



NPAT Health and Safety Policy and Procedures

Associated Policies:	Medication Policy First Aid policy CCTV policy Emergency/Temporary Homeworking policy Educational Visits policy
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1. POLICY STATEMENT

- 1.1. As a responsible employer, Northampton Primary Academy Trust (NPAT) and its schools will honour their legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 and associated regulations and codes of practice.
- 1.2. Northampton Primary Academy Trust recognises and accepts its responsibilities and duties to conduct its operations in a manner which protects the health, safety and wellbeing of employees, pupils and visitors so far as is reasonably practicable.
- 1.3. In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken and arrangements will be made where significant risks are identified, for any necessary preventative and protective measures to be put into place as far as is reasonably practicable using a sensible risk management approach.
- 1.4. To achieve these objectives Northampton Primary Academy Trust will:
 - 1.4.1. conduct all activities safely and in compliance with legislation and where possible, best practice
 - 1.4.2. identify hazards and assess the risks associated with its employees, premises, operations, equipment and substances used during business and implement appropriate control measures
 - 1.4.3. provide and maintain safe and healthy working conditions and a safe working environment and welfare facilities
 - 1.4.4. ensure a systematic approach to the identification of risks and the allocation of resources to control them and to prevent accidents and cases of work-related ill health
 - 1.4.5. ensure employees are competent and provide adequate information, instruction, training, and supervision to enable employees to perform their work safely
 - 1.4.6. promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and wellbeing
 - 1.4.7. promote the principles of sensible risk management
 - 1.4.8. monitor, review and modify this policy and any arrangements as required.

2. WHO DOES THIS POLICY APPLY TO

2.1. Northampton Primary Academy Trust's Board of Trustees has overall responsibility as the employer to ensure compliance with health and safety legislation for the schools that are part of the Trust. To enable Northampton Primary Academy Trust to meet this requirement, the Headteacher and Local Governing Body of each school will manage day to day health and safety issues and ensure the health, safety and wellbeing of staff, pupils, visitors and contractors within school.

To ensure a positive approach is taken to health and safety, Northampton Primary Academy Trust will:

- 2.1.1. determine the school's Health and Safety policy and its implementation
- 2.1.2. allocate sufficient funds for health and safety
- 2.1.3. establish clear lines of accountability for health and safety
- 2.1.4. periodically assess the effectiveness of the policy and ensure that any necessary changes are made
- 2.1.5. identify and evaluate risks relating to possible accidents and incidents connected with Northampton Primary Academy Trust
- 2.1.6. provide access to competent health and safety advice from the Trust's appointed Health and Safety Advisor.

2.2. All of Northampton Primary Academy Trust staff members, including volunteers, contractors, consultants and suppliers, have a duty to take reasonable care of themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled.

3. POLICY REVIEW ARRANGEMENTS

3.1. The Trust Estates Manager and Chief Operations Officer for Northampton Primary Academy Trust retain responsibility for review of this policy.

3.2. This policy will be reviewed **every 2 years**, or where required to do so in line with changes to guidance, legislation or procedure.

4. ROLES AND RESPONSIBILITIES

All employees are expected to have a positive attitude to health and safety. The CEO/Board of Trustees has ultimate responsibility for promoting a positive and active attitude and will constantly enforce the need for safe working on the company's premises.

This Health and Safety policy is designed to promote a positive safety culture, where everyone in the company understands the benefits of good health and safety.

The Northampton Primary Academy Trust Board of Trustees has overall responsibility as the employer to ensure compliance with health and safety legislation for schools that are part of the Trust. To meet this duty, the CEO/Board of Trustees will:

- ensure throughout NPAT that adequate resources are available to comply with commitments and aims made in Trust Health and Safety policy
- take the lead in communication of health and safety duties and benefits throughout the Trust
- ensure the development of a positive safety culture through commitment and visible support
- ensure that there is a periodic review of the Trust/school health and safety performance
- ensure that corporate governance and risk management procedures take account of health and safety
- take a positive interest in health and safety progress of the Trust
- provide access to competent health and safety advice through YMD Boon Ltd, health & safety service.

The CEO may delegate responsibilities identified in this policy to others throughout the organisation, however, the Chair of the Board retains the overall accountability and responsibility (as this cannot be transferred).

4.1 TRUST ESTATES MANAGER

The NPAT Estates Manager will support the CEO/Board of Trustees by co-ordinating the day-to-day health and safety management for the Trust.

They will achieve this by:

- being the primary contact between the Trust and YMD Boon Ltd, health and safety service

- working with recognised trade unions, employee health and safety representatives and schools/academies to ensure staff are aware of their specific health and safety responsibilities and are held accountable
- ensuring the Health and Safety policy and related procedures are implemented throughout the Trust
- ensuring any reportable incidents required under RIDDOR are reported to the Health and Safety Executive (HSE) in a timely manner and incident reporting procedures are followed including trend monitoring and sharing of findings from investigations
- planning and arranging health and safety monitoring as detailed in the Trust Health and Safety policy
- making the CEO/Board of Trustees aware of required resources to maintain compliance with relevant legislation and meet requirements detailed in Trust policies relating to health and safety performance
- ensuring procedures are in place for the selection and monitoring of contractors and they meet the standards and requirements set out in the Trust Health and Safety policy, relevant legislation and industry best practice
- ensuring that individual schools within the Trust have access to competent health and safety advice.

4.2 HEADTEACHER AND LOCAL GOVERNING BODY

Without limiting the responsibility of the Northampton Primary Academy Trust Board of Trustees, the Headteacher will generally oversee the day-to-day management of safety and implementation of this policy within Northampton Primary Academy Trust.

The Local Governing Body is responsible for monitoring and supporting the implementation of the Trust Health and Safety policy. Local governing bodies will be expected to monitor health and safety data, reports, audits and inspections and will complete formal checks of their own to ensure standards detailed in the Trust Health and Safety policy are adhered to. The Headteacher and Local Governing Body will comply with Northampton Primary Academy Trust's Health and Safety policy and in particular will:

- 4.2.1. work with the NPAT executive office, Senior Leadership Team (SLT) and site team to ensure the aims of the Trust Health and Safety policy are completed, safe working practices and procedures are implemented, and a safe working environment is provided to staff, pupils, visitors and contractors

- 4.2.2. make themselves familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of their school
- 4.2.3. work with trade unions and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties
- 4.2.4. ensure risk assessments are in place and reviewed at appropriate regularity
- 4.2.5. in the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to remove the hazard
- 4.2.6. ensure health and safety policies, procedures, action plan and risk management programme are implemented as an integral part of business, operational planning and service delivery
- 4.2.7. ensure any health and safety monitoring (via auditing and inspection processes detailed in health and safety policy) and reporting is undertaken as detailed in Trust Health and Safety policy
- 4.2.8. ensure in-house compliance checks are undertaken and documented as required using the 'Every' system or as otherwise directed
- 4.2.9. ensure procedures relating to hazardous substances are in place and being followed by staff
- 4.2.10. ensure that local procedures for the selection and monitoring of contractors are in place
- 4.2.11. ensure equipment and plant on site is serviced and maintained as required/directed by competent persons, legislation or industry best practice
- 4.2.12. allocate adequate resources within the school to allow staff to complete health and safety training required to be competent to complete their role
- 4.2.13. effectively communicate health and safety matters within their school
- 4.2.14. take appropriate action under the NPAT policy and procedures against anyone under their control found not complying with health and safety policies and/or procedures
- 4.2.15. report to the Trust Estates Manager any health and safety issues that cannot be resolved.

In addition to their statutory duties, the Headteacher and Teachers have a common law duty of care for pupils which stems from their position in law "in loco parentis".

4.3 SCHOOL BUSINESS MANAGER / OPERATIONS MANAGER / SENIOR LEADERSHIP TEAM

The School Business Manager (SBM) / Operations Manager (OM) / Senior Leadership Team at the school will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of responsibility and control.

This will be done under the direction of the Headteacher. Any member of staff with supervisory responsibilities will:

- 4.3.1. make themselves familiar with and conform to this policy, including any instructions and requirements for safe methods of work
- 4.3.2. ensure Trust health and safety standards set out in this Health and Safety policy are implemented
- 4.3.3. identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures
- 4.3.4. check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- 4.3.5. complete review of, and share findings for, risk assessments relevant to their role and areas of responsibility
- 4.3.6. inform, instruct, train, supervise and communicate with staff and provide them with adequate equipment, resource, materials and clothing as is necessary to enable them to work safely, comply with duties expected of them and to complete the health and safety induction checklist for all new employees at the commencement of their employment
- 4.3.7. consult with staff on health and safety matters affecting their health, safety and wellbeing
- 4.3.8. report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence and where appropriate report to relevant persons and bodies
- 4.3.9. be responsible for aspects of health and safety included in their job description and ensure that duties and responsibilities delegated to staff members are completed

- 4.3.10. ensure that all statutory registers and records are adequately kept and that all certification and statutory inspections are kept up to date
- 4.3.11. notify the Headteacher of any health and safety concerns and any financial implications identified by the risk assessment process
- 4.3.12. ensure the reporting and investigation of all accidents, ensure all persons under their control are aware of the reporting procedure and report accidents involving hospital treatment to Northampton Primary Academy Trust's Chief Operations Officer
- 4.3.13. to ensure accidents, dangerous occurrences and near misses are investigated, complete and sent to the Northampton Primary Academy Trust's Chief Operations Officer for possible reporting under RIDDOR notifications (F2508) to the enforcing authority.

4.4 SITE TEAM

The School Site Supervisor will be responsible for the day to day running of site including:

- 4.4.1. ensuring that regular proactive daily/ weekly/ monthly/ quarterly/ annual health and safety inspection/checks are undertaken to ensure the safety of staff, pupils, and visitors
- 4.4.2. advising the Headteacher/Business Manager/Operations Manager on servicing and maintenance requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment, or machinery
- 4.4.3. general responsibility for the application of the school's Health and Safety policy to their own area of work and being directly responsible to the Headteacher
- 4.4.4. establishing and maintaining safe working procedures, including arrangements for ensuring so far as is reasonably practicable the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g., chemicals, boiling water and sharp instruments)
- 4.4.5. carrying out regular health and safety assessments of the activities for which they are responsible, and reporting to the Headteacher/Business Manager/Operations Manager any defects that need attention
- 4.4.6. ensuring, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees

and pupils to avoid hazards and contribute positively to their own health and safety, as part of the school's health and safety training requirements

- 4.4.7. ensuring, where appropriate, relevant advice and guidance on health and safety matters is sought
- 4.4.8. advising the Headteacher/Business Manager/Operations Manager on requirements for health and safety equipment and tools, and on any necessary additions or improvements required.

4.5 TEACHERS

The health and safety of pupils and support staff in classrooms is the responsibility of Teachers.

Teachers are expected to:

- 4.5.1. check the classroom area is safe
- 4.5.2. check equipment used is safe before use
- 4.5.3. ensure safe procedures are followed
- 4.5.4. give clear instruction and warnings to pupils and other staff in their classroom, as often as necessary
- 4.5.5. report defects to their line manager
- 4.5.6. avoid introducing personal items of equipment (electrical, mechanical) into school without authorisation from the Headteacher
- 4.5.7. follow safe working procedures/risk assessments.

4.6 ALL STAFF

All Northampton Primary Academy Trust staff, agency staff, peripatetic workers and contractors must comply with the Trust's Health and Safety policy and associated arrangements and, in addition to any specific responsibilities which may be delegated to them, in particular are required to:

- 4.6.1. take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- 4.6.2. cooperate with their line manager and senior management to work safely
- 4.6.3. comply with health and safety instructions and information and undertake appropriate health and safety training as required

- 4.6.4. not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and wellbeing
- 4.6.5. report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements
- 4.6.6. support the embedding of a positive safety culture that extends to pupils and any visitors to the site.

4.7 PUPILS

All pupils are expected to behave in a manner that reflects their school's behaviour policy and, in particular, are expected to:

- 4.7.1. take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be at the school
- 4.7.2. cooperate with teaching and support staff and follow all health and safety instructions given
- 4.7.3. not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and wellbeing
- 4.7.4. report to a Teacher or other member of school staff any health and safety concerns that they may have.

4.8 SCHOOL HEALTH AND SAFETY REPRESENTATIVES

Northampton Primary Academy Trust recognise the role of health and safety representatives appointed by a recognised trade union. If there are no union appointed safety representatives, the School Business Manager/Operations Manager and Local Governing Body Health and Safety Governor will act as the 'champions' for health and safety at the school.

Union appointed health and safety representatives or 'champions' will be allowed:

- 4.8.1. to investigate accidents and potential hazards
- 4.8.2. to investigate complaints by staff, pupils, parents and visitors about matters relating to health, safety and wellbeing
- 4.8.3. to make representation to the employer about such matters arising from such complaints and investigations and on general issues affecting health, safety and wellbeing in the workplace
- 4.8.4. to carry out school inspection within directed time, but wherever practicable outside teaching time

4.8.5. to represent staff in consultation with enforcement agencies

4.8.6. to receive information that inspectors are required to provide.

4.9 HEALTH AND SAFETY ADVISOR

Northampton Primary Academy Trust will ensure that it has access to competent technical advice on health and safety matters to assist in meeting the Trust and Local Governing Body objectives; this will be achieved by accessing the services of a competent Health and Safety Advisor.

The chosen service provider is:

YMD Boon Ltd, Health and Safety Service, 6b Anson House, Compass Point Business Park, Market Harborough, Leicestershire, LE16 9HW.

4.10 SHARED SITE USERS

Where two or more employers share a workplace, each employer shall co-operate with the other employers' concerns to enable them to comply with their duties under health and safety legislation. The school, if they are the primary user of the site and buildings, will have the lead responsibility.

Where schools are PFI sites, schools will work with the appointed PFI contractor to ensure all health and safety matters pertaining to the site and building are met, including compliance with agreed hours of use (core hours plus any additional periods).

Where the school hires its facilities, it must have a lettings procedure. The procedure covers arrangements for insurance, fire evacuation, security, the requirements relating to accident, assault and near miss reporting and the provision of first aid.

All shared users of the site must agree to:

4.10.1. co-operate and co-ordinate with the school on health and safety matters

4.10.2. provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities

4.10.3. maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standard maintained expected by Northampton Primary Academy Trust to ensure the health, safety and wellbeing of all school staff and users

4.10.4. meet the insurance requirements of Northampton Primary Academy Trust and their insurance provider

- 4.10.5. familiarise themselves with and communicate to their employees/users Northampton Primary Academy Trust health and safety arrangements.

The school will ensure that:

- 4.10.6. the premises are in a safe condition for the purpose of use.
- 4.10.7. adequate arrangements for emergency evacuation are in place and communicated
- 4.10.8. users are consulted with on health and safety matters
- 4.10.9. the school's health and safety arrangements are made available to shared users.

4.11 PERSONS LETTING THE SCHOOL PREMISES

The school has a lettings procedure. The procedure covers arrangements for fire evacuation, security and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organisations letting the site must agree to:

- 4.11.1. co-operate and co-ordinate with the school on health and safety matters including arrangements for emergency and first aid procedures
- 4.11.2. agree to the terms of the lettings policy in relation to health and safety arrangements
- 4.11.3. provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities.

The school will ensure that:

- 4.11.4. the premises are in a safe condition for the purpose of use
- 4.11.5. health and safety arrangements are detailed in the lettings procedure and that these are fully explained and communicated
- 4.11.6. adequate arrangements for emergency evacuation and first aid are in place and communicated.

5. HEALTH & SAFETY ARRANGEMENTS

Northampton Primary Academy Trust shall establish and maintain arrangements to ensure effective standards, procedures and control measures are in place as a result

of risk assessment, company policy, legal requirements and occupational health and safety objectives in order to prevent injury or occupational ill health.

The following arrangements will be adopted to ensure that Northampton Primary Academy Trust fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of our schools.

5.1. SETTING HEALTH AND SAFETY OBJECTIVES

Northampton Primary Academy Trust Board of Trustees will specifically review progress of health and safety objectives across the Trust at their termly Finance and Operations committee meeting.

Where necessary health and safety improvements at schools will be identified and included within the school's Health and Safety Management Action Plan. School Health and Safety Action Plans will be monitored by the Local Governing Body with progress reports being given to the Board of Trustees Finance and Operations committee.

Health and safety issues that are identified Trust-wide will be supported by the executive office and/or Northampton Primary Academy Trust's appointed Health and Safety Advisor.

5.2. TRAINING

The Trust is committed to ensuring that all members of staff shall be provided with skills, knowledge and training to be competent of the duties expected of them in their role. The Trust will ensure that standards and processes detailed in the Trust's policies and procedures are maintained.

- 5.2.1. Northampton Primary Academy Trust will consider Trust wide health and safety training on an annual basis as part of its training for governors and staff
- 5.2.2. New staff and volunteers will be trained by schools on relevant health and safety requirements pertaining to their role as part of their induction.
- 5.2.3. Ongoing staff health and safety training will be identified as part of staff appraisal.
- 5.2.4. Specialist staff, who require specific ongoing training, will have their training provided as and when required by statutory legislation.

5.3. COMMUNICATION AND CONSULTATION

Northampton Primary Academy Trust will encourage active participation through consultation with all employees in line with The Health & Safety (Consultation with Employees) Regulations 1996 and will so far as is reasonably practicable:

- appoint competent persons to provide advice and to implement emergency procedures
- provide information on risks to health and safety and on preventive measures
- provide employees and associates with information and training before starting work or when new risks are identified
- provide information to employees to enable them to carry out their work safely.

Employees are expected to communicate effectively, including reporting unsafe acts and conditions as well as defects and/or failures in the Trust's safety management as well as any accidents, injuries, dangerous occurrences or release of any dangerous substance.

The Trust will make every effort to involve employees in decisions about and the development of good health and safety practices across the organisation, and will reply to all genuine comments, enquiries or suggestions on improving safety.

Northampton Primary Academy Trust Board of Trustees' Finance and Operations committee and a school's Local Governing Body will meet at least once per term. The committees will ensure that health and safety concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates.

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:

- NPAT Board of Trustees meetings
- NPAT Board of Trustees Finance and Operations committee.
- Local Governing Body meetings
- Senior Leadership Team meetings and staff meetings
- provision of information relating to safe systems of work and risk assessments
- training provided
- communications with relevant specialist advisors and bodies.

Where health and safety issues cannot be resolved at school level, they will be escalated through to the NPAT Executive Office.

5.4. FINANCIAL REOURCES

The school's Local Governing Body along with the Headteacher and School Business Manager/Finance Manager will review the school budget to determine if adequate resources are being deployed to ensure adequate health and safety management and control.

Financial expenditure on health and safety will be monitored by the NPAT Executive Office as part of the annual budget process and external health and safety audits.

5.5. SPECIALIST ADVICE/SUPPORT

Northampton Primary Academy Trust will ensure that it has access to competent technical advice on health and safety matters to assist in meeting their health and safety objectives; this will be achieved by accessing the services of their appointed Health and Safety Advisor.

6. HEALTH & SAFETY PROCEDURES

Northampton Primary Academy Trust implements these procedures to ensure effective control measures.

6.1. ACCIDENT, ASSAULT, INCIDENT AND DANGEROUS OCCURANCE

6.1.1. The Trust shall ensure that:

- an established procedure is in place for the reporting of accidents, incidents, near misses, dangerous occurrence and cases of occupational ill-health
- the handling and investigation of accidents, incidents, near misses, dangerous occurrences and cases of occupational ill-health to prevent reoccurrence by establishing root cause
- actions are taken to mitigate any consequences arising from accidents, incidents, near misses, dangerous occurrence and cases of occupational ill-health
- the initiation and completion of corrective and preventative actions
- appropriate means are used to record the factual information and the results of the immediate investigation and the subsequent detailed investigation.

6.1.2. Reportable incidents, as per the HSE's Information Sheet edis1 (rev3), will be reported to the Health and Safety Executive within the required timescale as

determined under the Reportable Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

- 6.1.3. All incidents will be investigated in an attempt identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises-related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.
- 6.1.4. Accidents, assaults and near miss incidents will be monitored at least termly as part of the Trust Board and Local Governing Body monitoring; identification of significant trends or major incidents will be reviewed by the Senior Leadership Team as required with information communicated to the Local Governing Body and NPAT Executive Office as required.
- 6.1.5. Employee and pupil forms/records are to be retained in line with the Trust's Records Management Policy and Data Retention Schedule. Where there has been potential exposure to radiation or asbestos, records should be retained for 40 years; further guidance can be obtained from the Trust's appointed Health and Safety Advisor and Data Protection Officer.

6.2 ADMINISTRATION OF MEDICATION

Northampton Primary Academy Trust will ensure that it complies with the Department for Education Supporting Pupils at School with Medical Conditions December 2015 www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3

The NPAT Medication policy is in place which details the school's arrangements.

NPAT schools will only administer 'prescribed' medication as detailed in an individual health care plan as completed by parent/guardian and/or medical practitioner.

All staff who undertake assistance with the administration of medication do so on a voluntary basis. Where training is required to administer medication, training will be provided for staff.

All medication must be clearly labelled with pupil details and, where necessary, kept in secure safe place.

All medication administered to pupils will be fully recorded using the Department for Education Supporting Pupils with Medical Conditions templates www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3

6.3 ANIMALS IN SCHOOLS

West Northamptonshire Council Public Spaces Protection Order (Dog Control and Prohibition of Smoking in Public Places) 2022 as adopted across all Northampton Primary Academy Trust estates, stipulates that:

- All persons in control of a dog must not take it onto any educational institution, when open and in use by pupils.
- All persons in control of a dog must ensure that it is kept on a lead at all times on any land within 50 metres of any entrance or exit of an educational institution when open and in use by pupils.

Unless;

- (i) there is a reasonable excuse for doing so; or
- (ii) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to doing so.

6.3.1 Dogs on School Sites

For the safety of the school community and to align with the principles of the above Protection Order, Northampton Primary Academy Trust has taken the decision to not allow dogs on its school premises at any time, unless it is a trained assistance dog, or a trained visiting dog being used specifically to enhance participation in learning – see also section 6.1.3.2.

For the purposes of this policy, an assistance dog is one which has been specifically trained to assist a person with disabilities and which has been qualified by one of the organisations registered as a member of Assistance Dogs (UK) [Assistance Dogs UK - ADUK](#). This includes guide dogs, hearing dogs, and mental health assistance dogs. It does not include pets or emotional support animals.

The school will take all reasonably practicable steps to facilitate the use of an assistance dog on the premises in line with its duties under the Equality Act 2010.

For the purposes of this policy, a visiting dog is one which has been trained by a recognised external organisation, such as Reading Education Assistance Dogs (R.E.A.D. UK) or Burns By Your Side. They visit schools through structured volunteer programmes which offer targeted support such as reading interventions.

When it is known that an assistance dog or visiting dog will be required on the premises the school will:

- inform pupils to ensure they are not surprised by its presence
- instruct pupils on how they should act in the presence of the dog

- keep pupils with a known allergy to dogs away from areas where there is a high risk of allergens being present via the dog
- require the dog to be kept on a lead at all times.

Pick-up and drop-off times

When dropping off or picking up their children at school, parents will not bring their dog on to the school premises at any time. This includes if the dog is tied up and left unattended at the school gates. If a parent walks their dog to and from school, the school will ask that they always keep the dog on a lead near the school premises in order to ensure staff and pupils feel comfortable when arriving and leaving.

If a member of staff sees or is made aware of a parent who has brought a dog on to the school premises, the parent will be asked politely to leave.

Members of the Public

The school will publicly display signs making it clear that dogs are not allowed on the premises. Any dog walkers will be asked to leave. If there are any issues, e.g. the member of the public refuses to leave, the Headteacher will contact the police. If a dog appears on the school premises without an owner, the Headteacher will contact the LA Dog Warden.

6.3.2 Animals for Educational Purposes

Any other animals that are brought into school will be organised by the School/Trust and be for educational purposes only as authorised by the Headteacher. A fully comprehensive risk assessment will be in place that is approved by the Headteacher and will cover: animal behaviour, contact with animals and hygiene, allergies and phobias.

6.4 ASBESTOS

Northampton Primary Academy Trust will ensure that it complies with the HSE's approved code of practice L143 (Second Edition) Managing and working with asbestos, Control of Asbestos Regulations 2012: Approved Code of Practice and guidance.

6.4.1 Non-PFI Sites

Northampton Primary Academy Trust is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises and manages this by our School Business Manager/Site Supervisors ensuring:

- there is a whole site asbestos management survey from which a Local Asbestos Management Plan (LAMP) has been developed

- an annual visual inspection of all identified Asbestos containing materials (ACMs) that are visible, accessible, encapsulated, or in restricted access areas, is undertaken and documented. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in the LAMP. Where necessary, more frequent checks of ACMs are undertaken
- a refurbishment or demolition survey prior to any works that will or have the potential to alter the fabric of the building is carried out; in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing
- that staff and contractors are to be made aware of locations of asbestos in areas that are relevant to their work
- Asbestos Awareness training is provided for key staff
- contractors who work on Trust sites where asbestos is present are issued with all site-specific asbestos information available as part of the enquiry/tender process and this will be reviewed again at both the pre-start meeting and induction before work commences.

6.4.2 PFI Sites

Reactive Maintenance, Lifecycle Works and School Change Projects

Amey, as Northampton Schools Ltd (NSL)'s PFI facilities management provider, have responsibility for planning and undertaking Reactive Maintenance, Lifecycle works and School Change projects at PFI Schools to ensure that:

- all employees working on site are suitably asbestos trained (e.g. awareness training)
- contractors are provided with the asbestos survey/register so they can plan works
- contractors are made aware of any areas not surveyed for asbestos
- contractors understand the procedure if they identify ACMs not previously identified in the survey or if they accidentally disturb asbestos
- there are suitable and sufficient risk assessments and method statements in place
- there is adequate monitoring and supervision of works and that areas are left safe on completion of works.

The Schools and Trust in addition carry out the following to ensure that the PFI facilities management provider is fulfilling their legal responsibilities:

- Bi-annual PFI Service Reviews are used to discuss asbestos with the School and Trust, to make them aware of the register, location of known or suspected ACMs.
- Amey's Asbestos Management Folder is located in the individual school's Caretaker Office and is updated annually. The Trust appoint an external IOSH-qualified H&S Consultant to act as their H&S Competent Person. Bi-annual Audits are carried out across all schools, including PFI, which include but is not limited to a review of:
 - asbestos surveys
 - removal certificates
 - visual inspection records that are held
 - induction process records for operatives
 - records confirming that adequate planning and monitoring has taken place during works carried out on site.
- Amey, appointed as Principal Contractor and Principal Designer, compiles a Construction Phase Plan (CPP) document which details asbestos as a specific risk that must be considered. The school attends Pre-start Meetings where clarification is sought that:
 - the CPP and RAMS are signed off by Amey acting as the CDM Principal Designer / Asbestos Responsible Person
 - all employees working on site are suitably asbestos trained e.g. awareness training has been carried out.

School-Managed Change Projects

School-Managed Change projects through the PFI process are generally limited to:

- outdoor play equipment and such ancillary outdoor facilities such as vegetable gardens/allotments, ponds and small outdoor shelters that have no impact on the main facilities themselves
- IT works – in this case any invasive works that would disturb the building fabric, and hence potentially unknown ACM, will be carried out by Amey, as NSL's PFI facilities management provider, under the terms of a **School Change** i.e. so all risks associated with the modifications and their long-term maintenance remains with NSL.

In either of the above situations, it is still necessary for the school to obtain approval from the Strategic Planning Team and NSL via the School Change Projects process.

RAMS, including consideration of ACM, will need to be submitted as part of this process, and checks and inspections carried out by Amey/NSL as required under the PFI contract.

6.5 CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015 (CDM)

The Trust may from time-to-time commission construction work at or to its premises. In this event, the organisation will obtain advice and will ensure so far as is reasonably practicable compliance with the Construction (Design & Management) Regulations 2015 and any other relevant Regulations. The Trust would only have duties under CDM as a Client.

As a client, the Trust are required to make suitable arrangements for managing a project. This includes making sure other duty holders are appointed and that sufficient time and resources are allocated. They must also make sure that all relevant information is prepared and provided to other duty holders, that the Principal Designer and Principal Contractor carry out their duties and that welfare facilities are provided.

6.6 CONTRACTOR MANAGEMENT

The Trust uses contractors for various tasks (including but not limited to maintenance and service, PE education and activities, wrap-around care and transport). To ensure safe management of the risks associated with use of contractors, the Trust will have contractors complete pre-qualification questionnaires to ensure appropriate due diligence is completed on contractors to establish their competencies. This will include:

- a copy of the contractors Health and Safety policy
- information concerning training of their operators or sub-contractors
- any information about enforcement action taken by regulatory authorities
- any information about enforcement action outstanding
- any information about serious or fatal accidents experienced
- copies of their liability insurance policies (employee and public)
- method statements for the tasks expected to be carried out, plus relevant risk assessments
- a list of the people expected to be used during the contract.

Where the above information is not available, contractors will complete Declaration of Competency and agree to work within the Trusts clear briefs that will be provided to contractors ahead of works being completed.

Where required, pre-start meetings will take place, key contacts will be identified and shared with contractors and appropriate supervision will be in place for contractors.

Schools will:

- plan in contractor's work out of hours or during weekends/holidays
- review the impact of contractors working will have on site and change processes where required
- ensure any changes to day-to-day operation of school impacted by contractor work are shared with staff to maintain a safe environment for the duration of the works
- hold a copy of relevant Risk Assessments and Method Statement to ensure works can be supervised and monitored by School staff
- oversee contractors when on site
- ensure works are visually monitored where required and any concerns immediately reported
- ensure works are signed off and any associated certification and documentation is obtained.

6.7 CONTROL OF HAZARDOUS SUBSTANCES

Hazardous substances will be assessed as required under COSHH regulations, with hazards from their use or storage identified, and controls required to make use of the substance safe also documented. A copy of this information should be kept on file, employees made aware of the risks and precautions to be taken, and the assessment reviewed regularly and where there are significant changes. Supervisors should ensure that advice is followed, and control measures detailed in the assessment are complied with.

Hazardous substances include (as per HSE guidance):

- chemicals
- products containing chemicals.
- fumes
- dusts
- vapours
- mists
- nanotechnology

- gases and asphyxiating gases and biological agents (germs). If the packaging has any of the hazard symbols, then it is classed as a hazardous substance.
- germs that cause diseases such as leptospirosis or legionnaires disease and germs used in laboratories.

All substances must be stored in suitably marked containers, clearly identifying the contents. Care should be taken to store incompatible substances away from each other.

The location of any hazardous items should be included in the information pack for the emergency services so that in the event of an emergency they can determine the nature amount and location of hazardous (especially flammable) substances.

Where appropriate, health surveillance must be provided where employees exposed to hazardous substances following a risk assessment, shall be completed. Exposure levels of people to hazardous substances shall be monitored. To ensure adequate control measures in place. Where appropriate, a competent person e.g. Occupational Hygienist shall be appointed to measure exposure.

A risk assessment will be documented and reviewed at least every two years for significant and high risk; and every five years for medium to low risk; or where there is significant change.

Every school will ensure:

- an inventory of all hazardous substances on site is kept and updated regularly
- wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used
- a COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff
- wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented
- where identified as part of the risk assessment, appropriate PPE will be provided to staff
- any need for exposure monitoring or health surveillance will be carried out
- sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace, and the importance of control measures provided

- training records are maintained for those who receive training
- information will also be given to others who may be affected, such as contractors, temporary staff and visitors
- only substances purchased through the school's procurement systems can be used on site
- substances are stored correctly and those that are no longer used disposed of properly
- COSHH risk assessments are monitored regularly and reviewed annually.

6.8 DEFECTIVE EQUIPMENT AND PREMISES

Northampton Primary Academy Trust has a defect reporting procedure whereby any damage or defect to the premises or equipment and furnishings is reported to the School Business Manager/Operations Manager and/or Site Supervisor. Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified an immediate assessment should be carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

6.9 DISPLAY SCREEN EQUIPMENT

Northampton Primary Academy Trust acknowledges that staff that 'habitually' use Display Screen Equipment (DSE) should have suitable equipment for which to undertake the tasks that they are required to carry out, know how to safely use the equipment and have a DSE assessment which is reviewed at suitable intervals.

The Trust will ensure that:

- all static workstations used by staff meet the minimum standards required
- equipment is maintained in good working condition
- staff are aware of best practice in using DSE and issued with relevant information
- staff whose roles require significant use of DSE complete a self-assessment which is reviewed at suitable intervals by a competent person
- assessments are reviewed if there are significant changes to equipment/layout individual health
- DSE users are made aware that an appropriate eye and vision test is available to them on request.

6.10 DOCUMENT CONTROL

The goal of the Trust is to have clear, concise and functional safety documentation that is effective to support the schools within the Trust.

Documentation will be proportionate to the level of risk present.

Safety documentation will be filed on the 'Every' system where anyone who may need to has access to it. The only exception to this will be for schools whose site is managed through a PFI contract where the Caretaker's daily, weekly and monthly compliance checks will be recorded in the Caretaker's Logbook held at each site.

Any records detailed in law (risk assessments, policies) will be documented and significant findings shared.

Documentation relating to statutory checks will be made easily accessible for anyone who would need them.

Documentation will be retained in accordance with the NPAT Data Retention Schedule.

6.11 DRIVING FOR WORK

All staff and volunteers who drive their own cars for work purposes must have a full UK driving license, business insurance and maintain their vehicle in a road worthy condition in line with DVLA requirements. Annual license and insurance checks are undertaken and documented by the School Business Manager/Operations Manager.

Under no circumstances must mobile telephones be used whilst driving. When on a public highway, drivers/operators must adhere to statutory driving regulations and the Road Traffic Acts.

Where staff are required to drive a minibus as part of their duties the school will ensure they hold the correct classification on their driving license, meet specific driving criteria, and will be provided with formal driver training.

For staff who transport pupils either in school or their own transport, licence checks will be completed annually, and it is the staff member's responsibility to advise the employer of any changes to their driving licence between annual checks.

Risk assessments will be documented for all situations where pupils are transported off site either as part of the off-site visit or separately as necessary.

6.12 ELECTRICAL INSTALLATIONS AND EQUIPMENT

Northampton Primary Academy Trust has a duty to protect its employees and other people who use its premises from the risk of electrical injury caused by its electrical installations, its use of fixed equipment and its use of portable electrical appliances. This will be achieved by maintaining and servicing electrical systems and equipment in line with statutory guidance and best practice. Electrical installations are periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.

Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance 'Maintaining portable electrical equipment in offices and other low environments' (INDG236 Rev3), by the Site Supervisor if they hold the *City and Guilds Level 3 Certificate for In-Service Inspections and Testing of Electrical Equipment* or by a competent contractor with records maintained.

Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. Defective electrical equipment should be reported to the school's appointed member of staff.

Staff are not permitted to bring in any electrical items from home without written consent from the Headteacher.

Anybody working with electricity must be competent, which means the correct knowledge, training and experience to prevent any danger or injury to either themselves or others.

6.13 FIRE SAFETY

The Trust will aim to eliminate the risks from fire, so far as is reasonably practicable. Where fire risks cannot be eliminated, measures will be taken to reduce the risk to the lowest practicable level. In achieving this goal all sources of fuel, ignition and any other factors that are under the company's control will be considered. A fire risk assessment will be conducted in accordance with current legislation by a competent person as defined by the Fire Risk Assessment Competency Council (FRACC) at least every 5 years.

The fire risk assessment will then be reviewed annually, or more frequently where considered necessary. The fire risk assessment will be reviewed after any incident that has caused or could have caused a fire of any significant failure in the fire detection, control or evacuation procedures.

Information, training and instructions will be provided to all staff with particular regard to those individuals who are nominated as having specific duties such as fire marshals.

A fire drill will be conducted at least termly, the interval or number of drills may vary if it is considered that there is a need to provide additional training.

Schools will have adequate fire marshals to cover 'sweeping' designated areas of the school in the event of fire alarm activation.

Emergency evacuation routes will be clearly marked and lit.

A record of persons will be maintained on the premises and on evacuation all persons will be accounted for.

Maintenance and testing of fire safety equipment, plant and installations will be completed by a competent person in line with industry best practice and documented.

6.14 FIRST AID

Adequate first aid arrangements are assessed and maintained at the school and for all activities that the school leads.

The school will conduct a risk assessment covering the number and type of First Aiders required, and the location of First Aiders and first aid equipment. The first aid provisions will be of the appropriate number, based on the risk level, number of employees and layout of the premises. Provisions for first aid will be reviewed on a regular basis and kits re-stocked as required.

The school will maintain a register of all qualified staff and will arrange re-training as necessary, and first aid notices will be clearly displayed around the school.

In Early Years Foundation Stage areas, the school will ensure that there will be a Paediatric First Aider on the premises at all times and accompany pupils on visits (DfE Early Years Foundation Stage Statutory Framework January 2024). All staff who obtained a Level 2 and/or Level 3 qualification since 30 June 2016 must obtain a PFA qualification within three months of starting work in order to be included in the required staff:child ratios at Level 2 or Level 3 in an Early Years setting. To continue to be included in the ratio requirement, the certificate must be renewed every 3 years.

The Trust will ensure that where first aid training is given it is by persons or organisations qualified to do so. First Aid qualifications should be renewed every 3 years. At their induction employees will be given information and clear directions as to the location of first aid equipment, first aid room and the names and means of contacting first aid trained employees. Only trained employees will be considered First Aiders for planning and organising purposes.

6.15 FOOD SAFETY AND CATERING

The Trust recognises the importance of maintaining a high standard of food safety and hygiene within the kitchen along with the provision of nutritious food for pupils. Its schools manage this by ensuring:

- all staff who work in the school kitchen must have attained a level 2 award in food safety in catering. The qualification should be renewed every 3 years
 - catering equipment is regularly maintained and inspected, and ventilation systems are inspected every 12 months and subject to a regular cleaning regime
 - Hazard Analysis Critical Control Points (HACPP) management system as identified in the Food Safety and Hygiene (England) Regulations 2013 is in place and documented
- the Food Standards Agency's Safer food better business guidance is followed.

Implementing good food safety and hygiene is also maintained during Food Technology lessons across the Trust's schools. Each school manages this through their own curriculum-specific risk assessment ensuring:

- all staff who teach/assist in Food Technology classes hold a current Food Hygiene Certificate
- the Public Health England [Food teaching in primary schools: knowledge and skills framework - GOV.UK](#) is followed. Where schools don't have a dedicated Food Technology Room, any mobile equipment used must be suitable for the age group being taught and is properly maintained/serviced.

6.16 GAS SAFETY

Northampton Primary Academy Trust will ensure that it complies with the 'Gas Safety Installation and Use Regulations 1998' for the maintenance of all gas installations and appliances and will ensure that:

- installations, maintenance and repair of gas appliances, pipes, meters flues and other fixtures & fittings will only be completed by competent Engineers
- regular maintenance and servicing will be completed on the system by an external competent Engineer
- the 'competent Engineer' carrying out the work is a Gas Safe Registered Engineer with a valid certificate of competence relevant to the particular type of gas work involved
- should any appliance be found to be Immediately Dangerous (ID) or At Risk (AR) and a Warning Notice issued, then the appliance must be isolated and

necessary remedial work carried out and certified before the appliance is brought back into use

- emergency procedures for gas leak will be included in site emergency manuals.

6.17 GLAZING

Northampton Primary Academy Trust will ensure that it complies with the Workplace (Health, Safety and Wellbeing) Regulations 1992 in existing buildings, and BS EN 12600 and Document K of the Building Regulations 2010 (as amended 2023) which covers new buildings and extension/alteration works.

Northampton Primary Academy Trust will manage the risks associated with glazing safety by ensuring that:

- an up-to-date glazing audit and risk assessment conducted by a competent person has been completed
- any remedial actions identified are actioned as appropriate
- any broken glazing is made safe and repaired.

6.18 GYM EQUIPMENT

Northampton Primary Academy Trust will ensure that indoor Physical Education, School Sport and Physical Activity (PESSPA) equipment is safe to use to comply with 'Section 3 of the Health and Safety at Work etc. Act 1974'.

Northampton Primary Academy Trust will manage the risk associated with the PESSPA equipment by ensuring that:

- pre-use checks on PESSPA equipment will be undertaken by staff before equipment is used by pupils
- annual inspections to identify any signs of damage or wear and tear that may cause injury are carried out by an Association for Physical Education (afPE) Approved Partner. More frequent inspection where use is higher than normal for a school (such as where community use adds significantly to equipment usage) will be assessed on an individual basis
- an up-to-date risk assessment will be kept ensuring the equipment and pupil activities are appropriately supervised and remain safe
- any defective equipment should be reported immediately to the Headteacher and School Business Manager/Operations Manager. Defective equipment should be put out of use until it can be repaired or removed.

6.19 HARASSMENT AND VIOLENCE

Northampton Primary Academy Trust is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in an individual pupil's physical intervention plan and/or lone working risk assessment, the following procedures are in place.

Staff are advised to do the following when in a meeting where conflict may be possible:

- avoid confrontation if possible
- withdraw from situation
- arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door or use a room with two doors
- follow measures/ procedures identified in violence and assaults risk assessment
- contact emergency services, as appropriate
- inform the Headteacher, a member of the Senior Leadership Team (SLT) or the Trust Executive Office (where the Headteacher is involved only) if confrontation has taken place.

Northampton Primary Academy Trust will:

- ensure the Headteacher, member of the Senior Leadership Team or Trust Executive office (where appropriate) speak to staff involved in any incident
- have in place procedures for the reporting of incidents
- offer counselling/support as deemed appropriate
- provide training on how to manage conflict and aggression as required
- review specific risk assessment and procedures following any incident
- report the details of any incident to other authorities as deemed appropriate.

6.20 HAZARD IDENTIFICATION AND RISK ASSESMENT

The Trust shall establish and maintain procedures for the ongoing identification of hazards, the assessment of risk and the implementation of necessary control measures. A suitable methodology shall be identified and implemented which acknowledges the HSE guidance here: [Managing risks and risk assessment at work - Overview HSE](#). This is to ensure that suitable and sufficient risk assessments are undertaken for tasks/activities/substances where significant hazards have been identified or where there is a foreseeable risk of injury/ill health.

Appropriate staff are involved in the development of risk assessments prior to consultation with all staff to which they are relevant prior to sign off. Risk

assessments are communicated to relevant staff and are accessible to staff at all times via the school Teams channel and/or the 'Every' system.

Information, instruction and training shall be provided to those authorised to conduct risk assessments and where it is deemed necessary, by risk, the site shall appoint a third-party competent person to conduct such risk assessments.

Risk assessments shall be documented and reviewed at least every two years. Other technical risk assessments (e.g. Legionella, Fire, DSEAR) shall be reviewed based on the assessment findings and advice from competent appointed person. Risk Assessments must be reviewed when significant changes occur, following accidents, incidents or serious near misses.

Risk assessment templates are available via the online portal from Northampton Primary Academy Trust's appointed Health and Safety Advisor via the SBM/OM.

6.21 HEALTH AND SAFETY EMERGENCIES

As per legal requirements all dangerous occurrences and near miss incidents that are RIDDOR reportable incidents, will be reported to the HSE within the required timescale.

All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations and changes to procedures will be communicated to relevant staff, pupils, volunteers and site users.

In the event of a bomb threat, the school will undertake an emergency evacuation of the school in line with their lock down procedure.

6.22 HEALTH AND SAFETY MANAGEMENT SYSTEM

We recognise the business benefits that can accrue from the effective management of safety and health at work. To obtain these benefits for the Trust, we have recognised the need for an effective management system and have taken steps to put such a system in place detailed within this policy.

6.23 HEALTH SURVEILLANCE

Health surveillance aims to put in place appropriate processes to detect early signs of work-related ill health among staff exposed to specific health hazards and act upon any findings.

The site shall identify the need for health surveillance through the completion of a risk assessment. Health surveillance will be considered for tasks/areas where employees are at risk from (but not limited to):

- noise
- vibration
- hazardous substances.

Health surveillance may involve a range of checks carried out by a range of people including:

- the employee themselves
- a responsible person
- an occupational health provider
- a clinical professional.

6.24 HOUSEKEEPING STANDARDS

One of the most practical and sensible ways to improve safety, and where everyone can play their part, is good housekeeping. Slips and trips are a common cause of injury in the workplace and to control this, everyone must contribute to ensuring the workplace is kept clear of obstructions and hazards where possible.

Good housekeeping is vital in all work areas and all employees are responsible for maintaining a clean and tidy workplace.

6.25 HOME WORKING (EMERGENCY/TEMPORARY)

The Trust/School supports homeworking where it is essential either to respond to specific circumstances or to complete tasks. Please refer to the Emergency/Temporary Homeworking policy which sets out how we will deal with such requests. If you are authorised to work from home, you must comply with this policy as it sets out health & safety processes and procedures to ensure all employees can work safely.

6.26 INDUCTION

All new staff undergo a full programmed induction which covers all the basic and key Trust policies and procedures, including (but not limited to) safeguarding, health & safety and fire safety, which are found in the terms and conditions of employment. Employee inductions will be completed within 6 months.

The 'Every' compliance system is used to monitor completion of all induction reading and training.

6.27 INFECTION CONTROL

Northampton Primary Academy Trust will follow the guidance issued by the UK Health Security Agency on infection control in schools and other childcare settings.

Guidance on Infection prevention control in childcare settings (includes links to the A-Z of childhood infections) www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities#contents

Any outbreaks of notifiable infectious diseases will be reported by the school to the East Midlands Health Protection Team of the UK Health Security Agency.

6.28 ISOLATION OF ENERGY SOURCES

A documented procedure must be implemented and active to fully isolate any equipment, both electrically and mechanically (pneumatic and hydraulic), inclusive of steam, water, gas, etc., ensuring that the electrical circuit is 'dead' and any residual energy is dissipated before any work is carried out near dangerous moving parts.

The isolation procedure must also apply when multiple people have to work on a system, and must ensure safe hand over at shift changes. The isolation procedure must be capable of linking into the site permit to work system.

Emergency stop buttons shall be located near the hazard areas of equipment operation.

Where it is not possible to fully isolate using a local isolator (e.g. older style equipment), then a clear procedure for correct isolation and lock off shall be in place at the main power distribution panel(s).

No 'live' work on electric's shall be permitted by Trust employees.

Appropriate warning signage shall be used when equipment is isolated.

6.29 LEGIONELLA / WATER HYGIENE

Northampton Primary Academy Trust will control, prevent and minimise the risk from legionella, to provide and maintain safe and healthy working conditions, equipment and systems of work for all staff, contractors and visitors, and to provide such resources, information, training and supervision as needed for this purpose. The Trust will do all that is reasonably practicable to manage the risk of legionella.

The Trust will ensure it complies with the HSE approved code of practice 'Legionnaires' disease - The control of legionella bacteria in water systems' (L8 Fourth Edition).

There are several situations, work procedures and equipment use that could give rise to the potential of legionella and other similar waterborne diseases. The Trust have trained employees to manage the legionella risk on site and use a competent third-party contractor to complete servicing, maintenance and testing of water systems where conditions can promote growth of Legionella.

Northampton Primary Academy Trust will:

- commission a bi-annual legionella risk assessment and ensure actions identified are acted upon
- commission a competent external contractor to undertake water sampling and routine cleaning and disinfection of water systems
- ensure school's Site Supervisor is suitably trained/competent to undertake monitoring/testing activities required by the legionella risk assessment
- ensure regular flushing of outlets is completed by the school's Site Supervisor
- ensure the Site Supervisor undertakes monthly monitoring of water systems including temperature readings
- ensure the temperature of hot water supplies to washbasins are limited so as not to pose a scalding risk to users
- the Trust's swimming pool (Headlands Primary School) is also included in the risk assessment for legionella for that particular site.

6.30 LIFTING OPERATIONS AND LIFTING EQUIPMENT

Northampton Primary Academy Trust will ensure it complies with the 'Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)' to ensure that lifts used by their employees for work are safe to use.

Lifting equipment should be of adequate strength for the purposes it will be used for and appropriate to lift loads expected of it.

Machinery, lifting equipment and accessories shall each be marked with their safe working load. Where applicable accessories shall be marked to identify specific lifting characteristics.

Any equipment used to lift people shall be designed to prevent crushing, trapping, being hit or falling from carrier.

Lifting equipment to carry people shall be marked to indicate both the safe number of people and the maximum safe load.

Lifting equipment shall be thoroughly examined and inspected:

- after installation but before initial use
- after re-assembly and installation at a new location
- after any situation affecting safety.

Lifting Equipment used for lifting people; including lifts/elevators and associated lifting accessories used as part of the system, (for example hooks, eyebolts, shackles), shall be examined every 6 months.

Other lifting equipment shall be examined every 12 months or following an examination scheme determined by a competent person and a risk assessment.

A competent person shall undertake examinations; they shall also decide whether testing is necessary.

Examiners shall notify any defects verbally and in writing (within 28 days) to the site, to any leasing company and to the local enforcing authority if there is a safety risk. There must be no further use of equipment until the fault is fixed.

A risk assessment for use of each lift will be carried out and cover:

- examination every 6 months by a competent person
- a programme of regular servicing
- the safety of users in the event of the lift breakdown or stopping between floors, such as raising the alarm and breakdown response procedures
- the correct provision and programming of staff access control systems.

6.31 LIGHTING

Natural lighting is the best form of light and should be provided in preference to artificial light. Lighting should be installed which not cast shadows or cause excessive glare. Care should be taken to avoid flickering or stroboscopic light, which can trigger epileptic fits.

Suitable lighting shall be provided to all areas, including outside areas, having regard to the nature of the activities which normally take place therein and giving priority to daylight in teaching spaces, circulation, staff offices and social areas where possible. Areas which need emergency lighting including stairways and routes of exit, shall have emergency (battery powered) lighting. If any identified areas do not reach appropriate lux levels and require remedial work, or if any general replacement

lighting installations are carried out, they will be in line with CIBSE's 'Lighting Guide 5, "Lighting for Education" (LG5)' and BS EN 12464-1.

6.32 LOCAL EXHAUST VENTILATION

The Trust shall ensure that where employees are likely to be exposed to substances or agents that are a risk to their health, steps must be taken to reduce that exposure to as low a level as is reasonably practicable. Local Exhaust Ventilation (LEV) can help to reduce the level of exposure.

To achieve compliance, the school shall do the following:

- review arrangements and procedures for the management of hazardous substances and risk to identify where existing controls are not sufficient to protect workers or others from the risk of ill health
- identify where LEV is required to reduce risk to an acceptable level or provide further protection
- assess the suitability and adequacy of the LEV supplied for use
- explain the need for and the correct use of LEV to the workforce
- make sure that Managers and Supervisors know why and when LEV is required
- provide facilities for the cleaning and maintenance of LEV.

All identified LEV shall be subjected to a statutory inspection by a competent person in line with legal requirements.

6.33 LONE WORKING

The Trust acknowledges that there will be times that some staff work either alone or in what is considered an isolated environment. To manage the risk to staff of working alone the following arrangements are in place:

Schools will ensure that:

- the premises and grounds have robust security systems in place to prevent unauthorised persons from gaining access to the site or premises
- local arrangements are in place for staff who are working alone so that they have regular monitoring visit/communication dependent on the situation
- staff advised to alert senior leadership team of any medical conditions that have the potential to increase the risks of working alone
- only tasks considered low risk will be undertaken when working alone

- if lone working is required off site e.g. Home Visits, where specific risk assessments will be undertaken.

6.34 MOVING AND HANDLING

Northampton Primary Academy Trust will ensure that it complies with the HSE's approved code of practice 'Manual handling: Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23 Fourth Edition).

Within Northampton Primary Academy Trust there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. Northampton Primary Academy Trust manages the risk associated with moving and handling tasks by ensuring that:

- moving and handling is avoided whenever possible
- if it cannot be avoided, moving and handling is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- those undertaking specific moving and handling tasks have received appropriate training and training records are maintained
- any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements
- any defective equipment is taken out of use until repaired or is replaced
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling tasks being restricted
- any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required.

6.35 NOISE

The Trust has a duty to protect the hearing of employees and others who may be exposed to excessive levels of noise from work activities. The noise level will be kept to a minimum during a typical day within the school with noise levels unlikely to be injurious.

There is potential for the site team to be exposed to noise levels above 80dB (A) when using equipment and tools. Noise levels identified on equipment will be

followed and appropriate controls followed to reduce exposure to injurious noise levels of users and others in the vicinity.

A full noise assessment would be carried out if there are significant increases in noise levels on site due to processes or equipment/plant changes. This assessment will indicate whether reasonably practicable noise reducing measures can be implemented or if other control measures are to be considered.

6.36 NURSING, NEW AND EXPECTANT MOTHERS

In the event of an employee becoming pregnant, the school shall make arrangements for a risk assessment to be completed, relating to the work operations of new and expectant mothers, and appropriate measures taken as a result, in compliance with the Management of Health and Safety at Work Regulations. The risk assessment will be reviewed regularly and updated by the school throughout the pregnancy of the employee, a copy of which will be provided to the employee, their line manager and also held on their HR file.

As far as reasonably practicable the Trust will make provision for pregnant and nursing mothers as dictated by the risk assessment's findings.

6.37 OFF-SITE VISITS (INCLUDING SCHOOL-LED ADVENTURE ACTIVITIES)

Northampton Primary Academy Trust adopts the National Guidance of The Outdoor Education Advisers' Panel for the Management of Off-site Visits and Learning Outside the Classroom (LOtC) activities. Northampton Primary Academy Trust's Educational Visits Policy details school arrangements which include:

- having school-specific Educational Visits Policies detailing local arrangements
- each school having a trained Educational Visits Coordinator to oversee visits
- ensuring only competent staff lead visits
- having access to an independent Educational Visits Advisor to support the school.

6.38 OUTDOOR PLAY EQUIPMENT

Northampton Primary Academy Trust will ensure all outdoor play equipment will conform to BS EN 1176 and BS EN 1177.

Northampton Primary Academy Trust will manage the risk associated with the play equipment by ensuring that:

- weekly checks on outdoor play equipment will be undertaken by the school's Site Supervisor and will be recorded
- an annual inspection/maintenance of the play equipment will be undertaken by RPII Inspector. The school should respond to any actions reported within a timely manner
- an up-to-date risk assessment will be kept ensuring the equipment and pupil activities are appropriately supervised and remain safe
- any defective equipment should be reported immediately to the Headteacher, School Business Manager and the school's Equipment Inspector. Defective equipment should be put out of use until it can be repaired or removed.

6.39 OUTDOOR - OTHER AREAS

Northampton Primary Academy Trust will ensure that it complies with the Workplace (Health, Safety and Welfare) Regulations 1992 when assessing the risks associated with individuals entering or leaving the school sites. It will ensure that:

- the school perimeter is secure
- external lighting is sufficient to enable safe use of the site
- where practicable there is segregation and delineation of pedestrian and vehicular access routes, and separation of parking and playground areas.

Where automated gates and barriers are utilised for increased security, the Trust will ensure that:

- prior to installation a thorough risk assessment will be undertaken by a competent person
- all automated gates and barriers will be fitted with at least two different types of safety devices sufficient to mitigate or eliminate the risk of a crush injury
- full training will be given to staff including on how to place the gate into manual operation. Staff must be aware of, and have easy access to, the manual release keys
- all gates and barriers will undergo routine maintenance a minimum of every twelve months by a competent installer.

Northampton Primary Academy Trust will ensure that it complies with their obligations under Section 3(1) of the Health and Safety at Work etc. Act 1974 regarding tree safety. Routine inspections/arboricultural surveys reflecting the level

of risk shall be carried out paying attention to trees in poor condition / showing early signs of decay, also following any potentially damaging activities or weather.

Schools that have other outside health and safety hazards will assess these and record management arrangements. Regular reviews to ensure the safety arrangements are effective will be carried out.

6.40 PERMITS TO WORK

The requirement for a Permit to Work (PTW) applies equally to employees, contractors and visitors. Those issuing permits shall be trained, validated and authorised by the Trust.

Contractors must formally register all work on site, and where applicable follow the Permit to Work system.

The school shall ensure that it complies with the Trust permit to work system for controlling the following types of high-risk activity:

- asbestos
- hot works
- work at height
- electrical & fire systems
- gas systems.

Supervision will cover that the person(s) working under the PTW are:

- only doing the work defined in the scope on the PTW
- following the required controls defined on the PTW and related risk assessments and method statements
- behaving responsibly.
- maintaining a safe and tidy work area.

Tasks shall be stopped immediately in a safe manner if safety is compromised, and then reported to the appropriate supervisor, or line manager. Failure to comply with any Permit requirements or safe system of work will be reported to the school SLT and Trust Executive Team and may result in a contractor being removed from the site.

6.41 PRESSURE SYSTEMS

As a user of pressure systems, the Trust is aware of its responsibilities under the Pressure Systems Safety Regulations to ensure the correct use of systems including component parts. In addition to ensure a safe method of installation is adopted and that key information is displayed.

Thorough examinations of pressure systems and any associated pipework will be completed by a competent person in line with current legislation. This examination will also include a review of the written scheme for pressure systems. Safe operating limits will be decided and documented as part of the scheme.

Typically, this will relate to items such as expansion vessels on heating systems (refer to relevant section) and swimming pool filtration systems (refer to relevant section).

6.42 RADON

Schools in a radon affected area or with a basement that is occupied for more than an average of one hour per week, will carry out measurements to determine potential radon levels in their premises. If required action to restrict resulting exposures in accordance with the requirements of the 'Ionising Radiations Regulations 2017' will be undertaken.

The Trust recognises its responsibilities and will reduce exposure to radon as low as reasonably practicable. It will do this by:

- identifying and monitoring all school premises that may be affected by radon
- having clear procedures in place for the management of radon in affected buildings
- developing and maintaining records of radon gas levels in Trust premises
- maintaining a central database of all records
- providing suitable information and advice to employees and other persons likely to be exposed to radon gas in Trust premises
- consulting, when required, with a recognised Radiation Protection Advisor (RPA)
- ensuring that any remedial measures put in place to reduce the level of radon in a premises are monitored and maintained effectively
- reviewing the policy and procedures as required.

6.43 SECURITY

The school will actively ensure that the security of the site is assessed, and adequate arrangements are in place to control access into the school grounds. All visitors are required to sign in at reception and required to wear a visitor's badge.

The Trust Safeguarding policy is to be followed at all times and information shared with those on site to ensure that any safeguarding or security concerns can be reported.

Refer also to the Trust's CCTV policy which details measures employed to help provide a safe and secure environment and also prevent loss of or damage to the Trust's buildings and assets.

6.44 SAFETY SIGNAGE

To protect the health, safety and welfare of our employees and others from the hazards and risks present in our workplace we need to use safety signs as a way of warning personnel that those hazards exist.

Signage is not to be used as the sole means of protection against a hazard. The hierarchy of control is to be followed to reduce the hazard to as low as reasonably practicable before signage is considered.

6.45 SLIPS, TRIPS AND FALLS

Northampton Primary Academy Trust will ensure that it complies with the 'Workplace (Health, Safety and Welfare) Regulations 1992' to ensure that floors and paths are suitable and in good condition. All access routes, including corridors, stairs, passageways and external paths will be periodically inspected, and any condition issues formally recorded and actioned in a timely manner.

6.46 SMOKING

All Northampton Primary Academy Trust sites are non-smoking sites. In line with the West Northamptonshire Council Public Spaces Protection Order (Dog control and Prohibition of smoking in public places) 2022, all persons are prohibited from smoking tobacco, tobacco-related products, smokeless tobacco products including electronic cigarettes, herbal cigarettes or any illegal tobacco products including electronic cigarettes, herbal cigarettes or any illegal substances on any land within 50 metres of any entrance or exit of an educational institution when open and in use by pupils.

6.47 STATUTORY INSPECTIONS

Northampton Primary Academy Trust ensures that statutory inspections are undertaken at required intervals for all plant and equipment required. A matrix detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection has been developed using Every compliance software. This is monitored by the Local Governing Body, Headteacher and School Business Manager/Operations Manager to ensure inspections are on target and compliant.

6.48 SWIMMING POOL

Northampton Primary Academy Trust will follow the principles of the HSE guidance 'Managing health and safety in swimming pools (HSG179 Fourth Edition)' and as the operator of the pool will:

- carry out a suitable and sufficient risk assessment of their operations
- identify necessary control measures
- provide suitable training and qualifications for staff.

This will take into account the whole user population of the swimming pool and the risk that a serious incident could occur very quickly.

The Trust follows the Guidance on water treatment and pool maintenance and operation from the 'Pool Water Treatment Advisory Group (PWTAG)' which publishes the standards for water treatment.

The swimming pool will also be included in the risk assessment for legionella, as detailed in paragraph 6.29.

6.49 TRAFFIC, VEHICLE AND PEDESTRIAN MANAGEMENT

The movement of vehicles around school car parks will be done in accordance with the relevant school specific car park risk assessments and car park management plan. Under no circumstances must the movement and storage of vehicles prevent access in an emergency. Vehicles must not be parked blocking any emergency exits at any site.

Maintenance of safe pedestrian walkways/routes should be a priority at all times. If pedestrian routes cannot be maintained, this should be raised immediately with the Trust Executive Office and Health and Safety Competent Person and advice sought.

Car parks used at start and end of school day should have appropriate level of supervision present when in use with staff members provided with adequate information, instruction and training to supervise car parks as expected.

6.50 VENTILATION

The Trust will ensure that there is adequate ventilation in enclosed areas of the workplace, to comply with the 'Workplace (Health, Safety and Welfare) Regulations 1992'.

A risk assessment will be carried out to identify areas that may require improvement. The Trust will balance the need for increased ventilation whilst maintaining a comfortable temperature. This will be reviewed periodically and any remedial actions required formally recorded and carried out in a timely manner.

6.51 VIBRATION

While low risk, the Trust has a duty to protect its employees and others who might be affected from the ill health effects of hand arm vibration caused by the use of vibrating tools and equipment.

We will do this by:

- assessing the risks to our workforce from vibrating tools used in the course of their work
- developing and implementing procedures, Safe Systems of Work and control measures where required
- ensuring that the management of the procedures, Safe Systems of Work and control measures relating to hand arm vibration is undertaken by competent, trained personnel
- managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work
- providing and recording relevant training
- undertaking Health Surveillance where necessary
- ensuring that all items of equipment are suitable for their task and subject to regular inspection by competent people
- monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from vibrating tools and equipment.

6.52 VISITS BY REGULATORY AUTHORITIES

The Headteacher is responsible for all visits, and if unavailable there shall be a nominated deputy. Where possible visits shall be arranged and agreed in advance. Support will be provided by Trust Executive Office as required.

The Headteacher shall communicate the results, or findings, of any visit.

If the school is being investigated, the Trust's legal counsel shall be notified immediately, and advice obtained on how to proceed.

School contacts shall:

- accompany the visitor at all reasonable times

- ensure the safety of the visitor at all times
- photocopy and retain any records the visitor may take offsite
- take duplicate photographs and retain on site, if applicable
- provide facts to the visitor and not personal opinions.

6.53 WELFARE AT WORK

The Trust will provide a safe place of work and working environment. The Trust will ensure that suitable welfare facilities, as well as a safe means of access and egress to and from every place at which any of the facilities are provided. Welfare provisions provided include:

- adequate ventilation
- reasonable temperature including a means of heating
- appropriate lighting, windows/glazing, skylights and ventilators
- maintenance and cleanliness
- adequate room dimensions and space
- safe workstations and seating
- managed risks from the potential for falls or falling objects
- the safe condition of floors and traffic routes
- appropriate sanitary and washing facilities
- the provision of clean drinking water
- the provision of accommodation changing and drying facilities for clothing
- the provision of a rest room or other area to rest and to eat meals.

Northampton Primary Academy Trust acknowledges that there are many factors both work-related and personal that may contribute to its employees' failing health, including stress. Northampton Primary Academy Trust recognise that we have a duty to take action to reduce and where reasonably practicable to eliminate ill health which is caused by work related stress. The Trust will follow the principles of the HSE guidance 'Managing the causes of work-related stress' (HSG 218 Second Edition) and will:

- develop and implement a policy for identifying and managing work related stress
- involve our workforce in the development of this policy and our procedures
- provide information about the policy to all workers
- train the School Leadership Team to recognise symptoms of work-related stress.
- ensure that the policy is adopted and followed
- ensure employees know what to do if they suspect they, or a colleague, are suffering from stress

- monitor and review the policy and procedures; using our experience of operating these arrangements we aim to make improvements to the way we manage ill health caused by work related stress.

Employees are advised that it is their responsibility to inform their line manager, the Headteacher or another member of the Senior Leadership Team of any ill health issues.

An appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels. An individual risk assessment will be undertaken taking into account the HSE Management standards. This assessment will then be reviewed with the member of staff to monitor progress including:

- offering the member of staff referral to an occupational health professional for advice and support, e.g. counselling, etc.
- advising the member of staff that support can also be provided through their trade union
- scheduling a series of regular review meetings to monitor ill health and stress levels where they have been identified.

If it is identified that there is a high occurrence of staff ill health or stress within the school, the Headteacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

6.54 WORK EQUIPMENT

The main objective is to ensure work equipment presents no health and safety risks, regardless of age, condition or origin.

It applies to all work equipment, including mobile and lifting equipment and equipment that is hired. For example, hammers, knives, saws, drills, photocopiers, lifting equipment, ladders, pressure water cleaners, scaffolding, company vehicles, and any equipment linked together to form an installation. It also applies to work equipment owned by the Trust, used by employees at home.

Equipment shall be suitable for the intended purpose. Equipment purchased shall be designed, constructed and marked to comply with UKCA/CE safety requirements and a copy of the 'Declaration of Conformity' supplied.

Risk assessments will be completed on work equipment to ensure any hazards present are controlled and the risk level reduced to as low as reasonably practicable. The Trust shall prevent access to any dangerous part of machinery or stop the

movement of any dangerous part of the machinery before any part of a person enters a danger zone and met the relevant standards including suitable training and instruction.

Work equipment shall be capable of being isolated from all of its energy sources. Isolation devices shall be easily accessible and identifiable.

Information, instruction, training and supervision will be provided to users of equipment to ensure they are able to use equipment provided for work tasks as it is designed and intended to be used.

6.55 WORK AT HEIGHT

Northampton Primary Academy Trust will follow the principles of the HSE guidance 'Working at Height: A brief guide' (INDG401 Rev2). Northampton Primary Academy Trust's schools may use a variety of access equipment for working at height tasks, ranging from kick stools for short low risk access such as the putting up displays, step ladders and ladders for short duration works.

Northampton Primary Academy Trust will ensure that:

- working at height is avoided whenever possible.
- if working at height cannot be avoided, it is properly risk assessed and is completed by competent staff and carried out in a planned manner which is, so far as is reasonably practicable, safe
- those undertaking work at height have received appropriate training and training records are maintained
- all access equipment (ladders & step ladders) is identified and inspected monthly
- any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements
- any defective equipment is taken out of use until repaired or is replaced
- an individual risk assessment will be completed for all staff with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted
- any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required.

6.56 YOUNG PERSONS

All risks to young persons (under 18 years and over the Minimum School Leaving Age (MSLA)) will be assessed before they start work, considering their inexperience, lack of awareness of existing or potential risks, and immaturity, specific factors in the risk assessment will be addressed.

Information will be provided to the parents/guardians of children on Work Experience about the risks and control measures introduced. Account will be taken of the risk assessments to determine whether the young person should be prohibited from certain work activities, except when they are over MSLA, and it is necessary for their training and where risks are reduced so far as is reasonably practicable, and where proper supervision is provided by a competent person, in compliance with the Management of Health and Safety at Work Regulations 1999.

7 HEALTH AND SAFETY MONITORING (AUDITS, INSPECTIONS & CHECKS)

Audits and inspections are important parts of health and safety arrangements and allows an organisation to check the effectiveness of the safety management system that is being introduced. The Trust will put in place measures to rate effectiveness and identify any exposures or opportunities to improve health, safety and well-being within the organisation. Any issues highlighted are to be allocated to the right level within the Trust who can ensure it is dealt with proportionately to the risk it poses.

Monitoring includes (but not limited to):

- accident/incident investigation
- accident statistics and trend monitoring
- near miss reporting
- planned Preventative Maintenance (PPM's)
- Health Surveillance
- classroom inspections
- Health and Safety Inspections
- Health and Safety Management Audits
- meetings with governors.

7.1 HEALTH AND SAFETY HEALTH CHECKS AND AUDITS

Northampton Primary Academy Trust recognises the importance of undertaking regular formal health checks and audits to ensure that the premises remain a safe working and educational environment for staff and pupils. A formal annual audit is undertaken with findings documented and any actions allocated with remedial actions for review in 6 months' time. This is undertaken by Northampton Primary Academy Trust's appointed Health and Safety Advisor. The findings are reviewed with

actions monitored by the Local Governing Body of the school and by the Trust Executive Team. It is recognised that audits alone will not keep a premises safe and there is an expectation that staff will report any defects/damage to premises and equipment to their school's responsible member of staff.

7.2 MONITORING AND REVIEW

This Health and Safety policy together with the associated procedures and health and safety health checks and audits, accident statistics will be reviewed by the Local Governing Body of the school and Board of Trustees on a termly basis.

In order to substantiate that health and safety standards are actually being achieved, Northampton Primary Academy Trust will measure performance against action plans and objectives. Any areas where the standards are not being met will require remedial action.

Northampton Primary Academy Trust will use the following types of systems to measure Health and Safety performance:

7.2.1 Active monitoring systems

- spot checks and termly site inspections will be undertaken by school staff and the Local Governing Body.
- documents relating to the promotion of the Health and Safety culture will be regularly examined and reviewed.
- appropriate statutory inspections on premises, plant and equipment will be undertaken.
- where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

7.2.2 Reactive monitoring systems

- identifying where Health and Safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc.

7.2.3 Reporting and response

- ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken.

- The Board of Trustees, Local Governing Body, Headteacher and Senior Leadership Team will all receive and consider reports on Health and Safety performance.

7.2.4 Investigation systems

- prioritising investigation of incidents which indicate the greatest risk and the identification of both the immediate and the underlying causes of events.
- analysing data to identify common features or trends and initiate improvements.
- where cases of occupational ill-health are to be investigated.
- where complaints relating to occupational Health and Safety are to be recorded and investigated.
- where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated.

7.3 THIRD PARTY MONITORING/INSPECTION

Northampton Primary Academy Trust will be subject to third party inspection and monitoring, as part of Ofsted requirements, HSE inspection regime, Fire Service Inspection regime etc. Actions arising from third party audit/inspection will be incorporated within the school's Health and Safety action plan with appropriate target dates for completion.

7.4 MAINTENANCE OF EQUIPMENT

- Equipment shall be maintained in good working order and in good repair.
- Where equipment requires, or has, a maintenance log (high-risk equipment), the log shall be kept up to date.
- Maintenance schedules shall follow manufacturer's instructions, industry best practice or legislative requirements.
- Frequency of maintenance depends on use, environment, variety of operations and the risks if it failed.
- Appropriate maintenance techniques shall be selected through risk assessment.
- If equipment is hired the school shall prepare a written agreement with the hire company which details who carries out the maintenance, and to what frequency.
- Only competent people shall carry out maintenance.
- Maintenance operations shall not pose a risk to health and safety.

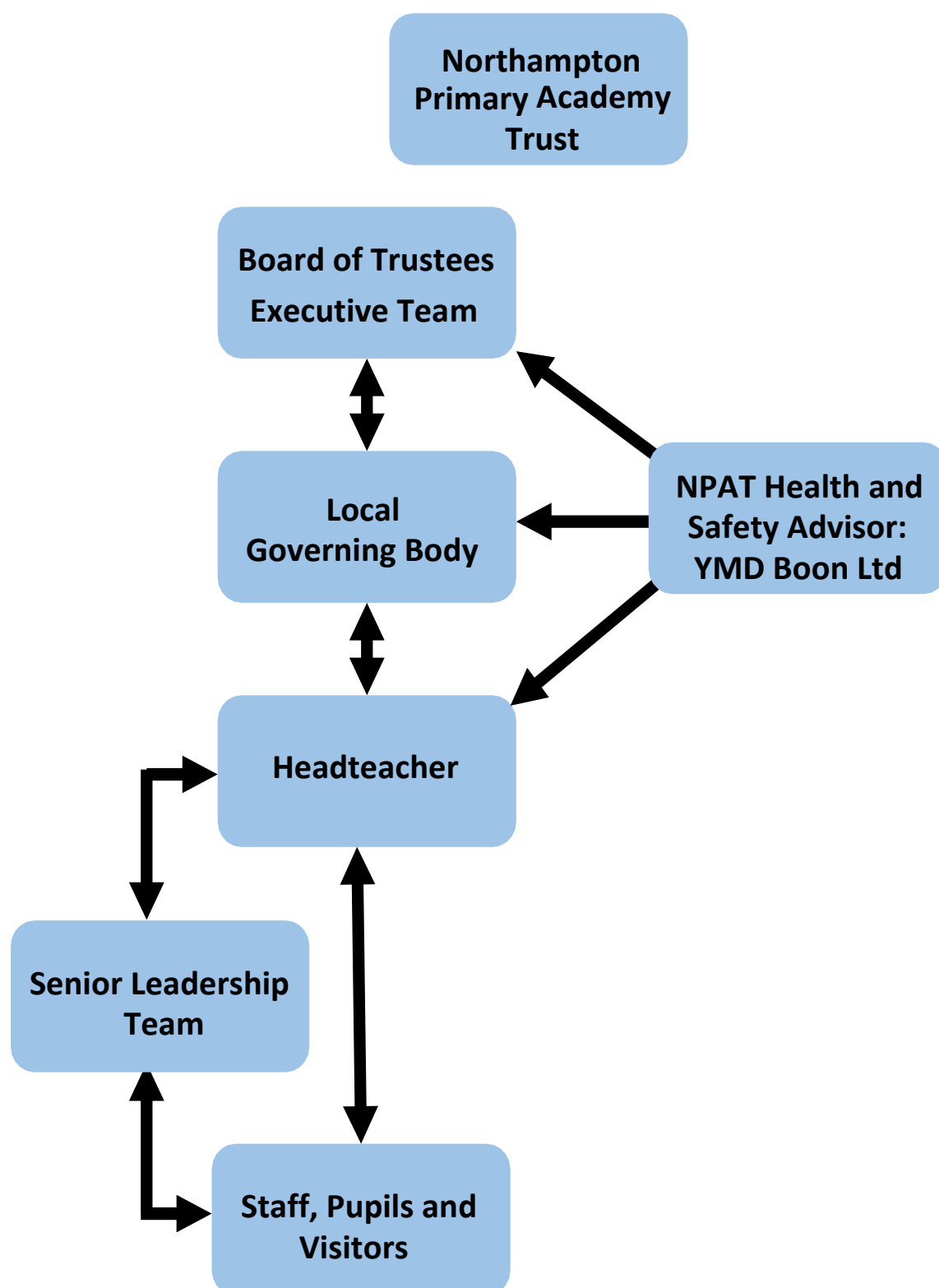
7.5 EQUIPMENT INSPECTION

- Where a risk of significant injury exists to people, the equipment shall be regularly inspected (for example, visual, functional and testing).
- Inspection will include safety-related parts.
- Inspection shall be done by a competent person, avoiding danger to themselves.
- Schools shall also inspect prior to initial installation, after re-installation or re-assembly, major modifications or repairs, change of use, known serious damage, any condition causing deterioration of equipment.
- Frequency of inspections depends on equipment type, use and environment.
- Records shall include type & model, identification mark, serial number, location, date, who inspected, faults found, action taken, who reported fault, date of repairs.

8 HEALTH AND SAFETY NOTICES

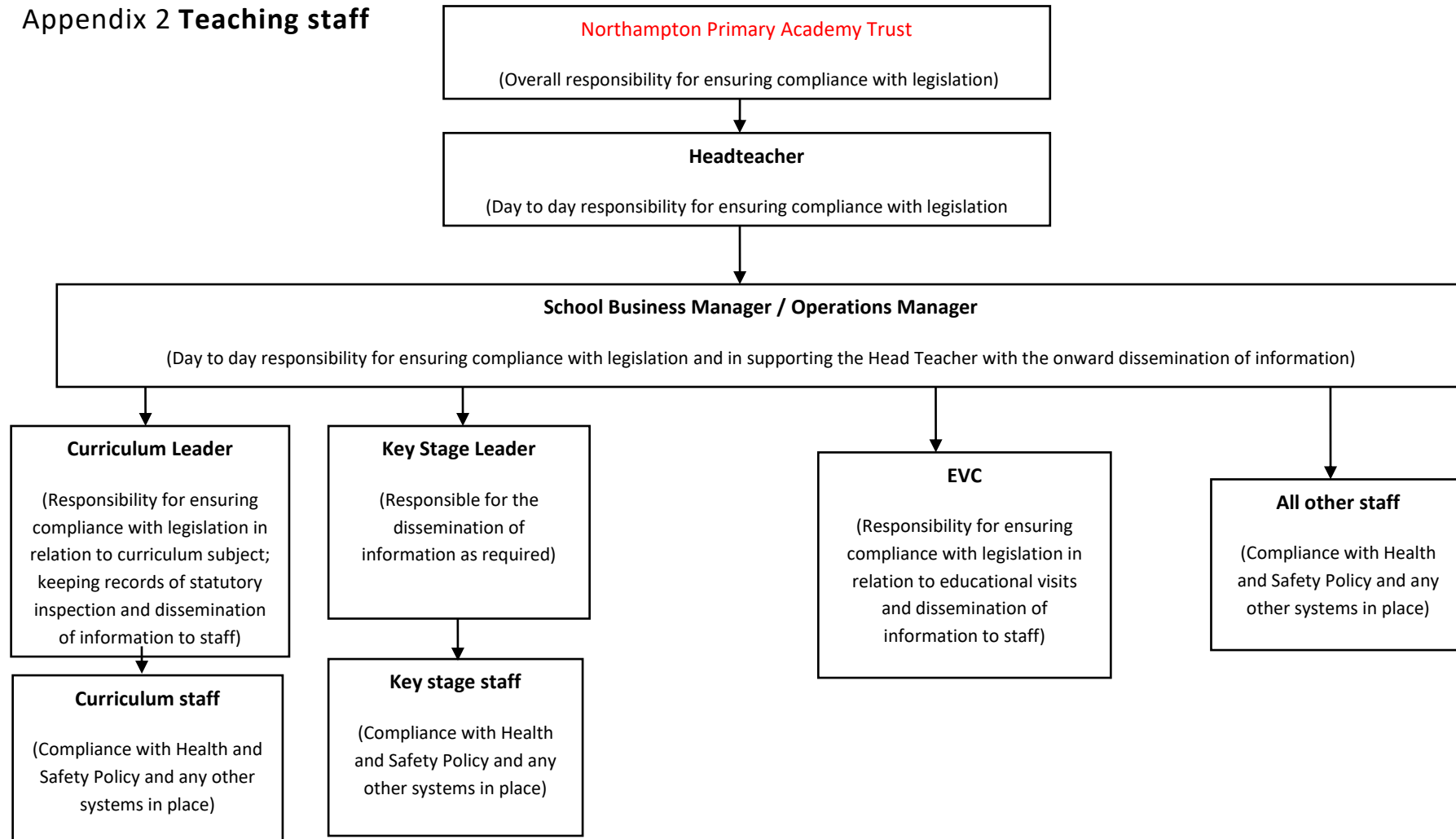
The Health and Safety Notice in Appendix 4 should be completed and displayed on Health and Safety noticeboards in school offices, Site Supervisor offices and staff rooms.

Appendix 1 Health and Safety structure

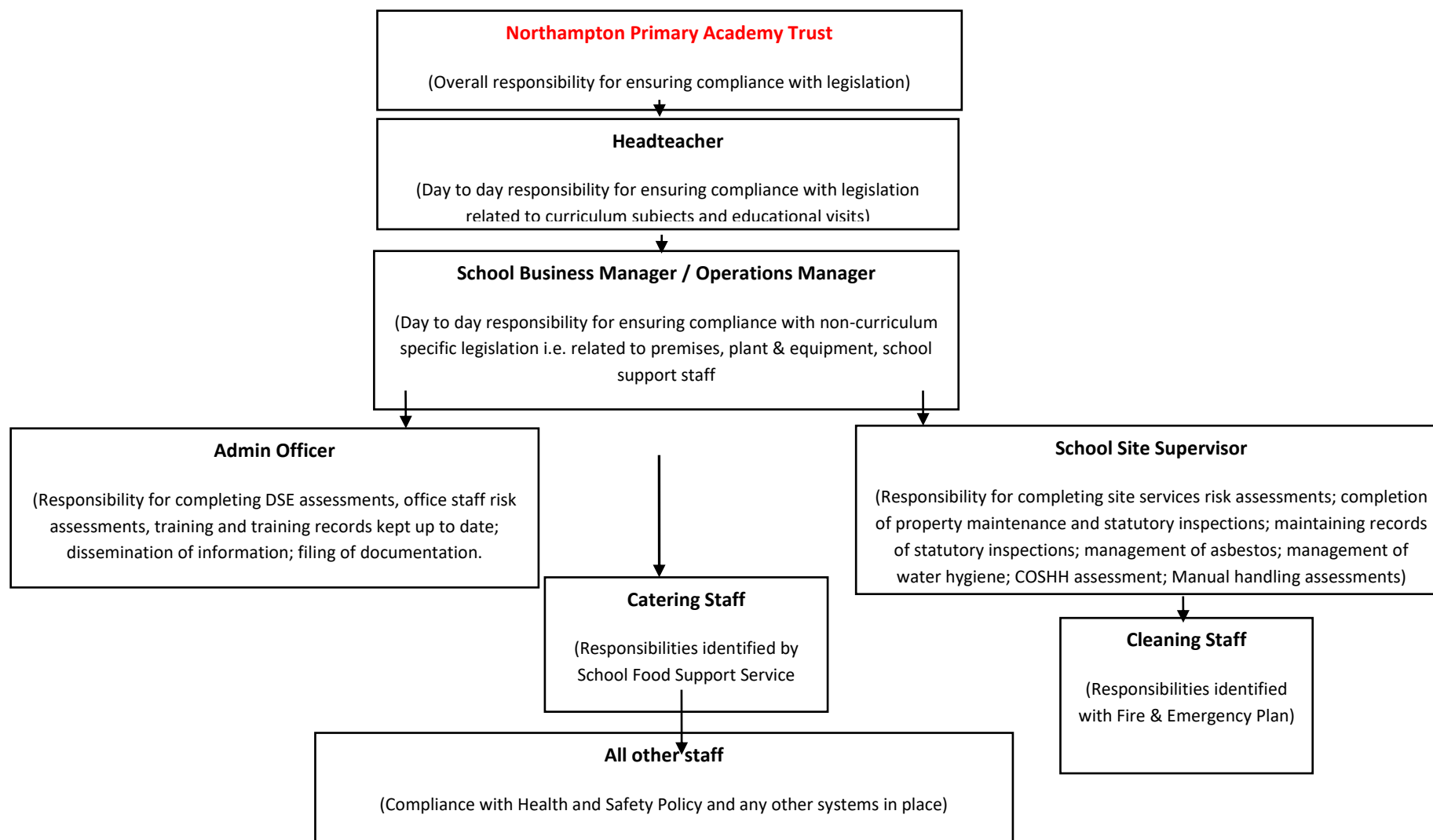




Appendix 2 Teaching staff



Appendix 3 Support Staff



Appendix 4 Health and Safety Notice

Competent Persons and Relevant Locations Responsibility	Competent Person or Responsible Person	Location
First Aid at Work 3 day		
First Aid Box Locations		
First Aiders 1 day		
Minor pupil accidents	First aider	
Staff Accidents		
Accidents Notified to		
Accident Books		
RIDDOR Notifications by		
Fire Marshals	As per the Fire & Emergency Plan	
Assembly Points	As per the Fire & Emergency Plan	
Asbestos Survey / Local Asbestos Management Plan		
Legionella Risk assessment		
Fire risk assessments		
Playground Equipment Monitor		
Electrical Equipment Faults Nominated Person		

Appendix 5 **Relevant legislation**

Acts of Parliament

- The Corporate Manslaughter and Homicide Act - 2007
- Health and Safety at Work etc. Act 1974
- Health and Safety (Offences) Act 2008
- Offices, Shops and Railway Premises Act 1963
- The Regulatory Reform (Fire Safety) Order – 2005
- The Fire Safety Act 2021
- Building Safety Act 2022

Regulations

- Confined Spaces Regulations 1997
- Construction (Design and Management) Regulations 2015
- Control of Asbestos Regulations 2012
- Control of Noise at Work Regulations 2005
- Control of Substances Hazardous to Health Regulations 2002
- Control of Vibration at Work Regulations 2005
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Electricity at Work Regulations 1989
- Gas Safety (Installation and Use) Regulations 1998
- Gas Safety (Management) Regulations 1996
- Gas Safety (Rights of Entry) Regulations 1996

- Health and Safety (Miscellaneous Amendments and Revocation) Regulations 2017
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (Enforcing Authority) Regulations 1998
- Health and Safety (First- Aid) Regulations 1981
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Health and Safety (Training for Employment) Regulations 1990
- Health and Safety Information for Employees (Amendment) Regulations 2009
- Health and Safety Information for Employees (Modifications and Repeals) Regulations 1995
- Health and Safety Information for Employees Regulations 1989
- Lifting Operations and Lifting Equipment Regulations 1998
- Management of Health and Safety at Work Regulations 1999
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Pressure Systems Safety Regulations 2000
- Provision and Use of Work Equipment Regulations 1998
- Radiation (Emergency Preparedness and Public Information) Regulations 2001
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Safety Representatives and Safety Committees Regulations 1977
- Work at Height (Amendment) Regulations 2007
- Work at Height Regulations 2005
- Workplace (Health, Safety and Welfare) Regulations 1992