for health and safety as any other staff and will be expected to be familiar with the Trust's health and safety policy and procedures.

2.2.7 All staff

All staff are expected to:

a) Lead by example.
b) Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies, and to carry them out.
c) Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant risk assessments.
d) Give clear oral and written instructions and warnings to pupils when necessary.
e) Follow safe working procedures.
f) Require the use of protective clothing and guards where necessary.
g) Make recommendations to their Headteacher regarding equipment and improvements to plant, tools, equipment, or machinery.
h) Integrate all relevant aspects of safety into the teaching process.
i) Report all accidents, defects, and dangerous occurrences to their manager.

2.2.8 Pupils

a) While Trust staff carry the main responsibility for health and safety provision and the correct implementation of policy and procedure, it is vital that pupils understand their role and responsibilities when it comes to whole-school and personal health and safety, in order for staff to be able to carry out their roles effectively. As members of the Trust community, and allowing for their age and aptitude, pupils are expected to:

b) Take personal responsibility for the health and safety of themselves and others.

c) Observe standards of dress consistent with safety and/or hygiene.

d) Observe all the health and safety rules of the academy and, in particular, the instructions of staff given in an emergency.

e) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

f) Behave sensibly around the academy site and when using any equipment.

g) Report health and safety concerns or incidents to a member of staff immediately.

h) Act in line with the school code of conduct/school behaviour policy.

2.2.9 Contractors

a) All Contractors working on Trust premises or elsewhere on their behalf are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on Trust premises or elsewhere on the Trust's behalf, the safety of their workforce, and for ensuring that their work does not endanger the safety or health of others. Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement.

b) All contractors are required to report to Reception on their arrival, sign in the contractors' book, familiarise themselves with the Site Safety Rules, and safeguarding information and sign the asbestos form if appropriate. All contractors will display ID Badges and/or a visitor's pass.

c) Contractors making deliveries to site are informed of the times to avoid. Vehicles which arrive during peak times will either be asked to wait, return or will be assisted by site staff.

d) Staff will be informed of any restricted areas during building works. Signage will be used to make staff, pupils and any other persons using the school aware of any restricted areas. Staff such as cleaners, sports centre staff, etc, will be informed of any new access restrictions by the Head Teacher. The Trust will make provision for any staff that have either visual or hearing problems.

e) In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Head Teacher will take such actions as are necessary to prevent persons in his care from risk of injury.

2.3 Responsibility for ensuring health and safety standards are maintained and improved.

2.3.1 Communication

a) Part 1 of this Policy acknowledges the importance of involving all members of the Trust community in matters of health and safety, including by means of consultation and discussion, in order to achieve a collaborative approach to health and safety. This is achieved through the Health and Safety Trustee who reports to the Board of Trustees.

b) Safety representatives of trade unions recognised by the Trust, where applicable, will be consulted on all matters of health and safety that may affect staff, and on the provision of health and safety information and training. Non-union staff will also be consulted directly.

c) All members of the Trust community are encouraged to report any health and safety issues or concerns to their headteachers, line managers, or to the board itself. Before making any decisions, which could have health and safety consequences for staff, the Trustees will inform safety representatives about the proposed course of action and give them an opportunity to express their views.

2.3.2 The Duties of the Third Party Competent Advice, Watson & Watson and Safety Boss

a) They are deemed to be the competent advisors to the Trust and schools.
b) They provide competent telephone advice and audits if required
c) Qualifications and relevant training are evidenced by the Trust.

2.3.3 Training

a) Trustees along with Headteachers and senior leaders of the Trust under its overall jurisdiction are committed to involving employees at all levels in the maintenance of health and safety standards.
b) Employees will be provided with training to enable them to play their part in establishing and maintaining a safe environment and a positive culture of health and safety.
c) External health and safety consultants will be used to provide professional health and safety advice if required.

2.3.4 Policy review

3 The health and safety policy is to be monitored and reviewed on a regular basis. For this to be successful, a series of benchmarks need to be established. Such benchmarks or examples of good practice are defined by comparison with the health and safety performance of other parts of the organisation or the national performance of the sector. The Health and Safety Executive (HSE) publishes an annual report, statistics, and a bulletin, all of which may be used for this purpose. See, https://www.hse.gov.uk/statistics/ Typical benchmarks include accident rates per employee and accident or disease causation.

a) There are several reasons to review the health and safety policy such as, but not limited to:
- Significant organisational changes have taken place.
- There have been changes in key personnel.
- There have been changes in legislation and/or guidance.
- New working arrangements, work methods, or significant changes in existing practice have been introduced.
- There have been changes following consultation with employees.
- The monitoring of risk assessments or accident/incident investigations indicates that the health and safety policy or aspects of the health and safety policy are no longer effective.
- Information from manufacturers has been received.
- Advice from an insurance company has been received.
- The findings of an external health and safety audit have been received.
- Enforcement action has been taken by the HSE or local authority (LA).
- A sufficient period of time has elapsed since the previous review.

3.1.1 Monitoring, reporting and supervision

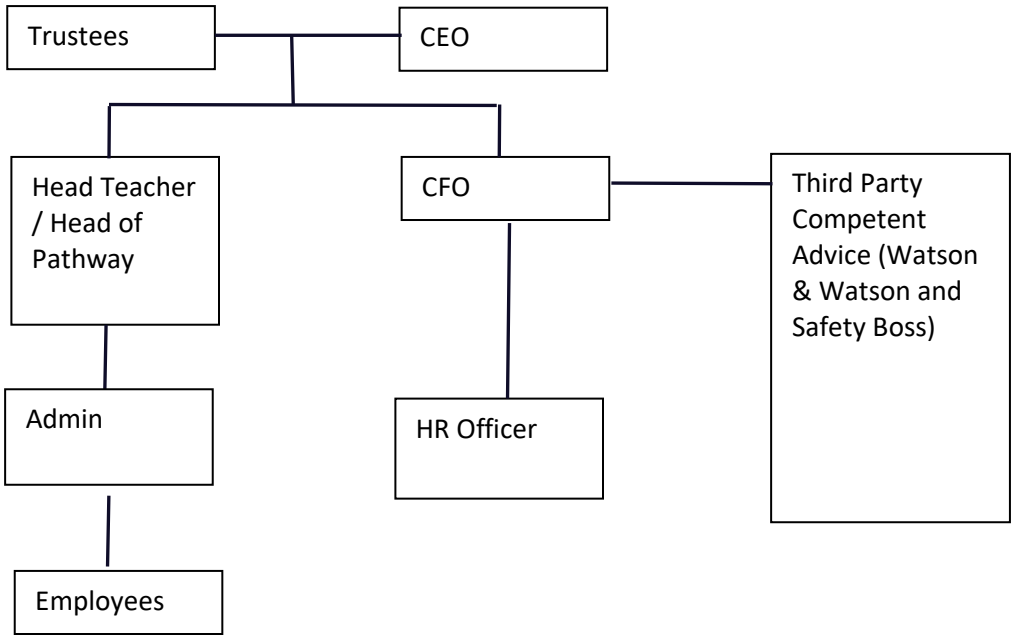
a) Monitoring and reporting are vital parts of a health and safety culture. Management systems must allow the board to receive both specific (e.g., incident-led) and routine reports on the performance of the health and safety policy. Only a strong system of monitoring can ensure that the formal review can proceed as planned – and that relevant events in the interim are brought to the board's attention.
b) The Board of Trustees will ensure that:
- Appropriate weight is given to reporting both preventive information (such as progress of training and maintenance programmes) and incident data (such as accident and sickness absence rates).
- Periodic audits of the effectiveness of management structures and risk controls for health and safety are carried out.
- H&S data is presented to the Trustees by the CFO every term as part of the CFO report.
- The impact of changes such as the introduction of new procedures, work processes or products, or any major health and safety failure, is reported as soon as possible to the board.
- There are procedures to implement new and changed legal requirements and to consider other external developments and events.
- Sickness absence and workplace health will be monitored effectively to identify any underlying problems that could damage performance or result in accidents and long-term illness.

- Workplace health and safety data is collected and reviewed to allow benchmarking against other organisations in the sector.
- Contractor performance is reported and reviewed.
- Supervisory and line management arrangements are assessed, clearly defined, and appropriately allocated – relevant individuals have the necessary skills and training.

Individual members of staff are responsible for the particular areas as follows:

Task	Job title of person responsible
H&S Policy review	Trust Board
Emergency plan implementation	Head Teacher
H&S Induction Training (as detailed in the induction programme)	Chief Financial Officer
Personal safety procedures (also Schoolsafe)	Head Teacher
Planned checks (procedures) (Health and safety manual has details)	Head Teacher
Planned checks (equipment) (Health and safety manual has details)	Head Teacher
Planned checks (premises) (Health and safety manual has details)	Head Teacher
Incident reporting/investigation	Head Teacher
Riddor Reporting	Chief Financial Officer
Coordination of risk assessment work	Head Teacher
Fire procedures including personal emergency evacuation plans	Head Teacher
Locally organised premises maintenance, repair and improvement	Head Teacher
First Aid (training and equipment)	Head Teacher
Educational visits coordinator (EVC)	Head Teacher
Stress and Wellbeing	Head Teacher
School Minibus/Transport (Health and safety manual has details)	Head Teacher
Child Protection Co-ordinator	Head Teacher
Supporting pupils with medical needs	Head Teacher
Premises Security	Head Teacher
Contractors on site	Head Teacher

Outside/offsite lettings	Head Teacher



4 Arrangements for health and safety

4.1 Risk assessment

4.1.1 Effective risk assessment is the foundation of all school health and safety checks, and the Trust takes steps to ensure that all Trust staff are confident and familiar with carrying out risk assessments and recording and reporting risks.

4.1.2 Risk assessments are stored on Sharepoint and will be reviewed:

- At regular intervals.
- After accidents, incidents and near misses.
- After any significant changes to workplace, working practices or staffing.
- After any form of notice has been served.

4.1.3 Under the Management of Health and Safety at Work Regulations 1999, the minimum the Trust must do is:

- Identify what could cause injury or illness (the hazard).
- Decide how likely it is that someone could be harmed (the risk).
- Take action to eliminate the hazard; if this is not possible, then control the risk.

4.1.4 The level of detail in a risk assessment will be proportionate to the risk and appropriate to the nature of the work. The HSE provides further information and templates: Risk assessment: Template and examples - HSE.

4.1.5 The Trust carries out risk assessments in accordance with the Health and Safety at Work Act 1974. It is impossible to eliminate all risk, but the Trust does take reasonable steps in order to decrease risk as far as is reasonably practicable. Any activity that is considered too high risk to the health and safety of our pupils, staff, or the general public through risk assessment will not be carried out.

4.2 Critical Incident Management and temporary staffing absences

4.2.1 The Trust has arrangements in place to cover the occasional (but foreseeable) absence of key staff so that first aid provision, medical needs and security are maintained. This may be due to planned absence, industrial action or 'emergencies' of any kind. These procedures are local to each site, but have a link back to the central policy.

4.3 Pandemics

4.3.1 In the event of pandemics RT will follow government and PHE guidance to ensure the health and safety of staff, pupils and visitors and update this policy with further appendices.

4.3.2 We will carry out a Covid-19 risk assessment in addition to those mentioned above, using the same principles. We will consider risks posed by our premises and the undertaking of our service and will take measures to minimise those risks so far as is reasonably practicable.

4.3.3 We will consider all relevant matters, including the following, when undertaking the risk assessment in accordance with good practice and Government guidance:

- Social distancing.
- Cleaning and hygiene facilities.
- Signage.
- Waste disposal.
- Minimising staff/staff and staff/pupil physical interaction and controlling access to spaces.
- Minimising non-essential visitors to the premises.
- Where practicable, implementing a one-way system to minimise contact.
- The provision of PPE.
- Identifying persons who are vulnerable because of their ethnicity.

4.3.4 We recognise that we have a statutory obligation to consult with staff about the health and safety measures we are proposing, and we will take steps to ensure that training is provided in relation to the recommendations arising from the risk assessment process.

4.4 Training

4.4.1 Health and safety induction training will be provided for all new employees and for work experience placement students. A signed register confirming that induction training has been received and understood will be kept.

4.4.2 Where annual refresher training is required for specific areas, a record will be kept and updated to ensure that knowledge and skills are up to date.

4.4.3 Curriculum/subject specific health and safety training is provided, and records will be kept and updated to ensure that knowledge and skills are up to date.

4.4.4 Strategic health and safety management and premises management training is provided, and records will be kept and updated to ensure that knowledge and skills are up to date.

4.4.5 All employees will have a health and safety training record which will be stored on Sharepoint.

4.4.6 Training needs will be identified, arranged and monitored by Human Resources, Headteacher and the Trust PA.

H&S Induction Checklist	Responsible Person
Overview of the School's Health &Safety Policy and organisational structure - employees to sign to say read, understood and accept the conditions of the policy	Chief Financial Officer HR Officer

Tour of Premises	Head Teacher
Information on hazards specific to the school, and established controls or precautions	Head Teacher
Safe procedures for use of machines, equipment and/or tools including defect reporting and the correct use of guards	Head Teacher
Materials and substances in use – handling and labelling systems/warning signs. COSHH requirements, risk assessments and H&S data sheets	Head Teacher
Use and care of PPE (Personal Protective Equipment)	Head Teacher
Reporting of incidents, hazards, work-related injuries and illnesses and fires	Chief Financial Officer HR Officer
For certain staff (CEO, Head Teachers) the arrangements for ensuring the duties relating to asbestos management are fulfilled and that the asbestos survey report is available (check RED Asbestos folder)	Chief Financial Officer HR Officer
Trained first aid personnel and first-aid facilities	Head Teacher
Fire evacuation and emergency procedures – including location of fire fighting equipment and use	Head Teacher
Smoking restrictions	Chief Financial Officer HR Officer
General housekeeping and maintenance of access and egress	Head Teacher
Security, restricted areas and equipment	Head Teacher
Manual lifting and handling – general advice and risk assessment	Head Teacher
Schoolsafe Training	Head Teacher
Training identified for individual roles. All staff to complete Fire Awareness, Working at Height and Manual Handling. Head Teacher, Chief Financial Officer, HR Officer & Office Manager to also complete Premises Responsible, Fire Warden, Asbestos Awareness, Legionella Awareness, Other identified staff to complete Food Safety, First Aid, and Administration of Medicine	Head Teacher

4.5 Consultation

4.5.1 The FRA committee has a written constitution which sets out what they will do to manage health, safety and welfare together. This includes:

- Its purpose and objectives.
- Membership.
- Meeting arrangements.
- Arrangements for reporting the outcome of meetings.
- The committee considers, amongst other things, statistics on accident records, patterns in near misses, ill health, and sickness absence.
- Accident investigations and subsequent action.
- Inspections of the workplace by enforcing authorities, management, or employee health and safety representatives.
- Risk assessments.
- Health and safety training.

- Emergency procedures.
- Changes in the workplace affecting the health, safety, and welfare of employees.

4.5.2 If the FRA committee is discussing accidents, the aim is to prevent them from happening again, not to give blame. The committee will:

- Look at the facts in an impartial way.
- Consider what precautions might be taken.
- Recommend appropriate actions.
- Monitor progress with implementing the health and safety interventions.

4.6 Workplace safety

4.6.1 The Trust will take reasonable steps to ensure that the academy environment and workplace is reasonably safe for pupils, staff and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards, such as loose wires. Appropriate clothing and good conduct will also be expected in school, and both contribute to good health and safety practice.

4.6.2 Any hazards around the academy site that are noticed by any member of the academy community should be reported to a senior leader and added to the estates MIS compliance system.

4.6.3 Certain departments, such as science labs and design technology workshops, will have more health and safety risks, due to equipment and substances being used in these lessons. Information / checklists can be found in the H&S manual and Sharepoint. Only teachers and pupils trained to use specialised equipment will be allowed to do so, with appropriate risk assessments being carried out prior to commencement of activities.

4.7 Display screen equipment (DSE)

4.7.1 The Trust recognises the importance of taking into consideration the health and safety surrounding the use of DSE and operating in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992. Some of the potential health problems associated with incorrect use of DSE are:

- Upper limb disorders (ULD) (e.g., upper limb aches and pains caused by poor posture).
- Backache.
- Fatigue and stress.
- Temporary eye strain.

4.7.2 The Trust adopts the following precautions to ensure a safe system of work for any staff, pupils, volunteers, and visitors to the academy:

- Work areas are risk assessed and arranged to enable safe practices to be carried out.

4.7.3 Staff are required to complete an annual DSE form. The Trust encourages that staff, pupils, and volunteers or visitors report to their manager or superior any symptoms of discomfort or ill health that they believe may be related to the use of DSE.

4.7.4 The Trust promotes good DSE health and safety by encouraging pupils to use the checklist below when using such equipment, and by displaying this checklist around the academy and in classrooms where DSE is in use.

Workstation	Adjust screen height to suit seating height – generally eyes level with top of screen. Keep an organised work surface to facilitate workflow. Avoid clutter under the workstation. Ensure an appropriate mobile, stable base chair. Seat back, arm rests and back rests to be height adjustable. 2–3" of space in front of the keyboard Be familiar with software in order to customise screen colours, etc.
Environment	Adjust screen to reduce reflection and glare. Clean screen and equipment regularly. Ideally sit sideways to windows. Maintain safe surroundings, i.e. free from tripping and electrical hazards. Avoid excessive noise and uncomfortable temperatures.
Healthcare	Plan work to include regular changes of activity to move around and change posture. Rest eyes during work break and carry out eye care exercises. Have eyes tested regularly. Report any health-related symptoms that concern you.
Job design	Break up work with informal postures and different tasks. Combine different work tasks. Take regular breaks away from screen. Ensure you have training in software and know how to set up a safe workstation.
Posture	Adjust seat height to ensure thighs and forearms are horizontal. Desk just below elbow height. Align hands with forearms. Minimal deviation of wrists. Adjust your backrest to support the lower back. Sit right back in the chair to maintain good lumbar support. Keep head in natural upright position. Do not slouch. Maintain upright position. Head, neck, shoulders, and hips to be in alignment. Use a footrest if feet do not touch the floor. Rest arms and hands whenever routine allows. Space under desk for postural change, no obstacles. Top of screen at eye level.

4.8 Manual handling

4.8.1 The Trust operates in accordance with the Manual Handling Operations Regulations 1992, as amended. Manual handling describes activities which involve lifting, carrying, moving, holding,

pushing, lowering, pulling, or restraining an object or person. The Trust will provide information, instruction, and training on safe manual handling for day-to-day tasks and will, as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involve a risk of injury.

4.8.2 Risk assessments are carried out by the Headteacher, and measures required to eliminate risk or reduce it to the lowest level which is reasonably practicable are identified from the information in the risk assessment and used to implement a safe system of work. While the Trust takes steps to reduce risk in the workplace, it is also the responsibility of staff and pupils to act in accordance with health and safety legislation and Trust policy. The Trust expects employees:

- To safeguard their own health and safety whilst at work, and also that of any person who may be affected by their actions.
- To follow safe systems of work as determined by the result of the risk assessments.
- To use mechanical aids which have been provided for their use and which they have been trained to use. Faults with any equipment should be reported to headteacher and added to the estates MIS Compliance system.
- To ensure that they use equipment as per manufacturers' instructions.
- To attend training sessions as required and apply the knowledge/skills to daily tasks.
- To report all accidents and incidents which have either caused or could have caused harm or injury.
- To report any difficulties, including "near misses" they have experienced, in order that the risk assessment can be reviewed to prevent injury occurring.
- To inform line management if they are unable to perform manual handling duties.
- To ensure that they do not try to perform a manual handling operation which they believe is beyond their physical capability.
- To comply with policy regarding suitable clothing, such as footwear and jewellery, so as not to injure pupils or themselves when undertaking a manual handling task.
- To avoid the need to lift, carry, push, pull, lower or support loads wherever possible.
- To mechanise tasks where they cannot be avoided, by the use of trolleys, barrows, lifts, or hoists.
- To ensure risk assessments have been carried out which take into account the work task, the activity involved, individual capacity, working environment, and any other relevant factors.

4.9 Machine maintenance

4.9.1 The Trust operates the academies in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER). These regulations require that the work equipment in schools is:

- Suitable for use and for the purpose and conditions in which it is used.
- Maintained in a safe condition for use so that people's health and safety is not at risk.
- Inspected in certain circumstances to ensure that it is and continues to be safe for use. Inspections are carried out by a competent person (this could be an employee, if they have the necessary competence to perform the task) and a record kept until the next inspection.

4.9.2 The Trust ensures that risks created by the use of the equipment are eliminated where possible or controlled by:

- Taking appropriate "hardware" measures, e.g., providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment.
- Taking appropriate "software" measures, such as following safe systems of work (e.g., ensuring maintenance is only performed when equipment is shut down, etc.) and providing adequate information, instruction, and training.

4.10 Slips and trips

4.10.1 Slips and trips are the most common cause of injury at work, and the most reported injury to members of the public. They can lead to both minor and major injuries – and sometimes fatal accidents from head injuries, following a fall from height, where the underlying cause was a slip

or trip. Slips and trips occur across all education premises. Sites can be busy, with large numbers of people moving around at the same time – often rushing. Slip and trip accidents in education premises happen for a number of reasons. They typically involve:

- Members of staff or pupils/students running or carrying heavy or awkward items.
- Wearing unsuitable footwear.
- Poor lighting - particularly where there are uneven surfaces and changes of level.
- Contamination – both from wet surfaces – caused by water, and fluid spillages; and slippery surfaces – caused by contaminants, e.g., food, litter, etc.
- Obstructions – particularly bags and trailing cables.

4.10.2 To prevent slip and trip incidents we will:

- Ensure suitable cleaning regimes are in place.
- Ensure appropriate footwear is worn, including slip resistant footwear for kitchen staff.
- Ensure there is appropriate lighting.
- Ensure there is appropriate storage space.

4.11 Work at height

4.11.1 The classroom and school environment can and should be a colourful place where students have the opportunity to display their work and share their achievements. This often means using ladders to create work displays. The Trust will take a sensible approach but does expect that some activities will require a risk assessment, selection of appropriate equipment, and other precautions being in place in accordance with the Work at Height Regulations 2005. Factors to weigh up include the height of the task, the duration and frequency, and the condition of the surface being worked on. Before working at height staff are expected to do the following:

- Assess the risks.
- Avoid work at height, if possible.
- Select the right type of equipment and ensure that it has been maintained and regularly checked.
- Ensure you can get to and from where you need to work at height.

4.12 Code of conduct

4.12.1 The Trust is concerned with ensuring the good health and safety of members of the Trust community, both on an individual basis and as a whole Trust body. Appropriate and considerate school behaviour and conduct is an important part of health and safety and there are various school regulations in place to monitor behaviour, as well as provisions for behaviour support: The Trust Positive Behaviour Change Policy and the RT Code of Conduct can be found on the Raedwald Trust website here https://www.raedwaldtrust.com/raedwald-trust-policies/

4.13 Fire safety and evacuation

4.13.1 Each academy carries out whole school fire drills once a term. There are emergency exits located and signposted around the academy and emergency procedures posters, detailing what to do in the event of a fire, are posted around the academy site and available on the academy website.

4.13.2 Escape routes and fire doors are checked daily to ensure that they are free from obstruction.

4.13.3 Fire risk assessments are carried out, recorded, and regularly reviewed for each building. Fire alarm safety checks are carried out regularly and recorded.

4.13.4 The emergency procedures should be followed in the event of an evacuation of the academy for any reason. In the event of a power cut, emergency exit lights will indicate where the emergency exits are. Emergency lights are tested along with the other fire maintenance checks.

4.13.5 Arrangements are in place to ensure no 'hot work' is undertaken in the Trust without a permit.

4.14 Major incidents/counter terrorism

4.14.1 Each academy will be a qualifying premises under the Terrorism (Protection of Premises) Act 2025.

4.14.2 Each academy will appoint a named person to be the Responsible Person. This would usually be the Headteacher or leader of the site. The Responsible Person will notify the Security Industry Authority ("SIA") of the Academy's status as a qualifying premises.

4.14.3 Each site will have in place plans improving security awareness and preparedness to respond to terrorism and other major incidents. Risk assessments will be carried out for each building. The Academy's risk assessments and preparedness plans will adopt written provisions for:

- The evacuation of pupils and employees.
- The invacuation of pupils and employees.
- Lockdown (securing the premises against attackers).
- Communication to pupils and employees.

4.14.4 The emergency procedures set out in the plans should be followed in the event of an attack or a major incident. Risk assessments will reference explicitly points of evacuation and invacuation for each building.

4.14.5 Each academy carries out whole school emergency plan drills once a term.

4.14.6 All students, staff and visitors are expected to be vigilant and aware of anything that looks out of place or suspicious in their surroundings.

4.14.7 The Trust expects all employees to:

- Comply with training requirements to ensure they recognise the signs of suspicious behaviour.
- Report any suspicious behaviour to the Responsible Person i.e Headteacher or leader.
- Familiarise themselves with the risk assessments in order to respond to alerts and execute the emergency procedures and preparedness plans in the event of an incident. Information on preparedness can be provided by your Headteacher found in [location of supporting documents].
- comply with the regulator (the Security Industry Authority) in requests to visit or inspect the premises.

4.15 Accidents and near misses

4.15.1 In the event of an accident or near miss taking place either at the academy or off-site on an academy-organised activity, the member of staff will immediately report to whomever is in charge. A first aider should make an assessment of the injury as soon as possible.

4.15.2 Parents (or emergency contacts, where the parent is not available) will be contacted as soon as possible in the event of serious injury or ill health of a pupil. Medical treatment or the contacting of emergency services will not be delayed if the academy cannot contact a parent or guardian. If a pupil needs to be taken to hospital and a parent or guardian is not immediately available, a member of academy staff will accompany the pupil to hospital and wait for the parent to arrive.

4.15.3 Pupils will only be sent home if there is a parent or guardian available to be there with them. If they have suffered injury or are unwell, they will be kept in the school office/nurse's office until they can be collected.

4.15.4 Pupils will have individual healthcare plans (IHPs) if it is the case that there is allergy medication or other prescriptive medication that needs to be on site for pupils to use regularly, or in a case of emergency. IHPs will be reviewed systematically to ensure that they suit the pupils' needs and

remain effective. A record of any medication of this sort will be kept in the school office. Any medicine administered in school will be recorded.

4.15.5 The Trust uses an MIS to record all accidents which must be completed and retained for all accidents, major and minor.

4.15.6 An investigation may be launched by external authorities in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Accident reports will be reviewed, and witnesses may be interviewed. This may happen in cases including but not limited to:

- Deaths.
- Specified injuries in respect of employees or pupils.
- Over-seven-day injuries (where a member of staff is away from work or unable to perform their normal work duties for more than seven consecutive days).
- Specified dangerous occurrences (where something happens that does not result in an injury but could have done).
- Occupational diseases.
- Injuries resulting in hospital visits directly from the scene of the accident for treatment, in respect of pupils and employees who are injured out of or in connection with work activities (examinations and diagnostic tests do not constitute treatment in such circumstances).

4.15.7 Specified injuries. These are:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

4.15.8 Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

4.15.9 Information on how to make a RIDDOR report is available here: How to make a RIDDOR report, HSE
http://www.hse.gov.uk/riddor/report.htm

4.15.10 Notifying parents

(a) The Head Teacher will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

4.15.11 First Aid

(a) A named person is responsible for the appropriate stock levels in the first aid kits at each site.

(b) The disposal of clinical waste, including incontinence and sanitary waste, is carried out by a licensed clinical waste collection and disposal company.

(c) The Head Teacher reviews the minor injury log and the incident report forms and investigates further where necessary. These are also reviewed by the Chief Financial Officer and CEO.

(d) First Aid kits for all educational visits are provided with risk assessments being made in advance.

(e) Senior leaders or the Board of Trustees may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.

(f) Accident forms will be reviewed and assessed on a regular basis in order to identify any trends and so that prompt action can be taken, where necessary, to avoid repeated incidents of a similar nature.

(g) Reporting to Ofsted and child protection agencies

- The CEO will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the Trust's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.
- The CEO will also notify the Local Authority of any serious accident or injury to, or the death of, a pupil while in the Trust's care.

4.16 Building and site maintenance

4.16.1 The Headteacher is responsible for ensuring that the academy premises are maintained, so as to comply with health and safety laws, and are easily accessible and reasonably safe for the whole academy community.

4.16.2 Each academy will appoint a named person to be responsible for reporting any health and safety concerns relating to the academy premises. The appointed person will coordinate any safety precautions that are necessary during ongoing site maintenance or building work. This will entail filling out a risk assessment form and coordinating method statements, work permits, etc., as required.

4.16.3 Locally Organised Building Repairs and Alterations

(a) Landlords Consent Process (form WF7035) is followed for major alterations and repairs.

(b) Where required, the following records and management plans will be kept, updated and shared as necessary:

- Asbestos.
- Reinforced Autoclaved Aerated Concrete (RAAC).
- Legionella.
- Construction, design and management health and safety file.
- LOLER records.
- Machine/equipment testing and certificates.
- Gas safety certificates.
- Electrical safety certificates.

4.16.4 A structured programme of inspection is in place for the following areas:

- PAT testing
- Planned vehicle checks
- All indoor and outdoor sports and play equipment.

4.16.5 Asbestos

(a) Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the safety advisor. Data sheets will be updated as and when manufacturers conduct a review. Asbestos management plan and folder (RED FOLDER) held at each site and all contractors are shown and sign to say they have reviewed before commencing work.

4.16.6 Legionellosis

(a) The sites water systems, including hygiene, temperature and legionnaires disease checks.

(b) The primary aim is to prevent the build-up of the Legionella Pneumophilla organisms in water systems and to prevent inhalation of infected water droplets.

(c) Control measures are as follows:

- The water temperature is to be below 20c or above 45c and this is to be checked monthly.
- Records are to be maintained of all cleaning and temperature checks carried out.
- Water storage tanks are to be covered.
- Records are to be maintained of any maintenance, water treatments or disinfection.
- The Trust uses competent recognised contractors for the formal maintenance checks required and records of these are held on file within each site.

4.16.7 Electrical Equipment

(a) Only authorised and fully trained personnel are to install, repair or attempt to repair electrical equipment.

(b) Where 13 amp sockets are in use, only one plug per socket is permitted.

(c) The protective outer sleeve electric cable is to be firmly secured within the electric plugs. Where the outer sleeve is not secure within the plug and the connecting wires are visible, a qualified person is to be tasked to re-wire the plug correctly.

(d) Electrical equipment that is known to be, or suspected of being faulty, must not be used.

(e) Staff are aware (and are reminded periodically) to undertake a simple and informal visual inspection of any electrical equipment they (or their class) are about to use.

(f) If electrical equipment becomes faulty whilst in use it is to be isolated from the source of supply and secured so that it cannot be used until repair has been effected.

(g) Fixed Electrical Installations are inspected on a 5 yearly basis by an approved contractor. All defects are reported and remedial works for high priority defects is undertaken within the time-scales advised.

(h) All electrical equipment is PAT tested annually.

4.17 Lone Workers

4.17.1 There will be some situations where staff at the academy will be working alone or one on one with a pupil; examples of this would be a staff member locking up the academy at the end of the day, attending to an alarm call out of hours, or one-to-one invigilation of exams. There is an increased risk to the health and safety of lone workers, and the academy has provisions in place to both identify and manage these risks.

4.17.2 Any staff, pupils, contractors, or visitors who are identified as lone workers will be given all the necessary training, information, and instruction to enable them to recognise the hazards and appreciate the risks involved with working alone. Risk assessments will also be carried out.

4.17.3 As a minimum, anyone working alone will adhere to the following:

- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one informed member of staff on site for the duration of the meeting.
- Late meetings must finish promptly and not leave one member of staff alone on-site.
- Staff must not approach or let into the buildings unauthorised persons when lone working.
- Be familiar with the building, location of entrances and exits, location of first aid kits, telephones, alarm points, etc.
- Carry identification.
- On attending the site, keyholders must be mindful of and protect themselves against the worst-case scenario that is an intruder who may still be on-site.

- Initial arrival should be to the main entrance to the front of the building. If an intruder has not already left, on hearing the alarm, your arrival may disturb them. Your main priority is your personal safety. If you disturb an intruder, attempt to withdraw to a safe point. Do not attempt to apprehend.
- Staff are advised to:
- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site.
- Carry either a work mobile phone or mobile phone at all times when lone working.
- Let someone know you are coming into work, how long you expect to be, and when you are leaving.
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

4.17.4 Unacceptable lone worker activities

The following activities are not to be carried out by lone workers under any circumstances:

- Working at height.
- Manual handling of heavy or bulky items.
- Transport of injured persons.
- Where it is necessary to work alone or have a one-to-one lesson with a pupil staff should do the following:
- Inform someone about the activity, the location, the likely duration, and let them know when it has ended. Assess the need to have another adult present or close by.
- Avoid working in isolated parts of the building and leave the door open, if possible, so you and the pupil can be seen.
- Where this is not possible, then alternative safeguards should be put in place. This might include a location in which the staff member and pupil are visible through a window or door panel.
- It is especially important to ensure that the pupil feels at ease at all times and that they do not misconstrue actions or intentions.
- Make sure the pupil is comfortable with the arrangement.
- Avoid unnecessary physical contact, e.g., sitting too close.
- Any incident of concern which arises during a one-to-one activity should be reported to the Headteacher immediately, along with a detailed written report including names, dates, and times, etc.

Pupils must follow the guidelines below relating to lone working in school:

- No pupil should work unsupervised in an outer building after 3pm and will be required to move into a designated area [library/dining hall] in the main building.
- All pupils, unless supervised, should not vacate the site before 3pm.
- Pupils who arrive before 8.45am are not supervised unless a school activity is taking place, i.e. rehearsals.
- On hearing the fire alarm, pupils must evacuate the building and assemble at the fire point until the all clear is given.

4.18 Violence in the workplace

4.18.1 The Health and Safety Executive (HSE) define work-related violence as, "any incident in which a person is abused, threatened or assaulted in circumstances relating to their work". This can include verbal abuse or threats, face to face, online and on the telephone, as well as physical attacks.

4.18.2 The Trust is committed to ensuring the safety and welfare of its employees. It will identify any violence-related issues by effective reporting of any such incidents. A risk assessment will be conducted and reviewed, and appropriate action will be taken, if necessary.

4.19 Personal Safety procedures and Schoolsafe

4.19.1 All Trust staff, who may deal with anyone presenting challenging or threatening behaviour, are trained to the Schoolsafe standard.

4.19.2 Visitors are directed to the main reception by signs.

4.19.3 All visitors and other persons, including contractors, entering the building are monitored. They sign in at reception and are issued with a visitor's badge. Visitors are expected to read the information sheet on safety on site and child protection before being escorted into the building.

4.19.4 All staff are expected to challenge any stranger who is not displaying an appropriate badge. If challenging is considered unsafe then staff are expected to contact Reception immediately.

4.19.5 The Trust has made arrangements to ensure the safety of lone workers and outreach staff. Such staff may include the caretakers, cleaning and catering staff, and staff who come into school during holiday periods. Specific risk assessments have been carried out for these activities.

Refer to RT Lone Working Policy

4.20 Vehicle and pedestrian segregation

4.20.1 Where possible, vehicle movement, e.g., car parking/deliveries, will be away from footpaths, crossings, gates, and doorways.

4.20.2 Traffic entering academy premises will be controlled and monitored to ensure that vehicle movement is, where possible, reduced, and managed.

4.20.3 Where bus / taxi operators are required to collect/drop off children, the Trust will follow its selecting and managing contractor's policy. Specifically, the Trust will take reasonable steps to ensure that bus / taxi operators have the appropriate operator's licence, are insured, MOT tested, and drivers have been DBS checked.

4.20.4 Students, staff, and visitors are reminded to be extra vigilant when crossing roads near to the academy at the start of and at the end of the school day, due to the large numbers of vehicles and pedestrians around at that time. In particular, students are reminded that distractions such as wearing headphones, texting or otherwise using a mobile phone should not be engaged in.

4.20.5 Where taxi companies are required to collect / drop off children, the Trust will follow its selecting and managing contractor's policy. Specifically the Trust will take reasonable steps to ensure that taxi companies operators have the appropriate Operator's licence, are insured, MOT'd and drivers have been DBS checked.

4.21 Emergency procedures

4.21.1 In the case of an emergency situation, the academy will work closely with emergency services to do everything practicably possible to reduce the health and safety risk to those in the academy. In some cases, such as extreme weather, major power failure or flooding, emergency situations cannot be avoided. In these circumstances, the academy will carry out its emergency procedures which include:

- Raise the alarm.
- Evacuate.
- Identify a place of safety.
- Nominate competent, responsible people to take control.
- Have appropriate equipment/first aid supplies available.
- Communicate, and regularly update key individuals.

4.21.2 There are a number of mechanisms in place to ensure that parents, staff, and pupils can be made aware of an emergency situation and remain informed.

4.21.3 The academy advises that, in addition to the provision outlined below, parents and their children may have their own individual arrangements planned for communicating in the case of an emergency. We ask that parents follow these emergency communication guidelines, and do not call the academy during a school emergency but wait to be contacted, as it is important that school telephone lines are kept free for use by the academy itself.

4.21.4 is important that parents inform the academy immediately of any changes in phone number or address, as it is vital that these are accurate in the academy records in case of an emergency.

4.21.5 How the academy communicates with pupils during an emergency:

- Email.
- Text message.

4.21.6 How the academy communicates with parents/families/carers during an emergency:

- Telephone call to home number of parent/s.
- Telephone call to emergency contact.
- Text message.
- Email.

4.21.7 The academy will take proactive measures to prevent emergencies, and the academy's health and safety provision outlined in this policy is designed with this in mind.

4.22 Control of substances hazardous to health

4.22.1 There are areas in the academy where hazardous substances will be stored. The Trust has systems in place to ensure that hazardous substances are used correctly and records are kept, in order to prevent the misuse or accidental misuse of such substances. The precautions the Trust takes include:

4.22.2 Safe storage in locked cabinets, with a clear system explaining how and where chemicals are stored and who has responsibility for any keys to locked cabinets. Hazard data sheets and information on procedures for assessing substances hazardous to health are kept on Sharepoint. Hazard data sheets describe the hazards the chemical presents and give information on handling, storage, and emergency measures, in case of accident.

4.22.3 Only staff that are trained to use these substances will have access to them. These staff will be trained in the proper maintenance, storage, and use of these chemicals.

4.22.4 Clear labelling of all chemical bottles. Any hazardous substances should be stored in the original containers wherever possible and not decanted into an unlabelled container. Where they are decanted, full COSHH details should be transferred to the new container.

4.22.5 Clear record of chemicals ordered, to whom they are ordered, and for what purpose they are ordered.

4.23 Safe disposal of chemicals.

4.23.1 Appropriate PPE for use when handling hazardous substances.

4.23.2 Strict off-limits policy for pupils. Pupils will only be allowed to handle hazardous substances under the supervision of a member of staff (in science lessons, for example).

4.23.3 Substances that are for use in the science classrooms are under the responsibility of the Headteacher and Science lead. For more information on the control of these substances please refer to the document which can be found on Sharepoint.

4.23.4 All COSHH signage must conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended) relating to labelling and packaging of chemicals. Staff and pupils will be taught to recognise signs and any posters in use will display signs.

4.24 Occupational health/welfare

4.24.1 The Board of Trustees takes the health and wellbeing of all its staff and pupils very seriously and acknowledges that, in a busy and hard-working environment, managing work-related stress alone can be very difficult.

4.24.2 We urge any staff member who is experiencing stress to talk to their Headteacher or a member of the senior management team, and the Trust will do everything that it can to support them.

4.24.3 We will talk to members of staff to listen to their concerns and opinions about stress in the workplace, as well as checking sickness absence records, staff turnover data, exit interviews, incident reports, etc. to identify any problem.

4.24.4 The Trust has developed a Mental Health Procedure and recognises that it is essential that this policy is embedded. The Trust is committed to identifying vulnerable students and staff, developing school-based prevention programmes, and strengthening cooperation with mental

health services, students, and parents. The Mental Health Procedure may contribute to the prevention of suicide, as it is aimed at improving factors such as resilience, coping skills, social inclusion, and a safe school environment, which could function as protective factors for suicidal behaviour.

4.24.5 The Trust is committed to investing in mental health, providing better information and awareness, increasing social inclusion and cohesion, supporting teachers, and involving parents and mental health services.

4.24.6 The Trust will address any instances of bullying and will adopt methods to reduce bullying in our academies.

4.25 Well Being Procedures

4.25.1 The Trust has taken positive action to manage stress and well-being issues and a Mental Health First Aider has been appointed

4.25.2 All staff have access to a free and confidential counselling service and suitable and sufficient stress risk assessments will be undertaken if required.

4.25.3 Stress and workload management issues are discussed and recorded during routine performance review discussions.

4.26 Trust Vehicles

4.26.1 The LA guidelines on the operation and maintenance of Trust minibuses are followed.

4.26.2 The CEO ensures that the legal requirements relating to the minibuses are fulfilled, such as Insurance, Road Tax, MOT test, Records of Routine checks etc.

4.26.3 All staff who drive the minibuses and cars have undertaken the approved driving tests and driver assessments and records are maintained.

4.26.4 An approved drivers list is maintained by the Trust HR Officer which is updated regularly.

4.26.5 Roadside assistance is provided in case of breakdown emergencies.

4.27 Off-site visits

4.27.1 School trips, off-site visits, residential visits, and any school-led adventure activities are carried out as part of an enriched curriculum and to support the learning and development of our pupils. Before any activity is allowed to take place the Board of Trustees will ensure that:

- The objective of the visit is clear.
- The visit has been planned effectively, and risks have been assessed and are minimised, as far as is reasonably practicable.
- They are informed well in advance about less routine visits.
- The headteacher or group leader has shown how the plans for the visit comply with regulations and guidelines and with the Trust's health and safety policy.
- In the case of adventurous activities (e.g., water sports or climbing), the group leader and/or other supervisors are competent to lead or instruct pupils.
- It assesses proposals for certain types of visit, e.g., those involving an overnight stay or overseas travel, and submits these to the LA, if appropriate.
- A sufficient level of insurance is in place.
- The headteacher or group leader reports back after the visit.
- Off-site visits are carefully planned and detailed information obtained in relation to:
- Responsibilities for off-site visits.

- Parental consent.
- Transport.
- Supervision.
- Emergencies.
- Adventure activities.
- Work experience placements.
- Work experience health and safety.
- Off-site risk assessments.
- Safeguarding.
- Selecting and managing contractors

4.27.2 It is vital that any company or persons invited into the academy under a contractual agreement to work on maintenance or the building site operates under the highest level of health and safety possible and is aware of our policy and procedures.

4.27.3 It is the Trustees' responsibility to select and oversee the management of contractors.

4.27.4 When engaging a contractor, the following will be considered:

- All aspects of the work will be identified and set out in a job specification, risk assessments, and method statements.
- Qualifications experience and competence.
- References.
- Insurances and certifications.
- Memberships of professional trade bodies.

4.27.5 We will coordinate with any contractor and ensure that they have information about the site available to them, including the asbestos management plan, evacuation procedures, etc.

4.27.6 For information on safeguarding pupils against visitors or contractors to the academy, please read our school child protection and safeguarding policy.

4.28 Hirers, Contractors, Visitors and Others

4.28.1 When the premises are used for purposes not under the direction of the Head Teacher then the CEO person in charge of the activities for which the premises are in use will have responsibility for safe practices.

4.28.2 The CEO, Head Teacher or Chief Financial Officer will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

4.28.3 When the Trust premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purpose of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

4.28.4 When the premises are hired to persons outside the employ of the Board, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Board and that they will not without prior consent of the Board:

- Introduce equipment for use on the school premises
- Alter fixed installations
- Remove fire and safety notices or equipment
- Take any action that may create hazards for persons using the premises or the staff or pupils of the school.

4.29 Food safety and hygiene including allergens

4.29.1 The Trust engages in a range of activities involving food; therefore, it has responsibility for ensuring that food hygiene standards are met. This includes:

- Personal hygiene.
- Opening and closing checks.
- Clear and clean.
- Chilled storage.
- Separating foods.
- Training and supervision.

4.29.2 A number of items of equipment used in school kitchen areas or food technology rooms pose potential risks to users. We will therefore ensure that appropriate information and training at the outset is provided.

4.29.3 In accordance with the Gas Safety (Installation and Use) Regulations 1998, gas appliances will be properly installed by someone registered with the Gas Safe Register; they will also be fully serviced by a Gas Safe registered engineer and will be sited where there is adequate ventilation. It is unlawful to use any gas appliance which is known or suspected to be unsafe.

4.29.4 Wherever food is prepared or served, safe and adequate cleaning routines need to be established to ensure compliance with health and safety requirements. Whether these duties are carried out by pupils, teachers, caretakers, canteen workers, lunchtime supervisors, or cleaning staff, it is vital that all involved are aware of these routines and that they are followed at all times. For example:

4.29.5 Hands should be washed before and after cleaning routines and consideration given to the wearing of protective gloves in certain circumstances (note that certain types of rubber gloves can cause anaphylactic shock where the user has an allergy or sensitivity).

4.29.6 Cross-contamination issues should be addressed, e.g., different cloths for different surfaces.

4.29.7 An appropriate slip hazard warning sign should be used when mopping floors.

4.29.8 Tasks involving the carrying of trays, equipment, buckets, etc. should not incur any manual handling risks.

4.29.9 Any corrosive or irritant cleaning substances, e.g., bleach, are subject to a Control of Substances Hazardous to Health (COSHH) assessment and appropriate measures taken to avoid harm.

4.29.10 The Trust takes all allergies seriously and it is important that parents inform the academy immediately of any allergies and medications that might be required in an emergency, so that a separate risk assessment can be undertaken.

4.29.11 The Trust operates its academies in accordance with the Food Information (Amendment) (England) Regulations 2019 and Natasha's Law 2021, which requires all food prepared on site and prepackaged for direct sale to display the following clear information on its packaging:

- The food's name.
- A full list of ingredients, emphasising any allergenic ingredients.
- This does not include any food that is not in packaging or is packaged after it has been ordered. Allergen information must still be provided but this can be done through other means, including verbally.

4.30 Site security and visitors

4.30.1 Site security is a vital component of good health and safety, and we want pupils and staff to feel safe in school.

4.30.2 To ensure that our school is a secure environment we:

- Record details of all visitors entering and leaving the site.
- Have designated key holders.
- Engage the services of an alarm monitoring company.

4.30.3 Premises Security

(a) The Trust follows The Suffolk Police and SCC guidance for premises security. Each site regularly assesses and monitors all risks.

(b) Suitable arrangements are in place to ensure adequate supervision exists when visitors (including parents and children who are not pupils of the school) are present on site. This includes signing in, visitors' badges and being escorted around the building.

(c) The sites are equipped with an intruder alarm, CCTV on main entrances and many other areas of the building, access control and has security lighting on external areas.

4.31 Medicines

4.31.1 Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

4.31.2 We will ensure that we consult health and social care professionals, pupils, and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported. Please also refer to our separate policy on Supporting pupils with medical conditions which can be found on the Raedwald Trust website here https://www.raedwaldtrust.com/raedwald-trust-policies

5 Conclusion

5.1 It is the responsibility of everyone to make these arrangements work. This will ensure, so far as is reasonably practicable, that working conditions are safe and the risk of accidents occurring is minimized.

5.2 If an improvement or prohibition notice is served by an enforcement officer (e.g. Factories Inspector or Environmental Health Inspector), the CEO should immediately advise the Education Department Health and Safety Officer. If a prohibition notice is issued with immediate effect, the activities specified should cease forthwith.

5.3 Any member of staff noticing a failure to comply with this Statement of Organisation and Arrangements or other advice/guidance issued by the CEO in pursuance of the Health and Safety Policy, should immediately report the circumstances to a member of the Senior Management team. The Head Teacher should then initiate appropriate remedial action.

5.4 Suggestions by any member of staff to improve standards of Health and Safety are welcomed by the CEO.

Appendix 1: Accident Investigation Record Template

Accident Investigation Record			
Details of the Incident:			
Reported By:		Date and Time of Incident:	
Name of Injured Person:		Names of Witnesses:	
First Aid Required:	Y / N	Hospital Required:	Y / N
Type of Incident:	Near Miss / Accident / RIDDOR		
Brief Details (e.g. what, where, when, who and action taken):			

Investigation Findings:		
Question		Answer
1	Where did the incident happen?	
2	Who was injured/suffered ill health, and who else was involved?	
3	What happened?	
4	What activity was taking place at the time of the incident?	
5	Was anything unusual about the circumstances at the time of the incident?	
6	Were adequate procedures in place and were they followed?	
7	What is the nature of the ill health / injury?	
8	Was the hazard / risk known?	
9	Did the arrangement and organisation of the work contribute, if yes how?	
10	Was maintenance or cleaning adequate? If not, why not?	
11	Were people involved trained / experienced?	
12	Did the workplace layout contribute, if so how?	