RLT Health & Safety Policy

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THE ROWAN LEARNING TRUST

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Statement of intent

At The Rowan Learning Trust, we are committed to the health and safety of our staff, pupils, and visitors. Ensuring the safety of our school communities is of paramount importance and this policy reflects our dedication to creating safe learning environments.

We are committed to:

- Providing productive and safe learning environments.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the Trust's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our schools.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- The Work at Height Regulations 2005 (as amended)
- The Health & Safety (Display Screen Equipment) Regulations 1992

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2022) 'Health and safety: responsibilities and duties for schools'

- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2024) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- UK Health Security Agency (2024) 'Health protection in children and young people settings, including education'

Roles and responsibilities

The Trust board will:

- Hold the CEO to account for operational and strategic health & safety matters.
- Review and approve the health & safety policy on an annual basis.
- Delegate appropriate duties, as set out below and in the scheme of delegation.

The CEO and executive team, will:

- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Assess the effectiveness of the policy and ensure any necessary changes are made annually.
- Appoint a "competent person" who will be responsible for ensuring the Trust meets its health and safety duties. This may be a third party and must meet the qualification and competency requirements of the Trust's insurance providers.
- Ensure recording and reporting mechanisms are aligned across all schools.
- Delegate appropriate duties to the headteacher, as set out below and in the scheme of delegation.

In each of our schools, the headteacher will:

- Have responsibility for day-to-day health & safety on the school site.
- Ensure there are enough staff to safely supervise pupils
- Ensure school is a safe place for all users of the site, including staff, pupils and visitors.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.

- Ensure the school has secured safe means of entry and exit for all site users.
- Ensure the school provides equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school provides protective equipment and clothing, along with any necessary guidance and instruction for safe use.
- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Set the direction for effective health and safety management.
- Adopt management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff.
- Designate a health & safety officer.

The health and safety officer will:

- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with the Trust and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.

Supervisory staff and/or department heads will:

- Be familiar with the requirements of health and safety legislation.
- Be responsible for the implementation and operation of the Trust's Health and Safety Policy in their department, and for areas of responsibility delegated by the headteacher.
- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Take a proactive interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.

- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the Trust board and Executive Leaders.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards, and ensure such equipment is not used improperly.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated health and safety officer.
- Take a proactive interest in health and safety matters and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Comply with the school dress code with particular regard to modesty, dignity and safety (including footwear and jewellery).
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

Pupils will:

- Exercise age-related, personal responsibility for the health and safety of themselves and others
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

Each school is required to maintain a Standard Operating Procedure (SOP), which details the specific health & safety procedures for that site.

Throughout this document, we use the term "**senior site officer**" to describe the senior member of the school premises team. The name of the senior site officer will be detailed in the school SOP.

Training and competence

The Trust is committed to ensuring that all staff are competent to carry out their duties safely and that appropriate health and safety training, information and instruction are provided.

Schools will ensure that staff receive suitable and sufficient health and safety training relevant to their role. Training will be proportionate to the level of risk and responsibility and may include formal training, local instruction, guidance or the provision of information.

Training arrangements will enable staff to:

- Understand and manage the health and safety risks associated with their role.
- Fulfil the roles and responsibilities set out in this policy.

Where staff undertake higher-risk activities or hold specialist responsibilities, additional training will be provided to ensure competence is maintained.

Staff are expected to engage with appropriate continuing professional development to support the safe and effective operation of the school.

First Aid

Schools will make appropriate arrangements for the provision of first aid in accordance with the Trust's First Aid Policy and relevant legislation.

Each school will ensure that first aid provision is appropriate to its size, activities and risk profile, and that suitable numbers of trained first aiders are available during the school day.

Contacting the emergency services

The headteacher is responsible for ensuring that appropriate arrangements are in place for contacting the emergency services and for managing safety precautions during emergency situations.

These arrangements will be effectively communicated to all staff and form part of the school's overall health and safety management arrangements.

Accident reporting and investigation

Accident and Incident Reporting

All accidents, incidents, near misses and dangerous occurrences arising out of, or in connection with, school activities must be reported and recorded.

Schools will ensure that arrangements are in place for:

- The prompt reporting of accidents and incidents.
- The recording of work-related injuries and incidents involving staff, pupils and others.
- The escalation of serious incidents to senior leaders and the Trust.

The headteacher is responsible for ensuring that serious accidents and incidents are appropriately escalated and that any immediate risks to individuals are controlled.

Statutory Reporting

Schools will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and will ensure that reportable incidents are notified to the relevant enforcing authority without delay.

The Trust will ensure that appropriate arrangements are in place to determine whether incidents are reportable and to submit statutory reports where required.

Accident Investigation

All accidents and incidents will be investigated in a proportionate manner to identify causes and reduce the likelihood of recurrence.

Schools will ensure that risk assessments are reviewed and amended where necessary following accidents or incidents.

Hazard Reporting

Staff, pupils, contractors and visitors are expected to report hazards or unsafe conditions so that appropriate action can be taken.

Active monitoring system

The Trust will maintain an active system for monitoring the effectiveness of its health and safety arrangements.

This monitoring system will provide assurance that:

- Health and safety risks are being identified and managed.

- Premises, equipment and systems of work remain safe.
- Statutory and Trust requirements are being met.
- Opportunities for improvement are identified and acted upon.

The Trust will use a combination of internal and external monitoring activities to inform leadership oversight and continuous improvement.

Risk assessment

The Trust recognises risk assessment as a fundamental element of effective health and safety management.

The headteacher has overall responsibility for ensuring that suitable and sufficient risk assessments are in place for school activities, premises and operations.

Risk assessments will:

- Identify hazards arising from school activities and environments.
- Consider the health, safety and welfare of staff, pupils, visitors and contractors.
- Identify appropriate control measures to reduce risks to an acceptable level.

Risk assessments will be reviewed where there is reason to believe they are no longer valid or where significant changes have occurred.

Schools will ensure that arrangements are in place to support the completion, review and monitoring of risk assessments, including access to competent health and safety advice where required.

Arrangements for risk assessing educational visits will be maintained to ensure the safety of staff and pupils.

Slips and trips

The Trust recognises slips and trips as a significant cause of injury and is committed to reducing the risk of such incidents across all schools.

Schools will ensure that appropriate control measures are in place to manage slip and trip risks in line with relevant guidance and risk assessment principles.

Arrangements will be maintained to:

- Identify slip and trip hazards arising from the school environment and activities.
- Assess the risks to staff, pupils, visitors and others.
- Implement and review proportionate control measures to reduce the likelihood of injury.

Schools will promote safe behaviour and maintain environments that minimise the risk of slips and trips.

Fire safety

The Trust recognises that fire presents a significant risk to the safety of pupils, staff, visitors and property. The Trust is committed to preventing fires, protecting people, and ensuring effective response in the event of a fire.

Fire safety is managed in accordance with the Regulatory Reform (Fire Safety) Order 2005 and is an integral part of the Trust's overall health and safety arrangements.

The Trust will ensure that:

- Fire risks are identified, assessed and controlled through suitable and sufficient fire risk assessments
- Appropriate fire detection, warning and firefighting systems are provided and maintained
- Clear evacuation and emergency procedures are in place and regularly tested
- Staff receive appropriate fire safety information, instruction and training
- Fire incidents, false alarms and near misses are reported, investigated and reviewed
- Fire safety arrangements are actively monitored and reviewed to drive continual improvement

Each school is responsible for implementing fire safety arrangements appropriate to its premises, activities and risk profile, in line with Trust Standard Operating Procedures and local site information.

Arson Prevention

The Trust recognises that deliberate fire-setting (arson) presents a significant risk to the safety of people, property and continuity of education.

The Trust is committed to reducing the risk of arson and minimising its potential impact through a combination of:

- Risk assessment
- Site security and housekeeping controls
- Staff awareness and vigilance
- Effective monitoring and review

Arson prevention is managed as an integral part of:

- Fire risk assessment
- Premises and site management
- Health & safety training and awareness
- Incident reporting and investigation arrangements

The Trust will ensure that:

- The risk of arson is considered within fire risk assessments
- Reasonable and proportionate preventative measures are implemented
- Staff are aware of arson risks and the importance of reporting concerns
- Suspected deliberate fires are treated as serious incidents and escalated appropriately
- Lessons learned from incidents, near misses or vandalism are used to strengthen controls

Each school is responsible for implementing arson prevention measures appropriate to its site, layout, use and local risk profile, in line with the Trust's Arson Prevention SOP and local site information.

Sharps

The Trust is committed to managing the risks associated with sharps to protect staff, pupils, visitors and others from injury.

Schools will ensure that appropriate arrangements are in place to:

- Identify and manage situations where sharps may be present.
- Prevent accidental injury from sharps.
- Respond effectively to sharps incidents and injuries.

The headteacher is responsible for ensuring that staff are aware of the risks associated with sharps and understand their responsibilities in managing those risks.

Offensive weapons are not considered sharps for the purposes of this policy and will be managed in accordance with the School Behaviour Policy.

Arrangements for the use and disposal of sharps associated with medical needs will be managed in line with the school's Administering Medication Policy.

Evacuation, invacuation, lockdown and bomb threat procedure

Schools will maintain appropriate arrangements for responding to emergency situations, including evacuation, invacuation, lockdown and bomb threats.

The headteacher is responsible for ensuring that suitable procedures are in place, communicated to staff and implemented effectively in the event of an incident.

These arrangements are intended to safeguard the health, safety and welfare of staff, pupils, visitors and others on site and will be aligned with relevant Trust policies and statutory guidance.

Visitors and contractors

The Trust is committed to ensuring that visitors and contractors are managed safely and do not present a risk to staff, pupils or others.

Schools will ensure that appropriate arrangements are in place for the management of visitors, contractors and those hiring the premises, including clear communication of health and safety expectations.

Contractors are responsible for the health and safety of their employees and for working in a manner that does not endanger others.

The Trust will ensure that contractors undertaking work on school sites operate in a safe and controlled manner, particularly where higher-risk activities are involved.

The headteacher has overall responsibility for ensuring that arrangements for managing visitors and contractors are implemented effectively at school level, with appropriate Trust support where required.

Construction and maintenance

The Trust is committed to ensuring that construction, maintenance and associated high-risk works are planned and managed safely to protect staff, pupils, visitors and contractors.

All construction and maintenance activities will be undertaken in accordance with relevant health and safety legislation, including the Construction (Design and Management) Regulations 2015 and the Workplace (Health, Safety and Welfare) Regulations 1992, where applicable.

The Trust will ensure that appropriate governance, oversight and competent support are in place for construction and maintenance projects, including the appointment of duty holders as required by legislation.

The Chief Operating Officer (COO) has overall responsibility for ensuring that construction and maintenance projects are appropriately planned, resourced and monitored, working in conjunction with the Trust Estates Manager and headteacher.

Schools will ensure that high-risk activities associated with construction and maintenance are subject to suitable control arrangements and permits where required.

Personal protective equipment (PPE)

The Trust is committed to ensuring that personal protective equipment (PPE) is provided and used where risks cannot be adequately controlled by other means.

Schools will ensure that suitable and sufficient PPE is provided to staff, pupils and visitors where required, based on the findings of risk assessments.

Staff and pupils are expected to use PPE as instructed and take reasonable care of equipment provided.

The school will ensure that PPE is appropriate for the task, compatible where multiple items are required, and maintained in an effective condition.

The Trust will meet the costs associated with the provision, cleaning, maintenance and replacement of PPE required for work activities, in line with statutory requirements.

Manual Handling

The Trust is committed to reducing the risk of injury arising from manual handling activities and will manage manual handling risks in accordance with relevant legislation and guidance.

Schools will, so far as is reasonably practicable, avoid hazardous manual handling. Where manual handling cannot be avoided, schools will ensure that suitable and sufficient risk assessments are completed and that proportionate control measures are implemented to reduce risks to an acceptable level.

Manual handling arrangements will:

- Consider the task, the working environment, the load, and the capability of the individual undertaking the activity.
- Provide equipment or mechanical aids where appropriate to reduce risk.
- Ensure that manual handling risks are considered when planning changes to the workplace, including refurbishment, alterations, and reorganisation of spaces.
- Include monitoring and review to ensure controls remain effective.

Staff will be provided with information, instruction and training appropriate to their role and the level of manual handling risk they may encounter.

Where manual handling involves assisting or moving a pupil, schools will ensure arrangements are in place so that moving and handling is managed safely and consistently, taking account of individual needs and agreed support plans.

Schools will give appropriate consideration to new and expectant mothers and will ensure that risk assessments and adjustments are made where manual handling activities may present additional risk.

- Roles and responsibilities (policy level)
- Headteacher: overall responsibility for ensuring appropriate manual handling arrangements are in place and implemented within the school.
- Health & Safety Officer: supports the headteacher by coordinating manual handling risk management arrangements and monitoring the effectiveness of controls.
- Staff: take reasonable care, follow training and arrangements provided, and raise concerns where manual handling tasks may present a risk.

Working at heights

The Trust is committed to preventing falls from height and will ensure that work at height is planned and managed so as to protect staff, pupils, visitors and contractors.

Work at height will be avoided where reasonably practicable. Where it cannot be avoided, schools will ensure that suitable and sufficient risk assessments are completed and that proportionate control measures are implemented to reduce risk to an acceptable level.

The Trust will ensure that appropriate arrangements are in place for the management of work at height, including competent advice and support where required.

Roles and responsibilities (policy level)

- Trust: ensure an overarching framework is in place for safe management of work at height across schools.
- Headteacher: overall responsibility for ensuring work at height is appropriately assessed, authorised and managed within the school.

- Senior Site Officer: ensure work-at-height equipment is managed safely and is maintained in an effective condition.
- Individuals undertaking work at height: follow training and instructions, use equipment as intended, and report concerns where controls are not effective.

Schools will ensure that only appropriately trained and competent individuals undertake work at height and that arrangements are in place for emergency response and rescue where relevant.

Lone working

The Trust recognises that lone working can present additional risks and is committed to ensuring that such activities are managed safely.

Schools will ensure that appropriate arrangements are in place to identify and manage the risks associated with lone working, taking account of the nature of the activity and the individual undertaking it.

Lone working will not be permitted where the activity presents a higher level of risk that cannot be adequately controlled, including activities where there is a foreseeable risk of serious injury.

Where lone working is undertaken, schools will ensure that suitable communication, welfare and escalation arrangements are in place.

The headteacher has overall responsibility for ensuring that lone working arrangements are implemented and monitored within the school.

Display screen equipment

The Trust is committed to protecting the health, safety and wellbeing of staff and pupils who use display screen equipment (DSE) as part of their work or learning activities.

Schools will manage the risks associated with DSE use in accordance with the Health and Safety (Display Screen Equipment) Regulations and relevant guidance.

Arrangements will be in place to:

- Identify users of DSE and assess associated risks.

- Ensure workstations are suitable for the task and the individual.
- Provide information, instruction and training to support safe use of DSE.
- Review DSE arrangements where work patterns, equipment or individual needs change.
- Provide additional support where individuals may be at increased risk.

The headteacher has overall responsibility for ensuring that appropriate DSE arrangements are implemented and reviewed within the school.

Staff are expected to follow the arrangements provided and to raise concerns where DSE use may be causing discomfort or risk of injury.

Stress management

The Trust recognises that work-related stress is a health and safety issue and is committed to protecting the health, safety and wellbeing of employees.

Schools will take all reasonably practicable steps to:

- Identify and manage workplace stressors.
- Assess the risks associated with work-related stress.
- Implement appropriate measures to reduce the risk of harm.
- Provide suitable support, information and training for staff and managers.

Employees are encouraged to raise concerns relating to work-related stress, and schools will respond promptly, sensitively and constructively to address such concerns.

The headteacher has overall responsibility for ensuring that arrangements for managing work-related stress are implemented and reviewed within the school.

Maintaining equipment

The Trust is committed to ensuring that equipment provided for use by staff and pupils is safe, suitable for its intended purpose and maintained in an effective condition.

Schools will ensure that appropriate arrangements are in place for:

- The selection and procurement of equipment that meets relevant health and safety standards.
- The inspection, testing and maintenance of equipment.
- The identification and management of defects or failures.
- The safe introduction of new equipment.

The headteacher has overall responsibility for ensuring that equipment maintenance arrangements are implemented and monitored within the school, with support from the health and safety officer and Trust-level expertise where required.

COSHH (Control of Substances Hazardous to Health)

The Trust is committed to preventing ill health arising from exposure to hazardous substances and will comply with the Control of Substances Hazardous to Health (COSHH) Regulations and relevant guidance.

Schools will ensure that suitable arrangements are in place to:

- Identify hazardous substances used, generated or encountered through school activities.
- Avoid the use of hazardous substances where reasonably practicable, and where not practicable, reduce exposure through appropriate controls.
- Complete suitable and sufficient COSHH risk assessments before hazardous substances are used or activities undertaken that may expose staff, pupils or others.
- Implement and review proportionate control measures, including safe systems of work, engineering controls, and PPE where required.
- Provide information, instruction and training to those who may be exposed to hazardous substances.
- Maintain appropriate arrangements for the safe storage, labelling, access control and disposal of hazardous substances and hazardous waste.
- Plan for foreseeable accidents and emergencies involving hazardous substances, including spillages and exposure incidents.
- Undertake health surveillance where required by risk assessment and regulation.

No staff member or pupil will be exposed to hazardous substances in a manner that creates an unacceptable risk of harm.

- **Roles and responsibilities (policy level)**
- **Headteacher:** overall responsibility for ensuring COSHH arrangements are implemented and effective within the school.
- **Health & Safety Officer/COSHH lead:** coordinates COSHH risk assessment arrangements, supports implementation of controls, and provides training/briefing as required.
- **Senior Site Officer:** supports safe storage, waste arrangements and site controls where required.
- **All staff:** follow COSHH arrangements and risk assessments relevant to their role, use control measures provided, and report concerns promptly.

Legionella and Water Safety

The Trust recognises Legionella as a COSHH risk and will maintain appropriate arrangements to prevent or minimise the risk of exposure arising from water systems and associated water hazards.

Schools will ensure that suitable arrangements are in place for:

- Legionella risk assessment and a written scheme of control where required.
- Competent support and contractor management.
- Monitoring, maintenance and record keeping in line with relevant guidance.
- Controls to prevent scalding and manage water temperature risks where applicable.

Asbestos management

The Trust is committed to preventing exposure to asbestos and will manage asbestos risks in accordance with relevant legislation, HSE guidance and Trust policy.

Where asbestos-containing materials (ACMs) are known or presumed to be present, schools will ensure that:

- Appropriate asbestos surveys are in place.

- Risks are assessed and managed on a priority basis.
- A site-specific Asbestos Management Plan is maintained and implemented.

Asbestos surveys will be reviewed and updated where there is a change of use of an area or prior to any significant building, refurbishment or maintenance work.

Further arrangements for the management of asbestos are set out in the Trust's Asbestos Management Policy.

Cleaning

The Trust is committed to maintaining clean, safe and hygienic environments across all schools.

Schools will ensure that appropriate arrangements are in place for the management and monitoring of cleaning services, whether delivered in-house or through external contractors.

Cleaning standards will be established, implemented and monitored to support health, safety and wellbeing, with particular consideration given to hygiene-critical areas and waste management arrangements.

The headteacher has overall responsibility for ensuring that cleaning arrangements are effective, with appropriate oversight and support from site and Trust staff.

Infection control

The Trust is committed to preventing and controlling the spread of infection in order to protect the health, safety and wellbeing of staff, pupils and visitors.

Schools will ensure that appropriate arrangements are in place to:

- Promote good standards of hygiene and cleanliness.
- Maintain environments that minimise the risk of infection.
- Respond promptly and appropriately where infection is suspected or identified.
- Follow relevant national and local public health guidance.

Schools will keep up to date with immunisation advice and guidance and will support public health measures to reduce the spread of infectious disease.

The headteacher has overall responsibility for ensuring that infection control arrangements are implemented and reviewed within the school.

Allergens and anaphylaxis

The Trust is committed to safeguarding the health, safety and wellbeing of pupils, staff and others who may be affected by allergies or at risk of anaphylaxis.

Schools will ensure that appropriate arrangements are in place to:

- Identify and manage allergy-related risks.
- Support individuals with known allergies.
- Respond effectively to allergic reactions and anaphylactic emergencies.
- Comply with relevant legislation and food safety requirements.

Arrangements for the management of allergens, anaphylaxis, adrenaline auto-injectors and food allergen labelling will be implemented consistently in line with the school's Allergen and Anaphylaxis Policy.

The headteacher has overall responsibility for ensuring that allergen and anaphylaxis arrangements are implemented and reviewed within the school.

Medication

The Trust is committed to ensuring that pupils with medical conditions are supported safely and appropriately.

Schools will ensure that arrangements are in place for the safe management and administration of medication in line with relevant legislation and guidance.

Medication will only be administered by appropriately trained staff and in accordance with the school's medical policies and agreed arrangements with parents and carers.

The headteacher has overall responsibility for ensuring that medication arrangements are implemented and monitored within the school.

Smoking

Schools are non-smoking premises and no smoking will be permitted on the grounds. This includes vaping & e-cigarettes.

Security and theft

The Trust is committed to maintaining secure school environments and to reducing the risk of theft, damage and unauthorised access to school premises and property.

Schools will ensure that appropriate security arrangements are in place, taking account of the local context and site-specific risks.

Arrangements will be maintained to:

- Protect school buildings, equipment and assets.
- Manage access to the site and premises.
- Support the investigation of security incidents where required.
- Handle personal data in accordance with data protection legislation.

The headteacher has overall responsibility for ensuring that security arrangements are implemented and reviewed within the school.

Severe weather

The Trust is committed to protecting the health, safety and wellbeing of staff, pupils and others during periods of severe or adverse weather.

Schools will ensure that appropriate arrangements are in place to assess and manage risks arising from severe weather conditions and to take proportionate action where safety may be compromised.

The headteacher, in liaison with the Director of Phase, is responsible for making decisions relating to school closure or other significant operational changes due to severe weather on health and safety grounds.

Where severe weather impacts school operations, the Trust's incident management arrangements will be followed.

Transport

The Trust is committed to ensuring that any work-related transport activities are managed safely.

Arrangements for work-related driving, use of vehicles, and transport of staff or pupils are managed in accordance with the Trust's **Driving at Work Policy.**

The headteacher is responsible for ensuring that transport arrangements at school level are implemented in line with Trust requirements.

School trips and visits

The Trust is committed to ensuring that educational visits and school trips are planned and delivered safely.

Arrangements for the management of health and safety relating to school trips and visits, including residential and overseas visits, are set out in the school's **Educational Visits and School Trips Policy**.

The headteacher is responsible for ensuring that educational visits are managed in accordance with Trust requirements and that appropriate policies and procedures are followed.

Near misses

The Trust recognises the importance of reporting and learning from near misses as part of effective health and safety management.

Schools will ensure that arrangements are in place to:

- Encourage the reporting of near misses.
- Record and review near miss information.
- Use learning from near misses to prevent accidents and ill health.

Near misses that meet the criteria of a reportable dangerous occurrence will be reported to the relevant enforcing authority in line with statutory requirements.

The headteacher has overall responsibility for ensuring that near miss arrangements are implemented and monitored within the school.

Monitoring and review

The effectiveness of this Health & Safety Policy will be monitored by the Chief Executive Officer (CEO) and the Trust Board to ensure it remains effective and compliant.

The policy will be reviewed regularly and updated where necessary to reflect changes in legislation, guidance or Trust arrangements.

The next scheduled review date for this policy is **date**.