

Health & Safety Policy

**Approved by the Trust
Board**

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1. Key terms

This policy applies to all schools and entities within Wandle Learning Trust (WLT).

The terms Academy, School, Organisation and Trust are considered interchangeable in the context of all Trust policies.

Where appropriate, in this policy the term:

“Executive Team” means the Trust’s Co-Chief Executive Officers (Co-CEOs) and includes the Trust’s Chief Financial Operating Officer (CFOO) who manage the day-to-day business of the Trust.

“Head Teacher” includes the appropriate school Head Teacher or Director.

“Trustees or Trust Board” means appointed trustees who oversee the business of Wandle Learning Trust, agreeing the overarching strategic direction and ensuring robust governance.

“Local Academy Committee (LAC)” includes appointed members at a local academy level who support each school’s leadership teams to implement policies and improvement plan priorities.

“Chair” means the Trust Board, sub-committees of the Board, including the Local Academy Committees.

“Head of Governance” provides strategic oversight and administrative resource for the Trust Board and its committees, including local academy committees, and ensures the smooth running of its functions, processes, and meetings.

“Stakeholders” are any individuals or companies invested in the welfare and success of the Trust and its schools, including pupils, staff members, parents, community members, members of the governance community, trade unions, local business leaders etc.

2. Introduction

The Wandle Learning Trust (WLT) is committed to ensuring a safe and healthy environment for all staff, students, volunteers, and visitors. This commitment extends to all school and all Trust activities.

Health and safety are everyone's responsibility, and a prime responsibility of all levels of management, and everyone is expected to contribute towards WLT having a health and safety culture and performance that we can be proud of.

The Trust will take all necessary steps to ensure:

- compliance with legal, Trust, and any other health and safety requirements to ensure safe systems of work are in place.
- health and safety risks are managed to as low as is reasonably practicable through processes of risk assessment and risk control as part of our operations.
- there is access to suitable and sufficient work conditions and equipment.
- there are adequate welfare arrangements in place; and
- there are robust arrangements to provide information, training, and supervision to staff to ensure they hold the necessary skills required to perform their task.

This Health and Safety Policy serves as the overarching framework for the Trust and must be read in conjunction with the Trust's policies listed in Appendix 1. The arrangements detailed in Section 5 are specifically designed for our schools and must be adhered to unless supplemented by additional instructions.

3. Policy aims

In accordance with the [Scheme of Delegation](#), the Trust Board is accountable for all safety and environmental matters. The Trust Board is aware of the legal requirements placed on the Trust which are set out in the [Health and Safety at Work Act 1974](#) (HASAWA), the [Management of Health and Safety at Work Regulations 1999](#) (MHSWR), and other relevant legislation, ensuring a safe and healthy working and learning environment.

In alignment with both the spirit and legal requirements of these acts, the Trust has established an organisational structure (Section 4) and Arrangements (Section 5) framework to fulfil its legal and moral responsibilities effectively.

The Trust is committed to upholding the highest standards of safety, environmental protection, and the overall wellbeing of staff and students.

Furthermore, all those employed by the Trust are responsible for adhering to the Health and Safety Policy and must:

- Act in a safe and responsible manner to ensure their actions or inactions do not put themselves or others at risk.

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- Cooperate with the Trust and/or School Leader to help maintain a safe and healthy working environment.
 - Ensure they are competent in performing their tasks, including the safe use of any equipment required for their role.
 - Refrain from interfering with any health and safety provisions.
 - Report any health and safety concerns, accidents, or incidents using the appropriate procedures.

The Head of Estates & Facilities will conduct regular reviews of safety and environmental standards across the schools to ensure compliance, coordinating identified actions where appropriate and maintaining accurate records as outlined in Trust policies and procedures.

Additionally, contractors, sub-contractors, lessees, and visitors also have a duty of care and the right to a safe working environment. Like Trust staff, they must comply with the requirements of this Health and Safety Policy as appropriate.

4. Organisational structure

1. The Trust Board

The Trust Board has overall responsibility for ensuring compliance with this Health and Safety Policy document. In accordance with the Scheme of Delegation, the Trust Board delegates responsibility for health and safety to the Finance & Resources Committee.

In particular, the Finance & Resources Committee is responsible for:

- ensuring an approved Health and Safety Policy is in place which is reviewed annually.
- monitoring the application of the Health and Safety Policy including consideration of inspection reports; and
- including health and safety matters on committee agendas.

The Trust Board delegates responsibility for day-to-day compliance with this Health and Safety Policy to the co-CEOs and Head Teachers and holds them accountable for this, in accordance with the Scheme of Delegation and the terms of reference for the Finance & Resources Committee.

2. The Health & Safety Trustee

The Trust Board assigns a trustee to lead on the governance of health and safety, and to maintain a strategic overview of health and safety procedures across the estate. The lead trustee reviews reports on health and safety in detail to gain assurance of compliance by participating in walks around the estate, and meeting with the Head of Estates.

3. The co-CEOs and the Head Teachers (and Directors where applicable)

The co-CEOs delegate day-to-day responsibility for compliance with the Health and Safety Policy to the Head Teachers of each school and hold them accountable for this.

The Head Teacher will endeavour to ensure the safety of others; be they staff, students/pupils, parents, visitors, or contractors. The Head Teacher will be responsible for:

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- day-to-day management of all health and safety matters in the school in accordance with the Trust Health & Safety Policy.
 - delegating responsibilities to other competent members of staff to promote health and safety across the school.
 - co-operating with and providing necessary facilities for trade union safety representatives.
 - putting into effect any remedial measures or refer as necessary to the co-CEOs or the Trust's Finance & Resources Committee.
 - consulting with members of staff on health and safety matters.
 - ensuring that health and safety and accidents/incidents are reported to the Trust Finance & Resources Committee via the Head of Estates on a termly basis; and
 - ensuring all staff are aware of this Health and Safety Policy and have access to the policy, guidance, and advice.

4. The Chief Financial Operating Officer and Head of Estates

The Chief Financial Operating Officer (CFOO) works in conjunction with the Head Estates to ensure the effective monitoring of health and safety across the schools.

The Head of Estates is responsible for:

- line management of all premises staff.
- being aware of safe working practices, advising on safety matters; and setting best practice standards across health and safety.
- ensuring remedial action is taken where appropriate.
- ensuring that all contractors, such as catering and cleaning companies, adhere to this policy.
- ensuring regular inspections are carried out.
- completing an annual internal audit of health and safety across all schools; undertaking any recommendations from audits; and reporting back to the Trust.
- receiving and investigating reports of accidents, incidents, injuries, or near misses and reporting those that fall within [Reporting of Injuries, Diseases, and dangerous Occurrences Regulation 2013](#) (RIDDOR) to the Health and Safety Executive, analysing trends and proposing remedial actions to prevent reoccurrence in liaison with the Head Teacher or Health and Safety Consultant, as appropriate.
- identifying staff training and awareness need.
- ensuring the safe delivery of all capital works in line with the [Construction Design and Management Regulation 2015](#) (CDM regulations).
- liaising with the CFOO, co-CEOs, Head Teachers and the Health and Safety Consultant.
- providing regular feedback to Head Teachers and reporting to the Trust Finance & Resources Committee; and
- ensuring adequate insurance and contracts are in place

5. The Premises Team

The Premises Team includes all Premises Managers, and Premises Officers. The Premises Team will ensure that all statutory and non-statutory planned preventative maintenance is documented and carried out in accordance with the Trust compliance schedules; and will oversee the work of all contractors in accordance with the [Construction Design and Management Regulation 2015](#) (CDM Regulations).

The Premises Team will also:

- inspect the buildings and equipment as per statutory requirements and on a termly basis submit a report to the Head of Estates & Facilities.
- inspect the buildings and site access on a daily basis ensuring that all fire escape doors are unlocked, escape routes are clear of obstruction, and that access to the site is safe.
- record all defects and, if urgent, make safe and effect remedial repair as appropriate.
- report major defects to be repaired by outside contractors/authorities to the Head of Estates & Facilities.
- carry out maintenance as identified in the Trust's Premises Management Policy;
- liaise with all external contractors working within the school, reminding them of their obligations under this policy and the CDM Regulations 2015.
- notify the Head Estates of any hazards introduced by contractors on site.
- undertake appropriate risk assessments and document them as per the Premises Management Policy
- act on and share information received on health and safety matters to appropriate people; and
- be responsible for the operational level compliance tests across relevant health and safety systems.

6. First aiders

First Aiders are responsible for:

- managing the provisions for students/pupils with medical conditions as outlined in the Medical Needs Policy.
- maintaining first aid kits and equipment and ensuring stocks are kept replenished and are in date.
- maintaining the Automated External Defibrillator (AED) where applicable; and
- The Office Manager will ensure first aider lists are kept up to date.

7. All staff

Health and Safety is the responsibility of all staff, and all staff are responsible for:

- taking care of themselves and others who may be affected by their acts or omissions.
- co-operating with the Head Teacher to ensure that statutory requirements are met.
- not interfering with or misusing anything provided in the interest of health, safety or welfare.
- checking classrooms and work areas are safe and that fire exits are unlocked and unobstructed prior to use.
- checking equipment is safe before use.
- ensuring they are aware of safe procedures, undertake mandatory training, and that the procedures and training are followed.
- ensuring protective equipment is used when needed.
- participating in inspections as appropriate.
- bringing any concerns relating to health and safety to the attention of their line manager; and
- ensuring all accidents to students/pupils, staff or visitors are recorded by the person affected, member of staff supervising the activity, or first aider as outlined in Section 5.1.

8. Health and safety consultant

The Health and Safety Consultant will:

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- give advice and assistance to the Trust in the discharge of their responsibilities in relation to health and safety.
 - provide support to the Head of Estates with their role as Competent Person in respect of health and safety legislation.
 - carry out regular external audits of all health and safety management systems, policies, and procedures.
 - ensure that regular inspections of premises, and establishments are carried out to ensure the maintenance of a safe working environment.
 - provide support to the Head of Estates with the reporting of any accidents, injuries or near misses that fall within RIDDOR (Reporting of Injuries, Diseases, Dangerous Occurrences Regulations 2013) to the HSE (Health and Safety Executive, UK);
 - maintain adequate and up to date information of relevant law and safety management practice; and
 - coordinate liaison with the relative statutory authority (Health and Safety Executive, London Fire, and Emergency Planning Authority, etc.) during any investigations or inspections.

9. Health and safety representatives

The Trust recognises the role of Health and Safety Representatives who may be appointed by a recognised Trade Union.

Health and Safety Representatives:

- will be allowed to investigate accidents and potential hazards, pursue employee complaints, and carry out school inspections within directed time wherever practicable; and
- are entitled to certain information, e.g., information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions.

Representatives are not part of the management structure and do not carry out duties on behalf of the Trust.

5. Arrangements

1. Accident Reporting

All accidents and incidents, including near misses, are to be reported using the Employee Accident Report form. A copy of the completed form is to be sent to the Head Teacher and where appropriate sent on to the Head of Estates and Facilities for inspection.

Minor accidents to students/pupils should be recorded in the First Aid Day book. The Non-employee Accident Report form must be completed for any accidents which require medical intervention or a pupil being absent from school.

All accident forms and records are maintained in the school's office, to be available for inspection if required.

Major accidents, i.e. any fatality, major injury, reportable disease or dangerous occurrence, must be reported immediately to the Head Teacher and Head of Estates and Facilities by telephone to enable timely and appropriate escalation.

The Head Teacher or Head of Estates will decide if the co-CEOs should be informed, and the subsequent report will be submitted to the Health and Safety Executive in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 by the Head of Estates.

2. Asbestos

A copy of the Asbestos Register, where applicable, is to be kept by the Premises Team.

All staff are made aware regarding the dangers of disturbing asbestos during mandatory health and safety awareness training, for example they are instructed not to use drawing pins in any asbestos-containing material.

The Premises Team must be familiar with the location of asbestos within the Trust's estate and must ensure that contractors access the Asbestos Register prior to commencing work onsite.

An Asbestos Management Plan detailing how any asbestos containing material on the premises is to be protected and monitored is held by the Premises Team.

3. Biological Hazard and Communicable Diseases Control

The Trust will ensure that each school follow the guidance from [UK Health Security Agency](#) (UKHSA) formerly Public Health England using the Exclusion Table, included in government guidance Health protection in schools and other childcare facilities, to determine when students/pupils can return to school.

In relation to outbreaks of disease, the Head Teacher will follow guidance to determine whether notification and advice is required in relation to notifiable diseases i.e. Measles, Food Poisoning.

4. Hazardous substances

The [Control of Substances Hazardous to Health Regulations 2002](#) (COSHH) covers any micro-organism which may cause infection, allergy, toxicity or otherwise create a hazard to human health. The general requirements of COSHH, i.e. risk assessment and prevention or control of exposure apply to all workplaces.

The Trust acknowledges that persons may use or be exposed to substances (or mixtures of substances), both chemical and biological, with the potential to cause harm to health. Where possible exposure to hazardous substances will be prevented e.g., a non- hazardous substance used.

The Trust understands that it must comply with the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) and the relevant staff e.g., Head of DT Department, Head of Science Department, Premises Team will ensure that:

- an inventory of all substances at the school is maintained and regularly reviewed.
- current Safety Data Sheets are held together with the COSHH assessments; and
- all substances are stored, used and disposed of in accordance with the COSHH assessment.

Personal Protective Equipment will be provided, where identified in the COSHH assessment and health surveillance will be arranged, where required.

Arrangements will be put in place to deal with emergencies.

Where relevant, the Science, D&T and Art Departments will have additional specific procedures and processes supported by the CLEAPSS advisory service supporting practical science and technology in schools.

5. Legionella (water hygiene)

On behalf of the Trust, each Head Teacher accepts their duty with respect to the control of risk from exposure to legionella to staff, students, visitors and contractors under the Health and Safety at Work etc. Act 1974, Control of Substances Hazardous to Health Regulations 2002, and the Management of Health and Safety at Work Regulations 1999.

The Trust will manage its operations across its estate with regard to the design and maintenance of domestic water systems and air handling systems to ensure that:

- all sources of risk are identified, a suitable and sufficient risk assessment is carried out and kept up to date
- a Written Scheme is in place to prevent or control the risk.
- precautions are implemented, managed, monitored and routine testing is undertaken:
- records are maintained.
- there is a clear allocation of responsibilities, and training is provided to ensure competence; and
- a specialist, competent contractor is appointed to undertake aspects of the operation, maintenance and control measures required for the systems.

6. Kiln

In schools where there is an operating kiln in a dedicated room, the following will be implemented at all times:

- the kiln will only be used by competent, trained staff.
- personal protective equipment will be provided.
- a risk assessment and safe operating procedures will be displayed in the kiln room
- combustible items will not be stored in the kiln room; and
- the annual inspection and maintenance will be undertaken by a competent contractor, report reviewed, and remedial action scheduled, where required.

7. Personal Protective Equipment

Personal Protective Equipment (PPE) will be provided to staff free of charge and must be used as identified in risk assessments.

Staff will be provided with information, instruction and formal training, where required, in the use of PPE.

Adequate supplies of all PPE will be maintained, storage/locker facilities will be provided for multi-use items and arrangements for disposal for single use items in place.

It is the responsibility of the member of staff required to wear PPE to ensure:

- they wear the PPE correctly and at all times as specified in the risk assessment.

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- dispose of or store the PPE correctly; and
 - report any defects in relation to their PPE to their line manager promptly.

8. Cash handling

Each school within the Trust will operate a cashless system, in line with the Trust's Financial Management Regulations.

9. Competency and training

Staff will be given access to mandatory training commensurate with their role. All staff should undertake basic awareness training to ensure all staff employed by the Trust are competent to perform their duties, Specific training, for example for Fire Marshals, will be given to cover roles with additional hazards or areas of responsibility.

A record of all training courses will be maintained centrally on the Trust's online platform and monitored by each school.

i. Induction

During the induction process, newly appointed staff will be provided with general awareness regarding health and safety including action in the event of emergencies, evacuation, and lone working arrangements.

ii. Staff training and orientation

- General Health and Safety Awareness
- Accident/incident reporting procedures
- General fire safety awareness, including awareness of relevant Personal Emergency Evacuation Plans (PEEPs) as part of staff induction process
- Fire Marshal training as appropriate
- Evacuation procedures
- Safeguarding

iii. Premises Team training

- Asbestos Awareness
- COSHH Awareness
- Legionella Awareness
- Manual Handling
- Working at Height

iv. Specific staff training (e.g., First Aiders, Science, D&T, Art, IT, Performing Arts Department)

- First Aid Training
- Training in the use of evacuation aids for those with mobility impairments, if required
- COSHH Safety
- Manual Handling
- Working at Height

10. First Aid

The Trust will ensure that a suitable number of staff are qualified to administer first aid in an emergency as identified in the Trust's First Aid Policy.

The arrangements for the administration of medicines are covered in each school's Supporting Children with Medical Needs Policy and the responsibility of First Aiders as identified in Section 4.6 of this policy.

First aid boxes are located throughout the schools and are clearly identified. The contents will be checked on a weekly basis by a designated First Aider and all deficiencies made good.

A record will be kept of every occasion when any member of staff, student or other person receives first aid treatment whether on school premises or as part of a school-related activity and the appropriate reporting will be undertaken as identified in section 4.7 of this policy.

11. Safeguarding

The Trust recognises its responsibility under Section 175 of the Education Act 2002 to safeguard and promote the welfare of children.

The Trust will ensure that:

- the Safeguarding and Child Protection Policy is in place and kept under review.
- a Safeguarding Trustee, Safeguarding Academy Committee Member, Trust Designated Safeguarding Lead, Local Designated and Deputy Safeguarding Leads are appointed; and
- all staff are trained, attend refresher training, and records are kept up to date.

12. Contractors and visitors

On entry to the site, contractors and visitors must report to the reception desk where they will be asked to sign in via the electronic system and issued with a sticker/pass. The system must also be used to sign out. Arrangements in the case of emergencies and evacuation or other relevant information will be shared during the signing in process.

The onsite reception team will be made aware in advance regarding planned visitors and contractors to be able to alert the relevant member of staff to meet the contractor/visitor in reception.

Contractors and visitors are not permitted to move around the site unless they have complied with the Trust's safeguarding/DBS protocols, otherwise they must be accompanied by a member of staff or carry out works when students/pupils are not present.

The control of contractors on site, including the induction process will be in accordance with the CDM Regulations and overseen by the Premises Team.

All contractors should be properly on-boarded and as such are approved and have the relevant public liability cover.

13. Security

During term time, each school's entrance gates/doors are unlocked at the appropriate designated time to facilitate the start and end of the school day – the gates will be staffed during this time. Entrance to school grounds is only permitted via the main entrance points and access controlled where possible – if cards are not used then an intercom and camera device must be used to communicate to the school office. All other gates are kept locked in accordance with the fire and evacuation guidance.

Schools will be provided with CCTV coverage of main entry points, and an intruder alarm should be in place to cover the school's main buildings.

Appropriate signage will be in place to outline the use of cameras.

14. Safety on school visits

The Teacher-in-Charge of a trip is responsible for all aspects of Health and Safety when off the school premises, including residential trips. A specific risk assessment must be completed for each trip. All risk assessments and arrangements will be reviewed and signed off by the Head Teacher.

When taking students/pupils out of school, mobile telephones must be taken so that in an emergency the school can be contacted, and contact maintained between groups when travelling.

15. Online safety

Management of online safety is led by the Head of I.T. in consultation with the Trust's Designated Safeguarding Lead and outlined in the Trust's Safeguarding Policy.

16. Display Screen Equipment

All Display Screen Equipment (DSE) users will be identified and must complete a DSE **self-assessment** to ensure that all workstations are set up correctly. The form should be reviewed by the line manager or Health and Safety liaison and any remedial action taken as required. If the DSE is complex beyond peripheral items, then the Head of Estates should advise.

17. Emergency planning

Arrangements in the event of any emergency e.g., fire, adverse weather, loss of services such as gas, water, electricity, and lockdown are covered in the Trust's Critical Incident Plan. Each school will adapt this generic policy to provide their own local detail, and this should be reviewed annually.

18. Fire safety

Requirements regarding fire safety arrangements are covered in the Trust's Fire Safety Policy and specific arrangements, roles and responsibilities are detailed in the individual schools' Fire Safety Management plans.

All Trust employees must ensure that:

- they know what to do in the case of fire.
- they are familiar with the sound of the fire alarm.
- all classrooms and other areas are vacated immediately on hearing the fire alarm.

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- where safe to do so, hazardous electrical appliances are disconnected and all doors shut when vacating the premises.
 - they inform the Premises Team if they are using equipment likely to emit smoke, dust, etc.; and
 - they always check for any potential fire hazard at the end of the day.

Furthermore, every employee should:

- NEVER ignore a fire alarm or disregard any notice on fire prevention.
- NEVER smoke (including e-cigarettes) in the school building or grounds.
- NEVER be untidy and leave waste materials laying around.
- NEVER leave obstructions in passages or stairways.
- NEVER leave any temporary heating appliances unattended.
- NEVER move or interfere with firefighting appliances.
- NEVER interfere with fire detection, alarm call points; or store items in stairwells or smoke lobbies; and
- NEVER leave furniture etc. by fire exits or placed directly in front of electrical heaters.

In the event of a fire, students/pupils will be escorted from the buildings via the nearest exit, in silence, and asked to line up at the designated fire assembly points.

All staff must report any faults, for example, failure to hear the alarms at the correct levels.

19. Lone working

All staff must avoid lone working wherever possible. Due to the expansive nature of some school sites within the Trust, lone working may occur in the case of members of staff working late in the evening or where a member of the Premises Team is required to work during a weekend or school holiday.

Certain activities such as locking and unlocking and cleaning duties must also be considered.

Staff are aware of the Trust's Lone Working Policy which is included in the staff induction process and covers:

- procedure for reporting that individuals are working alone.
- communication, security and emergency arrangements; and
- work/activities that must not be carried out whilst working alone e.g., working at height, use or dangerous machinery.

In circumstances where lone working may occur, this will be included in relevant risk assessments.

20. Violence or aggression towards staff

The risk of violence and aggression towards staff is included in risk assessments.

Staff are made aware that they should report any such incidents to their line manager and to complete the accident/incident form with accurate details to maintain a record.

21. Wellbeing

The Head Teacher in each school and line managers take responsibility for the wellbeing of all staff.

Staff wellbeing is an item regularly discussed by local governance at the school. The Trust has a Staff Wellbeing Policy in place.

22. Lettings

Where the Trust's buildings, grounds and facilities may be let to external parties to use for authorised activities, all lettings will be in accordance with the Trust's Lettings Policy which sets out the terms and conditions including responsibilities of all parties and exclusions.

Risk assessments, insurances, and arrangements in the case of emergencies will be in place and shared.

23. Risk assessments

The Trust will ensure that suitable and sufficient risk assessments are carried out by a competent person(s).

The following departments where applicable to each school will carry out risk assessments relevant to their areas: - Art, DT, Food Technology, ICT Library Performing Arts, Premises, Science and Sports.

For all other curriculum areas, school leaders will ensure risk assessments are in place. The Premises Team will complete risk assessments for premises team activities. Each school will have risk assessments in place for all communal areas.

Risk assessments will follow the following steps:

- identify hazards.
- evaluate the risk that these hazards present and to whom.
- identify suitable measures to reduce and control the risks.
- record the significant findings.
- monitor the effectiveness of the control measures.
- review the risk assessment on a regular basis.

Specific risk assessments are required for new and expectant mothers, working at height, violence, lone working, etc. where such a risk exists.

All risk assessments should be completed in accordance with the WLT Risk Assessment Policy using the WLT Risk Assessment template.

24. Lifting equipment

In its schools where a lift is provided for people to use to access floors above or below ground floor level, the Trust:

- accepts the duties placed on establishments who operate lifting equipment by the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) including the requirement for the

equipment to be of adequate strength and stability and the additional general obligations under the Provision and Use of Work Equipment Regulations 1998 (PUWER) regarding the suitability of work equipment; and

- acknowledges that persons can be at greater risk of harm when they are lifted by machinery and will ensure that enhanced levels of safety are considered in the:
 - ✓ design and manufacture.
 - ✓ use and maintenance; and
 - ✓ inspection and thorough examination.

In addition, the Trust will maintain the safety of the lifting equipment used by:

- carrying out simple inspections and checks.
- appointing a competent person(s) to carry out a thorough examination at the required intervals – every six months for equipment for lifting people; and
- ensure any defects are reported and any remedial action taken with serious defects being reported to the relevant enforcing authority.

25. Local exhaust ventilation

The Trust recognises that whilst using substances these may become hazardous to health in different forms including gas, fume, vapour dust and mist.

The Trust accepts its duty to control the exposure to substances that are hazardous to health to staff pupils/students, visitors and contractors under the Health and Safety at Work etc. Act 1974, Control of Substances Hazardous to Health Regulations 2002 and the Management of Health and Safety at Work Regulations 1999.

Where Local Exhaust Ventilation (LEV) systems are used to control this exposure, the Trust will have considered all other controls; eliminating the substance creating the hazard, substituting it with a safer substance, reducing the amount of substance used, changing work processes to reduce the frequency and time of emission, reducing the number of persons involved in the process or applying simple controls.

The Trust will ensure that:

- all components of the LEV system(s) are specified, designed and commissioned correctly including, hood, airflow indicators and ducting.
- a user manual and logbook are present.
- all persons required to carry out routine checks are competent with the system and its function, how it should be used and how to recognise defects; and
- a competent service provider is appointed to carry out maintenance and through examination and tests at least every 14 months.

26. Manual handling

To comply with the Manual Handling Operations Regulations 1992 the Trust will ensure:

- the need for hazardous manual handling is avoided as far as reasonably practicable
- a risk assessment is carried out for any hazardous manual handling that cannot be avoided; and

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- the risk of injury has been reduced as far as reasonably practicable.

Low risk ad hoc manual handling activities must be included in general risk assessments and can be carried out safely.

All staff who are required to undertake manual handling operations (lifting, pushing, pulling or carrying of equipment) with a potential risk of injury as part of their role must:

- receive appropriate training prior to carrying out such duties.
- be provided with information regarding the task.
- follow appropriate safe systems of work; and
- use any mechanical aids provided correctly and/or undertake team handling where applicable.

27. Provision and use of work equipment (PUWER)

All work equipment will be provided in accordance with the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER) and in conjunction with other relevant legislation.

Work equipment/machines include:

- “toolbox tools” - hammers, screwdrivers, handsaws.
- powered equipment /machines - electrical and battery powered.
- lifting equipment.
- all apparatus and equipment used by individual departments e.g., Art, D&T, Performing Arts, Science and Sports; and
- transport – school minibus.

All work equipment and machinery provided by the school will be suitable, inspected, maintained, and used by competent persons in the correct environment in accordance with a risk assessment to ensure that any electrical, mechanical and any other hazards have been considered and control measures applied.

Portable electrical equipment will be included in annual Portable Appliance Testing (PAT) with non-statutory and statutory testing and maintenance schedules for all other work equipment and machinery and procedures in place for ensuring remedial action is undertaken, if required.

28. Work experience/placements

Where applicable, in liaison with external providers, a designated member of staff manages students’ work experience/placement opportunities, and will ensure that:

- risk assessments are carried out for all student work experience/placements.
- all the suitable and relevant checks are carried out on the work experience/placement provider; and
- reviews of the provider Health and Safety induction and workplace risk assessment process are reviewed.

29. Smoking, including vaping

Smoking, either cigarette or vape, is not allowed in school buildings or in the grounds of the school.

Cigarettes and matches must not be left where pupils can access them. In the event that staff light candles (e.g., religious services, scientific experiments etc.) these should not be left unattended.

Any persons wishing to smoke must leave the school grounds and move away from the site.

30. Tree safety

All trees across the Trust's estate must be checked on a regular basis for disease and to guard against falling branches. Formal tree surveys should be carried out every two years.

Similarly, all low-level foliage should be checked to ensure that these do not present a risk to pupils, for example, scratches or skin or eye penetration by sharp twigs.

31. Working at height

On behalf of the Trust, each Head Teacher will ensure that any working at height is properly planned, risk assessed, supervised and carried out by competent persons to comply with the Work at Height Regulations 2005.

Working at height will be avoided where it is reasonably practicable to do so and, where work at height cannot be avoided, the work will be planned with a robust risk assessment carried out taking the following factors into consideration:

- the height at which the work has to be undertaken.
- location of work, access and egress, fragile surfaces, adverse weather.
- availability of appropriate correct equipment, both to carry out the work and for personal protection, which is checked regularly.
- duration of work; and
- competency of staff.

Contractors will be informed that they are expected to have their own risk assessments, method statements for working at height and provide their own working at height equipment and are not permitted to use the school equipment.

6. Appendix 1 – list of Trust associated policies and documents

- Critical Incident Policy
- Fire Safety Policy
- Lettings Policy
- [Scheme of Delegation](#)