

May 2025

*Next Review date: May 2026*

# Health & Safety Policy

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This policy applies to all academies managed by Wootton Academy Trust (WAT).



**Wootton  
Academy Trust**

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**Person responsible:** Chief Finance and Operating Officer

**Approved by:** Wootton Academy Trust Finance Committee / Board of Trustees

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To comply with the Health and Safety at Work etc. Act 1974, Section 3:

*(3) ...it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of their general policy with respect to the health and safety at work of their employees and the organization and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of their employees.*

# PART 1

## STATEMENT OF INTENT OF HEALTH, SAFETY AND WELFARE

Wootton Academy Trust acknowledges and accepts all legal and moral health, safety & welfare responsibilities toward our employees, pupils, our contractors and those that may be affected by our activities, so far as is reasonably practicable. We commit to encouraging a positive safety culture via effective communication, cooperation, team work, and consultative management.

We will achieve these aims by:

- Ensuring that adequate resources are provided to manage safely. In particular to plan, organise, control, monitor & review safety.
- Developing management systems that will allow us to maintain, monitor, and where necessary, continually improve our safety performance.
- Providing information, instruction, training and supervision to employees of all levels to ensure that decisions are undertaken safely.
- Monitoring our safety performance and taking action where it falls below expected standards.
- Ensuring that the safety responsibilities staff have are clearly defined.
- Ensuring that places of work and work equipment, for which we are responsible, are maintained and without risks to health.
- Providing adequate welfare facilities.
- Engaging competent professionals where expertise is not available in house.
- Having systems in place to react to, report and learn from incidents and accidents.
- Using competent contractors.
- Ensure that appropriate and adequate insurances are maintained and reviewed annually.
- Reviewing this policy statement annually or more frequently if there are significant organisational changes.

We expect all employees working for us at all levels to:

- Take responsibility for their own safety whilst at work and for others who may be affected by their acts or omissions.
- Co-operate on safety matters to enable us to fulfil our obligations.
- Comply with risk assessments completed for their work and activities.
- Report safety matters that they are concerned about and are unable to resolve themselves.
- Not to interfere, misuse or wilfully damage anything provided in the interest of Health & Safety.

Signed:   
Print: I Sibbald  
Position: Chair of Trustees  
Date: 21/05/2025

Signed:   
Print: M Lehain  
Position: Executive Headteacher  
Date: 21/05/2025

# PART 2

## ORGANIZATION AND RESPONSIBILITIES FOR HEALTH, SAFETY AND WELFARE

The following H&S organizational structure, and roles and responsibilities are approved by the Directors and Heads of Academy of Wootton Academy Trust.

Overall responsibility for Health & Safety rests with the Board of Directors, assisted by the Board's Finance Committee. Day to day executive responsibility rests with the Head of School at Wootton Upper School or the Head of College at Kimberley College or in their absence with their Deputies.

### 1. The Board of Directors

Overall responsibility for Health and Safety rests with the Board of Directors, assisted by the Finance Committee. The Board of Directors approves the H&S Policy of the Trust and monitors its successful implementation. The Board of Directors further ensures, as administrators of the Trust's delegated budget that sufficient and appropriate resources are allocated to implement the H&S Policies.

The Board of Directors, through the Local Governing Bodies (LGBs), will specifically:

- 1.1 include Health and Safety targets in academy improvement plans; targets may include:
  - provision of facility for health and safety purposes;
  - Reductions in accidents/incidents;
  - Training for Directors/staff;
  - Revision of policy/procedure.
- 1.2 nominate a Director (H&S) to act as an H&S link between the Directors, LGBs and the wider academy communities, who will stay up to date with Trust H&S initiatives and update the Directors accordingly;
- 1.3 ensure that H&S is an agenda item on a LGB meeting on a termly basis and receive an exception H&S report from an LGB, Director responsible for H&S or Heads of Academy at the first available meeting of the Trust Board or its Finance Committee. In addition, an annual report should include information on:
  - progress of the H&S targets in the academy's Improvement Plan;
  - accident/incident analysis;
  - suggestion on future H&S initiatives.
- 1.4 facilitate any necessary review of the Trust's H&S policy and procedure as may become apparent via the strategies above.

### 2. Local Governing Boards

Local Governing Boards are responsible for ensuring that the Trust's policy is implemented in their academy. There is a named Health and Safety Governor on each Local Governing Body.

The Board of Directors, through the Local Governing Boards (LGBs), will specifically:

- 2.1 ensure Health and Safety targets are in the academy improvement plan;
- 2.2 ensure that H&S is an agenda item at LGB meetings on a termly basis and, where necessary, provide a H&S report to the Trust, via the Heads of Academy. In addition, an annual report for the board should be approved including information on:

- progress of the H&S targets in the academy's Improvement Plan;
- accident/incident analysis;
- suggestion on future H&S initiatives.

2.3 facilitate any necessary review of the Trust's H&S policy and procedure as may become apparent via the strategies above.

### 3. Heads of Academy (School or College)

As the Senior Leader for the premises, and of all on and off-site academy related activities, the Head of Academy is responsible for the day to day management of H&S.

The Head of Academy will escalate any H&S issue where the support or intervention, of Executive Headteacher, or Directors either via system or finance, is necessary and appropriate in order to effect the requirements of this policy.

In particular, the Head of Academy will ensure that:

- 3.1 the contents of this policy are brought to the attention of all relevant persons;
- 3.2 a process for risk assessments is applied within the academy, and that:
  - all appropriate areas/activities are covered (as per "core" Risk Assessment schedule attached, together with any risks identified as specific to the academy);
  - appropriate control measures are implemented, and that
  - assessments are monitored and reviewed as necessary.
- 3.3 there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy;
- 3.4 appropriate staffing levels for safe supervision are in place;
- 3.5 an adequate schedule of inspection and maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
  - the fabric of the building
  - equipment
  - fire appliances
  - boiler/heating systems
  - portable electrical appliances
  - water systems
  - first aid/medical facility and equipment
  - estates staff equipment
  - curriculum specific e.g. gymnasias and fume cupboards
- 3.6 an adequate needs analysis of H&S training is undertaken for academy staff, and sufficient resources are put in place to ensure appropriate training is carried out; appropriate training may include:
  - Head of Academy & Senior leadership H&S awareness
  - H&S Induction training (all new and temporary staff)
  - Emergency/Fire Training for the whole academy community
  - First Aid
  - Risk Assessment
  - H&S Coordinator
  - Lifting and handling
  - Working at heights
  - Critical incident (lockdown)
  - Any further specific H&S training identified by the training needs analysis as being necessary and appropriate
- 3.7 adequate and easily retrievable H&S training records are available and up to date.
- 3.8 the Trust secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations;
- 3.9 a termly H&S report is provided to the Local Governing Board and where necessary the Directors;

- 3.10 an Educational Visits Co-ordinator is appointed and trained accordingly;
- 3.11 contractors and other authorized visitors to Trust sites are appropriately managed and monitored;
- 3.12 appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents;
- 3.13 emergency/fire arrangements are formulated and reviewed as necessary and tested at least termly;
- 3.14 the fire risk assessment is updated annually and/or whenever significant changes or building works might affect the means of escape;
- 3.15 an appropriate Deputy is suitably instructed to take day-to-day responsibility for H&S in the absence of the Head of Academy.

The Head of Academy may delegate functions to other or single members of staff (e.g. an H&S Co-ordinator) who may be tasked with the H&S administrative arrangements for ensuring the above responsibilities are complied with.

The Head of Academy will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

## 4. Health & Safety Coordinator (HSC)

The Trust has appointed a Health & Safety Coordinator (Estates Manager) to carry out H&S functions and maintain an overview of the H&S organisation & management of each academy, and report to the Executive Headteacher (via Chief Finance and Operating Officer [CFOO]) accordingly.

Specific functions of the H&S Coordinator include:

- 4.1 having an overview of the Trust's H&S Policy and Arrangements, bringing amendments to the attention of the Head of Academy where necessary;
- 4.2 overseeing & supporting the Trust's Risk Assessment/Risk Management process and advising the Head of Academy of any deficiencies;
- 4.3 carrying out, with the Executive Headteacher and others as appropriate, the Trust's accident/ incident recording, reporting, and investigation arrangements;
- 4.4 arrange for termly evacuation drills and weekly fire alarm tests etc.;
- 4.5 advising the Head of Academy of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimize the risk until repairs can be arranged;
- 4.6 arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe;
- 4.7 co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered;
- 4.8 reporting to the Head of Academy any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources;
- 4.9 liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.

## 5. Line Managers

Managers in charge of Curriculum Areas/Departments/Staff are responsible to the Head of Academy for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

- 5.1 the Trust's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly;
- 5.2 all accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the Trust's procedure;
- 5.3 all persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency;

- 5.4 any equipment/appliance which has been identified as being unsafe is removed from service;
- 5.5 H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Head of Academy, and a report to the Head of Academy is provided where necessary;
- 5.6 the H&S training needs of staff are identified and the Head of Academy informed accordingly;
- 5.7 staff are properly consulted on any matters that may affect their health or safety whilst at work;
- 5.8 new transferred and temporary staff receive appropriate H&S induction training;
- 5.9 first aid provision is adequate;
- 5.10 pupils are given relevant H&S information and instruction;
- 5.11 Head of Departments shall ensure compliance with industry guidance such as CLEAPSS, afPE, DATA etc.

## 6. Teaching Staff (including supply)

Teaching staff are responsible for the H&S of all pupils under their control and in particular must ensure:

- 6.1 effective and appropriate supervision of the pupils that they are supervising;
- 6.2 that appropriate safety instructions are given to all pupils prior to commencing practical sessions;
- 6.3 that they are conversant with the Trust's H&S Policy and any arrangements specific to their own department;
- 6.4 they know the emergency procedures;
- 6.5 where relevant, that all personal protective equipment is suitable and in good condition prior to issue;
- 6.6 that, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice;
- 6.7 that they report any defective equipment to the relevant person;
- 6.8 all accidents and incidents are reported and reviewed or investigated;

## 7. Estates Staff

The Estates Team is responsible to the CFOO, and in particular will ensure:

- 7.1 the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
- 7.2 that any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger and / or reported to the HSCo;
- 7.3 that periodic H&S inspections are carried out at a timescale agreed by the Head of Academy, paying particular attention to the building structure, services, access to/egress from the academy, and the main circulation areas – these may be carried out with others such as directors, H&S Co-ordinator etc.;
- 7.4 that persons they supervise only undertake work for which they are competent;
- 7.5 that any personal protective equipment issued to staff is suitable for the task, that training is provided in the correct use of the equipment and the expectation is that all staff will use it;
- 7.6 that all staff work in accordance with safe working practices issued by the academy;

## 8. All Staff (including temporary & volunteers)

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions. Employees must also co-operate with the management of the academy to ensure that all parties comply with their H&S responsibilities. In particular all employees must:

- 8.1 participate in the Trust's risk assessment process and comply with findings;
- 8.2 report any defects in the condition of the premises or equipment of which they become aware to the Health and Safety Co-ordinator;
- 8.3 report all accidents/incidents in accordance with the Trust's procedure;
- 8.4 be familiar with the procedure to be followed in the event of a fire/emergency;

- 8.5 make use, where relevant, of personal protective equipment provided for safety or health reasons;
- 8.6 to follow all relevant codes of safe working practice and local rules;
- 8.7 to report any unsafe working practices to their Line Manager.

## 9. Pupils

All pupils are required to take care of their own safety and health whilst at the academy and that of others who may be affected by their actions, in particular to:

- 9.1 follow academy rules;
- 9.2 take part in all fire drills;
- 9.3 use equipment as directed by their teachers;
- 9.4 wear PPE as required in practical lessons;
- 9.5 behave in a safe way at all times;
- 9.6 take extra care around buses on the academy site;
- 9.7 report to a member of staff all accidents and anything that they see that may be unsafe.

## 10. Consultation with Employees

The Trust recognises its responsibilities under the Health and Safety (Consultation with Employees) Regulations 1996 and The Safety Representatives and Safety Committees Regulations 1977 to consult staff with regard to Health and Safety and will continue to use the school's normal communication channels to do this.

There is a Trust Health and Safety committee which meets termly and has a terms of reference with representatives from high-risk departments such as PE, Science, DT.

There are H&S Governors on each Local Governing Body.

Each academy's student council is able to pass items of concern to the Executive Headteacher and/or CFOO through their Head of Year who can pass these onto the Head of Academy and H&S committee.

# PART 3

## ARRANGEMENTS AND PROCEDURES FOR HEALTH, SAFETY AND WELFARE

The following procedures and arrangements have been established within our Trust to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

### 1. Accident Reporting, Recording & Investigation

Following an accident in a Trust academy or on an academy trip, an injury form is completed by the teacher responsible for the lesson, leader of the trip or by the adult who saw the accident.

Academy pupils can report any issues to any member of staff, and are briefed in assembly on their responsibilities:

- Staff are required to submit accident forms online via Smartlog system. If the incident or injury falls within the RIDDOR regulations this will be reported by the Estates Manager via the online portal.

Please see Appendix A guidance from RIDDOR on what must be reported and the timeline for doing so. The Estates Manager is responsible for ensuring accidents are investigated and any follow up actions are passed to the Head of Academy. The Estates Manager will investigate premise related accidents.

Curriculum based accidents will be investigated by the relevant Head of Department.

Estates Manager is responsible for reporting accidents under RIDDOR.

### 2. Asbestos

Wootton's Asbestos Survey is held electronically by the Estates Manager.

Asbestos consultancy is provided by Absolute Asbestos Surveys (AAS) and they will carry out annual visual check on condition of asbestos.

There is an Asbestos management plan in place for Wootton Upper School, held by the Estates Manager.

If asbestos is disturbed, the area will be sealed off and the Estates Manager will contact the Trust's specialised consultant.

Estates staff are aware to take specific care when drilling etc. in the older parts of the building. The Estates Team complete asbestos awareness training. All Trust staff are instructed as part of their induction regarding the rules for drilling, affixing anything to walls and ceilings etc.

All contractors shall be referred to the Asbestos Log Book before commencing work in any areas that may contain asbestos.

Kimberley College was constructed after 1999 and therefore does not contain asbestos.

### 3. Behaviour Management/Bullying

*See separate Trust Managing Behaviour policy.*

Appropriate training will be provided to staff on managing behaviour.

## 4. Caretaking and Cleaning

The Trust employs an Estates Team comprising of 3 Site Agents and Premises Development Lead.

All cleaning at both sites is contracted to Churchills. Churchills will be responsible for training Cleaning Staff on safe use of chemicals and supervising their work and that cleaning materials are assessed in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002.

Churchills have a COSHH folder for all substances used on the sites and are responsible for maintaining this. Churchills is responsible for ensuring suitable and sufficient protective personal equipment is provided for site staff as and when required. The cleaning contract falls under the school's contractor management system. The Estates Manager is responsible for overseeing this contract. A copy of their health and safety policy and risk assessments are held by the Trust and a check on practices is carried out regularly.

There is a deep clean schedule in place for both school sites and Estates Manager will oversee this with cleaning contractor. The Estates Team lock and secure both sites.

The Estates Team are responsible for the general day to day maintenance of the site, including general housekeeping, cleanliness and tidiness of the site on visual inspection, fire doors, clear escape routes, management of slip, trip and fall hazards, appropriately stored substances hazardous to health, regular checks including fire safety, water safety, gas and electricity safety, cleaning and maintenance inspections on a daily/weekly/termly basis. Their work is overseen by the Estates Manager.

The Estates Team keeps the site as clean as possible during the day and regularly empty external bins and litter pick. There is a snow/ice plan in place for both sites. The Site Team grit internal areas.

In the event of snow up to a week's supply of grit/salt is kept at each academy and snow shovels are available;

- At Wootton Upper School a gritting company is on-call if required for car park and front entrance.
- At Kimberley College a gritting company is on-call if required.

The Estates Manager is responsible for overseeing the gritting contract and all caretaking duties.

## 5. Catering

All catering activities at both sites are contracted out to CaterLink. The contract falls under the school's contractor management system. A copy of their health and safety policy and risk assessments are held at the Trust and a check on fire safety in this area by the Estates Manager is carried out every term.

The Estates Manager is responsible for the management of the Catering contract.

## 6. Contractor Management

*See separate contractor management procedures*

Where construction or maintenance work is being carried out on the site, the Estates Manager will agree with the contractors or service providers that appropriate Health and Safety plans are in place, where required, this will include a detailed R&D survey of areas disturbed.

Constructors or service providers will be made aware of the Health and Safety Policy in place at Wootton Academy Trust and will be required to integrate the requirements of the policy into their safety plans.

A pre-start meeting will be held between the Estates Manager and the contractor/service provider before any works commence to confirm specific health, safety and welfare issues applying to the works to be carried out.

The Estates Manager is responsible for the Control of Contractors and will ensure projects adhere to CDM regulations and will ensure designers, contractors, and any other building professionals are assessed for competency.

Sufficient time, resources, and information must be allocated to ensure health, safety and well-being of all concerned is prioritised.

Active management of contractors, project planning, accurate hazard identification, thorough exchange of information, following suitable and sufficient risk assessment is essential. It is managed through the Trust's control of contractors' procedures.

The Estates Manager will also ensure that the Contractor/Service Provider update WAT with respect to safety on completion of the works and conduct an appropriate handover.

Where required the Estates Manager will issue permit to work for high-risk activities such as hot works, work at height, confined space working.

## 7. Curriculum Safety

All Teachers are responsible for ensuring that their areas of responsibility are checked frequently to ensure that no health and safety hazards are present. Should a teacher identify hazards then they are required to ensure that the risk of injury is eliminated or reduced to an acceptable level.

If the teacher cannot resolve the issue because it is beyond their remit, affects other areas of the school, or requires financial support, then they should log the hazard/issue via the Estates Helpdesk.

The following Heads of Departments shall ensure compliance with the following guidance:

- Science – CLEAPPS
- Design and Technology – BS 4163, 2021 Health and Safety for Design and Technology in Schools and Similar Establishments, Code of Practice. (Middle and secondary schools only).
- Physical Education – British Association for Physical Education (AfPE) Safe Practice in Physical Education.

Teaching staff should consider any significant health and safety issues such as class size, pupil behaviour, maturity, limitations of space, layout, equipment etc. as part of their planning and preparation, risk assessment is just another name for that process.

Prior to use, all equipment must be checked by an appropriate, trained member of staff such as a qualified teacher, technician or teaching assistant.

Staff are trained in Departments on the appropriate use of machines and equipment. Members of staff new to the school are informed within their departments of the relevant curriculum activities.

The Estate Manager is responsible for coordinating curriculum risk assessments and Heads of Departments are responsible for ensuring these risk assessments are available to their staff.

Any off-site activities during the school day should be referred and approved by the Educational Visits and Journeys Coordinator EVC.

## 8. Driving for Work

*See separate Minibus policy*

The Trust's minibuses x 2 may only be driven by staff who have passed the MIDAS driving test (which is valid for 5 years), and D1 classification depending upon the size of the minibus. The Estates Manager maintains a MIDAS training record.

Minibuses are owned by the Trust. The Estates Manager ensures that appropriate documentation is in place with relation to MOT, service, insurance and road tax. Minibuses are securely stored at Wootton Upper School.

Driving licences are checked for any offences that would prevent them from driving the minibuses. Driver's licenses are to be made available on request at regular intervals for checking. Minibuses are booked by contacting the Estates Manager. Keys are kept securely by the Site Agents. All pupils must wear seatbelts and stay in their seats.

## 9. Electrical Equipment

An Electrical Installation Condition Report (EICR) is carried out every 5 years at all sites operated by the Trust. Any defects noted during the EICR are addressed in order of priority and within recommended timescales.

Portable Appliance Testing will be based on risk and normally undertaken every 12-18 months. Defects are dealt with through repair or replacement.

Staff members should check equipment for each use and report any faulty equipment to the Estates Team. The Estates Team are competent to change a plug and fuse but anything more will be undertaken by a qualified electrician. All electrical works are undertaken by suitably qualified contractors as part of contractor management procedures.

## 10. Enforcement Officers

Any contact with or subsequent letters, notices or other action by Enforcement Officers must be notified to the Executive Headteacher/ CFOO and Head of Academy without delay so that they can be acted upon immediately. Teachers and non-teaching staff are not permitted to speak on behalf of the Trust/ School/ College and should refer formal enquiries to the CFOO and Estates Manager.

## 11. Fire Precautions & Emergency Procedures

The Trust follows the guidelines set out in The Regulatory Reform (Fire Safety) Order 2005. Termly Health & Safety and fire inspections are made by the Estates Manager and a Trust Director, where appropriate.

All rooms in the academy have Fire Evacuation notices which give clear direction of what needs to be done if the fire alarm sounds. Please refer to the Fire Safety Folder held on Reception and Fire Risk Assessment for full details concerning fire procedures. All staff receive fire awareness training via the online system (Smartlog) followed by nominated fire marshals being further trained for additional duties in the event of a fire or evacuation.

All staff are required to ensure that they are familiar with the emergency procedures and the evacuation drill. The fire alarms are tested weekly by the Estates Team. Any staff member unable to hear the alarm must report it to the Head of Academy/ CFOO or Health and Safety Co-ordinator.

The Fire Evacuation Drill will be carried out termly and organised by the HSC.

Staff are required to report any defects or missing fire-fighting equipment to the HSC, or other immediately.

Fire exits, routes and firefighting equipment must not be obstructed at any time.

The Estates Manager works with Head of Academy/ CFOO to update fire safety management plan and review fire wardens.

Estates Manager ensures all staff complete Smartlog fire awareness training annually.

Staff with disabilities will have a Personal Emergency Evacuation Plan (PEEP) completed through discussion with their line manager and HR with input from Estates if required. The SENDCo will complete PEEPs for students with a disability.

Both schools have lockdown procedures and the Estates Manager is responsible for arranging a practice of these annually. The Trust has a critical incident procedure in place to ensure business continuity which is regularly reviewed.

## 12. First Aid

*See separate First Aid Policy.*

The Estates Manager and Lead First Aider are responsible for ensuring there are adequate first aider arrangements on both sites and for ensuring training is up to date.

At Wootton Upper School, the main first aid boxes are in Guidance and in the Estates Team office (for out of academy hours). There are also first aid boxes in Technology, PE area, Science and the Student Centre. These are regularly checked by the Heads of Departments/Lead First Aider and are stocked with a variety of dressings.

At Kimberley College, the main first aid boxes are in the Main Reception, Science Prep Room, Careers Office, Engineering and First Aid Room. These are regularly checked by the Heads of Departments/Lead First Aider and are stocked with a variety of dressings.

If a pupil or member of staff has to go to hospital and a parent/carer/family member cannot be with them, a first aider or staff member attends the hospital until a member of the family arrives.

## 13. Gas Safety

Staff working in areas where a gas supply is in use e.g. at Wootton Upper School in Science, Food, Technology, Design and Technology, and Catering shall ensure that the gas supply is switched and locked off when not in use and that the gas supply is isolated in the event of an emergency.

The Estates Manager will ensure gas appliances are serviced annually.

Any works undertaken will be carried out by suitably qualified staff under any relevant contractor management procedures.

## 14. Grounds Maintenance

The Estates Manager oversees the Grounds Maintenance contract (Richard Gates), who use their own equipment under the Trust's contractor management procedures.

The grounds maintenance contractor have their own key to the grounds but will always coordinate with the PE department over grass cutting and liaise with line marking dates etc. COSHH assessments used by the grounds maintenance will be kept by the Estates Manager.

## 15. Hazardous Substances

Each department that uses hazardous substances is responsible for keeping their own COSHH file. This should contain:

- an inventory of what is stocked in that department
- Safety Data Sheets (where required)
- a set of appropriate Hazards
- a COSHH risk assessment if required

All tasks that require the use of a hazardous substance must be risk assessed and a safe working practice must be adopted. Where pupils are using hazardous substances the teachers are responsible for their safe working practices.

## 16. Health and Safety Advice

WAT uses Atlas – The Citation Hub as the Trust's competent H&S person where necessary. Estates Team have attended courses regarding working with ladders/towers, legionnaires disease and general health and safety. The Trust's Educational Visit Co-ordinators have attended a course run by the University of Bedfordshire.

## 17. Handling and Lifting

If a member of staff is required to move or handle a pupil with disability then a detailed manual handling risk assessment will be undertaken and staff provided with specialist person moving and handling training. The Estates Team are aware of the need not to overload themselves or barrows when moving goods and supplies.

At both sites there are a range of manual handling aides, trolleys and pump trucks for the Estates Team to use. Manual handling training is provided to Estates Team and anyone else deemed necessary via Smartlog.

The Estates Manager is responsible for completing manual handling risk assessments for tasks undertaken by the Estates Team.

## 18. Infection Control

The School/ College Attendance Team may take notification from a parent of a notifiable disease and will check the HPA guidance on exclusion or precautions to take. Anything that requires decontamination etc. will be notified to the Estates Team.

Spillages will be cleared up by the Estates Team using the emergency spill kit, there is also a kit in the first aid room. Personal protective equipment gloves and plastic disposable aprons are provided.

The Trust has a Coronavirus/Flu pandemic plan in place. The Trust will follow government guidance in relation to managing the risk and this includes implementing infection control procedures.

The Head of Academy will update their Coronavirus/Flu plans and risk assessments regularly and follow NHS and government advice and guidelines.

## 19. Inclusion

The Trust will plan for and have assessments in place for SENDCo pupils, making reasonable adjustments in respect of access under DDA. The Trust's SENDCo is responsible for ensuring these assessments are undertaken and staff are suitably informed and trained to be able to support SEN pupils safely and effectively.

The Trust has an accessibility plan 2021 to 2024 and the Estates Manager is responsible for keeping this updated.

## 20. Legionella

The Estates Manager will organise a Water Risk Assessment every 2 years or as identified by the Risk Assessment. An Inspection of any water tanks is carried out on an annual basis by a competent contractor as part of our Planned Preventative Maintenance Schedule.

The Estates Team are responsible for carrying out monthly water temperature inspection tests, weekly flushing of little used outlets, descaling of showerheads and recording this information in the water log book and raising any concerns to the Estates Manager.

The Estates Team have completed legionella awareness training on Smartlog.

## 21. Local Exhaust Ventilation (LEV)

The Estates Manager arranges LEV thorough examination (fume cupboard LEV and D&T) and retains copies of LEV testing certificates. Checks of the LEV will also be conducted by the Science Technician in accordance with CLEAPSS guidance PS48.

The D&T Technician will also check against G225 CLEAPSS guidance on local exhaust ventilation in Design and Technology. Any deficiencies in LEV should be notified to the Estates Manager.

At Wootton Upper School, the DT Technician is responsible for changing the dust bag in the D&T LEV extractor and will wear FFB2 mask or FFB3 mask where there is lots of dust from cutting MDF.

## 22. Lettings/shared use of premises

*See separate lettings policy*

The Estates Manager is responsible for maintaining the health and safety and welfare in relation to buildings and facilities management when letting part of the school premises. Terms and conditions, including emergency arrangements, insurance requirements are detailed prior to formal arrangement and contract. Where the premises are let out to business use e.g. Karate Club then the Hirer's indemnity insurance will be needed. The Estates Manager is responsible for management of lettings at the Trust.

The lettings agreement covers fire and emergency arrangements and the booking form is completed before the letting and/or annually. DBS will also be included as part of this check on hirers that involve children on the school site.

The Estates Team are responsible for informing the lettings of the emergency procedures for the building and securing the building after lettings.

## 23. Lone Working

*See separate lone working policy*

The Trust has a separate Lone Working Policy that all staff should be made aware of and follow.

The Estates Manager will monitor lone working procedures during the school holidays. The Trust will consider limiting time staff can come into school during the school holidays.

There are occasions when Estates staff are alone in the building. Procedures are in place to prevent high risk activities taking place during this time and to ensure that staff sign in and out, as well as carrying works mobile phones.

## 24. Maintenance/Inspection of Equipment

All equipment is maintained and inspected according to HSE guidelines and following the Trust Planned Preventative Maintenance schedule. The Estates Manager is responsible for ensuring all equipment is serviced and maintained in accordance to the PPM schedule and keeping a record of this up to date.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the Class Teacher.

Equipment found to be unserviceable, or of doubtful serviceability shall be taken out of service, adequately labelled, locked away and the defect reported and the Estates Team who will arrange for repair or replacement.

## 25. Medication

*See separate supporting pupils with medical needs policy*

Head of Academy is responsible for ensuring policy is updated.

Pupils should not keep any medication on their possession. The exception to this is an inhaler for asthmatics. Parents must complete a medical form that has details about the medication for their child:

- at Wootton Upper School, the forms are kept in the Student Centre with the medication. A record is kept each time a pupil uses their medication. These details are kept in the Student Centre;
- at Kimberley College, the records are kept in the main administration office.

## 26. Noise

Where required a noise assessment will be carried out e.g. D&T/Music.

Personal Protective Equipment provided e.g. ear plugs will be available to staff working in DT/Music.

## 27. Personal Protective Equipment (PPE)

PPE is provided to pupils and staff where necessary by the subject department if it is required for use in a curriculum lesson. Pupils should be trained in their safe and appropriate use when relevant and checked by the Technician.

It is the responsibility of the department concerned to ensure that all PPE is clean and maintained to the appropriate standard.

Personal Protective Equipment is provided to the Estates Team; jacket, toe protector boots, trousers, gloves and goggles.

## 28. Radiation

*See CLEAPSS guidance document L93 – Managing Ionising Radiations and Radioactive Substances in Schools and Colleges*

The Trust has appointed a Radiation Protection Adviser: Bedford Borough Council.

The Trust has appointed an internal school Radiation Protection Supervisor (RPS): Head of Science

The RPS has attended training to take on this role.

## 29. Supervising Social Time

Our academies have staff on duty during social times to supervise pupils. Each academy assesses the nature of supervision required with greater supervision in place for pupils below Sixth Form age.

- At Wootton Upper School, there are staff on duty to supervise pupils at both break and lunch time, as well as by the buses at the start and end of the academy day; the school bell signal is sounded in the event of an issue at either the front or back of academy to alert all staff that their presence is required.
- At Kimberley College, supervision is completed on a rota basis monitored by the Head of Academy.

At Wootton Upper School, accidents are dealt with by alerting the Main Reception who will in turn contact a first aider and senior staff if required.

At Kimberley College, accidents are dealt with by alerting the Main Reception who will in turn contact a first aider and senior staff if required.

### **Supervision (including out of academy learning activity/study support)**

Teachers do not leave pupils below Sixth Form age unattended in the classroom.

At break and lunchtimes, a robust system of supervision is in place in academies with pupils younger than sixth form age. After hours, all pupils below sixth form age who remain on the academy's site or are engaged in an activity organized by the academy off-site must be supervised by a member of staff at all times.

## 30. Reporting Defects and Site Maintenance

All hazards should be reported to the Estates Team who will arrange for remedial work to be undertaken.

Staff are to report any defects or matters for the attention of the estates team by emailing [estates@wootton.beds.sch.uk](mailto:estates@wootton.beds.sch.uk). Pupils can report issues to any member of staff, they are informed both through assemblies and posters in their form room.

Health and Safety needs in respect to the maintenance of site or buildings should be highlighted in the Site Development Plan/condition survey and taken into account when prioritising works. The Estates Manager is responsible for the maintenance of the school sites and reporting on strategic matters regarding the estate to the Local Governing body and Trust Board (via CFOO).

## 31. Risk Assessments

*See separate risk assessment procedure*

General risk assessments at WAT academies are arranged by the Estates Manager under the direction of the Executive Headteacher/ CFOO and completed by the appropriate person.

All subject specific risk assessments must be completed and stored by the Head of Department and held under the shared drive.

Best practice that should be undertaken is for all teaching staff to include a risk assessment as part of their lesson plan for any lesson with a practical element.

The Line Manager under the direction of the HR department is responsible for ensuring Risk Assessments are carried out on pregnant members of staff or staff that have health problems. These are signed by the staff member involved and by CFOO. A copy is emailed to the member of staff and one copy is kept in their personnel file. These are updated every term for health issues.

Pupil medical or SEND risk assessments will be completed by SENDCo.

## 32. Trips/Off-Site Activities

*See separate educational visits and journeys policy*

WAT has an Educational Visits Co-ordinator (EVC) who oversees all trips.

All trips are logged on Evolve which is checked by an independent advisor if the trip is adventurous, residential, involves visiting London or is near water margins. The EVC will check and record "competence" of staff annually.

Medication for school trips will be covered by the School's Managing Medications Policy.

## 33. Smoking

The Trust has a no smoking/ vaping policy and this includes e-cigarettes and as such the Academies are no smoking sites including grounds and car parks.

## 34. Training and Development

An induction pack is provided to all new members of staff and this includes the Health & Safety Policy. The Health and Safety policy is also available on the shared drive and school website.

Heads of Department explain H&S issues concerning their department and this is recorded on the checklist. There is an annual Health and Safety refresher session on one of the training days and also includes information for new members of staff.

Line Manager/ Induction Lead will complete the induction checklist and copy to HR to be recorded on personnel file.

Snartlog should be used for generic health and safety training. The Estates Manager is responsible for ensuring staff are invited to complete the appropriate online training relevant to their role:

| E-learning Course                                                                                           | Who                              | Frequency    |
|-------------------------------------------------------------------------------------------------------------|----------------------------------|--------------|
| <ul style="list-style-type: none"><li>H&amp;S at Work</li><li>Slips, trips and falls in Education</li></ul> | All staff                        | On induction |
| <ul style="list-style-type: none"><li>Fire Awareness</li></ul>                                              | All staff                        | Annually     |
| <ul style="list-style-type: none"><li>Fire Warden</li></ul>                                                 | Nominated staff                  | Annually     |
| <ul style="list-style-type: none"><li>Legionella Awareness</li></ul>                                        | Estates Team                     | Annually     |
| <ul style="list-style-type: none"><li>Asbestos Awareness</li></ul>                                          | Estates Team                     | Annually     |
| <ul style="list-style-type: none"><li>Working at height</li></ul>                                           | Estates Team and nominated staff | Annually     |
| <ul style="list-style-type: none"><li>Manual Handling</li></ul>                                             | Estates Team and nominated staff | Annually     |

Where more specialist training is required, this should be sourced from a reputable provider and should be recorded on Smartlog.

## 35. Staff Well-being/Stress

*See separate stress/wellbeing policy*

Our academies use the Health Assured Ltd Employee Assistance Programme for accessing counselling services.

## 36. Use of Display Screens

All staff considered to be 'DSE users' will be required to complete online DSE training and to complete a risk assessment online following the training on Smartlog.

Any member of staff who is deemed a DSE user is entitled to a free eye test every two years.

The Trust will reimburse essential and regular users with the cost of an eye test upon production of a receipt. If glasses are required specifically for Display screen use, the academy will pay up to a maximum of £40 towards the cost. Our chosen optician is Specsavers.

## 37. Vehicles on Site

Deliveries are requested outside the main entry and exit times of pupils.

At Wootton Upper School:

- staff members supervise the exits at the end of the academy day;
- academy buses and taxis are the only vehicles allowed on site between 2.40 and 3.10pm

- the Main Entrance gate is supervised by a member of staff to ensure that buses and taxis are able to gain access to the academy.
- parents/carers collecting pupils in cars may wait for them on the road outside the academy, or come onto academy site after 3.10pm when the buses and taxis have left.

A risk assessment will be completed by the estates manager and kept under review for vehicle movement on site.

## 38. Violence to Staff/Academy Security

*See separate CCTV policy*

All visitors entering the site must sign in at Reception and if required provide valid identification to the receptionist. CCTV is in place to monitor the site for security, welfare and safeguarding purposes. If there is an intruder on site, the Senior Leadership Team will ensure that the police are alerted.

There is a Trust CCTV policy and this is managed by the Estates and Data Managers.

## 39. Visitors

Visitors are requested to be accompanied at all times unless DBS checked and follow the DFE safeguarding guidance – Keeping Children Safe in Education.

Visitors sign in at Reception and receive a visitor's badge. The School's/ College's emergency procedures are explained. Visitors are held in the lobby area until they are collected by a member of staff.

## 40. Welfare

High standards of welfare facilities that comply with The Workplace (Health, Safety & Welfare) Regulations 1992 and Construction (Design & Management) Regulations 2015 have to be provided. The Trust in its academies will provide suitable welfare facilities for staff.

In terms of pupils the Estates Manager will ensure it meets the welfare provision in all its schools as per the School Premise Regulations 2012.

## 42. Work Experience

The Trust welcomes pupils from other schools on work experience and are required to complete risk assessments for those young person's undertaking the work experience.

The Head of Academy oversees all work experiences and is responsible for completing the young person risk assessment and ensuring any control measure identified from the risk assessments are implemented.

A member of staff will be assigned to conduct the induction and training for the work experience person.

## 41. Working at Height

The Estates team have completed Mobile Elevated Work platform MEWP IPAF training. The working platform is labelled accordingly and serviced every 12 months, LOLER inspection every 6 months in accordance with statutory guidance.

All Working at Heights activities will be risk assessed by the Estates Manager prior to them taking place.

General working at height awareness training will be completed on Smartlog by the Estates Team.

Ladders will undergo a 6-monthly check by the Estates Team.

# PART 4

## MONITORING AND REVIEW

The Health and Safety Policy will be reviewed every two years or earlier if required due to a change in circumstances, and update, modify or amend it as it considers necessary to ensure the Health and Safety welfare of all individuals using the site.

The review will involve pupils, staff, Local Governing Boards and the Board of Directors.

Heads of Academy will ensure that risk assessments are reviewed annually at a minimum and after any significant accident/incident or change of conditions/environment.

Estates Manager will prepare a termly report to the H&S. The report will also go to the Local Governing Body and Trust Board.

Summary of H&S Monitoring:

| Level of monitoring                                     | Frequency | Responsibility        |
|---------------------------------------------------------|-----------|-----------------------|
| Weekly checklists                                       | Weekly    | Estates Team          |
| Termly H&S monitoring form                              | Termly    | Estates Manager       |
| Termly H&S report to LGB, H&S Committee and Trust Board | Termly    | Estates Manager/ CFOO |
| Report to WAT Board                                     | Termly    | Estates Manager/ CFOO |
| Annual Audit                                            | Annual    | Estates Manager       |

The Directors may assist with the monitoring process. The Directors receive exception reports, as necessary, to ensure matters are escalated expediently when required.