



Policy and Procedure

Health and Safety

Reviewed and Approved by:

Finance, Resources and Audit Committee

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Contents

1. Definitions	3
2. Health and Safety Policy Statement of Intent	4
3. Scope	5
4. Organisational Roles and Responsibilities	5
5. Health and Safety Arrangements	7
5.1 Consultation, Information and Training	7
5.2 Risk Management	7
5.3 Premises, Grounds, Play and Pre-use Checks	8
5.4 Site Security	8
5.5 Fire Safety	8
5.6 Lockdown, Invacuation and Protective Security	8
5.7 Emergency Planning and Business Continuity	9
5.8 Water Management - Legionella	9
5.9 Control of Substances Hazardous to Health (COSHH)	9
5.10 Asbestos	10
5.11 Gas Safety	10
5.12 Accident, Incident and Near Miss Reporting / First Aid	10
5.13 Supporting Pupils with Medical Conditions and Allergy Safety	10
5.14 Work Equipment	11
5.15 Electricity and Electrical Equipment	11
5.16 Display Screen Equipment (DSE)	11
5.17 Planned Maintenance, Statutory Compliance, Inspections and Audits	11
5.18 Management of Contractors	12
5.19 Construction Projects and CDM 2015	12
5.20 National Health Alerts and Infection Control	13
5.21 Violence and Aggression at Work	13
5.22 Lone Working	13
5.23 Working at Height	13
5.24 Manual Handling	14
5.25 New and Expectant Mothers	14
5.26 Young Workers	14
5.27 Occupational Health, Wellbeing and Stress	14
5.28 Educational Visits	14
5.29 Minibuses and Transport	14
5.30 Smoking and Vaping	14
6. Monitoring, Assurance and Review	15
7. Supporting Policies, Procedures and Guidance	15
8. Legislation and National Guidance	15

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1. Definitions

In this Health and Safety Policy, unless the context otherwise requires, the following expressions have the following meanings:

Academy Council - the local governing body for an individual school.

Approved Contractors List - the central Trust list of contractors whose required compliance documentation has been received and verified and who are approved for direct appointment by Trust schools.

BCWCAT or Trust - The Blessed Christopher Wharton Catholic Academy Trust.

Board - the Board of Directors / Trustees of the Trust.

Competent Person - a person with sufficient training, knowledge, experience and other qualities to assist the Trust in meeting its health and safety duties. The Estates Manager acts as the Trust lead competent person, with specialist competent advice commissioned where required.

DfE - Department for Education.

DSE - display screen equipment.

FRAC - the BCWCAT Finance, Resources and Audit Committee.

Headteacher - the Executive Headteacher, Headteacher or Head of School responsible for an individual school; for the Trust office, the relevant senior leader.

HSE - Health and Safety Executive.

Parent - any person with parental responsibility for a pupil.

Policy - the current version of this Trust Health and Safety Policy.

Pupil - any child or young person on roll at a Trust school.

School - an academy within BCWCAT.

School H&S Representative - the member of staff nominated by the Headteacher to support local health and safety arrangements.

Site Manager - the person responsible for day-to-day premises activity, which may include a caretaker or other nominated premises lead.

Staff - employees, temporary and agency workers, casual staff, volunteers and others working under the Trust's direction.

Young worker - a worker under the age of 18.

2. Health and Safety Policy Statement of Intent

The Blessed Christopher Wharton Catholic Academy Trust is committed to creating safe, inclusive and sustainable school environments that support learning and wellbeing. The health, safety and welfare of pupils, staff, contractors, visitors and others who may be affected by our activities is a core responsibility of the Trust.

The Trust will, so far as is reasonably practicable, comply with the Health and Safety at Work etc. Act 1974 and all other applicable health and safety legislation.

The Board, executive leaders, Headteachers and Academy Councils are committed to:

- providing and maintaining safe premises, equipment, systems of work and working environments;
- identifying hazards and ensuring suitable and sufficient risk assessments are completed, communicated, implemented and reviewed;
- providing appropriate information, instruction, training and supervision so that staff are competent to carry out their duties safely;
- consulting staff and recognised trade unions on health and safety matters;
- maintaining appropriate welfare, first aid and occupational health arrangements;
- managing statutory premises compliance through planned inspection, servicing, maintenance and auditable records;
- investigating significant accidents, incidents and near misses, learning from them and ensuring proportionate remedial action is taken;
- maintaining effective emergency arrangements including evacuation, lockdown, invacuation, critical incident and business continuity procedures;
- ensuring health and safety risks are considered in estate planning, condition management and capital investment decisions;
- monitoring health and safety performance and taking action where standards fall below Trust expectations; and
- promoting a positive culture in which staff are encouraged to identify hazards, raise concerns and contribute to continuous improvement.

SIGNED:



CHRIS HANSON
INTERIM CHIEF EXECUTIVE OFFICER

SIGNED:

HEAD TEACHER

SIGNED:

CHAIR OF GOVERNORS

DATE: 20th October 2026

REVIEW DATE: October 2027

3. Scope

This Policy applies across all Trust schools, the Trust central office and all activities undertaken on behalf of BCWCAT. It applies to employees, pupils, volunteers, visitors, contractors and any other person who may be affected by Trust activities.

The Trust is the employer and retains overall accountability for health and safety. Day-to-day management is delegated through the arrangements set out in this Policy. All employees must take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions and must cooperate with the Trust in meeting its legal duties.

This Policy does not form part of any contract of employment. It will be reviewed at least annually and sooner where there is a significant change in legislation, guidance, organisational arrangements or identified risk.

The Policy applies to all schools within the Trust, including all staff, pupils and parents. The Policy also applies to anyone else who could be affected by the Trusts activities including visitors and contractors to any of the Trust schools or sites.

4. Organisational Roles and Responsibilities

Effective health and safety management depends on clear accountability, competent support and local ownership. Responsibilities are set out below.

4.1 The Trust Board

- has overall accountability, as the employer, for health and safety across the Trust;
- ensures an effective Trust-wide health and safety policy and supporting arrangements are in place;
- ensures access to competent health and safety advice and specialist advice where required;
- ensures adequate resources are made available to manage significant health and safety risks;
- receives appropriate assurance on compliance, significant risks, incidents, trends and improvement activity;
- promotes a proportionate and positive approach to risk that enables pupils to learn, play and participate in activities safely.

The Board delegates approval and routine oversight of this Policy to the Finance, Resources and Audit Committee (FRAC).

4.2 Finance, Resources and Audit Committee (FRAC)

- reviews and approves this Policy on behalf of the Board;
- receives periodic assurance on health and safety and statutory estate compliance;
- scrutinises significant or recurring risks, accident and incident trends, overdue priority actions and relevant audit findings;
- seeks assurance that appropriate resources and improvement plans are in place.

4.3 Academy Councils

- monitor local implementation of Trust health and safety arrangements;
- ensure health and safety is considered through appropriate local governance reporting;
- nominate a governor to maintain oversight of health and safety and estates matters;
- consider the school's termly estates / health and safety information, key risks and priority actions;

- undertake proportionate assurance activity, including an annual premises walk with the Headteacher or nominated school representative where appropriate;
- escalate unresolved or significant concerns through the Headteacher and Trust Central Team.

4.4 Chief Executive Officer

The Chief Executive Officer is accountable to the Board for ensuring that the Trust's health and safety arrangements are implemented, maintained and appropriately resourced across the organisation.

4.5 Estates Manager / Lead Competent Person

- acts as the Trust lead competent person for general health and safety and provides advice to the CEO, schools and governors;
- develops and maintains Trust health and safety systems, procedures and guidance;
- monitors statutory estate compliance and health and safety performance across the Trust;
- supports investigation of significant accidents, incidents and near misses and determines, with relevant advice, whether RIDDOR reporting is required;
- coordinates periodic audits and improvement plans;
- commissions or seeks specialist competent advice where a matter falls outside the limits of internal competence;
- reports strategic health and safety information and material risks to executive leaders and FRAC.

4.6 Trust Central Team

- supports schools with HR, safeguarding, governance, finance, estates and other specialist matters relevant to health and safety;
- ensures appropriate Trust policies and procedures are maintained and communicated;
- supports training, consultation, wellbeing and occupational health arrangements within relevant areas of responsibility;
- supports escalation and management of significant risks that cannot reasonably be resolved at school level.

4.7 Executive Head / Headteacher / Head of School

- is responsible for the day-to-day implementation of this Policy within their school;
- ensures local health and safety responsibilities are clearly allocated and a School H&S Representative is appointed;
- ensures suitable and sufficient risk assessments are in place, implemented, communicated and reviewed;
- ensures statutory checks, inspections, servicing and remedial actions are completed and evidenced through the Trust's systems;
- ensures fire, lockdown, evacuation, critical incident and business continuity arrangements are current, communicated and practised as required;
- ensures accidents, incidents and near misses are recorded, investigated and reviewed in accordance with Trust procedures;
- ensures staff receive appropriate induction, information, instruction, training and supervision;
- takes prompt action to address unsafe conditions and escalates risks that cannot be adequately controlled locally;
- reports health and safety matters to the Academy Council and supports Trust monitoring and assurance activity.

4.8 All Staff

- take reasonable care of their own health and safety and that of others;
- follow Trust and school policies, procedures, risk assessments and safe systems of work;
- use equipment only as trained and intended and use required control measures and PPE;
- complete required health and safety training;
- report hazards, defects, accidents, incidents and near misses promptly;
- stop an activity or remove equipment from use where there is an immediate risk and it is safe to do so;
- cooperate with investigations, inspections and improvement actions;
- encourage pupils to follow safe practices and report concerns.

4.9 Visitors and Contractors

Visitors and contractors must comply with relevant site rules, safeguarding requirements and emergency procedures. Visitor management and supervision will be proportionate to the purpose of the visit, the areas accessed and the associated risks. Contractors are additionally subject to the Trust Management of Contractors arrangements and section 5.18 of this Policy.

4.10 Pupils

- follow reasonable instructions given by staff, including during an emergency;
- use equipment and facilities as instructed;
- not intentionally interfere with safety or emergency equipment;
- report hazards, unsafe conditions or concerns to a member of staff.

5. Health and Safety Arrangements

5.1 Consultation, Information and Training

The Trust will provide employees with appropriate health and safety information, instruction, training and supervision. Health and safety will be included in induction arrangements and reinforced through briefings, meetings, training and relevant procedures.

The Trust will consult employees and recognised trade unions on matters affecting health and safety in accordance with legal requirements. Staff are encouraged to raise concerns and contribute to improvement without fear of adverse treatment.

Training requirements will be role and risk based. Refresher training will be provided where required by legislation, guidance, risk assessment, Trust standards or identified need. Training records will be maintained.

5.2 Risk Management

Risk assessment is central to the Trust's health and safety arrangements. Assessments must be suitable and sufficient, proportionate to the level of risk and completed by a person with appropriate knowledge of the activity or hazard.

- identify hazards and those who may be harmed;
- evaluate risk and identify proportionate control measures using the hierarchy of control;
- identify a responsible owner and any actions required;
- be communicated to staff and others who need to understand the controls;
- be available in the workplace or activity to which they relate;
- be reviewed following a significant change, accident, incident or near miss, where controls may no longer be effective, or at the Trust / school review date;
- be updated promptly where circumstances or evidence change.

Schools will maintain a risk assessment register or other suitable tracking arrangement. High-risk actions which cannot be resolved locally must be escalated promptly to the Trust Central Team.

5.3 Premises, Grounds, Play and Pre-use Checks

Schools must maintain buildings, grounds, access routes, play areas and equipment in a condition that is safe for their intended use. This includes outdoor learning and play activities where managed risk and appropriate challenge are encouraged, provided foreseeable significant risks are controlled.

- appropriate pre-opening, pre-use and periodic checks are completed and recorded where required;
- staff remain vigilant for changes in condition, damage, emerging hazards or unsafe behaviour;
- identified defects and hazards are recorded and remedial action is taken promptly;
- any area, tree, structure, surface or item of equipment presenting an immediate or significant risk is removed from use, isolated or otherwise made safe pending permanent remedial action;
- formal inspection regimes are maintained for equipment or areas that require specialist or periodic inspection;
- risk assessments are reviewed following a significant incident, material change or evidence that existing controls are ineffective.

5.4 Site Security

Each school will maintain proportionate arrangements for access control, visitor management, perimeter security and response to security defects. Headteachers will ensure responsibilities for opening, closing, alarms and keyholding are clearly allocated.

Security arrangements must support safeguarding and emergency response. Defects affecting secure boundaries, doors, gates, access controls, alarms or communications must be recorded and addressed according to risk, with temporary controls introduced where necessary.

5.5 Fire Safety

Each school must have a suitable and sufficient fire risk assessment undertaken by a competent person and reviewed regularly, and following significant change or a relevant incident. Identified actions must be prioritised, tracked and completed according to risk.

- staff are familiar with alarm arrangements, escape routes and assembly points;
- escape routes, fire doors, fire detection, alarms, emergency lighting, extinguishing equipment and other fire precautions are inspected, tested and maintained as required;
- evacuation drills are carried out at least termly, with one taking place early in the autumn term, and outcomes are recorded and reviewed;
- appropriate Personal Emergency Evacuation Plans or other assistance arrangements are developed for people who may require support to evacuate;
- staff must not place themselves at risk attempting to fight a fire and may use extinguishers only where trained and it is safe to do so;
- no person may re-enter a building until authorised by the person in charge or emergency services.

5.6 Lockdown, Invacuation and Protective Security

Schools will maintain clear arrangements for responding to serious security threats and situations where it is safer to remain within, or move to a safer part of, the premises. Lockdown and invacuation arrangements form part of each school's wider emergency and critical incident planning.

- a site-specific lockdown / invacuation plan is maintained and reviewed at least annually and following material change or an incident;
- staff are briefed at the start of each academic year and when arrangements change;
- communication and alert systems are tested;
- a recorded drill is undertaken at least annually in a proportionate, age-appropriate manner;
- pupils are prepared in a way that supports safety without causing unnecessary anxiety;
- a debrief follows drills and live incidents and identified improvements are implemented.

The Trust will keep its protective security arrangements under review alongside statutory requirements and government guidance, including the Terrorism (Protection of Premises) Act 2025 as relevant provisions are brought into force.

5.7 Emergency Planning and Business Continuity

Each school must maintain current emergency / critical incident and business continuity arrangements that can be accessed by key staff if the site or Trust systems are unavailable. Plans must identify key roles, escalation routes, emergency contacts and arrangements for communication with pupils, families, staff, the Trust and relevant agencies.

Planning must consider reasonably foreseeable disruption including serious injury or fatality, fire, flooding, structural failure, loss of utilities, loss of access to premises, severe weather, security incidents, significant IT or communications failure, public health incidents and other local risks. Plans will be reviewed at least annually and following any significant incident or material change.

5.8 Water Management - Legionella

The Trust and its schools will manage the risk from legionella and other water hygiene hazards through suitable risk assessment and written control arrangements. Schools must ensure required flushing, temperature monitoring, outlet checks, inspections, servicing and remedial actions are completed and recorded.

The water risk assessment will be reviewed whenever there is reason to believe it is no longer valid, including following significant changes to the water system, building use or occupancy. As a Trust control standard, formal review will also be commissioned at intervals determined through the Trust's water hygiene arrangements.

Thermostatic mixing valves and other scald prevention controls will be inspected and maintained in accordance with the risk assessment, manufacturer guidance and Trust arrangements.

5.9 Control of Substances Hazardous to Health (COSHH)

Exposure to hazardous substances will be avoided where reasonably practicable. Where use cannot be avoided, a suitable COSHH assessment must identify safe use, storage, handling, exposure controls, PPE, emergency arrangements and disposal requirements.

- current safety data sheets are retained where applicable;
- substances are stored securely in suitable labelled containers and incompatible substances are separated;
- staff receive appropriate information, instruction and training;
- decanted substances are appropriately labelled and uncontrolled transfer into food or drink containers is prohibited;
- spill response and first aid arrangements are available where required.

5.10 Asbestos

The Trust will manage asbestos in accordance with the Control of Asbestos Regulations 2012. Schools containing asbestos-containing materials must maintain an up-to-date asbestos register and asbestos management plan based on an appropriate management survey.

- known or presumed asbestos-containing materials are inspected at suitable intervals and their condition recorded;
- the asbestos management plan is reviewed at least annually and whenever circumstances change;
- information on the location and condition of asbestos is provided to anyone liable to disturb it before work begins;
- contractors must consult and acknowledge the asbestos register before intrusive work where relevant;
- no intrusive work may begin until the asbestos risk has been properly assessed and, where required, an appropriate refurbishment and demolition survey has been completed for the area affected;
- suspected disturbance or damage is treated as an incident, the area is isolated and the Estates Manager is contacted immediately;
- asbestos surveys and licensed or specialist work are undertaken only by appropriately competent organisations.

5.11 Gas Safety

Gas appliances, pipework, flues and associated systems will be installed, inspected, serviced and maintained by appropriately competent Gas Safe registered engineers at required intervals. Ventilation and safety controls associated with gas installations will also be maintained.

Any suspected gas leak must be treated as an emergency. Staff must follow site emergency arrangements, avoid actions that may create an ignition source and immediately alert the responsible person. Significant gas incidents must be recorded on EVERY and escalated to the Estates Manager.

5.12 Accident, Incident and Near Miss Reporting / First Aid

Each school will maintain adequate and appropriate first aid provision in accordance with the Health and Safety (First-Aid) Regulations 1981 and Trust arrangements. This includes suitable equipment, facilities, trained personnel and information for staff.

Accidents, incidents, violence/aggression events and near misses must be recorded and reported in accordance with the Trust Accident, Incident and Near Miss Reporting Guidance. Qualifying events must be entered on EVERY as soon as possible and within two working days.

Significant events must be notified promptly to the Estates Manager so that appropriate investigation, support and statutory reporting can be considered. RIDDOR reportability will be determined against the legal reporting criteria and not solely by the severity of an injury or attendance at hospital.

Investigations will be proportionate to risk and consequence and should identify underlying causes, actions and lessons learned. Relevant risk assessments and procedures must be reviewed where an event indicates that existing controls may be inadequate.

5.13 Supporting Pupils with Medical Conditions and Allergy Safety

The Trust is committed to supporting pupils with medical conditions so that they can access education safely and participate fully in school life. Schools must follow the Trust Supporting Pupils with Medical Conditions Policy and associated procedures.

Schools must also comply with the Trust Allergy Safety Policy and applicable statutory guidance. Arrangements must include appropriate individual healthcare planning, access to prescribed and emergency medication, staff information and training, safe food and activity controls where relevant, emergency response arrangements and review following allergic reactions or near misses.

Health and safety arrangements must take account of individual medical needs when planning curriculum activities, educational visits, catering, emergency evacuation and other school activities.

5.14 Work Equipment

Work equipment must be suitable for its intended use, maintained in a safe condition and used only by people who have received appropriate information, instruction or training. Inspection and maintenance arrangements will reflect the Provision and Use of Work Equipment Regulations 1998 and other applicable requirements.

- equipment is visually checked before use where appropriate;
- defects are reported promptly and unsafe equipment is taken out of use, labelled or isolated until repaired or replaced;
- staff must not repair or modify equipment unless competent and authorised to do so;
- specialist equipment subject to statutory inspection, including lifting equipment where applicable, will be examined at required intervals.

5.15 Electricity and Electrical Equipment

Electrical installations and equipment will be maintained so as to prevent danger. Fixed electrical installations will be inspected and tested by competent persons at appropriate intervals, normally not exceeding five years unless a different interval is specified by the competent person or installation conditions.

Portable and movable electrical equipment will be subject to user checks and inspection/testing at frequencies determined by risk, taking account of the equipment type, environment, frequency of use and manufacturer guidance. Portable appliance testing is not automatically required annually for every item.

Defective electrical equipment must be taken out of use immediately. Electrical installation, repair and disconnection work may only be undertaken by competent authorised persons.

5.16 Display Screen Equipment (DSE)

Staff who habitually use display screen equipment as a significant part of their normal work will be provided with a suitable workstation assessment and information on safe DSE use, including posture, workstation setup and regular changes of activity or breaks from screen work.

Eligible DSE users are entitled to an eyesight test funded by the employer and, where specifically required for DSE work, the cost of basic corrective appliances in accordance with the DSE Regulations and Trust arrangements. DSE assessments must also consider home or hybrid working where this forms part of normal work.

5.17 Planned Maintenance, Statutory Compliance, Inspections and Audits

The Trust will maintain a planned programme of statutory inspection, servicing and preventative maintenance appropriate to the assets and risks within its estate. Schools must retain evidence of completed checks and ensure defects and actions are progressed within required timescales.

EVERY is used as the Trust's principal system for monitoring key premises compliance activity and evidence. Schools are responsible for ensuring that records are complete and current and that overdue or failed compliance items are addressed promptly.

Health and safety inspections will be undertaken at frequencies appropriate to the activity and risk. This may include daily or pre-opening checks, weekly or monthly site checks, termly reviews and specialist annual or periodic inspections.

The Estates Manager will undertake central monitoring and periodic in-school audit activity. Results, significant gaps and priority actions will be shared with Headteachers and relevant governance bodies. Schools will maintain and regularly review a health and safety action plan for identified priority issues.

Current building condition information and identified compliance risks will inform Facility Improvement Plans, planned maintenance and Trust capital investment priorities in line with the DfE School Estate Management Standards and Good Estate Management for Schools guidance.

5.18 Management of Contractors

Schools must follow the Trust Management of Contractors Policy and may not directly appoint a contractor who is not on the Approved Contractors List. New contractors must provide the documentation required by the Trust and must not commence work until that documentation has been reviewed and verified and the contractor has been added to the central list.

The contractor approval process will include proportionate checks of competence, insurance, relevant trade or professional registrations, health and safety arrangements and other documentation required by the Trust. Inclusion on the list does not remove the need to assess competence and suitability for the specific work being commissioned.

- contractors receive appropriate site, safeguarding and emergency information before work starts;
- suitable and sufficient risk assessments and method statements (RAMS) are reviewed before work starts where required;
- the asbestos register and other relevant pre-construction or site hazard information is provided and acknowledged before intrusive work;
- permit-to-work arrangements are used for higher-risk activities where required by Trust procedures, including hot works or other controlled activities;
- work areas are appropriately segregated from pupils, staff and visitors and safe access routes are maintained;
- contractors comply with signing-in, identification, access control and site security requirements;
- work is monitored proportionately and unsafe work may be stopped;
- schools and project leads ensure appropriate completion, commissioning, certification, handover information and defect arrangements are received before works are treated as complete.

The exemptions for BMDC SLA contractors and contractors appointed through professional advisers / architects recognise that contractor due diligence and project management may be undertaken through those established arrangements. The school or Trust project lead must still ensure that relevant site-specific safeguarding, security, RAMS, asbestos and emergency controls are in place before work starts.

Exceptional emergency appointments may be authorised in accordance with the Management of Contractors Policy, subject to appropriate competency, insurance, safeguarding and site safety checks.

5.19 Construction Projects and CDM 2015

The Trust will discharge its duties as a commercial client under the Construction (Design and Management) Regulations 2015 for construction, maintenance, refurbishment and demolition projects. CDM duties apply to construction projects regardless of project value or whether the project is notifiable to HSE.

- suitable arrangements are made for managing each project and sufficient time and resources are allowed;

- designers and contractors are appointed who have the necessary skills, knowledge, experience and organisational capability;
- where a project involves, or is reasonably foreseeable to involve, more than one contractor, a Principal Designer and Principal Contractor are appointed in writing;
- relevant pre-construction information is provided to designers and contractors;
- a suitable construction phase plan is in place before construction work begins;
- welfare arrangements are provided;
- the client monitors and reviews management arrangements during the project;
- a health and safety file is prepared and retained where required.

A project is notifiable to HSE where construction work is expected to last longer than 30 working days and have more than 20 workers working simultaneously at any point, or exceed 500 person-days. The Trust will ensure any required F10 notification is submitted.

5.20 National Health Alerts and Infection Control

The Trust will respond to significant infectious disease, public health or national health alerts in accordance with advice from the UK Health Security Agency, Department for Education, NHS or other competent authorities. Schools will implement proportionate infection prevention and control measures and communicate changes to staff, pupils and families as appropriate.

5.21 Violence and Aggression at Work

The Trust will not tolerate violence, threats, harassment or abusive behaviour towards staff. Foreseeable risks of violence or aggression must be assessed and appropriate controls put in place, taking account of the work activity, known risks, lone working, pupil needs and interaction with members of the public.

Incidents and relevant near misses must be reported to the line manager and recorded in accordance with Trust incident reporting arrangements. Significant incidents should be reviewed to identify further controls, support needs and lessons learned.

5.22 Lone Working

Lone working must be risk assessed where it presents foreseeable risk. Schools and teams must establish proportionate arrangements for communication, escalation and welfare checks and ensure that lone workers know what to do in an emergency.

Higher-risk tasks must not be undertaken alone where the risk assessment requires assistance, supervision or emergency support. Staff must not undertake lone working if they believe the conditions or task cannot be carried out safely.

5.23 Working at Height

Work at height will be avoided where reasonably practicable. Where it cannot be avoided, work must be properly planned, risk assessed, supervised where necessary and undertaken by competent persons using suitable equipment.

- ladders and access equipment are inspected and maintained and are used only for suitable tasks;
- users carry out pre-use checks and report defects;
- pupils must not use work-at-height equipment unless this forms part of a properly supervised curriculum activity with suitable controls;
- roof and other high-level access is restricted to authorised competent persons;
- contractors normally provide their own suitable access equipment unless specifically agreed otherwise.

5.24 Manual Handling

Hazardous manual handling will be avoided where reasonably practicable. Where it cannot be avoided, the task will be assessed and suitable controls introduced, including mechanical aids, team handling, changes to the load or task and appropriate information and training.

Staff must not attempt to lift or move an item where they believe doing so could result in injury or aggravate an existing condition. Assistance should be obtained and any individual limitations should be considered through the risk assessment process.

5.25 New and Expectant Mothers

Where the Trust is notified that an employee is pregnant, has given birth within the previous six months or is breastfeeding, existing workplace risk assessments will be reviewed and an individual assessment undertaken where required. Appropriate measures will be implemented where work presents a risk to the employee or baby.

5.26 Young Workers

Before employing a young worker under the age of 18, the Trust or school will assess risks arising from their lack of experience, awareness of risk and physical or psychological maturity. The assessment will consider the workplace, work equipment, training, supervision and exposure to physical, biological or chemical agents.

5.27 Occupational Health, Wellbeing and Stress

The Trust recognises its duty to protect employees from risks to health arising from work, including work-related stress. The Trust will use risk assessment, management support, workload review, occupational health advice and other appropriate measures to identify and reduce significant workplace stressors.

Health surveillance will be provided where required by legislation or risk assessment because of exposure to specific workplace hazards. Staff are encouraged to raise health concerns that may affect their ability to work safely so that appropriate support or adjustments can be considered.

5.28 Educational Visits

Educational visits must be planned, approved and managed in accordance with Trust educational visits arrangements and relevant national guidance. The Headteacher must ensure that visit leaders are competent and that proportionate risk management is in place.

- travel, activity and emergency arrangements are suitable;
- appropriate safeguarding and supervision arrangements are in place;
- individual medical, allergy, SEND and accessibility needs are considered;
- specialist providers and adventurous activities are appropriately approved and competent;
- insurance, consent and emergency contact requirements are met;
- a contingency plan is in place for changes, delay, cancellation or emergency.

5.29 Minibuses and Transport

Where schools operate or arrange minibuses or other vehicles, they must ensure appropriate insurance, roadworthiness, MOT and servicing arrangements, driver licence entitlement and competence, pre-use checks, defect reporting, passenger capacity and seat-belt requirements are met. Vehicles with safety-critical defects must not be used.

5.30 Smoking and Vaping

Smoking and vaping are not permitted on Trust school premises or within Trust buildings and vehicles, except where a specific lawful arrangement has been formally authorised by the Trust.

6. Monitoring, Assurance and Review

The Trust will monitor implementation of this Policy through EVERY compliance data, incident information, school inspections, termly audit activity, health and safety action plans, governance reporting and external specialist review where appropriate.

Headteachers are responsible for ensuring identified actions are progressed. Priority risks, repeated non-compliance and overdue high-risk actions must be escalated to the Trust Central Team. The Estates Manager will provide strategic assurance to executive leaders and FRAC on key compliance indicators, significant incidents, trends, material risks and improvement activity.

This Policy will be reviewed annually and sooner where required by a significant change in legislation, statutory guidance, organisational arrangements, a serious incident or evidence that existing arrangements are no longer effective.

7. Trust Supporting Policies, Procedures and Guidance

This Policy should be read alongside relevant Trust policies, procedures and guidance, including:

- Accident, Incident and Near Miss Reporting Guidance
- Allergy Safety Policy
- Supporting Pupils with Medical Conditions Policy
- First Aid arrangements / guidance
- Management of Contractors Policy and Approved Contractors arrangements
- Asbestos Management arrangements
- Legionella / Water Hygiene arrangements
- Fire Safety arrangements and school fire risk assessments
- Lockdown / Invacuation procedures
- Critical Incident and Business Continuity arrangements
- Educational Visits arrangements
- Risk Management Policy
- Safeguarding and Keeping Children Safe in Education arrangements
- Behaviour Policy
- CCTV Policy
- Homeworking / Flexible Working arrangements
- Wellbeing arrangements
- Whistleblowing Policy
- School-specific risk assessments, emergency plans and local procedures

8. Legislation and National Guidance

This Policy is informed by applicable legislation and national guidance. Key legislation includes, but is not limited to:

- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Workplace (Health, Safety and Welfare) Regulations 1992;
- Health and Safety (First-Aid) Regulations 1981;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- Control of Substances Hazardous to Health Regulations 2002;

- Control of Asbestos Regulations 2012;
- Electricity at Work Regulations 1989;
- Provision and Use of Work Equipment Regulations 1998 (PUWER);
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), where applicable;
- Manual Handling Operations Regulations 1992;
- Work at Height Regulations 2005;
- Health and Safety (Display Screen Equipment) Regulations 1992;
- Personal Protective Equipment at Work Regulations 1992 and Personal Protective Equipment at Work (Amendment) Regulations 2022;
- Regulatory Reform (Fire Safety) Order 2005, as amended;
- Gas Safety (Installation and Use) Regulations 1998;
- Construction (Design and Management) Regulations 2015;
- School Premises (England) Regulations 2012;
- Equality Act 2010;
- Children and Families Act 2014, including duties relating to pupils with medical conditions;
- Children's Wellbeing and Schools Act 2026, including the statutory allergy safety requirements;
- Terrorism (Protection of Premises) Act 2025, as relevant provisions are commenced.

The Trust will also have regard to relevant guidance and standards issued by the Department for Education, Health and Safety Executive and other competent authorities, including:

- DfE: Health and safety: responsibilities and duties for schools;
- DfE: School estate management standards;
- DfE: Good estate management for schools;
- DfE: Supporting pupils at school with medical conditions;
- DfE: Allergy safety in schools statutory guidance;
- HSE guidance relevant to asbestos, legionella, work equipment, electrical safety, working at height, manual handling, construction and other workplace risks;
- UK Health Security Agency guidance on infection prevention and control where applicable.

Where legislation, statutory guidance or Trust procedures are updated during the lifetime of this Policy, the current legal requirement or approved Trust procedure will take precedence where it imposes a higher or more specific standard.