HAMPTON ACADEMIES TRUST
HEALTH AND SAFETY POLICY

Trust Health and Safety policy is applicable to all schools within the Trust.

Last Reviewed September 2025

Stephen Ebdell
Trust Estates Manager

Hampton Academies Trust: HEALTH AND SAFETY POLICY

Contents

Statement of Intent 4
Organisation 6
The Board of Trustees 6
The Local Governing Body 6
The Executive Head Teacher 6
The Director of Finance and Resources 6
The Trust Estates Manager 7
Head of School 8
Heads of Department / Heads of House 8
Teachers / Curriculum Support Staff 9
Site Staff 9
Kitchen 10
Health and Safety Representative(s) 10
School Employees 10
Educational Visits Co-Ordinator (EVC) 11
Temporary Staff 11
Students 11
Volunteer and Parent Helpers 11
Role of Specialist Advisers 11
Arrangements 12
Risk Assessment 12
School Trips 12
Working at Height 13
Noise 13
Violence to Staff 13
Security Arrangements 13
Personal Security / Lone Working 13
Hazardous Substances (Control of Substances Hazardous to Health (CoSHH)) 14
Personal Protective Equipment 14
School Transport 14
Manual Handling 14
Curriculum Safety (including extended School activities) 14
Work Experience Placement 14
Display Screen Equipment 15
Playground Supervision / Play Equipment and Maintenance 15
Premises 15

Mechanical and Electrical (fixed and portable) 15
Maintenance of Machinery and Equipment 15
Asbestos 15
Contractors 15
Building Contractors 16
Lettings 16
Slips Trips and Falls 16
Cleaning 16
Travel Arrangements (on-site) 16
Bus Duties 17
Caretaking and Grounds Maintenance 17
Gas and Electrical Appliances 17
Glass and Glazing 17
Water Supply / Legionella 17
Snow and Ice Gritting 18
Medical, Fire and Emergency Arrangements 18
Infectious Diseases 18
Dealing with Medical Conditions 18
Drug Administration 18
First Aid 18
Reporting of Accidents, Incidents and Near Misses 18
RIDDOR 19
Fire Safety and Emergency Evacuation 20
Crisis and Emergency Management 20
Location of Building 20
Monitoring Health and Safety Performance 21
Monitoring 21
Inspections 21
Review 21
Auditing 21
Training 21
Staff Health and Safety Training/ Competence 21
Supply and Student Teachers 22
Volunteer and Parent Helpers 22
Health and Wellbeing 22
Pregnant Members of Staff 22
Health and Well Being Including Absence Management 22

Smoking on Site 22
Environmental Management 22
Environmental Compliance 22
Disposal of Waste 23
Catering and Food Hygiene 23
Health and Safety Advice 23

Statement of Intent

The Board of Trustees, Local Governing Body and Executive Headteacher recognise and accept their responsibilities under law. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

The School is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed led by the School's Board of Trustees, Local Governing Body and Executive Headteacher.
The Trustees recognise their responsibility under the Health and Safety at Work Act, so far as is reasonably practicable, to:

- provide a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- maintain safe access to and egress from the premises;
- prevent accidents and work related ill health;
- assess and control risks from curriculum and non-curriculum work activities including offsite visits;
- comply with statutory requirements as a minimum;
- ensure safe working methods and provide safe equipment;
- provide effective information, instruction and training;
- monitor and review systems to make sure they are effective;
- develop and maintain a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- set targets and objectives to develop a culture of continuous improvement;
- ensure a healthy working environment is maintained including adequate welfare facilities;
- ensure adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- ensure safe use, handling and storage of substances at work.

In addition to the above commitment, the Board of Trustees, Local Governing Body and Executive Headteacher also recognise their obligations to non-employees and provide trainees, members of the public, students, contractors, etc, or anyone who is or may be affected by the Schools activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.
The Board of Trustees recognise the need to consult with staff on health and safety matters and the need to consult with individuals before the allocation of particular health and safety functions. This will be achieved by discussion through the School's safety committee procedure.

The Board of Trustees, Local Governing Body and Executive Headteacher shall ensure adequate resources, including finance to implement the Policy.

Copies of the School's Health and Safety Policy will be available electronically and in the 'Policies Folder' within the Staffroom. A copy will also be displayed on the Staffroom Noticeboard.

Hampton Academies Trust: HEALTH AND SAFETY POLICY

The Board of Trustees require the Health & Safety Committee to undertake an annual audit on health and safety matters in order to determine areas of concern and to determine the way forward.

The Board of Trustees, Local Governing Body and Executive Headteacher are committed to this Policy and all staff are required to comply. They are encouraged to support the Board of Trustees, Local Governing Body and Executive Headteacher's commitment to continuous improvement in the Schools health and safety performance. For the Policy Document to be effectively implemented, the School requires the full co operation of employees and others who use the premises.

This Policy Statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

This Policy Statement, together with the organisational structure and the following arrangements and procedures, has been approved by the Board of Trustees.

CHAIR OF TRUSTEES:

.....	.....	.....
SIGNATURE	**NAME**	**DATE**

EXECUTIVE HEAD TEACHER:

.....	.....	.....
SIGNATURE	**NAME**	**DATE**

Proposed date of review: .....

Organisation

In order to achieve compliance with the Board of Trustees, Local Governing Body and Executive Headteacher's Statement of Intent the School's normal management structure will have additional responsibilities assigned to them as detailed in this part of this Policy Document. A summary of individual duties including reporting arrangements and hence the organisation and accountability are as follows:

The Board of Trustees

The Board of Trustees has overall responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Executive Headteacher and Local Governing Body the Trustees shall ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the School, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.

The Local Governing Body

In consultation with the Executive Headteacher and the Board of Trustees, the Local Governing Body's main functions are to monitor all aspects of Health and Safety, including consideration of inspection reports, to prioritise actions where resources are required, ensure that follow up actions are taken, to discuss Health and Safety as part of the Governor's meeting agenda and to sign and ratify local Safety Policies including Fire and First Aid.

The Executive Head Teacher

The Executive Headteacher is required by the Board of Trustees to ensure the School's safety policy is effectively implemented and understood at all levels. The policy must be regularly monitored, effectively controlled and revised as necessary.

The Executive Headteacher is responsible for ensuring that all new, amended or updated material regarding health and safety matters is brought to the attention of the relevant personnel immediately upon receipt.

The Director of Finance and Resources

The Director or Finance & Resources shall ensure that the agreed procedure for reporting all defects, hazards and problems regarding health and safety matters functions efficiently and effectively.

The Director of Finance & Resources shall ensure that in all schemes of work that students, including work experience arrangements are in place regarding the adequate information, instruction, training and supervision for health and safety matters.

The day-to-day management of health and safety matters (NB duties not responsibility) shall be delegated to the Health & Safety Representative.

The Director of Finance & Resources shall be aware of all contractors and/or third parties entering the School to undertake maintenance, service or works contracts. This duty will be delegated to the Trust Estates Manager.

When building or maintenance work is carried out by contractors, it is the School's responsibility to ensure that a competent contractor is employed and to oversee the planning and safe execution of the work. This duty will be delegated to the Trust Estates Manager.

The Executive Headteacher/Director of Finance & Resources shall seek advice, when appropriate, from outside agencies who are able to offer expert opinions.

The Executive Headteacher/Director of Finance & Resources or the Trust Estates Manager shall have the right to stop what are considered unsafe practices, or the use of any plant, tools, equipment, machinery, etc., which they consider to be unsafe.

The Executive Headteacher/Director of Finance & Resources shall make arrangements for improvement to premises and (with appropriate member of staff) plant, tools and equipment which are the establishment's responsibility.

SThe Executive Headteacher/Director of Finance & Resources shall monitor and inform the Governing Body of appropriate training which has been or will be given to staff to enable them to fulfil their responsibilities. This will include new appointments and staff transferring to other roles/responsibilities within the School.

The Executive Headteacher/Director of Finance & Resources shall consult with approved trade union representatives on all health, safety and welfare matters and co-operate with them in the execution of their duties.

The Trust Estates Manager

The Trust Estates Manager has a day-to-day responsibility for ensuring compliance with the School Safety policy document and taking effective action and/or immediately referring to the Executive Headteacher/Director of Finance & Resources any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc. which are considered unsafe. The Trust Estates Manager is to:

- liaise with Heads of Department and to ensure safety procedures and policy agreements are adhered to.
- ensure good communication exists within the School adhering to principles as laid down by the Health & Safety Policy.
- be responsible for compiling a School Register identifying known hazardous substances and materials (e.g. asbestos, lead, flammables, etc.)
- liaise with the Executive Headteacher/Director of Finance & Resources to ensure that emergency procedures (including bomb scares) are adequate. (The Head of School is responsible for the evacuation of School premises.)
- be responsible for ensuring a competent person or specialist is consulted as necessary to advise on health and safety matters. Areas of concern are likely to be technical issues, sampling, monitoring and auditing requirements.
- be responsible for ensuring that a property survey of the School buildings/premises is carried out and that regular termly inspections are completed with defects reported accordingly.
- ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or remodeling schemes.

Under section 6 of the Health and Safety at Work Act the Trust Estates Manager is responsible for ensuring that everything received from suppliers (for direct School use), machinery, equipment, substances, etc, is accompanied by adequate information and instruction prior to use. (NB Use of Manufacturers' Data Sheets.)

The Trust Estates Manager must maintain a register of contractors who enter the School to undertake maintenance, service or works contracts and to ensure that all contractors are competent in their specific skills.

Head of School

The Head of School has day-to-day responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Local Governing Body and the Executive Headteacher, the Head of School shall ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the School, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Head of School shall maintain the profile of health and safety within the School by the development of safe working practices and conditions and shall ensure that health and safety standards are maintained at all times.

Heads of Department / Heads of House

Heads of Department are responsible and accountable to the Head of School for all matters relating to health, safety and welfare within their departments. Heads of House are similarly responsible and accountable in respect of areas that are designated "pastoral" areas as opposed to being "departmental" areas.

In the exercise of this responsibility Heads of Department must:-

- ensure that all staff under their control receive instruction in their duties, regarding health and safety matters.
- ensure that all staff under their control are adequately trained to carry out their duties efficiently and effectively.
- be aware of regulations, codes of practice and guidance notes appropriate to their specialist areas.
- produce their own departmental safety policy, defining safe working arrangements and bring it to the attention of members of staff including new entrants, supply teachers, etc.
- ensure that all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace. This is to include arrangements for facilities such as first aid equipment, protective clothing/equipment, registers, log books etc.

Under Section 6 of the Health and Safety at Work Act, Heads of Department are responsible for ensuring that everything received from suppliers - machinery, equipment substances, etc, - is accompanied by adequate information and instruction prior to use (NB "Use of Manufacturers' Data Sheets").

Heads of House must report to the Site Team all problems, defects and hazards.

Heads of Department and Heads of House must ensure that a copy of the Fire Drill regulations and assembly point are prominently displayed in all rooms and areas for which they are responsible.

Heads of Department must carry out regular safety inspections of the department. Priorities must be given to plant, machinery, equipment, electrical appliances and risk assessments to include use of substances.

The EU Directives require that Heads of Department carry out regular risk assessments in their departments. The assessment must take into account not only substances used but also operational practices to include machinery, plant, equipment and methods of work.

Heads of Departments are to complete a Health and Safety Checklist on an annual basis and submit this to the Trust Estates Manager.

Teachers / Curriculum Support Staff

Teaching Staff have a day-to-day responsibility for ensuring compliance with this Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the School and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the students in their classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Teaching staff and curriculum support staff are responsible and accountable to their Head of Department for the implementation of the School safety policy in the performance of their duties.

They must be familiar with the School's safety policy, the implications of that policy and equally any procedures, arrangements and practices relating to their department.

They must conform to responsibilities as laid down in their own departmental policy and safe working arrangements.

They must report to their Head of Department, using the agreed procedure, all problems, defects and hazards that are brought to their notice.

Supply teachers must be made aware of the School Health and Safety Policy and of any special arrangements or procedures relating to their work area before commencing work.

Site Staff

The Site Staff are responsible and accountable to the Trust Estates Manager for all matters relating to health, safety and welfare within the sphere of their activity.

Site Staff are responsible for compiling a site specific Register identifying known hazardous substances and materials (e.g. asbestos, lead, flammables, etc.)

The Site Staff must ensure they are familiar with the School's Safety Policy and that cleaning staff (contractual) are equally aware of any implications of the policy as it affects their work activities (e.g. storage arrangements, materials, equipment, substances, etc).

The Site Staff must report to the Trust Estates Manager using the School's procedure when reporting any defects or hazards that are brought to their notice.

Kitchen

The School Catering Contractor must:-

- familiarise themselves with the School's Health & Safety Policy and what it means to their work activities.
- work in conjunction with any Policy Statement, health and safety rules and guidance issued by their employer, in the case of external providers.
- ensure that all kitchen staff are instructed and informed to work in accordance with this document.
- be familiar with the Food Safety Act 1990 and the implications as far as the School is concerned.
- inform the Trust Estates Manager/Site Staff of any potential hazards or defects.

It is extremely important that new entrants/employees or part-time assistants are aware of health and safety practices and procedures in the kitchen.

Health and Safety Representative(s)

The Health & Safety Representative(s) shall fulfil their duties as well as being released by School for any appropriate training.

The Board of Trustees and Executive Headteacher recognise the role of Health and Safety Representatives who may be appointed by a recognised Trade Union.

Health and Safety Representatives shall:

- be allowed to investigate accidents, potential and actual hazards and dangerous occurrences,
- pursue employee complaints,
- present colleagues' concerns to management,
- be consulted by the Employer about issues relating to Health and Safety,
- carry out School inspections within directed time but, wherever practicable, outside teaching time.

Trade Union Representatives are entitled to certain information, e.g. information relating to accidents and to paid time away from the workplace to train for and carry out their Health and Safety functions. However representatives are not part of the management structure and do not carry out duties on behalf of the Executive Headteacher, Board of Trustees or Local Governing Body.

School Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. School Employees shall:

- comply with the School's Health and Safety Policy Document and procedures at all times,
- co-operate with School management in complying with relevant health and safety law,
- use all work equipment and substances in accordance with instruction, training and information received,
- report to their immediate line manager any hazardous situations and defects in equipment found in their work places,

- report all incidents in line with current incident reporting procedure,
- act in accordance with any specific health and safety training received,
- inform their Line Manager of what they consider to be shortcomings in the School's health and safety arrangements and
- exercise good standards of housekeeping and cleanliness.

Educational Visits Co-Ordinator (EVC)

The Educational Visits Co-ordinator (EVC) ensures that all off-site activities and Educational Visits, Regulations and standards for offsite visits are followed. The EVC works with Group Leaders to ensure the aim of the educational visit is achievable and in line with those of the School.

The EVC shall provide oversight and assistance for trip risk assessments as required. A separate Trips and Visits Policy is available for further information.

Temporary Staff

Temporary staff are provided with information and guidance which includes the Health and Safety Policy Document, Fire and Emergency Procedures etc. and are suitably inducted to their role. Temporary staff are directly accountable to the Head of School whilst on the School site.

Students

Students, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the School and in particular the instructions of staff given in an emergency, use and not willfully misuse, neglect or interfere with anything provided for their health and safety.

Volunteer and Parent Helpers

Volunteer and parent helpers are provided with information and guidance which includes health and safety, fire and emergency procedures etc. Volunteer and parent helpers are directly accountable to the teacher or staff member in charge whilst on the School site.

Role of Specialist Advisers

The Board of Trustees recognise there will be occasions when the School will require specialist advice on air monitoring, local exhaust ventilation systems (LEV) specific inspections, etc. The procedures to be adopted and recommendations for outside advice will be decided and clarified at School Health & Safety Committee level.

Arrangements

The Board of Trustees recognise that the way forward in achieving effective management of the School Health and Safety Policy and the arrangements necessary to fulfil the obligation is through each School's "Health & Safety Committee".

The Health & Safety Committee shall include but is not limited to:

Health & Safety Representative
Local Governor
Head of School
Trust Estates Manager
Head of Science
Head of Technology
Head of PE
Site Representative

The Trust recognises the importance of communication to staff, visitors, students, parents, volunteers, contractors etc. Information shall be communicated to all parties as and when required.

The Trust recognises the importance of consulting with employees on health and safety matters.

Risk Assessment

The School uses a risk assessment process and template as a standard for risk assessment and those of relevant professional bodies such as CLEAPPS/AfPE etc. Risk assessment is the responsibility of the School Leadership Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances.

The following staff are responsible for completion of risk assessments within the following areas:

Trust Estates Manager - general risk assessments & premises
Teacher of Art – Art Department
Teacher of PE – PE Department
Teacher of Science – Science Department
Teacher of Technology – Technology Department
EVC – School Trips
HR Manager – Personnel requirements

School Trips

The School complies with DFE Guidance on offsite visits and School journeys. A separate School trips procedure has been produced. The School trips procedure is held on the Staff Intranet with other local policies.

Working at Height

The risks associated with working at height are identified through risk assessment. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The School discuss and agree arrangements with staff. Where members of staff have pre-existing medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

Working at height tasks are only carried out by trained staff. The Trust Estates Manager is responsible for ensuring that six monthly documented ladder checks are carried out and all trained staff are responsible for checking ladders are in a fit state prior to each use.

Noise

The School is aware of their responsibility for assessing the risks of noise and where it is identified as a significant risk, the School ensures appropriate control measures are put in place.

Areas of increased noise levels are in the Music and Technology departments. Department Heads are responsible for evaluating and controlling these noise levels. Staff and students are provided with PPE where required.

Violence to Staff

The School are aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the School ensure appropriate control measures are put in place. Staff report any incident of aggression or violence directed to themselves through the Student Services Team.

Security Arrangements

Risks to security of the premises and property are assessed through the risk assessment process. The School is locked down during School hours. Visitors and Contractors must sign in and out at Reception and where required must be escorted by a member of staff. Should staff have any concerns about security they must immediately alert Reception who will inform the Site Team.

Personal Security / Lone Working

A lone worker is an employee who performs an activity that is carried out in isolation from other workers without close or direct supervision e.g. working outside of School operating hours.

The School ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety. Two-way radios and mobile phones are to be used to alert staff if assistance is required. Lone working must not be undertaken without the permission of their Line Manager.

Hazardous Substances (Control of Substances Hazardous to Health (CoSHH))

Where hazardous substances are used a designated employee carries out risk assessments and adopts a hierarchy of control, seeking to eliminate or substitute the risk first and foremost. Where necessary this Safety Policy Document is supplemented by a local Departmental Policy relating to the specific activities of the department or area.

The Trust Estates Manager, Teacher of Art, Head of Science and Teacher of Technology are responsible for applying CoSHH arrangements on their departments and for recording assessment and data sheets.

The Board of Trustees recognise there will be occasions to refer to outside specialists for air monitoring and the checks of ventilation systems already installed for the removal of dusts, vapors, gases, etc, (e.g. fume cupboards, woodwork, extraction, heat treatment, soldering, pressure cookers etc).

Provision will be made to ensure this takes place every 14 months. A register of all such tests will be kept by the respective Head of Department and Trust Estates Manager.

Personal Protective Equipment

Staff/Managers assess on the basis of risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required, PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring that they use PPE where it is provided.

School Transport

Risks associated with driving are evaluated within assessments for activities

Manual Handling

Risks of manual handling are communicated within general risk assessment.
Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. The Trust Estates Manager is responsible for assessing the appropriate approach to handling tasks.

Curriculum Safety (including extended School activities)

Heads of Departments ensure that risks related to curriculum areas are identified and controlled following the National Guidelines such as CLEAPSS. For any activity falling outside of National Guidance a risk assessment is carried out. An inventory of all equipment is completed by the Departmental Head and inventory records kept by Finance. All tools/equipment/machinery are checked, maintained and stored correctly.

Work Experience Placement

Work experience co-ordinators follow the working practices outlined in: 'Work-related learning and the law', Guidance for Schools and School-business link practitioners and 'Work experience a Guide for secondary Schools'.

Display Screen Equipment

The majority of staff within the School are not considered to be DSE users. The Trust Estates Manager ensures that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.

Playground Supervision / Play Equipment and Maintenance

Risk assessments have been carried out to identify potential hazards in the playground and their likelihood to cause harm. Procedures are in place to supervise students in all external areas and staff ratios for lunchtime supervision are kept to. The Senior Leadership Team are on call to deal with incidents.

Premises

Mechanical and Electrical (fixed and portable)

The School takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable.
Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely.
Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held by the Trust Estates Manager.

Maintenance of Machinery and Equipment

The School inspects and maintains its equipment on a regular basis; however the frequency of these inspections is much dependent on the use and type of equipment but is done in accordance with statutory requirements.

Asbestos

All Trust schools - Hampton College, Hampton College Primary Phase, Hampton Gardens Secondary School and Hampton Lakes Primary School were all constructed after 1999, therefore no asbestos was used in their construction.
Dogsthorpe Infant school was built in 1947 but has had all Asbestos removed.

Contractors

Contractors have regular access to site. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, students and other visitors on site. The School provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements. A copy of this policy is provided to them. Contractors are required to sign in at Reception and report to the Site Team who will explain the work required, prior to leaving site they are expected to advise the Site Team on the status of the work. Approved contractors will

be issued with a red door access card and are able to work unsupervised. Where possible, contractors are requested to attend site outside of School hours. Contractors are required to follow the same emergency evacuation procedures as School staff. Permits to work are issued and controlled by the Trust Estates Manager.

Building Contractors

Where part of the School site is required to be handed over to a contractor any hazards will be identified and controlled with effective supervision. Where possible work will be carried out when the School is unoccupied. Access arrangements and emergency arrangements will be agreed prior to contractors coming onto site.

Lettings

The School does let the facilities to organisations who meet the terms and conditions of the Lettings Policy. Please refer to the Lettings Policy for further information.

Slips Trips and Falls

The School recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The Site Team ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Site Team. All staff are expected to be vigilant and aware of possible hazards and to report these.

Cleaning

A cleaning schedule is in place with external contractor which is monitored by the Trust Estates Manager. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The School ensure general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.

Travel Arrangements (on-site)

a. Hampton Gardens car park is designated for use by staff, contractors and visitors. During the School day access into the car park is restricted by a barrier which is controlled by fobs issued to staff or via reception. The car park has a designated entrance and exit and a one way traffic system within which is clearly marked by arrows.
b. Hampton College car parks are designated for use by staff, contractors and visitors. The main car park has a designated entrance and exit and is shared with Vivacity Leisure Centre.
c. Hampton College Primary car park is designated for use by staff, contractors and visitors. At the end of the School day access and egress to the car park is controlled by a member of staff.
d. Hampton Lakes Primary car park is designated for use by staff, contractors and visitors. At the end of the School day access and egress to the car park is controlled by a member of staff.

e. Dogsthorpe Infant School car park is designated for use by staff, contractors and visitors. Parent parking is not permitted.

Bus Duties

a) Hampton Gardens does not have a designated School bus service. Any buses are parked in front of the main doors or in coned off bays in the main car park and students boarding and alighting the bus are supervised by the member of staff.
b) Hampton College / Hampton College Primary do not have a designated School bus service. Any buses are parked in the designated coach parking bays in the main car park and students boarding and alighting the bus are supervised by the member of staff.
c) Hampton Lakes does not have a designated School bus service. Any buses are parked in the drop off bay in the main car park and students boarding and alighting the bus are supervised by the member of staff.
d) Dogsthorpe Infant School does not have a designated School bus service. Any buses are parked on the main road in front of the school and all students boarding and alighting the bus are supervised by a member of staff.

Caretaking and Grounds Maintenance

The School identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process. Site staff carry out regular checks of the fire alarm system and sprinkler system and record these in the Log Book.

Grounds maintenance contractors where possible carry out work outside of School hours. If work needs to be done during School hours then procedures are in place to ensure that this does not impact on the delivery of lessons or exams.

Gas and Electrical Appliances

Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection. Annual inspections are overseen by the Trust Estates Manager.

Glass and Glazing

A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. All low level glazing (below 800 mm), such as glazing in doors and high risk glazing such as glazing within PE departments is toughened, laminated glass and complies with safety regulations or has been fitted with safety film. There is a system in place to ensure all broken glazing is reported through a known procedure and that the area is made safe immediately and repairs carried out as soon as possible. Glazing is also assessed during a regular site inspection.

Water Supply / Legionella

An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public. The named responsible person has a clear understanding

of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented and the site log book is used. A process is also in place to deal with any actions should they arise.

Snow and Ice Gritting

Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions. There is suitable storage for salt/grit and tools, (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available.

Medical, Fire and Emergency Arrangements

Infectious Diseases

The Schools follow the National Guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on infection Control in Schools and other Child Care Settings'.

Dealing with Medical Conditions

The Schools accommodate pupils with medical needs wherever practicable and makes reference to DFE circular - Supporting Pupils with Medical Needs in School which sets out the legal framework for the health and safety of pupils and staff. Responsibility for students' safety is clearly defined within individual care plans where necessary and each person involved with students with medical needs is aware of what is expected of them. Close cooperation between Schools, parents, health professionals and other agencies help provide a suitably supportive environment for those students with special needs.

Drug Administration

The Trust has a First Aid Policy which states the procedure for administering medication to students while at School and the responsibilities of Parents, Students and Staff. This Policy also covers any requirements for medication while on a residential trip.

First Aid

The School has a First Aid Policy and provides suitably trained first aid staff. Please refer to the First Aid Policy for further information.

Reporting of Accidents, Incidents and Near Misses

All staff are required to report accidents, incidents and near misses using Medical Tracker Completed forms will automatically be submitted to the Health & Safety Representative

who will investigate such incidents and identify and implement means to prevent a recurrence. This will be escalated to the Trust Estates Manager as required.

RIDDOR

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) some accidents must be reported to the HSE.

The employer must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of the reporting, the time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records. HR will hold records of such occurrences.

Accidents to employees the School needs to Report. The following incidents must be reported to the HSE if they injure either the School's employees during an activity connected with work, or self-employed people while working on the premises.

Reportable specified injuries:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
    - covers more than 10% of the body
    - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
    - leads to hypothermia or heat-induced illness
    - requires resuscitation or admittance to hospital for more than 24 hours
- accidents that result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury

Reportable occupational diseases:

- carpal tunnel syndrome
- severe cramp of the hand or forearm
- occupational dermatitis, e.g. from work involving strong acids or alkalis, including domestic bleach
- hand-arm vibration syndrome
- occupational asthma, e.g. from wood dust and soldering using rosin flux
- tendonitis or tenosynovitis of the hand or forearm
- any occupational cancer
- any disease attributed to an occupational exposure to a biological agent.

Reportable dangerous occurrences in Schools typically include:

- the collapse or failure of load-bearing parts of lifts and lifting equipment
- the accidental release of a biological agent likely to cause severe human illness

- the accidental release or escape of any substance that may cause a serious injury or damage to health
- an electrical short circuit or overload causing a fire or explosion.

HSE must be notified of fatal and major injuries and dangerous occurrences without delay (by telephone). This must be followed up within 15 days with a written report.

Other reportable accidents do not need immediate notification, but they must be reported to HSE within 15 days.

Fire Safety and Emergency Evacuation

A risk assessment has been carried out and a safety management plan is in place. The arrangements for general fire safety/emergency evacuation procedures will be in accordance with School procedures. The School "Fire Log Book" will be used and kept by the Site Staff to record tests, drills, training, visits by the Fire Brigade, etc.
An additional Fire Log Book is contained inside the fire panel, located in main reception. This is updated and maintained by the School's Fire & Security Contractor as a record of engineering and maintenance visits

Crisis and Emergency Management

A School Incident Management Team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The Team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans. The emergency plan is reviewed on an annual basis and after the practice emergency exercise, if deficiencies are found immediate corrections are made.

Location of Building

The local emergency services should be informed in writing about details of the School's location (giving ordinance survey grid references if necessary) and any particular circumstances that may affect access to the School. If the School has more than one entrance, emergency services should be given clear instructions on where or to whom they should report.

Monitoring Health and Safety Performance

Monitoring

Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, students, contractors and other visitors. Monitoring takes place in various formats, for example Health & Safety Committee, feedback following fire evacuations, change required due to student numbers, staff and student voice.

Inspections

The Board of Trustees require a report from the Executive Headteacher to confirm that departmental self-inspections have been carried out and that the monitoring to substantiate this has been undertaken by suitably qualified and experienced persons and hazards and risks associated with these are monitored and controlled.

The Board of Trustees, with the Executive Headteacher, shall identify from the report the strengths and weaknesses in the conduct of departmental inspections, in order to remedy situations and to plan successfully, future objectives regarding health and safety matters.

Review

The School has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the School, supplemented by various 'ad hoc' and un-planned checks and inspections.

Auditing

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the School ensures a complete health and safety audit by competent persons. The action points identified through the audit form part of the School development plan. The School engages the expertise of Health and Safety Consultants to carry out both Fire and Health and Safety Audits.

Training

Staff Health and Safety Training/ Competence

The Trust is committed to ensuring that staff are competent to undertake the roles expected of them. The Head of School/Heads of Department ensure that appropriate training is delivered and training records held centrally. Line managers conducting the Performance Management process consider health and safety performance and address areas of concern with employees, taking into consideration training needs and new legislation.

Supply and Student Teachers

The Trust's expectations are made clear to the Supply and Student Teacher through the provision of Supply/Student Teacher Handbook. Teachers on supply and Student Teachers are given a copy of the Staff Handbook, Health and Safety Policy Document and other relevant Policies. The Administration Manager is responsible for liaising with the Supply/Student Teacher on general School organisation and routines. When Supply and Student Teachers attend the Schools to cover for staff absence at short notice the Administration Manager gives guidance on the work to be covered.

Volunteer and Parent Helpers

Volunteer and parent helpers are subject to the Schools safeguarding arrangements. Volunteers receive an induction from the designated teacher for child protection and general health and safety and are expected to wear a visitors badge at all times and follow the School procedures. The teacher is the principal point of contact and volunteers are under their direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.

Health and Wellbeing

Pregnant Members of Staff

Members of staff who are pregnant must tell their employer about the pregnancy at least 15 weeks before the beginning of the week the baby is due. It is in the interest of the member of staff to inform the School in writing as soon as they can about the pregnancy, so that an appropriate risk assessment of their work routines can be carried out.

Health and Well Being Including Absence Management

The Trust regularly carries out a Wellbeing Survey and additional assessments as appropriate in conjunction with HR and Occupational Health advice. The Trust endeavors to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice. The HR Manager monitors absence levels and reports to the Personnel Committee on a regular basis.

Smoking on Site

The Trust operates a no smoking policy across all Schools. This includes the use of e-cigarettes and vapes.

Environmental Management

Environmental Compliance

The School seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.

Disposal of Waste

All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.

Catering and Food Hygiene

All catering contractors have in place a food hygiene management system and competent health and safety advice. All contractors are registered with the Local Authority.

Health and Safety Advice

The trust has access to competent advice from its Health and Safety Consultants. All queries should be directed through the Trust Estates Manager.

Page left blank intentionally