HEALTH AND SAFETY POLICY

Approved By: Trust Board
Approval Date: 16 December 2024

CONTENTS

PART A - STATEMENT OF INTENT 3
1. POLICY STATEMENT 3
2. PURPOSE AND AIMS 3
3. LEGISLATION AND OTHER EXTERNAL GUIDANCE 4
PART B – ORGANISATION 5
4. GOVERNANCE ARRANGEMENTS 5
5. ROLES AND RESPONSIBILITIES 6
6. ALL STAFF AND STUDENTS RESPONSIBILITIES 8
PART C – ARRANGEMENTS 9
7. STAFF TRAINING AND DEVELOPMENT 9
8. VISITORS AND CONTRACTORS 9
9. RISK ASSESSMENTS 10
10. CRITICAL INCIDENTS & EMERGENCY EVACUATIONS / LOCKDOWNS 10
11. ACCIDENT REPORTING AND INVESTIGATION 10
12. FIRST AID 11
13. TRUST VEHICLES 11
14. CURRICULUM EQUIPMENT 11
15. SCHOOL TRIPS AND VISITS 12
16. MANUAL HANDLING 12
17. WORKING AT HEIGHT 12
18. DISPLAY SCREEN EQUIPMENT (DSE) 13
19. ELECTRICAL SAFETY 13
20. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) 13
21. RADIOACTIVE MATERIALS 14
22. ASBESTOS 14

PART A - STATEMENT OF INTENT

1. POLICY STATEMENT

The Girls' Learning Trust (the Trust) is committed to creating and maintaining a safe and healthy environment for students, staff, volunteers, visitors, contractors and anyone else impacted by its activities, whether on Trust premises or during Trust-related events.

The Trust systematically identifies, assesses, and controls risks associated with its activities to prevent injury, ill health, damage, and other disruptions that could adversely affect any individual or Trust operations. Where essential expertise is not available within the organisation, the Trust will seek specialist guidance and support.

The Trust is dedicated to the continuous improvement of health and safety risk management across all areas of our work. We recognise the complexities of managing health and safety across multiple schools, with operational responsibilities delegated to each Headteacher to oversee health and safety in their school.

The Trust places the highest importance on preventing injury and ill health among staff, students, and visitors. Managers play a vital role in ensuring health and safety measures are implemented and maintained effectively.

All staff are expected to understand their critical role in promoting a positive health and safety culture and to comply with the policy and associated procedures.

This policy will be reviewed annually or more frequently if significant changes affect the organisation or management of health and safety within the Trust.

2. PURPOSE AND AIMS

The Trust is committed to maintaining the highest standards of health, safety, and wellbeing across all its activities. Our commitments include:

- Safe Facilities and Equipment: Ensuring school facilities, equipment, and systems are safe, well-maintained, and suitable for their intended purposes.
- Health and Safety Engagement: Actively engaging staff through dedicated health and safety forums within schools to facilitate communication, consultation, and appropriate training.
- Safe Workplace Conditions: Providing safe workplaces with minimal health risks, ensuring safe access and exit, and offering adequate welfare facilities for all.
- Risk Assessment and Control: Identifying and managing workplace hazards through effective risk assessment, control measures, and the establishment of safe systems of work.
- First Aid Provision: Establishing a clear Trust-wide First Aid policy, with each school responsible for implementing its own procedures, ensuring appropriate arrangements and trained first aiders are in place.
- Employee Involvement: Promoting staff participation in improving health and safety practices, recognising their key role in reducing risks.
- Plant and Systems Maintenance: Providing and maintaining plant, equipment, and systems of work that are safe, compliant, and supportive of a healthy working.

Achieving these objectives depends on the active cooperation of all staff, students, volunteers, contractors and visitors who are expected to adhere to and support this policy.

3. LEGISLATION AND OTHER EXTERNAL GUIDANCE

This policy is based on guidance published by both the Health and Safety Executive (HSE) and Department for Education (DfE) on school safety. Although this list is not exhaustive, this policy also accords with the following other external publications (all available online via public source):

- The Health and Safety at Work etc. Act 1974 – the primary legislation covering occupational health and safety in the UK.
- The Management of Health and Safety at Work Regulations 1999 – which set out the responsibilities for health and safety management in workplaces.
- The Control of Substances Hazardous to Health Regulations 2002 – which sets out the responsibilities for the control and management of hazardous substances.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 – the requirements for reporting certain accidents and incidents to the Health and Safety Executive and the retention of records of such instances
- The Regulatory Reform (Fire Safety) Order (2005) – which requires employers to take general fire precautions to ensure the safety of their staff.
- The Work at Height Regulations (2005) – requires employers to protect their staff from falls from height.
- The Gas Safety (Installation and Use) Regulations (1998) – which requires work on gas installations and fittings to be undertaken by an appropriate competent person, registered on the Gas Safe Register
- The Health and Safety (Display Screen Equipment) Regulations (1992) – requires employers to carry out digital screen equipment assessments and entitles users to an eyesight test.
- The Manual Handling Operations Regulations 1992 – requires reduction and control of hazards related to manual handling operations
- The Control of Asbestos Regulations 2012 - imposes a duty to manage asbestos in non-domestic premises
- HSE Approved Code of Practice (ACOP) L8 - outlines the responsibilities of duty holders in managing and preventing the risk of Legionella bacteria proliferation
- Health and Safety (First-Aid) Regulations 1981- (As amended) - require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work
- Electricity at Work Regulations 1989 – places duties on employers, employees and the self-employed to prevent danger related to electrical installation
- Lifting Operations and Lifting Equipment Regulations 1998 – maintenance of the lifts and lifting equipment
- Provision and Use of Work Equipment (PUWER) Regulations 1998 - places duties on people and companies who own, operate or have control over work equipment
- The Personal Protective Equipment at Work (Amendment) Regulations 2022 – states employer's responsibilities regarding provision, maintenance and adequate training related to PPE
- Workplace (Health, Safety, and Welfare) Regulations 1992 - covers a wide range of basic health, safety and welfare issues and apply to most workplaces (eg. Temperature, lighting, welfare facilities)
- The Food Safety and Hygiene (England) Regulations 2013 & Food Information (Amendment) (England) Regulations 2019 – informs arrangements for food preparation

In addition, this policy should be read in conjunction with a range of other Trust and School policies including:

- Risk Management Policy
- Risk Assessment Policy

- Accident Reporting and Investigation Policy
- First Aid Policy
- Lone Working Policy
- Accessibility Policy
- Food Hygiene Policy
- Maintenance Policy
- Fire Management Strategy
- Asbestos Management Strategy
- Water Management Strategy

PART B – ORGANISATION

4. GOVERNANCE ARRANGEMENTS

As per the Trust's scheme of delegation, the following bodies are accountable and responsible for the following activities.

Trust Board
The Trust Board is:

- Accountable for Health & Safety (H&S) across the Trust. It approves the H&S Policy for the Trust.
- Accountable for ensuring that there are Disaster Recovery and Critical Incident Management plans in place for each school in the Trust.
- Accountable for the safety of all staff and students on school trips.
- Accountable for approving the Trust Risk Register.

Local Governing Bodies
The Local Governing Body (LGB) for each school is:

- Responsible for monitoring the school's adherence to the H&S Policy, and for supporting the Headteacher in determining any local school procedures, as required.
- Responsible for overseeing the implementation of responses to an annual general risk assessment and any actions required.
- Responsible for ensuring that the Disaster Recovery and Critical Incident Management plans for the school are up-to-date and fit-for-purpose.
- Responsible for the approval of all school trips and confirming all appropriate H&S procedures have been followed.
- Responsible for approving the School Risk Register.

Each LGB will make its own arrangements for monitoring adherence to this policy, and in many cases, this will involve the appointment of a 'Link Governor' for H&S. The LGB will report its findings to the Trust Board on an annual basis.

Executive Leadership Team
The Executive Leadership Team (ELT) is comprised of the CEO, Headteachers, Chief Financial Officer, Chief Infrastructure Officer, Chief People Officer, and Head of Governance. The ELT is responsible for:

- Reviewing significant accidents, incidents, and near misses, ensuring the primary outcomes and actions are implemented at an operational level within schools and across the Trust.
- Ensuring health and safety issues and arrangements for major projects are appropriately discussed, with mitigations implemented operationally within schools and across the Trust.
- Reviewing and managing compliance with statutory requirements.
- Approving policies and procedures related to overall H&S Policy.
- Conducting an annual review of incidents, accidents, and near misses, identifying lessons

learned from these.
- Supporting the CEO in reporting health and safety matters to the Board.

Health & Safety Forums

H&S Forums are held termly at each school within the Trust to review and enhance health and safety measures for staff and students. The H&S Forum, chaired by the Headteacher, collaborates with staff representatives to support the Headteacher in their health and safety responsibilities.

The functions of the H&S Forum include:

- Incident Review: analysing and monitoring trends in accidents, incidents, violence, and near-misses.
- Fire and Lockdown Drill: reviewing and monitoring outcomes and actions arising from any drills.
- Audit Examination: reviewing findings from annual audit inspections and tracking progress on actions arising from the audit.
- Feedback Consideration: collecting and considering input from staff, students, and others on health and safety matters.
- Risk Assessment Development: assisting in creating risk assessments, safety procedures, and safe systems of work.
- Training Monitoring: ensuring the availability and effectiveness of health and safety training for staff.
- Communication Effectiveness: evaluating the effectiveness of health and safety communication and publicity within the school.

Each school's H&S Forum will convene as needed at least once per term. The membership shall include the following roles:

- Headteacher (Chair)
- H&S Coordinator (will convene and clerk the meeting)
- GLT Chief Infrastructure Officer
- GLT Head of Estates and Facilities
- School Premises Manager
- School IT Manager
- Department Representatives from Science, Art, PE and Technology.
- Other department representatives as required
- School Senior Leadership Team Member with responsibility for Child Protection, Student Welfare and First Aid
- Representative(s) of the School's First Aid Room staff
- Other relevant staff as determined by the headteacher

Agendas and minutes from the H&S Forum meetings will be made accessible to members of the H&S Forum and all school staff

5. ROLES AND RESPONSIBILITIES

Chief Executive Officer (CEO)

The CEO has delegated authority from the Trust Board to oversee strategic health and safety matters across the Trust and holds responsibility for:

- The ongoing development and implementation of the H&S Policy.
- Ensuring the satisfactory implementation of school annual general risk assessments.

- Coordinating the management of H&S issues across the Trust (including standard approaches and templates where applicable).

These responsibilities may be delegated to another member of the Executive Leadership Team.

Headteacher

The Headteacher of each school in the Trust has delegated authority from the CEO to oversee operational H&S matters in their school, and is responsible for:

- Ensuring that H&S is a priority in the school, and that the school adheres to the Trust H&S policy.
- Promoting and ensuring appropriate management of H&S within the school.
- Chairing the school H&S Forum.
- Integrating H&S into communications, staff induction and
- Ensuring that there are appropriate systems in place to support staff (including procedures and risk assessments to minimise the risk to students, staff, volunteers, visitors, contractors, and anyone else affected by the activities of the school).
- Receiving and acting upon information from about health and safety matters in the school.
- Overseeing accidents, incidents and near miss reporting, including RIDDOR reporting as necessary
- Working with the CIO to coordinate H&S management across the school and to ensure that adequate resources are made available to mitigate new and emerging risks.

The Headteacher will report termly to the LGB and CEO on H&S performance in the school.

Chief Infrastructure Officer (CIO)

The CIO is the member of the Executive Leadership Team with day-to-day responsibility for leadership of health and safety with the Trust. This includes:

- Supporting the CEO and the Trust Board in the development and management of H&S across the Trust.
- Leading on the development of Trust-wide H&S policies and procedures, developing approaches to new H&S matters as they arise, and developing subject matter expertise as necessary.
- Supporting each Headteacher in the implementation of their school's H&S Policy, particularly where new risks emerge.
- Procuring and managing the external H&S Advisor as appropriate.
- Attending each school's termly H&S Forum.
- Overseeing the annual H&S audit undertaken by the external advisor to ensure that implementation is in line with this policy.
- Ensuring premises statutory compliance requirements are met and relevant data reported as required.
- Acting as Dutyholder for legionella and other statutory and regulatory compliance matters.
- The CIO may delegate aspects of these responsibilities as appropriate.

School H&S Coordinator

The role of H&S Coordinator can be combined with other responsibilities within a wider role. The responsibilities of the H&S Coordinator are:

- Supporting the Headteacher and the CIO in fulfilling the requirements of the H&S Policy.
- Supporting the School Leadership Team in planning and practicing for a Critical Incident Event, and to act as a member of the core support team called upon in the event of a critical incident.

- Organising and clerking the school's H&S Forum meetings.
- Ensuring H&S training records are kept up to date and shared with Trust HR
- Supporting the Headteacher in undertaking investigations of accidents and incidents where necessary, the coordination and reporting of accidents, incidents and near miss reporting, including RIDDOR documenting and reporting to HSE and CIO as required.
- Working with managers to identify, arrange and record suitable health and safety training.

School Premises Manager

The Premises Manager is responsible for ensuring the building, plant and fabric is in good condition and safe for use. The duties of the Premises Manager are:

- Ensuring all premises related activity is managed in accordance with the appropriate and required safe methods of work, minimising the risk of accidents or ill-health.
- Acting as Asbestos Duty Holder for the school, manage the Asbestos Management Plan and Register, and communicate with staff and contractors regarding the location of known asbestos in the school.
- Acting as Responsible Person for the management and prevention of the risk of Legionella bacteria proliferation
- Ensuring all inspections and maintenance of plant and equipment are carried out in line with statutory requirements and guidance, and that adequate records are kept.
- Undertaking risk assessments for work carried out by the premises staff and contractors.
- Ensuring premises staff have adequate training and are provided with satisfactory personal protective equipment (PPE) as needed.
- If the school is in a radon area, the Premises Manager is responsible for undertaking a risk assessment and taking appropriate action.

6. ALL STAFF AND STUDENTS RESPONSIBILITIES

All Staff

All staff (including volunteers such as governors and trustees) play a vital role in fostering the Trust's H&S culture and are responsible for:

- Working safely and proactively to create a positive health and safety culture in their work areas and activities, setting an example for colleagues and students.
- Adhering to safe working practices as defined by risk assessments and promptly notifying their line manager of any risks or issues arising in their work.
- Conducting risk assessments and offering practical suggestions to improve H&S. Staff knowledge and experience are key to developing effective H&S controls.
- Completing H&S training as identified and agreed with their line manager
- Assisting students, contractors, and visitors as needed to ensure their safety when on Trust premises.
- Ensuring all equipment provided for H&S is used appropriately
- Immediately reporting to their line manager or another appropriate person any illnesses, accidents, unsafe conditions, acts of violence, hazards, or situations that may compromise health and safety.
- Removing serious hazards where there is imminent danger, if it is safe to do so and within their competence. If unable to remove such hazards, they must immediately notify a manager or the Premises Manager to ensure necessary actions are taken.

All Students

To maintain an effective learning environment, students are actively encouraged to improve their risk

awareness and are supported by the Trust to learn key life skills on managing risks to themselves. Students should:

- Follow school safety procedures such as emergency evacuation and lockdown, as explained by staff.
- Raise any health and safety concern with staff and to report all accidents, incidents, and near misses.

PART C – ARRANGEMENTS

7. STAFF TRAINING AND DEVELOPMENT

As part of the induction process, all new staff are required to read this Health and Safety Policy and other key documents. This includes completing mandatory training. All staff will be given an annual H&S update within their school (usually at the beginning of each school year) and will be required to reacquaint themselves with the H&S Policy in the event of significant changes to the Policy.

Where staff require training to carry out their responsibilities for H&S, resources will be allocated to facilitate such training. There will also be a programme of refresher courses for training where there is a requirement to refresh training on a cyclical basis.

School H&S Coordinators are responsible for ensuring the school's H&S training records are shared with HR. Staff are required to provide evidence of training and/or copies of certificates, as and when requested.

Trustees and Governors will be provided with H&S training, including updates on any revisions to the H&S policy and where relevant, training on aspects of corporate responsibility for safety.

8. VISITORS AND CONTRACTORS

The Trust has health and safety responsibilities to visitors, contractors and anyone else who could be affected by their activities or work within our schools.

<u>Visitors</u>
Visitors to Trust schools will be informed of emergency evacuation and lockdown procedures upon signing in at reception. These procedures are documented in the school's policies and must be held at reception for communication with visitors and contractors

<u>Contractors</u>
The Trust ensures the effective and safe management of contractors through clear health and safety arrangements and controls. Only competent contractors who meet the Trust's requirements, will be engaged.

The School Premises Manager is responsible for ensuring all contractors meet the Trust's health, safety, and safeguarding standards prior to commencing any work. Responsibilities include:

- Verifying contractor documentation, including risk assessments, method statements, insurance, DBS certification, and other relevant requirements.
- Conducting site inductions and issuing any necessary permits to work before work begins.
- Maintaining a register of contractors and a checklist to confirm compliance with Trust requirements.
- Staff and outsourced service providers (e.g., cleaning and catering teams) must notify the

Premises Manager in advance of any planned contractor visits.

Documentation and Induction
The Trust's Health and Safety Policy and the Asbestos Management Plan and Register will be shared with contractors to facilitate the development of appropriate risk assessments and method statements. A copy of the H&S Policy and Asbestos Management Plan and Register will be held at each school's reception with the signing-in book for contractors. Contractors must review the provided documents and sign the signing-in book before being granted access to the site. The school reception team will verify this process and issue a contractor lanyard.

On-Site Conduct and Compliance
Contractors are required to:

- Adhere to instructions from appropriate Trust staff.
- Comply with all relevant Trust policies and procedures

If a contractor operates outside agreed controls or creates hazardous conditions, the Trust will take appropriate action to protect the safety of staff, students, and visitors.

9. RISK ASSESSMENTS

The Trust has a separate Risk Assessment Policy.

10. CRITICAL INCIDENTS & EMERGENCY EVACUATIONS / LOCKDOWNS

Critical Incidents and Business Continuity
All schools within the Trust must maintain a Critical Incident Management Procedure (CIMP) based on the Trust template and ensure relevant documentation for Disaster Recovery and Business Continuity is securely stored in a remote, accessible location, such as the Office 365 cloud infrastructure. This responsibility lies with the Headteacher. Annual reviews and drills involving the Critical Incident Management Team—comprising the executive leadership team, school leadership team, trustees and governors—must be conducted. The format of these reviews is determined by the Headteacher, considering the specific circumstances of the time.

Emergency Evacuations, Lockdowns, and Fire Safety
All schools within the Trust must have clear Emergency Evacuation and Lockdown Procedures, overseen by the Headteacher or their delegate. In an emergency evacuation, the Headteacher acts as the Fire Marshal, coordinating with the Premises Manager to provide updates to the Fire and Rescue Service on the evacuation status. Fire safety management is governed by the Trust Fire Management Strategy, individual School Fire Risk Assessments, and their associated management plans. Oversight of fire risk management is the responsibility of the Chief Infrastructure Officer, supported by the Head of Estates and Facilities and school premises teams.

11. ACCIDENT REPORTING AND INVESTIGATION

The Trust has a separate Accident Reporting and Investigation Policy.

Accident Reporting
The Trust requires all accidents, incidents, and near misses to be recorded on its reporting system within 48 hours, a responsibility managed by each school's Health & Safety (H&S) Coordinator. Records must be maintained for defined periods, including until a child involved reaches the age of 21, and longer if required by legislation. Each school reports this data termly to its Local Governing Body and H&S Forum, while Trust-wide data, including investigations and RIDDOR reports, is reviewed

termly by the Executive Leadership Team. Serious accidents and incidents are promptly reported to the Chief Infrastructure Officer (CIO) and investigated to prevent recurrence.

Investigation Process

Serious incidents, including those reportable under RIDDOR, must be investigated by a manager or line supervisor to identify causes and corrective actions. The process involves completing an accident form, recording findings, and uploading all relevant details to the Trust's accident reporting system. For incidents requiring first aid, the attending first aider initiates the reporting process. Forms must be completed within seven days of an incident or within 48 hours for serious events. Completion is mandatory in cases involving hospital visits, head injuries, hazards, or incidents linked to risk-assessed activities or with broader consequences.

12. FIRST AID

The Trust has a separate First Aid Policy.

With reference to the Trust First Aid Policy, schools are required to establish a First Aid Procedure, which will include local arrangements for medication management. The Headteacher is responsible for ensuring there is a First Aid Risk Assessment in place and that there is sufficient first aid coverage in each school for the activities being carried out by staff and students. This will include suitably trained first aiders.

Schools follow the latest guidance provided by the Department for Education on managing medication in school settings.

Automated External Defibrillators (AED)

There is an AED in every school. First Aid staff in each school will carry out routine checks (and after use) to ensure the AED is in place and usable.

13. TRUST VEHICLES

Only those people authorised, and in possession of the appropriate licence(s), are to drive vehicles owned by the Trust and only on school business. Where a school has access to a minibus, whether owned or hired for occasional use, the Headteacher is responsible for ensuring there is a School Minibus Procedure, in consultation with the CIO.

Private vehicles must never be used for the transportation of students, unless explicit consent has been obtained from the Headteacher and appropriate insurance is put in place.

Private vehicles are only to be used for work purposes when there is appropriate insurance cover in place.

14. CURRICULUM EQUIPMENT

The Trust requires each relevant curriculum department to ensure that all equipment and apparatus used in teaching are properly installed, inspected, and maintained. Staff are responsible for checking equipment before use and reporting any faults to the Head of Department (HOD), Headteacher, or Premises Team, as appropriate. The HOD is responsible for conducting risk assessments of equipment and apparatus and implementing appropriate controls to manage their safe use.

- Equipment must be inspected regularly, with faults reported promptly to the relevant personnel.
- The HOD is responsible for ensuring risk assessments are in place and control measures are implemented.

Staff are responsible for instructing students on the safe use of equipment and supervising them appropriately based on the task and the equipment being used. Any equipment that is known to be faulty must not be used under any circumstances, even for short durations.

- Students must receive clear safety instructions and be supervised according to the risks associated with the equipment and task.
- Faulty equipment must be immediately removed from use and reported to the HOD or Premises Team.

15. SCHOOL TRIPS AND VISITS

Each school in the Trust has appointed an Educational Visit Coordinator (EVC) who manages the school's risk assessments for extra-curricular visits and trips. Each school has a Trips & Visits Procedure.

The Trust has appointed a trained, independent Education Visits Officer and each EVC uses EVOLVE to manage visits. Residential and/or international trips and visits must be approved by the Local Governing Body (LGB) for the school.

16. MANUAL HANDLING

Manual handling is the application of human effort to transport or support a load. Some tasks require consideration before undertaking to ensure the activity is undertaken safely and appropriately. The Trust requires that each school has a Manual Handling Risk Assessment which should identify those staff who may carry out more significant manual handling tasks and for ensuring those activities are appropriately considered within the risk assessment, with suitable training is provided.

Staff are not to lift, drag, push or carry heavy or awkward loads unless training has been completed and a relevant risk assessment is in place.

Staff within Premises and IT are not to undertake manual handling activities without the required training and following arrangements detailed within the Trust manual handling procedure and in accordance with the methods defined within the Trust manual handling risk assessment.

17. WORKING AT HEIGHT

Working at height refers to any activity undertaken at a level where a fall could result in injury, including tasks performed above ground level or using equipment such as ladders or scaffolding. Staff are not permitted to:

- Work at height without completing appropriate training, which will be arranged as required.
- Stand on desks, chairs, or other furniture to perform tasks.
- Work at height alone, such as during weekends or outside regular working hours.

The Trust requires that each school has a Working at Height Risk Assessment, tailored to the specific buildings and operational activities of the school.

The Premises Manager and Head of IT are responsible for ensuring that suitable working at height arrangements are in place for their teams. These are detailed within the Working at Height Procedure, with methods of working defined within the Trust working at height risk assessment.

The Premises Manager at each school is responsible for the purchase and maintenance of all ladders and similar equipment and will ensure that appropriate training is in place before they are used. All

ladders must conform to BS/EN standards as appropriate and may not be loaned for use by contractors or other third parties.

18. DISPLAY SCREEN EQUIPMENT (DSE)

The Trust will ensure that all permanent workstations and docking stations are designed and specified to meet statutory requirements. Where necessary, a Display Screen Equipment (DSE) assessment may be conducted by a competent person to identify whether any reasonable adjustments are required to support staff health and wellbeing.

Home Workstations

Staff who are authorised to work from home are responsible for ensuring their workstation is suitable and free from risks to health. Staff are encouraged to:

- Follow the Trust's guidance on workstation setup to minimise risks associated with prolonged DSE use.
- Contact the Trust HR Team for further support or advice if they wish to review their home workstation setup.

19. ELECTRICAL SAFETY

No staff member is permitted to carry out work on electrical systems unless they are specifically trained, authorised, and working under an activity-specific risk assessment.

Portable Appliance Testing (PAT)

Portable Appliance Testing (PAT) is arranged for all qualifying equipment by the Premises Manager. Staff are required to perform basic checks on portable electrical equipment before each use, including inspecting plugs, flexes, and housings for signs of damage. Any damaged equipment must not be used, and staff should report issues through the appropriate channel.

Use of Personal Electrical Appliances

Electrical appliances brought into Trust premises must not be used in school unless they have been PAT tested and approved by the Premises Manager.

Fixed Electrical Installations

The Premises Manager is responsible for ensuring compliance with testing requirements for fixed electrical installations. This includes:

- Comprehensive testing of all electrical installations every five years (fixed wire testing), or
- Testing a rolling 20% of the school's electrical installations annually to meet compliance requirements.

Further details on the management of electrical safety are outlined in the Trust's Electrical Safety Procedure.

20. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

All chemicals and harmful substances will be:

- Risk assessed under the Control of Substances Hazardous to Health (COSHH) Regulations.
- Stored safely and in accordance with applicable regulations.

The Headteacher is responsible for ensuring COSHH risk assessments are in place and that appropriate measures are implemented to manage and minimise risks.

Use of Chemicals in the Curriculum

Trust schools will follow the guidance provided by CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services), a membership organisation offering expert advice and support on the use and storage of chemicals in Science, Art, and Design & Technology (D&T). CLEAPSS provides detailed guidance to ensure compliance with legal requirements and safe practice in teaching activities. The Trust subscribes to CLEAPSS on behalf of its schools.

The Head of Department in the relevant school or subject area is responsible for:

- Risk assessing activities and substances used within their department's curriculum.
- Ensuring compliance with CLEAPSS guidance in the use, handling, and storage of chemicals.

Harmful Substances in Premises Management

The Premises Team is responsible for the management and control of harmful substances used in site maintenance and operations. This includes substances brought on-site by contractors for purposes such as cleaning, pest control, and grounds maintenance.

The Premises Manager is responsible for:

- Ensuring that all substances used by the Premises Team or contractors are appropriately controlled.
- Verifying that substances brought onto the site by contractors are included in their risk assessments and are handled safely.

21. RADIOACTIVE MATERIALS

The curriculum includes the use of radioactive materials in science classes. The Trust will appoint a suitably trained Radiation Protection Supervisor in each school. The Trust's external health and safety advisor also provides a Radiation Protection Officer and CLEAPSS provides additional advice as Radiation Protection Advisor. The Headteacher is responsible for ensuring appropriate arrangements and controls are in place for the management of radioactive materials.

Radon is a colourless, odourless radioactive gas, which is formed by the radioactive decay of small amounts of uranium that occur naturally in all rocks and soil. The Premises Manger is responsible for ensuring a radon risk assessment is undertaken for the school by the Trust appointed advisor, identifying any areas of exposure and risk and undertaking remedial measures to reduce Radon levels where appropriate.

22. ASBESTOS

Asbestos is present in the building fabric of Trust schools. Staff must not affix anything to walls, ceilings etc. without first obtaining approval from the Premises Manager. Where there is a requirement to penetrate a wall or any element of building fabric, this will be undertaken by the premises team or their appointed contractor.

Staff are required to report any damage to asbestos materials immediately to the Premises Manager, Headteacher or CIO, who will liaise with external advisors. Where damage to asbestos (or suspected asbestos) material has occurred, the area must be evacuated and secured.

The Premises Manager is the Duty Holder for the management of asbestos in the school. The Trust has an Asbestos Management Strategy that provides the necessary arrangements and controls for the management of asbestos in our schools.