



St Benedict
CATHOLIC ACADEMY TRUST

Health & Safety Policy

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St Benedict Catholic School Trust

Status: Trust-wide policy applicable to all schools under the St Benedict Catholic School Trust.

Our Mission is inspired by our Patron St Benedict, to live, learn, pray and celebrate together. Our community of Catholic schools are committed to ensuring that each child realises their God given gifts. Our strong sense of community promotes Gospel values which inspire students to make a positive contribution to society.

PART 1: STATEMENT OF INTENT

1.1 St Benedict Catholic School Trust (“the Trust”) recognises its statutory and moral duty, under the Health and Safety at Work etc. Act 1974 and all related Regulations and Approved Codes of Practice, to secure, so far as is reasonably practicable, the health, safety and welfare of its employees and to safeguard pupils, visitors, contractors and all others who may be affected by its undertakings.

1.2 The Board of Directors of the Trust acts as the employer and the governing body for all schools within the Trust. Through its Executive Team, Local Governing Bodies (LGBs) and school leaders, the Board will promote and maintain standards of health, safety and welfare that fully meet or exceed statutory requirements. Health and safety is regarded as a core management function, of equal importance to educational, financial and pastoral priorities.

1.3 The Trust will take all reasonably practicable steps to achieve the following objectives:

1.3.1 To establish and maintain an organisational structure that promotes effective risk control and a positive safety culture at every level of the Trust community.

1.3.2 To identify, assess and manage risk systematically as the foundation for preventing injury, ill-health, and loss.

1.3.3 To provide and maintain safe places of work, safe systems of work, and a healthy learning environment for pupils and staff.

1.3.4 To ensure that premises, plant, and equipment are safe, properly maintained, and suitable for their intended use for pupils, staff and all other stakeholders

1.3.5 To provide adequate information, instruction, supervision and training so that all staff, pupils and volunteers can work and study safely and competently.

1.3.6 To foster understanding, personal responsibility and visible leadership in health and safety, encouraging every individual to contribute to continual improvement.

1.3.7 To provide a safe and welcoming environment for visitors, parents and contractors who may not be familiar with school hazards or routines.

1.3.8 To ensure that all contractors and service providers engaged by the Trust operate to equivalent health and safety standards, verified through pre-contract checks and on-site supervision.

1.3.9 To maintain effective two-way consultation on health and safety matters through the Trust Health & Safety Committee, local site committees, union representatives and staff forums.

1.3.10 To ensure that this Policy and supporting procedures are practical working documents, accessible to all employees via the Trust intranet and individual school policy portals.

1.3.11 To monitor and review performance through regular audits, inspections, and KPI reporting so that lessons learned lead to measurable improvement.

1.4 The Board of Directors is committed to providing sufficient resources—financial, human and technical—to enable these objectives and the requirements of this Policy to be achieved.

1.5 The Trust acknowledges its wider duty to protect the environment and will conduct its operations in accordance with the Environmental Protection Act 1990, the principles of sustainable stewardship, and the moral values expressed in Catholic Social Teaching.

1.6 The Trust will meet its obligations under the Children Act 1989, the Regulatory Reform (Fire Safety) Order 2005, and all safeguarding legislation to ensure that pupils, staff and visitors are protected and that all are informed about emergency and safety procedures.

1.7 In accordance with the Management of Health and Safety at Work Regulations 1999, the Trust will provide and maintain suitable and sufficient risk assessments covering its employees' work and all activities that may affect others. These will be reviewed regularly and whenever significant change occurs.

1.8 The Board recognises the guidance set out in the Department for Education's "Health and Safety: Responsibilities and Duties for Schools" (April 2022) and subsequent updates and will have due regard to relevant advice from the Health and Safety Executive, particularly concerning educational visits, work placements and off-site activities.

1.9 The Trust will appoint competent persons, both internally (the Trust Health & Safety Lead) and externally (an independent risk-management consultancy), to provide expert advice, training and periodic monitoring of health and safety performance across all schools.

1.10 This Policy applies equally to all staff and students regardless of role or status within the Trust. Gendered pronouns within this document should be interpreted as inclusive of all individuals.

1.11 This Policy will be brought to the attention of all employees, volunteers and contractors and will be reviewed annually, or sooner if significant changes occur, to ensure it remains current with legislation, best practice and the Trust's operational needs.

PART 2: ORGANISATION

2.1 Overall Structure

- Within the St Benedict Catholic School Trust ("the Trust"), the Board of Directors acts as the legal employer and is ultimately accountable for compliance with the Health and Safety at Work etc. Act 1974, associated regulations, and all other relevant statutory duties.

The Board delegates operational responsibility through the following structure:

- Members
- Board of Directors
- Chief Executive Officer (CEO)
- Trust Executive Team
- Local Governing Bodies (LGBs)
- Headteachers
- School Leadership Teams and Employees

This framework ensures clear lines of accountability while recognising the principle of **subsidiarity** within Catholic governance—that decisions should be taken at the most local competent level.

2.2 Responsibilities of the Members

Members hold ultimate constitutional oversight of the Trust as a charitable company. They will:

- Receive the annual Health & Safety Report from the Board to ensure statutory compliance.
- Appoint and, if necessary, remove Directors who are competent and committed to maintaining high health and safety standards.
- Ensure that the Articles of Association and Scheme of Delegation require explicit reference to health, safety, and welfare duties.

2.3 Responsibilities of the Board of Directors

The Board of Directors is the employer and duty holder under health and safety law. The Board will:

- Approve, own, and review this Policy and any Trust-wide procedures.
- Ensure that adequate resources—financial, human, and technical—are provided to implement and maintain safe systems of work.
- Appoint a suitably competent Health and Safety Lead and an external adviser/consultant.
- Establish a Trust Health & Safety Committee reporting termly to the Audit & Risk Committee.
- Monitor performance through Key Performance Indicators, audit results, accident statistics, and compliance reports from schools.
- Ensure integration of health and safety considerations into strategic planning, capital projects, and educational initiatives.
- Uphold the Trust's Catholic ethos by embedding care for the dignity and wellbeing of every person in all safety practices.

2.4 Responsibilities of the Chief Executive Officer (CEO)

The CEO is responsible to the Board for ensuring that health and safety management systems operate effectively across the Trust. The CEO will:

- Implement Board policy and ensure effective delegation to the Trust Executive Team.
- Hold Headteachers and senior leaders to account for local compliance.
- Ensure that risk management, safeguarding, and health and safety are integrated within the Trust's overall assurance framework.

- Report significant incidents or non-compliance to the Chair of the Board immediately and to the next Board meeting.
- Promote a culture of openness, wellbeing, and continuous improvement.

2.5 Responsibilities of the Trust Health & Safety Lead

The designated Health & Safety Lead provides operational leadership and professional advice on behalf of the CEO and Board. They will:

- Develop and update Trust-wide health and safety procedures.
- Coordinate annual audits, compliance monitoring and training programmes.
- Maintain a Trust-wide register of statutory inspections (fire, asbestos, water, electrical, etc.).
- Support schools in incident investigation and RIDDOR reporting.
- Liaise with the external competent person(s) and enforcing authorities (HSE, Fire Service, Local Authority Environmental Health).
- Provide an annual written report to the Board and each LGB.

2.6 Responsibilities of Local Governing Bodies (LGBs)

Each Local Governing Body acts on behalf of the Board to monitor implementation within its school. The LGB will:

- Ensure the school operates in accordance with the Trust policy and statutory requirements.
- Ensure that Catholic values of stewardship, care, and respect are evident in the local safety culture.
- Set out and enforce relevant policies, procedures and arrangements suitable for areas under their control.
- Encourage contributions to health and safety from all levels of staff and workers.

2.7 Responsibilities of Headteachers/Principals

Headteachers/Principals are responsible for day-to-day management of health and safety within their school and will:

- Set out and enforce suitable and relevant policies, procedures and arrangements suitable for areas under their control.
- Identify suitably trained and competent persons with health and safety roles and responsibilities.
- Encourage contributions to health and safety from all levels of staff and workers.

2.8 Responsibilities of School Business Managers / Operations Managers

The School Business Manager (SBM) is usually the Health & Safety Coordinator for the school and will:

- Enforce and implement suitable and relevant policies, procedures and arrangements as required by the Headteacher/Principal.

2.9 Responsibilities of Premises Managers / Site Supervisors

They are normally responsible for the **safe operation and maintenance** of the physical

environment. They will:

- Implement suitable and relevant policies, procedures and arrangements as required by the School Business Manager/Operations Manager.

2.10 Responsibilities of others

Each school must have a suitable and sufficient Health and Safety Policy in place and enforced and this must identify the roles and responsibilities of every level employee including:

- Teaching and Support Staff
- Heads of Department / Curriculum Leads
- Educational Visits Co-Ordinator (EVC)
- Designated Safeguarding Leads (DSLs)
- Chaplaincy and Pastoral Leads
- First Aiders
- Fire Marshall
- Union or Staff Health & Safety Representatives
- Employees

2.11 Responsibilities of Pupils, Volunteers and Visitors

Each school must have a suitable and sufficient Health and Safety Policy in place and enforced and this must identify the roles and responsibilities of pupils, volunteers and visitors.

2.12 External Competent Persons and Advisers

The Trust will, where required, appoint external competent professionals (e.g., risk-management consultants, fire-safety engineers, water-hygiene specialists etc.) as and when required to:

- Provide technical and legislative advice.
- Undertake independent audits, inspections and specialist training.
- Support the investigation of significant incidents.
- Report findings and recommendations to the CFO and the Board.

2.13 Health and Safety Committees

- A Trust-wide Health & Safety Committee will meet online termly to review performance, share best practice and monitor action plans. The H&S committee will consist of the H&S Lead, the Estates Manager and H&S Representatives and/or Facilities Managers from each school.
- Each school will be visited by the H&S Lead and Estates Managers twice a year. The purpose of the visit is to perform a site walk and discuss any concerns raised. Minutes and action logs must be fed into Trust governance reporting.

PART 3 – ARRANGEMENTS

This section describes the practical systems by which the Trust and its schools meet their statutory health and safety duties. Each arrangement applies Trust-wide unless a local procedure provides additional site-specific detail. Local arrangements must not reduce or weaken these standards.

3.1 Accident, Incident and Near-Miss Reporting

All accidents, incidents and near misses must be recorded on the Trust's reporting system within 24 hours. Serious injuries or dangerous occurrences must be reported under RIDDOR via the Trust H&S Lead. The Headteacher must investigate every incident, identify root causes and corrective actions, and brief staff where lessons are learned.

Each term the Trust H&S Lead must analyse patterns and provide data to LGBs and the Board. Records must be retained for at least three years (pupils until 25 years of age).

3.2 Administration of Medicines and Infection Control

Medicines must only be administered following written parental consent and stored in locked, clearly labelled containers. Health Care Plans must exist for all pupils with long-term medical conditions and reviewed annually with parents and the SENCO.

Schools must follow UKHSA guidance on infection control, maintain colour-coded cleaning regimes, provide PPE and body-fluid spill kits, and display hand-washing posters. Catering and food-technology areas must follow allergen and cross-contamination controls. Staff must report outbreaks promptly to the Local Authority Public Health Team.

3.3 Animals in Schools

Before animals are kept or introduced, a risk assessment must cover zoonotic infection, allergies, bites and waste disposal. Hand-washing facilities must be available, and pupils must be supervised when handling animals. Visits from petting farms must supply risk assessments and insurance. Pregnant staff must not clean animal enclosures.

3.4 Asbestos Management

The Asbestos Register must be available at reception and shown to all contractors before any intrusive work. Staff must not drill, pin or attach items to surfaces without written permission. Any suspected damage must be reported immediately and the area sealed pending inspection. Annual re-inspections must be undertaken and findings shared with the Trust.

3.5 Communication with Parents and Stakeholders

Parents must be informed promptly of health-and-safety incidents, emergencies or communicable-disease outbreaks. The school must use multiple communication channels (email, text, website, letters) to reach families. The Trust website must publish the current Health and Safety Policy, audit summary and annual statement of compliance.

3.6 Contractor Management

All contractors must be pre-approved for competence, insurance and risk assessments. Inductions must cover emergency arrangements, asbestos information and safeguarding expectations. Work must be supervised and scheduled to avoid contact with pupils. For construction projects, schools must comply with CDM 2015 as client duties, ensuring appropriate documentation and welfare facilities.

3.7 Control of Substances Hazardous to Health (COSHH)

Each school must maintain an up-to-date COSHH register, data sheets and risk assessments for all hazardous products. Chemicals must be stored in locked, ventilated cupboards with correct labelling and segregation. Decanting must only occur into approved containers. Staff must be trained in correct use, PPE must be provided, and disposal must follow manufacturer or LA guidance. Heads of Department must carry out

annual reviews.

3.8 Curriculum Safety

Subject leaders must apply recognised codes of practice: CLEAPSS (science/DT/art), AfPE (PE), NSEAD (art & design), and HSE model guidance for performing arts and technology. Equipment must be serviced annually, guards fitted and training provided before use. Teachers must supervise practical lessons directly and instruct pupils in safe behaviour.

Secondary and college workshops must control access through key-holding or card systems; chemicals, tools and machinery must be locked away when unsupervised.

3.9 DBS Management

All staff, contractors, volunteers and external providers who may have unsupervised access to pupils must hold an appropriate Disclosure and Barring Service (DBS) clearance before commencing work.

The Headteacher must maintain a Single Central Record (SCR) listing DBS numbers, issue dates and verification signatures. The Trust HR Lead must audit SCRs termly. Contractors attending for short-term maintenance work must be supervised if DBS clearance is not feasible. Supply and agency staff must provide written confirmation from their employer that DBS and identity checks have been completed.

No staff member or volunteer may begin regulated activity until clearance is confirmed in writing.

3.10 Display Screen Equipment (DSE)

All habitual computer users must complete a DSE assessment annually and whenever workstations change. Adjustments such as monitor height, seating, keyboard position and rest breaks must be implemented. Staff must be offered eye-tests for DSE use every two years and reimbursed for basic lenses where required.

3.11 Educational Visits and Off-Site Activities

All visits must be authorised by the EVC and Headteacher and recorded on the Trust's electronic approval system. High-risk, residential or overseas visits must receive Trust H&S Lead approval. Staff must carry emergency contacts and medical information, brief pupils on behaviour expectations, and ensure supervision ratios meet or exceed DfE guidance.

A post-visit evaluation must be completed after every residential or overseas trip to capture learning for future planning.

3.12 Electrical Safety

All fixed installations must be inspected at least every five years by a NICEIC-approved contractor and a valid Electrical Installation Condition Report EICR must be in place at all times the school is occupied. Portable appliances must be PAT-tested annually. Staff must visually inspect cables before use and remove damaged items from service. Temporary event power supplies must be fitted by competent persons. Extension leads must not be daisy-chained or overloaded.

3.13 Emergency Planning and Business Continuity

Each school must maintain an Emergency Plan covering fire, flood, lockdown, loss of utilities, pandemic and terrorism. Plans must include command structure,

communication, media handling and recovery priorities. Copies must be held onsite and by the Trust. Table-top or live exercises must be completed annually, and outcomes must update the plan.

3.14 Environmental and Sustainability Management

Schools must act as stewards of creation by reducing energy use, water consumption and waste. Environmental aspects must be risk-assessed and controlled. Hazardous waste must be disposed of through licensed carriers. Each school must include sustainability actions in its site-development plan.

3.15 EYFS and Paediatric First Aid

Where Early Years provision exists, at least one person with a current 12-hour Paediatric First Aid certificate must be on the premises at all times and accompany off-site activities. Staff must refresh training within three years. The Headteacher must display a rota of qualified staff and ensure sufficient cover during absence.

3.16 Fire Safety and Emergency Procedures

Every school must hold a current, suitable and sufficient Fire Risk Assessment reviewed at least annually and after any building change. Evacuation routes, signage, emergency lighting and assembly points must be kept clear and functional.

Fire drills must take place termly; a record of drills, alarm tests, servicing certificates and staff briefings must be held in the fire log book. Personal Emergency Evacuation Plans (PEEPs) must exist for anyone requiring assistance and be tested.

Emergency procedures must also cover lockdowns, gas leaks, bomb threats, severe weather and major-incident scenarios. Every site must maintain an adequate number of trained Fire Marshals, and all staff must know alarm tones and assembly procedures.

3.17 First Aid Provision

Each school must undertake a written First-Aid Needs Assessment to determine numbers, locations and levels of qualification required. At least one 12-hour Paediatric First Aider must be present whenever children under five are on site or on Trust-organised outings.

First-aid boxes and defibrillators must be checked monthly and restocked immediately after use. A current list of qualified First Aiders must be displayed. Treatment records must be kept securely and reviewed termly to identify trends. Refresher training must occur within three years or sooner if guidance changes.

3.18 Food Safety

The Headteacher/Principal must ensure that all catering operations comply with the Food Safety Act 1990, the Food Hygiene (England) Regulations 2013, and relevant local authority guidance.

Schools must have appropriate food-hygiene training, policies, procedures, routines and records in place to ensure food safety is maintained.

3.19 Gas Safety

Gas appliances and pipework must be serviced annually by Gas Safe-registered engineers. Staff must know the location of isolation valves. Any smell of gas must trigger immediate evacuation and emergency contact. Kitchens must have functioning interlocks and extraction systems tested each term.

3.20 Housekeeping and Environmental Cleanliness

Work and teaching areas must be kept tidy and free from obstruction. Waste must be removed daily and stored safely before collection. Floors must be dry and even. Combustible displays must be kept clear of heaters and fire exits. The Premises Manager must monitor cleaning standards, pest control and hygiene audits termly.

3.21 Leadership, Management & Monitoring

Each school must demonstrate visible commitment to health and safety through termly site inspections, an annual audit, and a standing agenda item at senior-leadership and governing-body meetings. The Headteacher must maintain a live site compliance calendar listing all statutory checks. Outcomes must feed into a local Health & Safety Action Plan with named leads and completion dates.

The Trust H&S Lead must analyse audit data, prepare an annual report to the Board, and issue termly compliance dashboards. Schools must evidence that findings are actioned and closed.

3.22 Lettings and Community Use of Premises

Hirers must sign a Lettings Agreement outlining responsibilities for fire safety, safeguarding and insurance. A trained site representative must be present throughout the hire. Post-event checks must be completed, and issues must be recorded. Church or parish events must follow candle/incense risk assessments and capacity limits.

3.23 Machinery Safety

All powered machinery and workshop tools must be installed, maintained and operated in compliance with the Provision and Use of Work Equipment Regulations (PUWER) and manufacturer guidance.

Heads of Department must ensure:

- Only trained and authorised personnel operate machinery.
- Guards, interlocks, and emergency stops are fitted, tested and functional.
- Daily pre-use visual checks are completed and logged.
- Maintenance is carried out by competent persons and recorded.

Machinery must be isolated during cleaning, maintenance or repair using lock-out/tag-out procedures. Defective equipment must be removed from service immediately and clearly labelled as unsafe.

3.24 Manual Handling

Manual-handling assessments must be undertaken for all regular lifting tasks. Heavy or awkward items must be stored at waist height where possible. Staff must use mechanical aids and request assistance rather than lift beyond capability. Staff who move or assist pupils must receive accredited moving-and-handling training and use appropriate hoists or slings inspected under LOLER.

3.25 Minibus and Transport Safety

Any school operating or hiring minibuses must keep vehicle logs, maintenance records and driver-licence checks. Drivers must hold appropriate entitlement and complete MIDAS or equivalent training. Seatbelts must be worn at all times. Pre-journey checks must be recorded, and pupils must be briefed on behaviour expectations. Off-site travel plans must include emergency contacts.

3.26 Monitoring, Audit and Review

Daily, weekly and termly inspections must be carried out as scheduled. Each school must complete an annual self-audit verified by the Trust H&S Lead or external consultant. Findings must inform the Trust-wide improvement plan. Spot-checks must be conducted during high-risk times such as arrival, dismissal or large events.

3.27 Noise and Vibration

The school must assess exposure from workshops, PE whistles, music and performing arts. Where limits approach statutory action levels, hearing protection must be provided and usage time limited. Hand-arm vibration must be controlled through equipment maintenance and time restrictions.

3.28 Outdoor and Play Equipment Safety

Play and outdoor-gym equipment must be inspected daily before use, quarterly by a qualified RPII inspector and annually by an independent specialist. Trees must be checked termly for defects and professionally surveyed at least every two years. Defects must be rectified or the area fenced off immediately. Staff supervision ratios must match age and activity.

3.29 Personal Protective Equipment (PPE)

Where risk assessment identifies the need for PPE, the school must supply it free of charge, ensure correct fit, provide instruction on use and record issue. PPE must be replaced when defective and stored hygienically. Supervisors must monitor compliance.

3.30 Premises Security, Personal Safety and Lone Working

Each school must operate secure entry systems, visitor ID badges and signing-in procedures. Lone-working tasks must be authorised and risk-assessed; high-risk activities such as roof access or confined spaces must never be carried out alone. Staff must have means of communication and agree check-in/out times. Any incident of aggression or threat must be reported immediately and followed by debrief and support.

3.31 Radiation Safety

Schools using ionising or non-ionising radiation sources (e.g. sealed isotopes in science laboratories, UV or laser light in technology) must comply with the Ionising Radiations Regulations 2017 (IRR17) and associated HSE guidance.

Requirements include:

- Appointment of a Radiation Protection Adviser (RPA) and a Radiation Protection Supervisor (RPS).
 - Maintaining a register of all radiation sources, storage locations and use records.
 - Secure, labelled storage with restricted access and warning signage.
 - Annual leak testing and maintenance records.
 - Safe disposal via licensed routes and compliance with HSE notification requirements.
- Training must be provided to all relevant staff, and access restricted to authorised users only.

3.32 Record Keeping and Data Protection

All health-and-safety records must be stored securely, retained for statutory periods and disposed of confidentially. Data must comply with UK GDPR and Data Protection Act 2018 requirements. Electronic systems must be password-protected, and access restricted to authorised staff.

3.33 Risk Assessment and Safe Systems of Work

Each school must keep an indexed library of risk assessments covering curriculum, premises, events, contractors and off-site activities. Assessments must be reviewed annually or after significant change. They must identify hazards, evaluate risk, specify control measures and assign responsibility.

Departmental leads must ensure staff read and follow relevant assessments. Dynamic assessments must be used where conditions change quickly (for example, weather or transport delays). Records must be available for inspection.

3.34 Safeguarding and Child Protection Interface

Health & Safety and safeguarding must operate jointly. The DSL and H&S Coordinator must share information about physical-environment risks, access control, contractor checks and supervision in sensitive areas. Risk assessments must include Prevent Duty considerations and online-safety of CCTV coverage.

3.35 Special Educational Needs (SEN) and Accessibility

Each school must ensure that pupils with Special Educational Needs or Disabilities (SEND) are fully included in all aspects of school life through the provision of reasonable adjustments and individual risk assessments. The SENDCo must work collaboratively with the Health & Safety Coordinator to identify and remove barriers to participation, including physical access, communication, sensory or behavioural needs.

Personal Emergency Evacuation Plans (PEEPs) must be developed for pupils requiring assistance in an emergency, and staff supporting pupils with medical or mobility needs must receive appropriate training. Classroom layouts, equipment, and resources must be adapted where necessary to ensure accessibility and safety. The Headteacher must monitor compliance with the Equality Act 2010, ensuring that all adjustments are proportionate, effective and reviewed annually.

3.36 Stress Management and Staff Wellbeing

The Headteacher must assess work-related stress using HSE Management Standards. Each school must promote wellbeing through workload planning, pastoral support, access to counselling (EAP) and supervision after serious incidents. Actions from staff surveys must be monitored and reported to the LGB.

3.37 Training, Communication and Consultation

Induction must cover this policy, fire safety, accident reporting, first aid and safeguarding. Each school must maintain a training matrix showing expiry dates for all mandatory qualifications.

Health and Safety Committees must meet termly, to offer staff representatives a chance to voice opinions and concerns. Safety notices must be displayed in staff areas and on intranets.

3.38 Waste Management

Each school must manage waste in accordance with the Environmental Protection Act 1990 and the Waste (England and Wales) Regulations 2011.

Requirements include:

- Segregation of waste into recyclable, general, hazardous and clinical streams.

- Use of clearly labelled, lidded containers with secure storage areas.
- Collection by licensed waste carriers and retention of waste transfer or consignment notes for

at least three years.

- Spill kits available for chemical or biological leaks, with trained staff to respond.
- Periodic audits to ensure compliance with environmental and sustainability targets.

Where hazardous or chemical waste is generated (e.g. laboratories, workshops), disposal must follow manufacturer or local authority guidance.

3.39 Water Safety (Legionella Control)

Each site must hold a Legionella Risk Assessment updated every two years. Weekly flushing of outlets, monthly temperature checks and quarterly shower descaling must be recorded. Water systems must be disinfected annually and remedial work carried out promptly. Only Legionella Control Association-registered contractors may be used. The Premises Manager must keep a bound or electronic log book of readings and maintenance actions.

3.40 Work Equipment and Machinery (PUWER & LOLER)

All plant, machinery and lifting equipment must be inspected and serviced to the required frequency. Only trained, authorised users may operate equipment. Lifting accessories must be tested every six months; passenger lifts every six months; goods lifts annually. Lock-out/tag-out systems must be used during maintenance.

3.41 Work Experience and External Agencies

All placements must be vetted for safety, insurance and safeguarding. Employers must provide risk assessments and confirm supervision arrangements. Pupils must receive a pre-placement briefing and sign a behaviour agreement. Post-placement feedback must be reviewed by the Careers Lead and retained for inspection.

3.42 Work Vehicles, Traffic Management and Car Park Safety

All school and Trust-operated vehicles must be maintained in roadworthy condition, serviced in line with manufacturer schedules and subject to regular safety checks. Driver licence and insurance verifications must be completed at least annually, with records retained by the school or Trust central office.

Each site must implement a Traffic Management Plan to separate vehicles, pedestrians and cyclists wherever possible. Car parks, drop-off zones and delivery areas must be clearly marked, well-lit and subject to regular inspection. Speed limits, directional signage and designated pedestrian routes must be maintained and enforced.

Contractors and visitors must be briefed on site traffic rules, and vehicle movements should be restricted during pupil arrival and dismissal times to minimise risk. Any vehicle accidents or near misses within school grounds must be reported and investigated under the Trust's standard incident reporting procedure.

3.43 Working at Height

Any work at height must be planned, risk-assessed and authorised by the Premises Manager. Only trained persons may use ladders, towers or platforms, which must be inspected every six months and checked before each use.

High-risk access, such as roofs, light fittings or stage rigging, must operate under a written Permit to Work. Where feasible, work must be done from ground level using extendable tools. Damaged access equipment must be taken out of service immediately.

3.44 Ventilation and Extraction Systems

All ventilation, air-conditioning and extraction systems must be maintained in efficient working order to ensure a safe and comfortable environment. Air-conditioning units must be subject to a planned maintenance and servicing regime in accordance with manufacturer recommendations and statutory inspection requirements.

Where Local Exhaust Ventilation (LEV) systems are installed (e.g. in science, technology or art areas), they must be examined and tested by a competent person at least every 14 months, with certificates of thorough examination retained on site. Any defects identified during inspection must be rectified immediately, and maintenance records must be available for audit and review.

PART 4: AUDITING, MONITORING & REVIEW

- Each school will conduct an **annual internal H&S audit**, supported by the Trust H&S Lead or external consultant.
- The Trust will review compliance reports, accident statistics, and training data termly.
- Lessons learned will be shared Trust-wide.
- This policy and all local procedures will be reviewed **annually** and signed by the Trust CEO and Chair of the Board.

PART 5: KEY PERFORMANCE INDICATORS

Typical Trust-level KPIs include:

1. Number and rate of reportable incidents per 100 employees/pupils.
2. Percentage of staff with up-to-date mandatory H&S training.
3. Completion rate of risk assessments and statutory testing.
4. Fire drill and evacuation compliance.
5. Completion of annual H&S audit actions within agreed timescales.