



HEALTH
& SAFETY
TRAINING, CONSULTANCY & ASSESSMENT

2026

Company Health & Safety Policy



C/O Bisham CoE Academy Trust

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Contents

Amendment List	3
Part 1 – Introduction and Statement of Intent	4
Introduction and Use of the Policy	4
Guidance on the Health and Safety Policy	4
Part 1 – Introduction and Statement of Intent	4
Part 2 – Organisation and Responsibilities	4
Part 3 – Arrangements for Health and Safety	5
Health and Safety Policy Statement	6
Environmental Policy Statement	7
Part 2 – Organisation and Responsibilities	8
General Responsibilities	8
Trust Board	9
CEO	10
Heads of School	10
Facilities/Estate Manager	10
Competent Person	10
Health and Safety Communication	10
Consultation with Employees/Staff	11
Information, Instruction and Training	11
Risk Assessments and Safety Management	11
Accidents, Incidents and Ill-Health	11
Emergency Procedures	12
Monitoring and Review	12
Policy Acknowledgement	12
Part 3 – Arrangements for Health and Safety	13
Working at Height - The Working at Height Regulations 2005	13
Accident and Dangerous Occurrence Procedures	13
First Aid Provisions	14
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	14
Accident Investigation	15
Buildings and Facilities Maintenance Work	15
Asbestos	17
Risk Assessments	17
Control of Substances Hazardous to Health	18
Electrical Safety	18
Battery Storage, Charging and Use including Lithium-Ion	19
Fire Safety	19
Manual Handling	20
Personal Protective Equipment (PPE)	20

Health And Safety Policy

Training and Capability.....	21
Temporary and Agency Staff	21
Transport Safety	22
Workplace Health Safety and Welfare	22
Housekeeping	23
Lone Working.....	23
Slip and Trip Hazards	23
Welfare Facilities	24
Display Screen Equipment	24
Violence and Aggression.....	25
Smoking Policy	25
Educational Visits and Off Site Activities	26
Safeguarding and Health & Safety Interface	26
Stress and Wellbeing	27

Amendment List

Date of Last Amendment	Reason for Amendment
1 st January 2026	Annual review

Part 1 – Introduction and Statement of Intent

Introduction and Use of the Policy

This document represents the Health and Safety Policy of Ashley Hill Multi Academy Trust. It defines and establishes the Trust's general policy for health and safety in accordance with the Health and Safety at Work etc. Act 1974 and associated legislation.

The policy sets out the Trust's commitment to ensuring, so far as is reasonably practicable, the health, safety and welfare of all employees, pupils, students, children, visitors, contractors and others who may be affected by its activities. It applies to all school premises, learning environments, educational activities (both curricular and extra-curricular), and Trust-controlled operations.

This document also defines:

The organisation and responsibilities for managing health and safety

The arrangements and procedures in place to control risks

The standards expected of all persons working for or on behalf of the Trust

This policy should be used in conjunction with related Trust procedures and supporting documents.

To use this policy effectively:

Read the contents list to locate relevant sections

Ensure all parts are read and understood

Refer to Part 3 for detailed arrangements and procedures

Raise any queries or concerns with your Line Manager or Head of School

Guidance on the Health and Safety Policy

This Health and Safety Policy sets out Ashley Hill Multi Academy Trust's general policy for protecting the health, safety and welfare of employees, pupils and others who may be affected by the Trust's undertaking.

In accordance with Section 2(3) of the Health and Safety at Work etc. Act 1974, this written statement:

States the Trust's general policy on health and safety

Describes the organisation and arrangements for implementing the policy

Is brought to the attention of all employees

Is monitored, reviewed and revised as necessary

This Health and Safety Policy consists of three main parts:

Part 1 – Introduction and Statement of Intent

This part describes the Trust's aims, values and commitment in relation to health, safety and welfare, including its duty of care towards pupils and staff and its approach to leadership, compliance and continual improvement.

Part 2 – Organisation and Responsibilities

This part allocates duties and responsibilities to key roles within the Trust to ensure the effective implementation of the policy.

While overall responsibility for health and safety rests with the Trust Board and Chief Executive Officer, all

individuals have a responsibility to comply with this policy and contribute positively to health and safety management.

Part 3 – Arrangements for Health and Safety

This part sets out the systems, procedures and controls in place to manage health and safety risks arising from the Trust's activities. It covers both premises-related risks and education-specific activities, and includes guidance on compliance with relevant legislation and recognised best practice.

Health and Safety Policy Statement

As the Trust Board and Senior Leadership of Ashley Hill Multi Academy Trust, we are responsible for and fully committed to ensuring the health, safety and welfare of all employees, pupils, students and children, together with visitors, contractors and others who may be affected by our activities.

We recognise that effective health and safety management is integral to the delivery of high-quality education and safeguarding, and we regard it as being of equal importance to teaching standards, wellbeing, security and governance. We are committed to a process of continual improvement, supported by effective leadership, consultation and monitoring.

It is our intention that all employees comply with this policy and with the requirements of the Health and Safety at Work etc. Act 1974 and all other relevant legislation. In particular, the Trust is committed to:

- Providing adequate control of health and safety risks arising from Trust activities
- Consulting with employees on matters affecting health and safety
- Providing and maintaining safe premises, plant and equipment
- Ensuring the safe handling, storage and use of substances
- Providing appropriate information, instruction, training and supervision
- Ensuring employees are competent to undertake their roles safely
- Preventing accidents and cases of work-related ill health
- Maintaining safe and healthy working and learning environments
- Reviewing and revising this policy as necessary and at least annually
- Providing sufficient resources, including financial resources, to implement this policy effectively

This policy applies across all Trust schools and activities.

Name: Isabel Cooke

Position: CEO

Signature: *Isabel Cooke*

Date: 01/02/2026

For and on behalf of Ashley Hill Multi Academy Trust

Environmental Policy Statement

Ashley Hill Multi Academy Trust recognises that its operations have an impact on the environment and is committed to managing those impacts responsibly. We aim to provide safe, healthy and sustainable learning environments for our pupils, students, children and staff, while supporting the wellbeing of the communities we serve.

We will:

- Comply with all relevant environmental legislation and guidance
- Consider environmental impacts when making planning, purchasing and disposal decisions
- Work to continually improve environmental performance
- Provide appropriate environmental awareness training to employees
- Monitor environmental performance through regular review
- Seek to prevent pollution and reduce waste
- Promote efficient use of energy and resources
- Re-use and recycle materials wherever practicable
- Use materials and processes that minimise harm to the environment
- Communicate and reinforce this policy throughout the Trust

Name:

Position:

Signature:

Date:

For and on behalf of Ashley Hill Multi Academy Trust

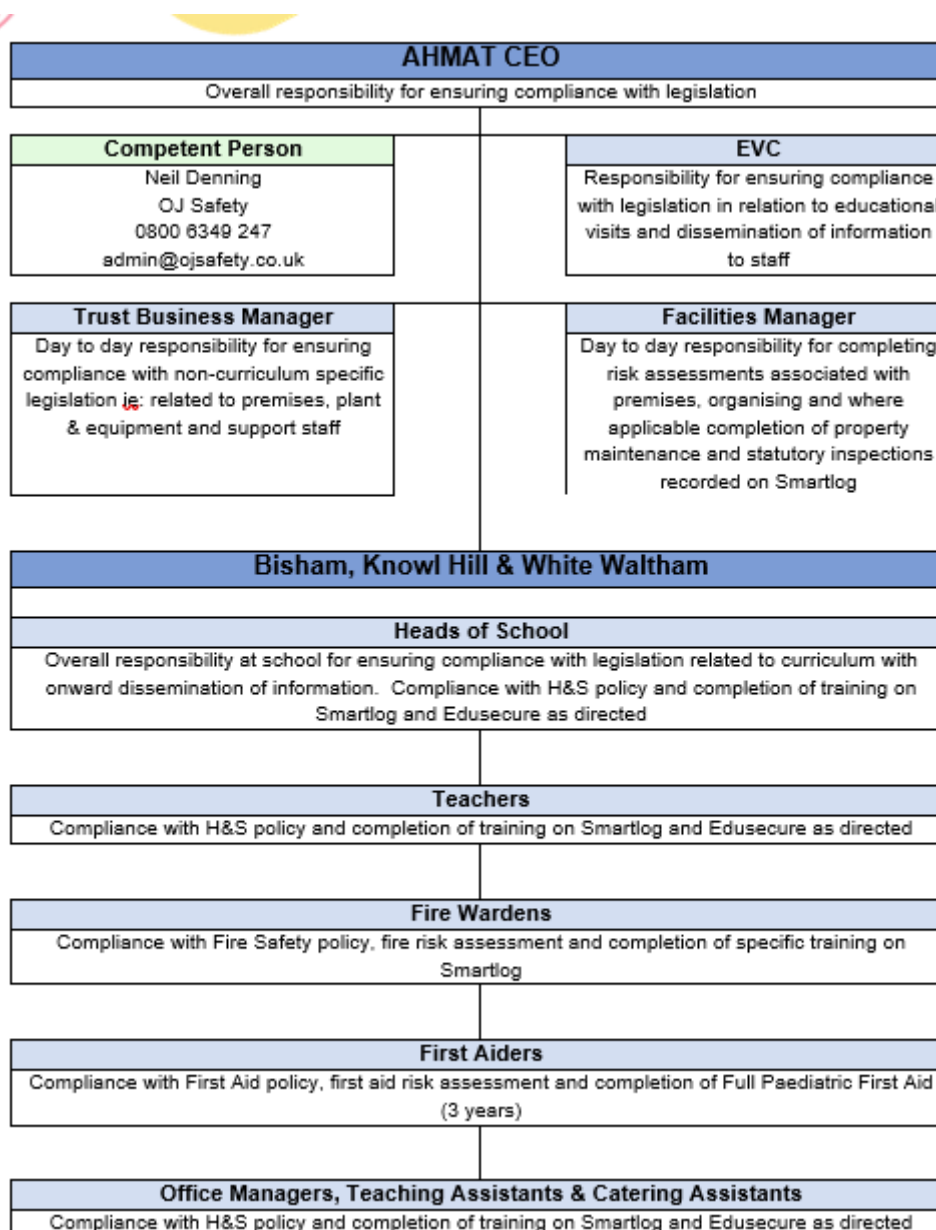
Part 2 – Organisation and Responsibilities

General Responsibilities

Ashley Hill Multi Academy Trust recognises its responsibilities under the Health and Safety at Work etc. Act 1974 and associated legislation. All employees are required to:

- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions
- Co-operate with the Trust to enable compliance with statutory duties
- Not intentionally or recklessly misuse or interfere with anything provided in the interests of health and safety
- Follow health and safety instructions, procedures and training
- Use equipment, systems and personal protective equipment correctly
- Report hazards, unsafe conditions, accidents, near misses and concerns promptly
- Assist with investigations where required

Health and safety communications should follow the organisational chart identified below.



Trust Board

Ashley Hill Multi Academy Trust recognises its responsibilities under the Health and Safety at Work etc. Act 1974 and associated legislation. All employees are required to:

- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions
- Co-operate with the Trust to enable compliance with statutory duties
- Not intentionally or recklessly misuse or interfere with anything provided in the interests of health and safety
- Follow health and safety instructions, procedures and training
- Use equipment, systems and personal protective equipment correctly
- Report hazards, unsafe conditions, accidents, near misses and concerns promptly
- Assist with investigations where required

CEO

The Chief Executive Officer is responsible for the day-to-day oversight of health and safety management across the Trust and will:

- Ensure this policy is implemented effectively across all Trust schools
- Ensure Heads of School are supported in fulfilling their health and safety duties
- Ensure suitable arrangements are in place for risk assessment, accident reporting and monitoring
- Ensure compliance with DfE, RPA and regulatory expectations
- Liaise with the Trust Board on health and safety performance
- Ensure serious incidents are investigated and reported as required

Heads of School

Each Head of School has overall responsibility for health and safety within their school and will:

- Implement the Trust Health and Safety Policy at school level
- Ensure safe systems of work are in place for curriculum and non-curriculum activities
- Ensure risk assessments are completed, reviewed and communicated
- Ensure staff receive appropriate induction, information and training
- Ensure pupil safety is prioritised at all times
- Ensure accidents, incidents and near misses involving pupils, staff or visitors are recorded and investigated
- Ensure fire safety arrangements, drills and emergency procedures are implemented
- Ensure contractor and visitor controls align with safeguarding requirements

Facilities/Estate Manager

The Facilities Manager is responsible for premises-related health and safety and will:

- Ensure the safe condition and maintenance of buildings, plant and equipment
- Manage statutory inspections and servicing (e.g. fire, electrical, gas, asbestos)
- Ensure risk assessments relating to premises are completed and reviewed
- Liaise with contractors and ensure safe working arrangements
- Ensure asbestos registers and building safety information are maintained and communicated
- Support Heads of School in addressing premises-related hazards

Competent Person

Ashley Hill Multi Academy Trust has appointed OJ Health and Safety as its Competent Person in accordance with the Management of Health and Safety at Work Regulations 1999.

The Competent Person will:

- Provide competent advice on health and safety matters
- Support policy development and review
- Assist with risk assessments and audits
- Provide advice on accident investigation and RIDDOR reporting
- Support fire risk assessments and emergency planning
- Support DfE, RPA and regulatory inspections

Health and Safety Communication

Effective communication is essential to health and safety management. Health and safety information will be communicated through:

- Induction and refresher training
- Staff meetings and briefings

Health And Safety Policy

- School noticeboards and staff areas
- Electronic systems and learning platforms
- Policy and procedure updates

Employees are encouraged to raise health and safety concerns promptly with their Line Manager or Head of School. Hazard reporting arrangements are in place to ensure concerns are recorded, reviewed and acted upon.

Consultation with Employees/Staff

Ashley Hill Multi Academy Trust is committed to consulting with employees on matters affecting their health and safety, in accordance with the Health and Safety (Consultation with Employees) Regulations 1996.

Consultation may include:

- Staff meetings and briefings
- Health and safety agenda items at leadership meetings
- Feedback following inspections, audits and incident reviews

Typical consultation topics include:

- Accident and incident trends
- Risk assessment findings
- Changes to procedures or working arrangements
- Training needs and effectiveness
- Emergency procedures

Information, Instruction and Training

The Trust will ensure that employees are provided with appropriate information, instruction, training and supervision to enable them to work safely. This includes:

- Induction training for new staff
- Role-specific health and safety training
- Refresher training where required
- Training linked to a Trust training matrix

Health and safety information, including emergency arrangements and key contacts, will be displayed in appropriate locations within schools.

Risk Assessments and Safety Management

The Trust will ensure that **suitable and sufficient risk assessments** are carried out and reviewed regularly. Risk assessments will cover:

- Premises and facilities
- Curriculum activities
- Educational visits and off-site activities
- Playgrounds, sports and PE
- Pupil behaviour-related risks
- Contractor activities

Findings will be communicated to relevant staff and actions monitored to completion.

Accidents, Incidents and Ill-Health

The Trust will ensure that:

- All accidents, incidents and near misses involving pupils, staff or visitors are recorded

Health And Safety Policy

- Serious incidents are investigated to identify root causes
- Corrective actions are implemented to prevent recurrence
- RIDDOR reporting is completed where required

Heads of School are responsible for local investigation, with escalation to the CEO and Trust Board where appropriate.

Emergency Procedures

Emergency procedures will be established, documented and communicated for each school. These include:

- Fire evacuation procedures
- Lockdown and security arrangements
- Medical emergencies

Emergency drills, including fire evacuation drills, will be carried out at least termly and records maintained.

Monitoring and Review

Health and safety performance will be monitored through:

- Routine inspections
- Audits
- Accident and incident review
- Training records
- Management and governor oversight

This policy and associated arrangements will be reviewed annually or sooner where significant changes occur.

Policy Acknowledgement

This Policy is to be read by all employees, as a condition of employment, and a certificate is to be signed and dated by each employee to confirm this.

A form is provided (for all employees (at induction for new employees) to sign to acknowledge that they have had the Health and Safety Policy brought to their attention. Once completed, this form is to be retained on individual personnel files and held in the main office.

Part 3 – Arrangements for Health and Safety

Working at Height - The Working at Height Regulations 2005

Ashley Hill Multi Academy Trust will avoid work at height wherever it is reasonably practicable to do so. Where work at height cannot be avoided, it will be properly planned, risk assessed and carried out safely by competent persons using suitable equipment.

Teaching and classroom-based staff are not expected to undertake work at height as part of their role. Work at height activities are restricted to trained premises staff or competent contractors who have been authorised to carry out such work.

Before any work at height takes place, a suitable and sufficient risk assessment will be completed, taking into account the task, the equipment to be used, the environment and the potential for falls or falling objects.

The following controls will be implemented where work at height is unavoidable:

- suitable access equipment will be selected for the task
- access equipment will be inspected before use
- work areas will be segregated to prevent pupil access
- staff will not overreach or misuse access equipment
- work will not be undertaken during adverse conditions
- emergency arrangements will be considered where appropriate

Furniture, chairs, desks or other unsuitable items must not be used as access equipment under any circumstances.

Accident and Dangerous Occurrence Procedures

Ashley Hill Multi Academy Trust recognises the importance of promptly reporting, recording and investigating all accidents, incidents and dangerous occurrences in order to protect pupils, staff and others, and to prevent recurrence.

All accidents, incidents and near misses involving pupils, employees, visitors or contractors must be reported as soon as reasonably practicable. This includes incidents that did not result in injury but had the potential to do so.

Where an injury occurs, appropriate first aid must be administered without delay and further medical assistance sought where necessary. In the event of a serious incident, emergency services must be contacted immediately.

All accidents and incidents will be recorded using the trust's approved reporting system. Records will include details of the incident, persons involved, any injuries sustained, and immediate actions taken.

Heads of School are responsible for ensuring that accidents and incidents occurring within their school are investigated proportionately to the severity of the incident. Investigations will seek to identify immediate causes, underlying causes and any failings in existing control measures.

Where required, corrective actions will be identified, implemented and monitored to completion to reduce the likelihood of recurrence. Lessons learned will be shared with relevant staff.

Serious incidents, including those involving significant injury, safeguarding concerns or potential reputational impact, will be escalated to the Chief Executive Officer and, where appropriate, the Trust Board.

Where incidents meet the reporting criteria under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, the Chief Executive Officer (or delegated competent person) will ensure that statutory notifications are made within the required timescales.

First Aid Provisions

Ashley Hill Multi Academy Trust will ensure that suitable and sufficient first aid provision is in place at all times in accordance with the Health and Safety (First Aid) Regulations 1981 and relevant guidance for educational settings.

First aid provision will be based on a risk assessment that takes into account the size of the school, the number of pupils and staff, the nature of activities undertaken, and the specific needs of pupils, including medical conditions and disabilities.

The trust will ensure that:

- an adequate number of trained first aiders are available during the school day
- paediatric first aiders are provided where required
- first aid cover is maintained during off-site activities and educational visits
- arrangements are in place to provide first aid during out-of-hours activities where applicable

First aid boxes will be clearly identifiable, appropriately stocked and located in suitable areas throughout the school, including classrooms, offices and communal spaces. First aid boxes will be checked regularly to ensure contents are complete and in date.

Information identifying first aiders and the location of first aid equipment will be displayed prominently and communicated to staff and pupils as appropriate.

All first aid treatment provided to pupils, staff or visitors will be recorded using the trust's approved recording system. Parents and carers will be informed of pupil injuries in line with school procedures.

Automated external defibrillators, where provided, will be maintained in accordance with manufacturer's instructions, registered as required, and their locations made known to staff.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Ashley Hill Multi Academy Trust will comply with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Certain work-related accidents, incidents, cases of ill health and dangerous occurrences must be reported to the relevant enforcing authority within the statutory timescales. This applies to incidents involving employees and, where applicable, pupils, visitors or contractors.

Reportable incidents may include, but are not limited to:

- fatalities
- specified injuries to employees
- over seven-day injuries to employees
- reportable occupational diseases
- dangerous occurrences
- injuries to non-employees, including pupils, resulting in them being taken directly to hospital for treatment

Health And Safety Policy

All incidents that may be reportable under RIDDOR must be brought to the attention of the Head of School as soon as possible. The Head of School will ensure that relevant information is passed to the Chief Executive Officer without delay.

The Chief Executive Officer, or a formally delegated competent person, is responsible for determining whether an incident is reportable and for ensuring that any required RIDDOR notification is submitted within the required timescale.

Records of reportable incidents and any associated investigations will be retained in accordance with statutory requirements and trust record-keeping arrangements.

Accident Investigation

Ashley Hill Multi Academy Trust recognises that effective investigation of accidents, incidents and dangerous occurrences is essential to prevent recurrence and to continually improve health and safety performance.

All accidents, dangerous occurrences and significant near misses involving pupils, staff, visitors or contractors will be investigated to a level proportionate to the severity and potential consequences of the incident.

Investigations will be carried out by the Head of School, or another appropriate member of the senior leadership team, with support from the Facilities Manager or the competent health and safety adviser where required. Serious incidents will be escalated to the Chief Executive Officer.

Accident investigations will aim to:

- establish the facts and sequence of events
- identify immediate causes
- identify underlying and root causes
- determine whether existing control measures were adequate and followed
- identify any failures in systems, procedures, training or supervision

The trust's approved accident investigation documentation will be used to record findings, conclusions and recommendations. Where required, witness statements, photographs, training records and relevant risk assessments will be reviewed as part of the investigation process.

Following an investigation, appropriate corrective and preventive actions will be identified, implemented and monitored to completion. This may include updating risk assessments, revising procedures, providing additional training or making changes to premises or equipment.

Where trends or recurring issues are identified, these will be reviewed by senior leadership and shared with relevant staff to promote learning and prevent similar incidents occurring elsewhere within the trust.

Records of accident investigations will be retained in line with trust procedures and statutory requirements.

Buildings and Facilities Maintenance Work

General Precautions

Ashley Hill Multi Academy Trust will ensure that buildings, plant and facilities are maintained in a safe condition to protect the health and safety of pupils, staff, visitors and contractors.

Health And Safety Policy

All maintenance and repair work will be planned, risk assessed and carried out by competent persons. Where work is undertaken by contractors, suitable arrangements will be in place to ensure that their activities do not place others at risk.

The Facilities Manager is responsible for the day-to-day management of premises-related health and safety, including:

- arranging statutory inspections and servicing
- coordinating maintenance activities
- ensuring defects are identified, recorded and rectified
- managing contractor access and supervision
- maintaining relevant records and documentation

Maintenance issues and defects will be reported through the trust's agreed reporting system and prioritised according to risk. Temporary control measures will be implemented where immediate remedial action is not possible.

Work activities will be planned to minimise disruption to the school day and, where necessary, scheduled outside normal school hours. Where maintenance work is undertaken during the school day, appropriate segregation, supervision and signage will be implemented to protect pupils and staff.

Electrical, mechanical and building services work will only be carried out by competent persons. Where isolation of services is required, this will be planned and communicated in advance.

Information relating to known hazards, including asbestos and live services, will be provided to contractors before work commences.

Control of Contractors

Ashley Hill Multi Academy Trust recognises its responsibility to manage and control the activities of contractors to ensure the health, safety and safeguarding of pupils, staff and others.

All contractors working on trust premises must be competent for the work they are undertaking and must comply with trust health and safety and safeguarding requirements at all times.

Before work commences, contractors will be required to:

- provide suitable risk assessments and method statements where appropriate
- provide evidence of competence, training and insurance
- receive relevant information about site hazards and emergency procedures
- confirm understanding of safeguarding arrangements

All contractors must sign in on arrival, wear visible identification at all times and follow site rules. Contractor identification will clearly indicate whether a contractor holds an appropriate DBS clearance. Contractors who do not hold DBS clearance will be supervised at all times and restricted from unsupervised contact with pupils.

Contractor activities will be planned to minimise risk to pupils and staff. Where possible, higher-risk activities will be carried out outside normal school hours. Work areas will be suitably segregated and clearly signed.

The Facilities Manager is responsible for overseeing contractor activities and ensuring that safe working practices are followed. Contractors who fail to comply with trust requirements may be instructed to stop work and leave the site.

Following completion of work, the Facilities Manager will ensure that work areas are left safe, tidy and free from hazards before being returned to normal use.

Asbestos

Ashley Hill Multi Academy Trust will manage asbestos in accordance with the Control of Asbestos Regulations 2012 to prevent exposure and protect the health of pupils, staff, contractors and others.

An asbestos management survey has been undertaken for trust premises where required, and an up-to-date asbestos register is maintained. The asbestos register is held by the Facilities Manager and is available for inspection by relevant staff and contractors.

Before any maintenance, refurbishment or intrusive work is undertaken, the asbestos register must be checked and relevant information communicated to those carrying out the work. Contractors must confirm that they have received and understood asbestos information before work commences.

Asbestos-containing materials will not be disturbed unless properly assessed and controlled. If asbestos-containing materials are suspected or damaged, all work must stop immediately, the area must be isolated, and the Facilities Manager informed without delay.

Only competent and appropriately licensed contractors will be engaged to carry out any work involving asbestos. All asbestos-related incidents, including accidental disturbance, will be reported, investigated and recorded in accordance with trust procedures.

Asbestos management arrangements will be reviewed periodically to ensure they remain effective and up to date.

Risk Assessments

Ashley Hill Multi Academy Trust will ensure that suitable and sufficient risk assessments are carried out for all activities, premises and situations that present a risk to the health and safety of pupils, staff and others.

Risk assessments will be used to identify hazards, evaluate risks and determine appropriate control measures. They will be proportionate to the level of risk and reflective of the specific school environment.

Risk assessments will be completed for, but not limited to:

- classrooms and learning environments
- playgrounds and outdoor areas
- curriculum and practical activities
- physical education and sports
- pupil behaviour-related risks
- educational visits and off-site activities
- premises, maintenance and contractor activities
- emergency situations

Risk assessments will be recorded and made accessible to relevant staff through the trust's agreed systems. Staff are expected to familiarise themselves with risk assessments relevant to their roles and to follow the control measures identified.

Risk assessments will be reviewed regularly and:

- at least annually
- when there is reason to suspect they are no longer valid

Health And Safety Policy

- following an accident, incident or near miss
- when significant changes occur to activities, staffing, equipment or premises

Heads of School are responsible for ensuring that risk assessments relevant to their school are completed, reviewed and implemented. The Facilities Manager is responsible for premises-related risk assessments. Support and advice will be provided by the competent health and safety adviser where required.

Any additional control measures identified through the risk assessment process will be implemented promptly and monitored to completion.

Control of Substances Hazardous to Health

Ashley Hill Multi Academy Trust will manage substances hazardous to health in accordance with the Control of Substances Hazardous to Health Regulations.

Hazardous substances used within trust schools include, but are not limited to, cleaning chemicals, science materials, maintenance products and other substances that may present a risk to health if not properly controlled.

The trust will ensure that:

- a register of hazardous substances is maintained where required
- safety data sheets are obtained and available
- suitable coshh risk assessments are completed
- appropriate control measures are implemented
- substances are stored, used and disposed of safely
- staff receive appropriate information, instruction and training

Access to hazardous substances will be restricted and controlled to prevent unauthorised use. Pupils will not have access to hazardous substances unless this forms part of a supervised and risk-assessed curriculum activity.

Where personal protective equipment is required to control exposure, it will be provided, maintained and used in accordance with instructions.

The Facilities Manager is responsible for overseeing coshh arrangements for premises-related substances. Heads of School are responsible for ensuring that coshh assessments relevant to curriculum activities are in place and followed.

Coshh assessments will be reviewed regularly and when substances, processes or activities change.

Electrical Safety

Ashley Hill Multi Academy Trust will ensure that electrical systems and equipment are maintained in a safe condition to prevent the risk of electric shock, burns and fire.

All fixed electrical installations will be inspected and tested at appropriate intervals by competent persons. Any defects identified will be recorded, prioritised and rectified within an appropriate timescale.

Health And Safety Policy

Portable electrical equipment will be subject to a programme of inspection and testing appropriate to its type and use. In addition, staff are expected to carry out basic visual checks before using electrical equipment and to report any defects immediately.

The trust will ensure that:

- electrical equipment is suitable for its intended use
- defective equipment is taken out of use and clearly labelled
- unauthorised repairs are not permitted
- extension leads and adapters are not misused
- electrical equipment is not used in wet or unsuitable conditions unless designed for that purpose

Only competent and authorised persons may carry out work on electrical systems or equipment. Where isolation of electrical supplies is required, this will be planned and communicated in advance.

Electrical safety arrangements will be monitored and reviewed as part of the trust's premises and health and safety management processes.

Battery Storage, Charging and Use including Lithium-Ion

Ashley Hill Multi Academy Trust recognises the increased fire risk associated with lithium-ion batteries and will take appropriate measures to manage their safe storage, charging and use.

Lithium-ion batteries and battery-powered devices may include staff and pupil electronic devices, portable equipment, power tools and other rechargeable items used within the school environment.

The trust will ensure that:

- battery charging is carried out in suitable, designated areas
- charging devices are not left unattended where practicable
- damaged, overheating or faulty batteries are removed from use immediately
- charging equipment is suitable and in good condition
- batteries are not charged near combustible materials
- spare batteries are stored safely and securely

Charging of devices overnight or outside normal supervision periods will be avoided unless appropriate control measures are in place.

Staff and pupils will be advised to report concerns relating to battery safety promptly. Confiscated or surrendered items, where applicable, will be managed in accordance with trust procedures.

Arrangements for lithium-ion battery safety will be reviewed as part of the fire risk assessment and wider health and safety monitoring processes.

Fire Safety

Ashley Hill Multi Academy Trust will comply with the Regulatory Reform (Fire Safety) Order 2005 and will take all reasonably practicable steps to reduce the risk of fire and to ensure the safety of pupils, staff and others in the event of a fire.

A suitable and sufficient fire risk assessment will be carried out for each school and reviewed regularly, or sooner if there are significant changes to the premises, activities or occupancy. Any significant findings and required actions will be recorded and monitored to completion.

Fire safety arrangements will include:

- appropriate fire detection and alarm systems
- emergency lighting

Health And Safety Policy

- suitable firefighting equipment
- clearly signed escape routes and exits
- fire doors maintained in effective working order
- fire safety signage

Fire wardens will be appointed and provided with appropriate training. Fire wardens are responsible for assisting with routine fire safety checks, supporting evacuations and reporting fire safety concerns.

Fire alarm call points will be tested weekly and emergency lighting will be tested in accordance with guidance. All tests, inspections and servicing will be recorded in the fire logbook.

Fire evacuation drills will be carried out at least termly and recorded. Drill arrangements will take account of pupil numbers, age groups and specific needs.

Personal emergency evacuation plans will be developed where required to support individuals who may need assistance during an evacuation.

All staff will receive fire safety awareness training and will be instructed on the actions to take in the event of a fire. Escape routes and fire exits must be kept clear at all times.

Manual Handling

Ashley Hill Multi Academy Trust will, so far as is reasonably practicable, avoid the need for hazardous manual handling activities. Where manual handling cannot be avoided, suitable and sufficient risk assessments will be carried out to reduce the risk of injury.

Manual handling activities may include moving furniture, equipment, resources, deliveries and maintenance materials. Pupils will not be expected to undertake manual handling tasks that could place them at risk.

The trust will ensure that:

- manual handling risks are identified and assessed
- mechanical aids are used where reasonably practicable
- loads are suitable and stable before being moved
- staff receive appropriate manual handling training
- manual handling activities are planned and supervised where required

Only staff who are appropriately trained and authorised may undertake higher-risk manual handling activities. Manual handling of pupils will not take place unless staff are specifically trained and authorised to do so and such handling is supported by an appropriate risk assessment.

Staff are expected to report any concerns relating to manual handling activities, equipment or injuries promptly so that appropriate action can be taken.

Personal Protective Equipment (PPE)

Ashley Hill Multi Academy Trust will provide suitable personal protective equipment where risks to health and safety cannot be adequately controlled by other means.

Personal protective equipment may be required for certain activities, including premises maintenance, cleaning tasks, science or practical activities and specific curriculum-based work where identified by risk assessment.

The trust will ensure that:

- personal protective equipment is suitable for the task and user
- equipment is provided free of charge where required

Health And Safety Policy

- staff receive instruction and training on correct use
- equipment is properly maintained, cleaned and stored
- defective or damaged equipment is replaced promptly

Personal protective equipment must be worn in accordance with risk assessment requirements and instructions provided. Staff are responsible for using personal protective equipment correctly and reporting any defects or concerns.

Pupils will only be required to use personal protective equipment where this is necessary for a supervised and risk-assessed activity and where appropriate instruction has been provided.

Training and Capability

Ashley Hill Multi Academy Trust recognises that effective health and safety management depends on staff being competent to carry out their roles safely.

The trust will ensure that all employees receive appropriate health and safety training, information and instruction relevant to their role, the activities they undertake and the risks they may encounter.

Health and safety training will include:

- induction training for new staff
- role-specific training appropriate to duties and responsibilities
- refresher training where required
- fire safety training
- first aid training for designated staff
- safeguarding-related training where health and safety interfaces apply

Training needs will be identified through risk assessments, changes to roles or activities, accident investigations and monitoring processes.

Health and safety training is planned, recorded and monitored through the trust's training matrix and electronic systems. Records of training and competence will be retained and made available for review.

Staff are expected to participate in required training and to apply the knowledge and skills gained in their day-to-day work. Managers and Heads of School are responsible for ensuring that staff under their supervision are suitably trained and competent.

Temporary and Agency Staff

Ashley Hill Multi Academy Trust recognises that temporary and agency staff may be unfamiliar with trust premises, procedures and arrangements and therefore require appropriate information and instruction before commencing work.

All temporary and agency staff will receive a suitable induction that includes:

- health and safety arrangements relevant to their role
- emergency procedures, including fire evacuation
- safeguarding expectations and reporting routes
- site rules and supervision arrangements
- any specific risks associated with their work activities

Temporary and agency staff will be made aware of who to report concerns to and how to report accidents, incidents, hazards or near misses.

The trust will ensure that appropriate checks, including safeguarding and vetting requirements, are completed before temporary or agency staff are engaged. Agency providers will be required to confirm that individuals supplied are competent, suitably trained and authorised to undertake the work.

Heads of School and line managers are responsible for ensuring that temporary and agency staff are supervised as necessary and that they are not allocated tasks beyond their level of competence.

Transport Safety

Ashley Hill Multi Academy Trust will manage transport activities to ensure the safety of pupils, staff and others during travel associated with trust activities.

Transport activities may include the use of minibuses, coaches, taxis, public transport and private vehicles for educational visits, sporting activities and other off-site events.

The trust will ensure that:

- transport arrangements are planned and risk assessed in advance
- vehicles used are suitable, roadworthy and appropriately insured
- drivers are competent, authorised and hold the appropriate licence
- seatbelts are fitted and worn where provided
- pupil supervision arrangements are suitable for the age and needs of pupils

Where trust-owned or hired minibuses are used, only authorised drivers who have received appropriate training and instruction will be permitted to drive. Vehicle checks will be carried out in accordance with trust procedures.

Where coaches or taxis are used, reputable providers will be selected and appropriate checks undertaken.

Where parents or carers are involved in transporting pupils other than their own children, appropriate safeguarding checks, including DBS requirements, must be in place before transport arrangements are agreed.

Transport arrangements for educational visits will form part of the overall visit risk assessment and will be managed in line with trust educational visits procedures.

Workplace Health Safety and Welfare

Ashley Hill Multi Academy Trust will provide and maintain suitable welfare facilities and a safe working and learning environment in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

The trust will ensure that school premises provide:

- adequate toilet and washing facilities
- a supply of clean drinking water
- suitable facilities for rest and meal breaks for staff
- appropriate ventilation, lighting and temperature control
- safe access to and egress from buildings

Classrooms, offices, staff rooms and communal areas will be maintained in a clean, safe and hygienic condition. Arrangements will be in place for cleaning, waste removal and pest control where required.

The trust will take reasonable steps to ensure that the working environment supports staff wellbeing and pupil comfort, taking into account factors such as noise, overcrowding and layout of learning spaces.

Any defects or concerns relating to workplace conditions or welfare facilities must be reported promptly so that appropriate action can be taken.

Housekeeping

Ashley Hill Multi Academy Trust recognises that good housekeeping is essential to maintaining a safe environment and reducing the risk of accidents, particularly slips, trips and falls.

All areas of the school, including classrooms, corridors, stairways, offices, storage areas and external spaces, will be kept tidy and free from unnecessary obstructions.

The trust will ensure that:

- floors are kept in good condition and free from spillages
- walkways, stairways and fire escape routes are kept clear at all times
- equipment and resources are stored safely when not in use
- waste is removed regularly and disposed of appropriately
- cleaning activities are planned to minimise risk to pupils and staff

Spillages will be dealt with promptly, and temporary warning signage used where required.

Staff and pupils are encouraged to take responsibility for maintaining tidy work and learning areas and to report any housekeeping issues or hazards as soon as they are identified.

Lone Working

Ashley Hill Multi Academy Trust recognises that some staff may be required to work alone or without close supervision at certain times. Lone working will be avoided where it is reasonably practicable to do so.

Where lone working cannot be avoided, the trust will ensure that the risks associated with lone working are assessed and that suitable control measures are implemented to protect staff and others.

Lone working may occur during:

- early morning or late evening activities
- site opening and closing duties
- premises maintenance tasks
- out-of-hours events or meetings

The trust will ensure that:

- lone working arrangements are risk assessed
- staff know how to summon assistance in an emergency
- appropriate communication arrangements are in place
- access to premises is controlled and secure
- safeguarding considerations are addressed

Staff must inform a designated person when working alone outside normal hours and follow agreed check-in arrangements where required.

Concerns relating to lone working must be reported promptly so that arrangements can be reviewed and improved where necessary.

Slip and Trip Hazards

Ashley Hill Multi Academy Trust recognises that slips, trips and falls are a common cause of injury and is committed to reducing the risk of such incidents across all trust premises.

The trust will manage slip, trip and fall risks through effective planning, maintenance and housekeeping arrangements. Particular consideration will be given to areas frequently used by pupils, including classrooms, corridors, stairways, entrances and outdoor play areas.

The trust will ensure that:

- floors and surfaces are maintained in good condition
- spillages are dealt with promptly
- appropriate floor coverings are used
- lighting levels are adequate
- steps and changes in level are clearly identified
- handrails are provided where required
- external areas are monitored for weather-related hazards

Staff are expected to report defects such as damaged flooring, loose mats, uneven surfaces or inadequate lighting as soon as they are identified so that remedial action can be taken.

Slip and trip risks will be considered as part of routine inspections, risk assessments and accident investigations, with control measures reviewed where necessary.

Welfare Facilities

In accordance with the Workplace (Health, Safety and Welfare) Regulations 1992 the local manager is responsible for ensuring the provision and administration of welfare facilities, including:

- Sanitary conveniences and washing facilities.
- Drinking water.
- Accommodation for clothing and facilities for changing.
- Facilities for rest and to eat meals.

Employees who find problems with the welfare facilities provided are to report them as soon as possible.

Display Screen Equipment

Ashley Hill Multi Academy Trust will manage risks associated with the use of display screen equipment in accordance with the Health and Safety (Display Screen Equipment) Regulations.

Display screen equipment may be used by staff in offices, classrooms and other areas for administrative, teaching and planning purposes. The trust recognises that prolonged or poorly managed use of display screen equipment can lead to discomfort or injury.

The trust will ensure that:

- suitable workstation assessments are carried out for staff who are designated display screen equipment users
- workstations are set up to reduce the risk of musculoskeletal disorders
- staff receive information and guidance on safe use of display screen equipment
- equipment and furniture are adjustable where reasonably practicable
- lighting and glare are managed appropriately

Staff who are regular users of display screen equipment are encouraged to take regular breaks from screen use or to vary their tasks where possible.

Where required, staff will be entitled to appropriate eye and eyesight tests in accordance with the regulations.

Concerns relating to display screen equipment or workstation setup must be reported so that adjustments can be made where necessary.

Violence and Aggression

Ashley Hill Multi Academy Trust will not tolerate violence, threats, abuse or aggressive behaviour towards staff, pupils or others while on trust premises or engaged in trust activities.

Violence and aggression may arise from a range of sources, including pupil behaviour, parents or carers, visitors or members of the public. The trust is committed to taking reasonable steps to reduce the risk of such incidents and to support those affected.

The trust will ensure that:

- risks of violence and aggression are identified and assessed
- appropriate control measures are implemented
- staff receive guidance on managing challenging behaviour where relevant
- incidents are reported, recorded and investigated
- support is provided to staff affected by violent or aggressive incidents

All incidents of violence, aggression or threatening behaviour must be reported as soon as reasonably practicable using the trust's reporting arrangements. Serious incidents will be escalated to the Head of School and Chief Executive Officer.

Where appropriate, incidents will be managed in line with the trust's behaviour, safeguarding and disciplinary procedures. External agencies may be involved where required.

The trust will take appropriate action to reduce the likelihood of recurrence, including reviewing risk assessments, procedures, supervision arrangements and training needs.

Smoking Policy

Ashley Hill Multi Academy Trust is committed to providing a healthy and safe environment for pupils, staff and visitors.

Smoking, including the use of e-cigarettes and vaping devices, is prohibited on all trust premises and grounds at all times. This includes buildings, outdoor areas, vehicles and any other areas under the control of the trust.

The smoke-free policy applies to:

- all employees
- pupils
- parents and carers
- visitors
- contractors
- volunteers

Staff are expected to support and enforce this policy and to challenge breaches in a professional and appropriate manner.

Breaches of this policy by staff may be managed through trust disciplinary procedures. Breaches by visitors or contractors may result in removal from the site.

Educational Visits and Off Site Activities

Ashley Hill Multi Academy Trust recognises that educational visits and off-site activities form an important part of the curriculum and enrichment of pupils, and that such activities require careful planning and management to ensure the safety and wellbeing of all participants.

All educational visits and off-site activities will be planned, risk assessed and managed in accordance with trust procedures and relevant guidance.

The trust will appoint a suitably competent Educational Visits Coordinator (EVC). The EVC is responsible for overseeing the planning, approval and monitoring of educational visits and for providing advice and guidance to staff organising visits.

Arrangements for educational visits will include:

- completion and review of suitable and sufficient risk assessments
- consideration of the age, needs and abilities of pupils
- appropriate staff to pupil supervision ratios
- arrangements for transport and travel
- emergency and contingency planning
- safeguarding considerations, including supervision and conduct
- communication of relevant information to staff, pupils and parents or carers

All staff leading or supervising educational visits must follow trust procedures and ensure that control measures identified in risk assessments are implemented.

Where external providers or venues are used, appropriate checks will be undertaken to ensure that activities are suitably managed and that risks are controlled.

Educational visits will not proceed unless they have been appropriately planned, assessed and approved in line with trust arrangements.

Safeguarding and Health & Safety Interface

Ashley Hill Multi Academy Trust recognises that health and safety arrangements operate alongside, and support, safeguarding systems to protect pupils, staff and others.

While health and safety and safeguarding are managed through separate policies and procedures, there are situations where concerns may overlap. In such cases, safeguarding considerations will always take priority.

Health and safety arrangements will take account of safeguarding requirements, including:

- supervision of pupils and vulnerable persons
- management of visitors and contractors
- site security and controlled access
- educational visits and off-site activities
- response to accidents, incidents and concerns involving pupils

Any health and safety incident, concern or observation that may give rise to a safeguarding issue must be reported immediately in line with the trust's safeguarding procedures.

Staff are expected to remain vigilant and to escalate concerns promptly through the appropriate safeguarding reporting routes.

The trust will ensure that staff receive appropriate training and guidance so that they understand the relationship between health and safety and safeguarding responsibilities.

Stress and Wellbeing

Ashley Hill Multi Academy Trust recognises that work-related stress can affect health, wellbeing and performance, and is committed to taking reasonable steps to identify, manage and reduce stress within the workplace.

The trust will seek to promote a positive working environment that supports staff wellbeing and recognises the demands placed on employees within an educational setting.

Arrangements to manage work-related stress include:

- identifying stress-related risks through risk assessment and monitoring
- reviewing workloads, working arrangements and organisational change
- providing appropriate support and management intervention where concerns are identified
- monitoring absence, turnover and return-to-work information
- encouraging open communication between staff and managers

Staff are encouraged to raise concerns relating to stress or wellbeing with their line manager, Head of School or through other appropriate support routes.

Where necessary, referrals may be made to occupational health or other support services in line with trust procedures.

Stress risk assessments will be reviewed where concerns are identified or where there are significant changes to roles, workloads or working arrangements.