# Health and Safety Policy

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| Policy adopted: | April 2026 |
| Reviewed by: | Executive Team, Trustees |
| Review date: | February 2027 |

**Statement of Intent**

The Aspire Trust recognises that ensuring the Health and Safety of staff, pupils and visitors is essential to the success of the Trust.

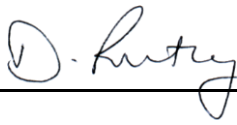
We are committed to:

a. Providing a safe and healthy working and learning environment.
b. Preventing accidents and work-related ill-health.
c. Meeting our legal responsibilities under health and safety legislation as a minimum
d. Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
e. Ensuring safe working methods and providing safe work equipment.
f. Providing adequate information, instruction, training and supervision.
g. Consulting with employees and their representatives on health and safety matters.
h. Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
i. Setting targets and objectives to develop a culture of continuous improvement.
j. Ensuring adequate welfare facilities exist throughout the Trust.
k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Health and Safety procedures will be adopted, and responsibilities will be appropriately assigned to ensure the aims of this policy are met. All Board members, staff and pupils will play their part in its implementation.

**Name:** Mark Shaw **Signature:**

**(Chair of Trustees)**

**Name:** Debra Rutley **Signature:** 

**(CEO)**

**Date:** March 2026

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# 2. Roles and Responsibilities

## 2.1 Introduction

2.1.1. The Board of Trustees for Aspire acknowledge the overall responsibility to provide and maintain safe and healthy conditions for all employees, pupils, contractors, the community and any other parties that may be affected by our work activities.

2.1.2. Each school/provision within the Aspire Trust will be responsible for disseminating this information to their staff and for implementing the policy.

2.1.3. To achieve compliance with the Statement of Intent, the management team will have additional responsibilities assigned to them as detailed in this part of the policy.

## 2.2 The Local Governing Body (Trustees)

2.2.1. The Local Governing Body is responsible for ensuring that:

a) The Health and Safety policy statement is clear, and it promotes a positive attitude towards health and safety for staff and pupils.
b) Those responsible for Health and Safety, including the CEO who has overall responsibility, is aware of their health and safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
c) Clear procedures to assess significant risks are fully implemented and ensure that safe working practices are adopted.
d) Sufficient funds are set aside with which to operate safe working practices.
e) Health and safety performance is monitored, failures in health and safety policy or implementation recognised, and policy and procedure revised as necessary.

## 2.3 CEO and CFOO

2.3.1. To be accountable to the Board of Trustees for the effective implementation of this policy.

2.3.2. Ensure the policy's objectives are fully met by

a) Planning, as necessary, to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.
b) Providing final authority on matters concerning health and safety at work.
c) Making decisions on health and safety issues based on a proper assessment of any risks to health and safety and ensuring the control of those risks appropriately.
d) Delegating specific responsibility for the implementation and monitoring of the Health and Safety Policy to the Operations Lead.

## 2.4 Manager/Officer Responsible for Health and Safety

2.4.1. The Operations Lead, working in conjunction with any appointed Health and Safety Consultants, and Heads of School/Service will advise the CEO and CFOO on the Health and

Safety policy. Acting for and on behalf of the CEO/CFOO, he/she has the responsibility for implementing and monitoring the policy.

2.4.2. The Operations Lead will achieve this by ensuring that:

a) This policy is communicated and made available to all relevant persons.
b) Appropriate information on significant risks is given to visitors and contractors.
c) Appropriate consultation arrangements are in place for staff and their safety representatives.
d) All staff are provided with adequate information, instruction and training on health and safety issues.
e) Additional responsibilities for health, safety and welfare are allocated to specific individuals, and they are informed of their duties and responsibilities and have sufficient experience, knowledge and training to undertake them.
f) Risk assessments of the premises and working practices are undertaken.
g) Safe systems of work are in place as identified from risk assessments.
h) Emergency procedures are in place.
i) Machinery and equipment are inspected and tested to ensure it remains in a safe condition.
j) Records are kept of all relevant health and safety activities, e.g. assessments, inspections, accidents, etc.
k) Arrangements are in place to inspect the premises and monitor performance.
l) Accidents are investigated, and any remedial actions required are taken or requested.
m) The activities of contractors are adequately monitored and controlled.
n) A report to the Trustees on the health and safety performance of the academy is completed and reviewed termly.

## 2.5 Staff Holding Posts/Positions of Special Responsibility

2.5.1. This includes the Heads of School/Service, other Senior Leadership Team, and Site staff. They must:

a) Apply the Trust's Health and Safety Policy to their department or area of responsibility and be directly responsible to the CEO for the application of the health and safety procedures and arrangements in their areas of responsibility.
b) Develop policies and procedures which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
c) Carry out regular health and safety risk assessments of the activities for which they are responsible and where necessary, report to the CEO/CFOO or Operations Lead.
d) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
e) Resolve health, safety and welfare problems that members of staff refer to them, and refer to Operations Lead any problems to which they cannot achieve a satisfactory solution within the resources available to them.
f) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
g) Ensure the provision of sufficient information, instruction, training and supervision to enable employees and pupils to manage risks, avoid hazards and contribute positively to their health and safety.

h) Ensure all accidents, incidents and near misses are recorded and investigated appropriately.

### 2.6 All Teaching/Support staff

2.6.1. Teachers/Support staff are responsible for:

a) Exercising adequate supervision of pupils and knowing the procedures in respect of fire, first aid and other emergencies, and to carry them out.
b) Following the health and safety procedures applicable to their area of work.
c) Giving clear oral and written health and safety instructions and warnings to pupils as often as necessary.
d) Ensuring the use of personal protective equipment and guards where necessary.
e) Making recommendations to their Head of School/Service on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
f) Integrating all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health and Safety in line with National Curriculum requirements for safety education.
g) Ensuring that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the premises without prior authorisation.
h) Regularly checking their classrooms for potential hazards and report any observed to the Head of School/Service or Operations Lead.
i) Reporting all accidents, defects and dangerous occurrences to the Head of School/Service or Operations Lead.

### 2.7 Site Cooks

2.7.1. The Cooks are responsible for the safe operation of the catering facilities at their site and must:

a) Be familiar with the Trust's Health and Safety Policy and other associated policies.
b) With support from the Operations Lead, prepare risk assessments for catering activities.
c) Ensure that any other kitchen staff are instructed and informed to work following policies, risk assessments, and procedures in place.
d) Inform the Operations Lead or Site Officer of any potential hazards or defects.
e) Be familiar with the current Food Safety legislation and the implications so far as the Trust is concerned.

2.7.2. Ensure that non-catering staff do not enter the kitchens or use the catering facilities and equipment without the prior agreement of the site cook/Operations Lead.

### 2.8 All staff

2.8.1 All employees must:

a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.

b) Observe all instructions on health and safety issued by the Trust, or any other person delegated to be responsible for a relevant aspect of health and safety.
c) Follow the guidance given in health and safety training received.
d) Report all accidents and near misses as per the reporting procedure.
e) Know and apply emergency procedures in respect of fire, first aid and other emergencies.
f) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
g) Inform their Line Manager of all potential hazards to health and safety, in particular those who are at serious or imminent danger.
h) Inform their Line Manager of any shortcomings they identify with regards to health and safety arrangements.
i) Exercise good standards of housekeeping and cleanliness.
j) Co-operate with any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive.
k) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

**2.9 Contractors and visitors**

2.9.1 All visitors (including contractors) must report to reception and sign in on arrival.
2.9.2 Visitors and contractors must report any injuries to their host as soon as possible.
2.9.3 When the premises are used for purposes not under the direction of the CEO, e.g. lettings, then the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.
2.9.4 All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Head of School/Service or Operations Lead of any risks that may affect the premises, staff, pupils and visitors.
2.9.5 All contractors must be aware of this health and safety policy, other relevant policies and emergency procedures and comply with these at all times.
2.9.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Operations Lead or Head of School/Service or their representative will take such actions as are necessary to protect the safety of staff, pupils and visitors.

**2.10 Pupils**

2.10.1 Pupils, in accordance with their age and aptitude, are expected to:
a) Exercise personal responsibility for the health and safety of themselves and others.
b) Observe standards of dress consistent with safety and/or hygiene.
c) Observe all the health and safety rules of the trust and in particular the instructions of staff given in an emergency.
d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

# 3. Arrangements

## 3.1 Introduction

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

3.1.2. The list provides a summary of all the key Health and Safety arrangements applicable to the Trust. More detailed policies and written procedures for a number of these areas are available on request.

## 3.2 Accident and Incident Reporting

3.2.1 Staff must report all accidents to the Operations Lead via Smartlog. The accident will be is investigated and reported to the Board of Trustees and the Health and Safety Executive as appropriate.

3.2.2 All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated and appropriate steps are taken to prevent a more serious reoccurrence.

## 3.3 Asbestos

3.3.1 All employees must be aware of and understand the importance of safe asbestos management.

3.3.2 The Operations Lead is responsible for ensuring that the Trust's Asbestos Log, where applicable, is read and signed by all contractors before starting any work on the premises.

3.3.3 Staff must not fix anything to walls, ceilings etc. without obtaining approval from the Head of School/Service, Operations Lead or Site staff.

3.3.4 Staff must report any damage to asbestos materials immediately to the Head of School/Service or Operations Lead.

3.3.5 Where damage to asbestos material has occurred the area must be evacuated and secured. The Operations Lead will immediately notify the CEO who will then inform the Chair of the Trustees by telephone.

## 3.4 Contractors

3.4.1 The Operations Lead is responsible for the selection and management of contractors.

## 3.5 Curriculum Safety (including off-site learning activities)

3.5.1 All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and pupils.

3.5.2 The risk assessments must be made known to all teaching and support staff and reviewed regularly.

3.5.3 Guidance from CLEAPSS, the Association for Physical Education and other lead bodies should be adopted as appropriate.

### 3.6 Display Screen Equipment

3.6.1 The Operations Lead is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.

3.6.3 Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

### 3.7 Educational Visits and Journeys

3.7.1 The Executive Head is responsible for appointing an Educational Visits Coordinator (EVC) for each site and providing them with suitable training and the necessary resources for them to complete their duties.

3.7.2 The Executive Head and the EVC are responsible for ensuring that all trust outings are managed in accordance with the trust policy for Educational Visits

3.7.3 Staff involved in Educational Visit should be familiar with the Trip and Visits Policy.

### 3.8 Electrical Safety

3.8.1 The Operations Lead is responsible for ensuring that the hard wiring system is inspected every five years by a competent person, and any identified remedial work is undertaken without delay.

3.8.2 The Operations Lead will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health and Safety Executive.

3.8.3 All staff must be familiar with school procedures and report any problems to the Operations Lead. Staff must not bring electrical equipment into trust without the permission of the Operations Lead.

### 3.9 Fire Precautions and Emergency Procedures

3.9.1 The Operations Lead is responsible for ensuring:

a) That a Fire Risk Assessment is completed by a competent person every three years.
b) Emergency plans and evacuation procedures for each site are regularly reviewed.
c) All staff complete Fire Safety Awareness training.
d) The preparation Personal Emergency Evacuation Plan (PEEP) for staff and/or pupils with special needs in conjunction with the Head of School/Service.

3.9.2 The Operations Lead, along with Site staff, are responsible for:

a) The maintenance and inspection of fire safety systems and reporting significant findings as appropriate.
b) The maintenance of exit/escape routes and signage.

c) Supervision of contractors.

3.9.3 All staff must be familiar with the emergency evacuation plan and fire safety procedures.

### 3.10 First Aid

3.10.1 The names of the qualified First Aiders are displayed on relevant notice boards.

3.10.2 First Aid supplies are kept centrally and in all practical subject areas. The designated person for each site will have overall responsibility for ensuring there are adequate stocks of first aid supplies and they are in date.

3.10.3 All staff must be familiar with the arrangements for first aid provision and the First Aid and Supporting Children with Medical Conditions policies.

3.10.4 Defibrillators are in place at each site and there is a process in place to regularly check they are ready for use in an emergency.

### 3.11 Hazardous Substances

3.11.1 The Operations Lead and Premises staff are responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed as per the Control of Substances Hazardous to Health Regulations (COSHH) before being used.

3.11.2 Substances that fall under COSHH must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

3.11.3 All staff are reminded that no hazardous substances should be used without the relevant permission. A member of staff who has received COSHH training will complete an assessment for any authorised products.

3.11.4 Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision.

3.11.5 Substances used in D&T, Art, and science should be assessed as per COSHH requirements and used in accordance with the generic assessments and guidance provided by CLEAPSS.

### 3.12 Inclusion

3.12.1 Aspire complies with the Trust's policies regarding inclusion, and all teaching and support staff should be familiar with these policies and supporting guidance.

3.12.2 The CEO is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with SEN.

3.12.3 All teaching and support staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.

3.12.4 The SENCO and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety and health of any student with SEN. No student should be excluded from an activity on the grounds of health and safety unless this is unavoidable due to the risk level identified by a risk assessment process.

3.12.5 Where it is considered essential to exclude a student from all or part of activity this exclusion must be authorised by the Head of School/Service.

### 3.13 Lettings/shared use of premises/use of Premises outside normal hours

3.13.1 The Operations Lead is responsible for ensuring that any use of the premises outside normal hours is managed in accordance with this policy, fire safety procedures and lettings policy.

3.13.2 The Operations Lead is responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on the use of facilities and equipment.

### 3.14 Lone Working

3.14.1 Lone workers can be defined as anyone who works by themselves without close or direct supervision.

3.14.2 Premises and cleaning staff may be regular lone workers, but teachers and other staff may also work in isolated classrooms/offices after regular hours or during holiday times.

3.14.3 Any member of staff working after hours must notify their Head of School/Service and Site staff of their location and intended time of departure.

3.14.4 Lone workers should not undertake any activities which present a significant risk of injury.

### 3.15 Managing Medicines and Drugs

3.15.1 No pupil is allowed to take medication on site without a letter of consent from his/her parent/carer.

3.15.2 Staff must notify the Head of School/Service if they believe a student to be carrying any unauthorised medicines/drugs.

3.15.3 The First Aid and Supporting Children with Medical conditions policies provide detailed guidance, and all staff should be familiar with these policies and follow their requirements.

### 3.16 Maintenance and Inspection of Equipment

3.16.1 Arrangements for the maintenance and inspection of equipment are recorded in the site maintenance schedule under the control of the Operations Lead.

3.16.3 All faulty equipment must be taken out of used and reported to the Operations Lead. Staff must not attempt to repair the equipment themselves.

### 3.17 Manual Handling and Lifting

3.17.1 The Operations Lead/Premises staff will ensure that any significant manual handling tasks are risk assessed, and eliminated where possible.

3.17.2 No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask Site Staff for assistance.

3.17.3 Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

3.17.4 Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

### 3.18 PE and Outdoor Equipment

3.18.1 The Head of Physical Education is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils.
3.18.2 The Operations Lead and Site Staff are responsible for ensuring playground/Outdoor equipment is inspected at least annually by a competent person and regularly by the Site team.
3.18.3 Risk assessments have been completed for all playground and PE activities, and all staff must be familiar with these.
3.18.5 All PE equipment must be visually checked before lessons and returned to the designated storage area after use.
3.18.6 Pupils must not use the PE or playground equipment unless supervised.
3.18.7 Any faulty equipment must be taken out of use and reported to the Operations Lead/Site team.

### 3.19 Personal Protective Equipment (PPE)

3.19.1 Where the need for PPE has been identified in risk assessments, it is the Teacher, working with the Head of Department or Operations Lead's responsibility to ensure adequate supplies of suitable PPE.
3.19.2 Where a need for PPE is identified by risk assessment, staff and pupils should wear PPE as per instructed on the risk assessment.
3.19.3 Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action.
3.19.4 PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their line manager in the first instance, if issues arise, there should be brought to the attention of the Head of School/Service or Operations Lead.

### 3.20 Risk Assessments

3.20.1 It is the responsibility of the person leading an activity that potential hazards are identified, and that a risk assessment is completed where necessary.
3.20.2 The Operations Lead will undertake risk assessments related to premises, maintenance and catering.
3.20.3 The Educational Visits Coordinators will ensure that risk assessments are completed by all staff who organise and lead Educational Visits.

### 3.21 Security

3.21.1 The Operations Lead and Site Staff are responsible for the security of the Trust's site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.
3.21.2 The Site staff are also responsible for the security of the site after normal school hours use and any lettings.
3.21.3 Access cards/key fobs are used to access the majority of Aspire premises. Staff must inform the Operations Lead or IT Manager if they lose their card or fob so that it can be deactivated.

3.21.4 Staff must query any visitor on the premises who is not wearing a visitor badge and escort them back to reception.
3.21.5 If an intruder becomes aggressive staff should seek assistance from other staff members using their two-way radio.
3.21.6 Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held virtually or by phone, if this is not possible, then these should take place in the reception area where assistance is available. The Head of School/Service should be notified in advance of these meetings where possible.
3.21.7 Incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to Head of School/Service, and the requirements set on section 3.30 should be followed.

### 3.22 Site Maintenance

3.22.1 The Operations Lead is responsible for ensuring the safe maintenance of the Trust premises and grounds and for ensuring cleaning standards are maintained.
3.22.2 The Site staff will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Operations Lead.
3.22.3 All staff are responsible for reporting any site issues via the 'Premises spreadsheet'. Tasks will be dealt with in priority order. Any non urgent tasks will be scheduled in as appropriate, which may mean waiting for a school holiday. When the matter is urgent and presents a health and safety or safeguarding risk, this should be communicated immediately to a Site officer or the Operations Lead to action as appropriate.

### 3.23 Smoking

3.23.1. It is illegal to smoke anywhere within the premises or grounds.

### 3.24 Training and Development

3.24.1 The Operations Lead is responsible for ensuring that staff Health and Safety training needs are completed and provide any identified training.
3.24.2 All new staff will receive specific information and training as part of their induction process.
3.24.3 All staff will receive Health and Safety and Fire Safety awareness training on an annual basis.
3.24.4 Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.
3.24.5 Health and safety will be an agenda item for staff on the September INSET day in each new academic year.

### 3.25 Stress and Wellbeing

3.25.1 The Trust has overall responsibility for stress and wellbeing of its employees, however, the Trustees and the CEO are responsible for taking steps to reduce the risk of stress in and to ensure colleagues are supported through:

a) An environment in which there is good communication, support, trust and mutual respect.
b) The provision of training to enable them to carry out their jobs competently.
c) Control to plan their work and seek advice as required.
d) Involvement in any significant changes.
e) Clearly defined roles and responsibilities.
f) Consideration of domestic or personal difficulties.
g) Individual support, mentoring and referral to outside agencies where appropriate.

### 3.27 Visitors

3.27.1 All visitors must sign in and out at the reception desk. This includes parents and peripatetic teachers/specialists. A badge will be issued which must be worn at all times whilst on the premises.
3.27.2 Visitors will be made aware of the emergency procedures and other safety information relevant to them.
3.27.3 Contractors undertaking maintenance work will be informed of the emergency procedures and any risks in their work area, e.g. asbestos, fragile roofs.

### 3.28 Working at Height

3.28.1 The Premises staff are responsible for the purchase and maintenance of all ladders on the premises.
3.28.2 All ladders conform to BS/EN 131 standard.
3.28.3 The Premises staff are also responsible for completing risk assessments for all working at height tasks on the premises.
3.28.4 Staff are reminded that `working at height' applies to all activities which cannot be undertaken whilst standing on the floor or activities carried out where a fall from height can take place.
3.28.5 When decorations or displays need to be put at height, a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.
3.28.6 Do not work at height when you are alone. If you are planning to use a step ladder, ask the Premises staff to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.
3.28.7 Your knees should be no higher than the top platform of the ladder.
3.28.8 Never overreach. Try always to keep one hand free on the ladder to steady yourself.

### 3.29 Control of Infections

3.29.1 The CEO is responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection risks.
3.29.2 Staff are responsible for complying with these controls.

### 3.30 Harassment, Violence/Aggression and Lockdown

3.30.1. Violence, threatening behaviour or abuse to staff will not be tolerated so all members of the Trust's community, and all visitors can be confident that they are operating within a safe environment;
3.30.2. Policies, procedures and risk assessments will consider the hazard of workplace harassment, assault and violence from pupils and others to staff;
3.30.3. Government guidance from the Department for Education, the Health and Safety executive and Unions are taken into account when risk assessments are completed;
3.30.4. Controls are implemented to reduce as low as reasonably practicable the risk of harassment, aggression, violence and stress from working in fear of violence or assault;
3.30.5. Individual student risk assessments or Care Plans will be completed when necessary;
3.30.6. Regular reviews to monitor the effectiveness of the control measures are completed;
3.30.7. The design of the trust premises will take into consideration the risks of violence, aggression and harassment;
3.30.8. Staff are provided with information, instruction and training to deal with difficult situations that they may encounter during their normal work activities;
3.30.9. Incidents of harassment, aggression or violence are reported, recorded and investigated in accordance with the Accident Reporting and Investigation procedure;
3.30.10. If a member of staff is subject of workplace harassment, aggression or violence, the trust will provide support to the affected employee, and appropriate action will be taken to prevent reoccurrence.
3.30.11. To enhance the learning environment and achieve a safe and secure community, the trust will participate and liaise with external organisations to develop protocols to reduce harassment, violence and aggression.
3.30.12. There is a lockdown procedure in place for each Aspire site detailing the procedures for staff and students to take to stay safe in case of a situation that may mean that staff; students and visitors may be safer if they were to stay in a locked classroom/office as opposed to congregate at an external assembly point.

## 3.31 New and Expectant Mothers

3.31.1 Staff that are new or expectant mother should notify their line manager as soon as practicable.
3.31.2 The Operations Lead is responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection.
3.31.2 The relevant manager should review the relevant risk assessments with the relevant staff to ascertain if further controls are required. If necessary, a specific risk assessment should be carried out for the new/expectant mother.
3.31.3 The school/academy should consider these risks when completing the risk assessment:

a) Working with hazardous substances
b) Stressful environments
c) Movement around the site (including stairs and distances between classrooms etc.)
d) Doing duties that involve physical effort which might be too arduous;
e) Standing for long periods
f) Inherent risks in certain departments, e.g. PE, Science
g) Manual Handling
h) Working in a confined working space
i) Using an unsuitable workstation

j) Infectious diseases
k) The provision of appropriate sanitary and rest facilities.

### 3.32 Supervision of pupils

3.32.1 Staff will actively promote sensible, safe behaviour to pupils.
3.32.2 Dangerous or risky behaviour displayed by pupils will be addressed and dealt with in the Trust rules.
3.32.3 Pupils will only be allowed into or stay in classrooms under adult supervision.
3.32.4 Appropriate supervision of toilets will be in place at all times
3.32.5 There must always be a responsible adult present when home tuition is taking place, for example, a parent or guardian.

### 3.33 Water hygiene management (control of Legionnaire' disease)

3.33.1 The Operations Lead will ensure that competent persons are engaged to manage the water system and control the spread of legionella bacteria.
3.33.2 The Trust will ensure a suitable and sufficient assessment as detailed in the COSHH Regulations and Approved Code of Practice L8 is carried out to identify and assess the risk of exposure to Legionella bacteria from work activities and the water systems on the premises and any necessary precautionary measures.
3.33.3 Where the risk assessment shows that there is reasonable foreseeability of risk, and this cannot be eliminated, a written scheme for controlling the risk from exposure will be written by a competent person. This scheme will specify measures to be taken to ensure that it remains effective;
3.33.4 The Trust will ensure that a suitable and sufficient monitoring regime is in place and that records are kept.

## 4. Conclusions

4.1 This Health and Safety policy reflects the Trust's serious intent to accept its responsibilities in all matters relating to Health and Safety. The clear lines of responsibility and organisation describe the arrangements which are in place to implement all aspects of this policy.

4.2 This Policy is supported by other associated policies that explain how the trust manages specific issues:
a) Trips and Visits Policy
b) First Aid Policy
c) Supporting Students with Medical Conditions Policy
d) Relevant Curriculum Policies and risk assessments

**Further Guidance and Resources**

Further guidance can be obtained from organisations such as the Health and Safety Executive (HSE) or Judicium Education. The following are some examples. The Health and Safety lead in the school will keep under review to ensure links are current.

- HSE
  https://www.hse.gov.uk/
- HSE - Sensible health and safety management in schools
  https://www.hse.gov.uk/services/education/sensible-leadership/index.htm
- Department for Education - Health and safety: responsibilities and duties for schools
  https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools
- National Education Union (NEU) – Health and Safety Advice
  https://neu.org.uk/health-and-safety-advice

**Further Resources**

- The Royal Society for the Prevention of Accidents (RoSPA) - Managing Safety In Schools and Colleges
  https://www.rospa.com/rospaweb/docs/advice-services/school-college-safety/managing-safety-schools-colleges.pdf