

**St. Joseph's Specialist Trust**  
**Amlets Lane, Cranleigh**  
**Surrey, GU6 7DH**

Website: [www.st-josephscranleigh.surrey.sch.uk](http://www.st-josephscranleigh.surrey.sch.uk)

# **Health & Safety Policy**



*Christ in our Lives*  
*'No limits ... just possibilities'*

Your Life ... Your Way

*Reviewed: February 2026*  
*Cycle: Annual*

**STATUTORY POLICY**  
**WEBSITE POLICY**  
**GOVERNOR POLICY**

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## Section 1 – Introduction

St Joseph's Specialist Trust (The Trust) is a non-maintained specialist school and college for children and young people with complex learning and associated difficulties, the provision of residential accommodation for children and young people and supported housing for adults both with complex learning and associated difficulties.

The Board of Trustees and Governors recognise their legal obligations as 'The Employer' to ensure the health, safety, and welfare of employees, young people, tenants and others directly affected by the activities of The Trust, so far as is reasonably practicable. The performance of these obligations is delegated to The Executive Principal.

The Trust is committed to promoting good health and safety practices and supporting all relevant persons contribute to a positive safety culture.

## Scope and Purpose

This Health and Safety Policy is designed to meet the requirements of Section 2 (3) of the Health and Safety at Work etc. Act 1974, and Regulation 5 of the Management of Health and Safety at Work Regulations 1999.

This Policy applies throughout The Trust including our premises, activities and the people involved.

This document comprises five sections:

- Section 1 – Introduction
- Section 2 - General Statement of Policy – signed by the Chair of the Board of Trustees and Governors confirms The Trust's commitment towards Health, Safety and Welfare;
- Section 2 – Roles and Responsibilities – contains details of roles and responsibilities for the management of Health and Safety;
- Section 3 - Arrangements to deliver this policy - developed to support this Policy and outlining the broad aims and objectives for managing specific health and safety risks;
- Section 4 – Risk Management and Performance Monitoring and Review – explains the risk management strategy and how The Trust intends to monitor and measure performance to meet its health and safety goals.

## Dissemination and Implementation

For health and safety management to be effective, this policy needs to reflect our aims and objectives, be accessible to all stakeholders and be integrated into everyday working practice.

To achieve this, the Health and Safety Policy will be:

- subject to periodic review by the Health and Safety Committee;
- made available by the best practical means to employees; and
- available to all stakeholders on request (in an appropriate format).

## Advice, Information and Guidance

Further advice, information or guidance on health, safety or statutory compliance can be obtained by contacting any of the following:

- Director of Estates and Facilities
- Director of Human Resources
- Head of Safeguarding
- Executive Principal
- The Health and Safety Executive (HSE) Website:  
<https://www.hse.gov.uk/services/education/index.htm>

## **Section 2 – General Statement of Policy**

It is the policy of The Trust to secure so far as reasonably practical the health, safety and welfare of all employees and to protect the children and young people in our care, visitors and others who may be affected by our activities.

We, the Members of The Board of Trustees and Governors, seek to:

- Provide conditions and systems of work for all employees which avoids harm. This involves risk assessments being carried out where appropriate to enable the hazards and risks to be identified, practical and proportionate control measures to be implemented and standards of safety to be adopted and enforced.
- Ensure that all plant and equipment is fit for purpose and acquired through reliable sources; that it is maintained and inspected regularly and that hazardous plant/ equipment is only operated by personnel who are trained and authorised or appropriately supervised.
- Ensure arrangements are made for the safe storage, handling and transport of articles and substances that have the potential to cause harm.
- Provide a safe place of work for all employees and a safe environment for the children and young people in our care as well as others who may visit Trust premises from time to time, with particular attention to providing a safe means of access and egress.
- Consult with employees and consider feedback from other interested parties on matters affecting the health, safety and welfare of all persons legitimately involved in the activities of The Trust.
- Provide information, instruction, training and supervision in a clear and comprehensive form to secure the health and safety of all employees, children and young people in our care.
- Continually monitor health and safety and, if necessary, revise policies and procedures to ensure health and safety standards are maintained.

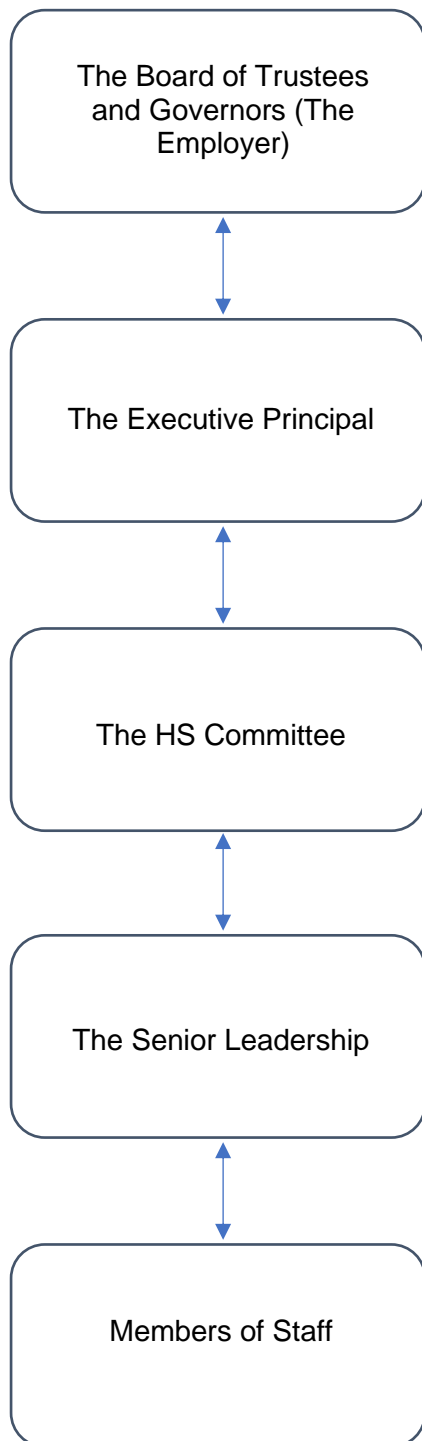
*Signed: Annie Sutton*

Executive Principal

*Date:*

## Section 3 – Roles and Responsibility for Health and Safety

### Health and Safety Organisational Chart



## **The Board of Trustees and Governors (The Employer)**

The Trustees are responsible for ensuring that risks, particularly the risks to staff and pupils, are managed so far as is reasonably practicable.

The health and safety functions of the employer are delegated to the Executive Principal to fulfil on behalf of the employer.

### **Responsibilities:**

- Ensure a practical and proportionate health and safety policy is in place.
- Ensure that arrangements are in place to manage the risks to staff, children and young people and visitors who may be affected by the activities of the school.
- Ensure effective mechanisms are in place to inform employees about the real and significant risks associated with the activities of the school and the precautions necessary to manage those risks.
- Ensure employees have the relevant information and training to manage risks on a day to day basis, including access to competent health and safety advice where necessary.
- Ensure that risk control measures have been implemented and remain appropriate and effective.
- Work in close partnership with the Executive Principal and senior management team to support sensible health and safety management and to challenge as appropriate.

## **The Executive Principal**

The Executive Principal supported by The Trust senior management team, is responsible for the day to day running of the school and associated activities in line with the policies, procedures and standards set by the employer.

### **Responsibilities:**

- Ensure that the employer's health and safety policy is followed, and effective arrangements are in place for managing the real health and safety risks.
- Maintain effective communications with the employer and the school staff and provide clear information to pupils and visitors, including contractors, regarding the significant risks.
- Ensure staff have the necessary training and competencies to deal with risks in their area of responsibility.
- Consult and work with recognised trade union safety representatives/ employee representatives and safety committees.
- Ensure staff understand their responsibilities and know how to access support and advice to help them manage risk responsibly.

## **Health and Safety (HS) Committee**

The HS Committee assists and advises the Executive Principal in the development of health and safety strategy.

### **Responsibilities:**

- Develop and maintain health and safety policy and procedures.
- Ensure that the real and significant risks associated with the activities of the school are identified and controls to manage these risks are effective, practical and proportionate.
- Establish health and safety objectives.
- Monitor and review health and safety performance.
- Keep The Board of Trustees and Governors informed of health and safety performance.

## **Senior Leadership Team**

Members of the senior leadership team take a lead in managing and monitoring health and safety in their area of responsibility. For example:

### **Responsibilities:**

- Manage and monitor purchasing and contracting procedures to ensure risks are effectively managed.
- Advise contractors of site specific risks and oversee their activities on site.
- Ensure staff and visitors are aware of the on site procedures and the precautions to follow.
- Accident and incident reporting.
- Identify and manage occupational health risks.
- Ensure risk assessments are carried out and kept up to date and communicate findings to relevant staff.
- Implementation, monitoring and review of training procedures.
- Preparation of reports and returns.

Responsibilities relating to specific leadership roles are outlined in the individual role description.

## **Members of staff**

All staff have an important part to play in achieving a safe and healthy environment.

### **Responsibilities**

- Take reasonable care of your own health and safety and that of others who may be affected by what you do, or fail to do.
- Cooperate with the employer, fellow members of staff, contractors and others to enable them to create and maintain a safe workplace.
- Raise health and safety concerns with your line manager.

Health and safety representatives have specific functions in addition to the general responsibilities of staff. These are set out in the Safety Representatives and Safety Committee Regulations, 1977 (for trade union appointed health and safety representatives) or the Health and Safety (Consultation with Employees) Regulations, 1996 (for employee safety representatives).

## **Contractors**

Anyone entering Trust premises for the purposes of carrying out work, other than a member of staff will be regarded as a contractor.

### **Responsibilities:**

- Discharge their undertakings in a safe and professional manner, within relevant health and safety regulations, codes and standards. Any 'high hazard' work e.g. hot work, roof work carried out on Trust premises must be carried out using a 'permit to work' and managed appropriately.
- Not undertake any unauthorised building or maintenance work.
- Conduct themselves in a manner sympathetic and respectful to the environment in which they are working.
- Not commence work until they have received a safety induction specific to the premises where they are working and given by an authorised person e.g. Director of Estates and Facilities or their authorised delegate.

- Where plant and machinery are brought onto Trust premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation.
- Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the engaging party or their authorised delegate(s). However, responsibility will remain with the principal contractor.
- Unless specifically agreed in writing with the Contractor, works are instructed on the basis that the Contractor shall provide all equipment including ladders, trestles, tools, scaffolding and any necessary protective clothing and equipment for their employees. The use of school equipment such as lifting equipment, electrical supplies, tools, and access equipment is prohibited.
- Contractors are not permitted to engage the assistance of school personnel without specific authorisation from the Director of Estates and Facilities.

## **Tenants**

The Trust provides supported living accommodation to young people who occupy the premises as a tenant. The accommodation is designed to be suited to the physical and psychological needs of the tenant and maintained to be safe and secure. Tenants have an important part to play in achieving a safe and secure environment.

### **Responsibilities:**

- Take reasonable care of your own health and safety and that of others who may be affected by what you do or fail to do.
- Cooperate with the House Manager and other relevant persons to enable them to create and maintain a safe workplace.
- Raise health and safety concerns with your House Manager.

## **Section 4 – Arrangements for health and safety**

The following section sets out our arrangements to minimise, as far as is reasonably practicable, risks to the health and safety of staff, children and young people and visitors.

More detailed policies covering some aspects of the Trust.

### **Arrangements for accidents, incidents, occupational health, and medical needs**

#### Accidents/ incidents

All accidents, incidents, and dangerous occurrences no matter how minor they may seem, must be reported to the Director of HR. Injury accidents must be recorded in the nearest available accident book as soon as possible after the accident and the completed form provided to your line manager or the Director of HR whichever is more convenient.

The Director of HR is responsible for coordinating accident reporting and investigation including filing statutory reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Accident, incident and work related ill health data is collated and presented as part of the regular reporting to the HS Committee and Trustees and Governors.

#### Occupational health

The Trust seeks to protect all our employees from any reasonably foreseeable ill health effects associated with their employment or which might be made worse by work. This includes physical and mental ill health.

Accordingly, we seek to work with our employees and accredited occupational health practitioners where appropriate to implement reasonable occupational health surveillance and make reasonable adjustments to our work place where necessary.

Occupational health issues are coordinated by the Director of HR.

#### First aid and supporting medical needs

The level of first aid provision (staff training, first aid equipment and internal procedures) is determined by risk assessment and is reviewed annually or following a related incident, feedback from interested parties or significant changes to the premises/ activities.

In addition to physical first aid trained personnel, mental health first aid training is also provided to key personnel to identify and understand symptoms and be able to support someone who might be experiencing a mental health issue.

A designated Medical Room (The Surgery) is available on site. This is staffed during term time. Out of hours first aid trained staff are on duty and can be identified and contacted via the On Call Duty House Manager.

First aid equipment is available in all our buildings and monitored by the Deputy Head of Estates & Facilities. A defibrillator is available at reception.

#### Health care plans

Health care plans for children and young people in the Trust's care are prepared by the Inclusion Team in conjunction with the surgery team and communicated to education and care support staff

as necessary. Where additional equipment, procedures and/ or training is identified this is coordinated by the CPD coordinator

Health care plans are regularly reviewed and updated through the weekly Welfare Meetings

### Infectious diseases

The Trust recognises that the children and young people in their care are particularly vulnerable to infectious diseases. Accordingly, the Director of HR and the Director of Business are alert to new information relating to infectious, notifiable and communicable diseases and local health issues.

Where there is considered to be significant risk of infection, a risk assessment is carried out and appropriate control measures established to minimise the risk of harm. The findings of risk assessments are trained out to all relevant staff.

As a general precaution, staff should not attend for work if they have a readily transmissible infectious disease e.g. norovirus, coronavirus.

## **General Arrangements**

### Competence

Competence is defined as the necessary blend of skills, knowledge, experience and aptitude to undertake a task or role. Accordingly, job descriptions and person specifications will be provided when recruiting staff. Where gaps exist, additional training and/or supervision will be provided. Where supervision is required, this will be commensurate with the level of risk and consider individual characteristics such as age, experience etc.

The Trust seeks to provide all employees with suitable and sufficient health and safety information, instruction, training and supervision, so far as is reasonably practicable, to facilitate a safe working environment for all including but not limited to training:

- At induction
- At regular intervals thereafter
- To satisfy statutory requirements or professional standards
- On transfer or promotion to new duties
- On introduction of new technology
- On changes to systems of work
- When training needs are identified during risk assessments.

Senior Management are included in the health and safety training programme.

Management will collaborate on and maintain training programmes within their area of operation to assist in the recording and monitoring of training requirements.

Where third parties are engaged to undertake work for the Trust e.g. consultants, contractors, competence will be determined by reference to background checks the detail of which will be influenced by the level of risk associated with the work to be undertaken. As a minimum, this will involve checks on professional standing, qualifications and insurance.

## Consultation

The Trust encourages an 'open door' approach on health and safety matters where staff can express their views, raise concerns and contribute to decision making.

Consultation will be in a manner best suited to the issue such as informal chats, staff briefings, Toolbox Talks, staff appraisals and comments/ suggestions box. We will seek to ensure that the consultation process takes account of individual needs so that all staff can contribute effectively.

Where appropriate management may also consult with other relevant parties either informally or via formally convened and minute safety meetings or a combination of both whichever is appropriate.

Health and safety are discussed at regular meetings of the HS Committee and is a standing item at meetings of the Board of Trustees and Governors.

## Display Screen Equipment

For the purposes of this policy, display screen equipment is defined as a device or equipment that has an alphanumeric or graphic display screen and includes both conventional display screens and those used in emerging technologies such as laptops, touch screens etc.

We recognise that the incorrect use of display screen equipment can impact on the health and wellbeing of the user. Accordingly, we seek to avoid musculoskeletal and other health problems associated with the use of display screen equipment by:

- Raising awareness to the potential causes;
- Encouraging the use of adjustable equipment as much as possible;
- Encouraging people using such equipment to avoid situations which could cause discomfort; and
- Carrying out workstation assessment where appropriate.
- Encouraging eligible staff to have regular eye tests.

We recognise that individual factors influence the way a workstation is set up and encourage users to assess their workstation and report problems in order to seek an individual solution as far as is reasonably practicable to do.

The Director of HR is responsible for coordinating workstation assessments and authorising claims for eye tests and basic glasses.

## Driving for work

There are occasions where an individual's work duties necessitate the use of a motor vehicle e.g., transporting residents to medical appointments, driving the minibus for an educational visit.

For the purposes of this policy, driving for work is defined as that which is required for the individual to carry out their work. It does not include commuting or choosing to drive where other forms of travel could be used or where the task could be completed another way.

Everyone who uses the public highway has a duty to comply with road traffic legislation, however, the Trust recognises there are responsibilities on employers to take practical measures to keep workers safe.

Employees required to drive for work must complete background checks to confirm their

qualifications and fitness to drive as well as evidence that personal vehicles are fit for purpose and road worthy. Driver checks are coordinated by the Deputy Director of Estates & Facilities. Drivers are also required to report any change to their driver status or health issues likely to affect their ability to drive safely to the Director of HR before undertaking further work-related driving.

Vehicles owned by the Trust are sourced and maintenance coordinated by the Director of Estates and Facilities. However, drivers are expected to carry out basic safety checks before setting off in a Trust vehicle and to report any damage or concerns to the Director of Estates and Facilities.

## Drugs and alcohol abuse

The misuse of drugs and alcohol can threaten the health, safety and welfare of employees and the children and young people in the Trust's care. It can lead to poor performance at work, reduced efficiency, poor decision making and lack of concentration, contributing to accidents.

Substances in this respect include alcohol, illicit drugs, prescription drugs or other substances which are capable of impairing behaviour, judgement or work performance.

Abuse is the incorrect, improper or harmful use of any substance.

Illegal drugs are not permitted on Trust property. Breach of this rule will result in disciplinary action being taken against the employee, which may include summary dismissal.

Additionally, no employee should be working under the influence of alcohol or drugs whilst on Trust premises or whilst conducting Trust business at any other premises.

Staff should self-report to their line manager should they be taking prescription medication that could have a detrimental effect on their ability to perform their duties safely.

## Educational Visits

The Trust aims to provide a broad and balanced curriculum and, in line with the Health and Safety Executive recognises that learning outside the classroom promotes learning and develops self-confidence.

All School trips are planned in advance and risk assessed focusing on the real risks. More details can be found in the Educational Visits policy

## Emergencies

Emergency procedures covering unplanned events are established, documented and communicated to all relevant person in an appropriate manner. This may involve consultation with other parties e.g. contractors.

Where individuals have a specific role in emergency procedures such as fire marshals, additional training will be provided.

Emergency procedures will be reviewed where necessary to take account of significant changes that might have an impact on their effectiveness. For example, changes in layout, activities, substances or personnel.

Emergency procedures will be practiced where appropriate to remind personnel of what to do and identify weaknesses in procedure.

Refer also to the following policies

- Fire safety policy

- Disaster recovery policy
- Pandemic occurrence policy
- Extreme weather procedures
- Lockdown policy
- Missing child policy

## Manual handling

So far as is reasonably practicable, we avoid the need for employees to undertake manual handling operations where there is a foreseeable risk of injury e.g. due to excessive load.

Where a manual handling operation is unavoidable the task will be assessed under the guidance of the Director of Estates and Facilities. Where appropriate measures to reduce the risk of manual handling operation injury to as low as reasonably practicable will be established and a safe lifting method trained out to those involved.

Staff are provided with manual handling training where it is likely to be necessary within the scope of their role. This is coordinated by the Director of Estates and Facilities.

## Mechanical lifting operations and lifting equipment

Mechanical lifting operations may be undertaken by maintenance staff e.g., to transfer loads from one location to another or by care support staff e.g., transferring a student from their bed to a wheelchair.

Tasks involving mechanical lifting equipment are subject to risk assessment from which a safe working method is prepared. All staff involved in lifting operations are trained in the lift plan and safe operation of any plant/ equipment involved.

Lifting equipment is purchased to be fit for purpose and compliant with relevant standards.

Lifting equipment is maintained according to the requirements of the Provision and Use of Work Equipment 1998 (PUWER) and where appropriate the provisions of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). A separate safety inspection is usually required in addition to routine service and remedial maintenance. These inspections are arranged and coordinated by the Director of Estates and Facilities.

Where appropriate, lifting operations are outsourced to professionally competent contractors.

## Noise and vibration

The Trust recognises that exposure to excessive amounts of noise or vibration (N/V) can have a negative impact on an individual's health. Accordingly, reasonable steps are taken to identify sources of noise and vibration in the workplace (e.g. operating noisy or vibrating plant/ equipment in the course of maintenance and for music teaching staff) and introduce controls to minimise their effect to a level as low as reasonably practicable.

Where N/V levels are believed to be close to statutory thresholds, formal measurements will be made using appropriate test equipment which may involve the engagement of suitably qualified external consultants.

Where N/V conditions in the workplace are identified as excessive, steps will be taken to reduce them to an acceptable level. This may involve a combination of:

- Eliminating the source of the N/V by selecting equipment with a low-noise specification and/or substituting noisy equipment with products which emit less noise.
- Engineering controls to:
  - reduce the N/V at source; and/or
  - limit the amount of N/V transmitted between the source and the receiver.
- Procedural controls which may include the establishment of mandatory hearing protection zones; exclusion zones for persons not involved in work in the N/V area; and advice and information on the use of PPE and supervisory requirements to ensure it is worn.
- Protecting the receiver by providing suitable PPE and supervising work activities to ensure it is used.
- Providing all persons deemed to be at risk with appropriate information on the hazards arising from N/V and the steps taken by the Trust to contain them.

Where contractors are engaged to undertake potentially noisy activities on Trust premises, the Trust and the contractor will work together to identify ways of keeping noise to the minimum practicable level. This will be coordinated by the Director of Estates and Facilities.

So far as is reasonably practicable, activities which generate noise in the broader environment will be conducted at times which will avoid disturbing either persons on site or people living in the neighbourhood.

Where members of staff are considered to be at significant risk from frequent exposure to high levels of noise or vibration, the Trust will introduce a programme of health surveillance to test their hearing and other sensory conditions at regular intervals to provide early warning of any adverse health effects. This will be coordinated by the Director of HR.

### Personal Protective Equipment (PPE)

PPE is defined as equipment that will protect the user against health and safety risks where no other practical alternative is available. For example, items such as safety glasses, head protection, high visibility clothing, safety footwear, gloves and safety harnesses.

PPE is routinely needed by domestic, catering and maintenance staff, care support and teaching staff.

Where PPE is required, it is provided at no charge.

Employees needing to use PPE are provided with sufficient information and training to understand the purpose of the equipment and how to correctly use, store, maintain and replace the equipment.

It is the responsibility of the employee to ensure they wear the PPE as required, maintain it in good working order and report defects and concerns to their line manager.

### Smoking

The Trust aims to provide an environment where good health is promoted for all and to raise awareness of the dangers associated with exposure to smoking.

All Trust buildings including supported living accommodation are smoke free including the use of e-cigarettes and other tobacco products.

Smoking is not permitted anywhere in the school grounds or in transport provided or contracted by

the Trust.

All staff are expected to refrain from smoking on all school trips, activities, and events.

No-smoking notices are prominently displayed around the site, including at all entrances to the school and in Trust vehicles.

For full details refer to our dedicated Smoking Policy

## Stress

Stress is defined as 'the adverse reaction people have to excessive pressures or other types of demand placed on them.' It is important to understand that there is a distinction between the beneficial effects of reasonable pressure and challenge (which can be stimulating and motivation) and work related stress, which is the natural but distressing reaction to demands or pressures that the person perceives they cannot cope with at a given time.

If stress is not identified and addresses it can lead to physical and mental health problems.

The effect of stress on performance is well established and in the interests of the health and safety of staff and the efficiency of the school, it should be minimised.

Symptoms of stress include but are not limited to headaches, depression, high blood pressure, insomnia, irritability, psoriasis, panic attacks, hair loss and loss of appetite.

If an employee believes they have a problem with stress, they should seek confidential assistance from the HR team

## Work at height

Work at height is defined as work in any place where, if there were no precautions in place, a person could fall a distance likely to cause personal injury.

As far as is reasonably practicable tasks are designed to avoid the need to work at height e.g. using extending equipment from ground level. Where this is not possible, an assessment of the hazards and risks is undertaken and appropriate measures applied to ensure the correct equipment is used to avoid falls and, where necessary reduce the distance and consequences of a fall should one occur. Risk assessments are carried out by the Director of Estates and Facilities

Training and where necessary additional supervision are provided to staff engaged in tasks involving work at height. Competent contractors are engaged to undertake work at very high level.

Ladders, steps and other equipment used for work at height are secured from unauthorised access and subject to routine checks coordinated by the Director of Estates and Facilities.

## **Arrangements for Vulnerable Persons**

### Disabled workers

For the purposes of this policy, our definition of disabled is taken from the Equality Act, 2010 where a person has a physical or mental impairment that has a 'substantial' and 'long term' negative effect on their ability to carry out normal daily activities.

We recognise that disablement need not be a barrier to contributing to the activities of the Trust. We are committed to the inclusion of disabled persons and will endeavour to introduce reasonable adjustments to facilitate this where necessary.

Individual needs are assessed on a case by case basis, coordinated by the Director of HR in consultation with the individual concerned and other relevant parties e.g. line manager, Director of Estates and Facilities, occupational health practitioner. Where necessary, Personal Emergency Evacuation Plans (PEEPS) will be prepared which will be trained out to relevant staff and kept under review. Where reasonable physical adjustments to the work environment are required, these will be discussed with the Director of Estates and Facilities to establish the best practical and cost effective solution, agree a time frame for the adjustment(s) to be completed and temporary measures while work is in progress.

There are occasions when people are temporarily disabled, for example following an accident or illness. Persons suffering temporary disablement should be encouraged to continue to work as far as they feel able. Reasonable and practical measures should be taken to accommodate this aim. Return to work assessments are coordinated by the Director of HR.

### Lone working

Lone working introduces additional risks for those involved because workers do not have access to immediate help or supervision.

Staff who wish to work outside normal working hours must first obtain authorisation from their line manager who will make appropriate arrangements to ensure their safety. This may include establishing a 'buddy system' where regular contact is maintained between the lone worker and a nominated person who is advised of what to do in the event of failed or lost contact.

Staff working alone in remote areas of the premise e.g. grounds staff, are provided with two way radio communication devices and check in regularly with the Director of Estates and Facilities or their deputy.

For more detail, refer to our dedicated Lone Working Policy

### Migrant Workers

For the purposes of this policy, migrant workers are defined as people who have come to the UK in the last five years and are working or other recently arrived workers from overseas. Migrant workers may be at increased risk of harm in the workplace due to:

- Language and communication issues
- Basic competencies such as literacy, numeracy, physical attributes, general health and relevant work experience
- Compatibility with UK professional or vocational qualifications
- Different attitudes and assumptions

We seek to integrate migrant workers into the workplace and equip them with the information, training and supervision necessary to enable them to work safely and effectively. The Director of HR undertakes person centred assessments where appropriate to identify as far as is reasonably practicable, individual risk factors and develop controls through consultation with the individual worker and their Line Manager.

### Older Workers

There is no single age where someone becomes an 'older worker.' The Trust take the view that as long as an individual is fit and able to do their job safely and efficiently, age is not a justifiable barrier

to enabling them to continue to work.

Where appropriate the Director of HR carries out a person-centred risk assessment to identify factors about an individual's job that may put them at increased risk and discuss with them an appropriate set of measures to mitigate those risks.

### Pregnant and new mothers

The Trust recognises the extra vulnerability of new and expectant mothers. When a female employee notifies her manager, in writing, that she is pregnant, a specific risk assessment is carried out by the Director of HR to establish if she will be able to perform her work duties during her pregnancy. The employee concerned will be informed of any additional risks she may face in the workplace as a consequence of her condition, and the measures to be put in place to minimise the risks to her and her unborn child.

### Temporary workers

The relevant Head of Department will ensure that all temporary workers are provided with health and safety induction training covering the hazards on the premises, emergency procedures and the control measures for those risks before they start work.

Temporary workers are exposed to the full range of risks to which other employees are exposed. However, they will be unfamiliar with the premises and operational procedures and will require extra supervision for a period after their induction.

Agencies providing temporary staff will be subject to due diligence checks and acknowledge that their workers will be expected to comply with our safety procedures whilst on Trust premises or whilst working under Trust direction.

Agencies providing temporary staff will be advised of any specific hazards and corresponding control measures associated with Trust activities which are relevant to the task the agency worker is engaged to undertake and of which the Trust can reasonably be expected to be aware.

### Visitors

Visitors will be accompanied by a member of staff and will sign in and out at Reception. Visitors are not permitted to wander freely around Trust premises.

In the event of an emergency e.g. fire, the person accompanying the visitor will assume responsibility for them and escort or direct them to a place of safety e.g. fire assembly point.

In the event of an injury incident involving a visitor, this will be recorded in line with our accident reporting procedures.

### Young workers

A person specific risk assessment will be carried out for work involving a young person (under 18 years) prior to their employment. The assessment will be carried out by the Director of HR in consultation with the young person and other relevant persons e.g., line manager, parent, guardian, school and the findings shared with all relevant parties prior to starting work.

The risk assessment will consider the following in the context of their work:

- Lack of experience or awareness due to immaturity
- Physical and psychological capacity

- Potential exposure to toxic or harmful substances or agents
- Inexperience in recognising potentially dangerous situations or a lack of training
- Potential exposure to extremes of heat or cold, noise or vibration.

Line managers will be responsible for ensuring young workers have the necessary training and supervision to work safely and identifying when the risk assessment should be updated.

## Safeguarding

The Trust is committed to the safeguarding of children and vulnerable adults in its care and to following relevant legislation and standards in the provision of education, pastoral and residential care.

Refer to the Child protection policy and safeguarding adults policy

## Premises Management Arrangements

### Asbestos

Asbestos was extensively used as a building material in the UK from the 1950s through to the mid-1980s. It was used for a variety of purposes, typically fireproofing and insulation. Any building built before 2000 may contain asbestos.

The Trust recognises the duty to manage asbestos under the Control of Asbestos Regulations, 2012. Accordingly:

The Trust asbestos management plan and Register/ Survey is kept and maintained by the Director of Estates and Facilities. Any work where damage to suspect or confirmed asbestos is anticipated e.g. drilling, cutting, sanding, must be authorised by the Director of Estates and Facilities. Any substantial refurbishment work is preceded by a Refurbishment and Demolition Survey.

### Electrical safety

Fixed electrical installations are installed and maintained by professionally qualified electrical engineer. An electrical installation condition report is carried out at least every 5 years. Maintenance of electrical installations will be coordinated by the Director of Estates and Facilities.

Electrical appliances are subject to routine visual inspection and test in proportion to the nature of use. Staff are encouraged to carry out user checks of appliances prior to use and report defects to their Line Manager or the Director of Estates and Facilities.

Personal electrical appliances – staff/ children/ tenants must be safety tested by the Estates and Facilities team prior to use

### Gas safety

Gas appliances are checked and certified safe each year. Carbon monoxide alarms are installed where necessary and subject to regular testing.

### Hazardous substances

Hazardous substances to which the Control of Substances Hazardous to Health Regulations apply are used in a variety of activities including teaching of science, art, design technology, offices, maintenance, domestic cleaning and by grounds staff.

Hazardous substances must be safely and securely stored in their original container or a suitable, labelled alternative.

An inventory of hazardous substances used is maintained for each area of operation by the relevant line manager or department head. Safety Data Sheets are obtained for all hazardous substances and used to inform the risk assessment and safe working method.

Staff are trained in the selection, assessment, storage, use and disposal of the hazardous substances they are authorised to use including personal protective equipment (PPE) and emergency procedures.

The Director of Estates and Facilities is responsible for coordinating the statutory examinations of engineering controls introduced to minimise the risk of exposure to hazardous substances.

## Housekeeping

All employees have a responsibility to keep their own work area and the workplace in general free from hazards, particularly those which could result in fire or slips, trips and falls.

Floor coverings are selected for their suitability to the way an area is used, are regularly cleaned and maintained to avoid slips, trips and falls.

Pedestrian thoroughfares, fire exits and escape routes must be kept free from obstructions. Stacking should be avoided but where this is not possible, items should be stacked in a stable manner to avoid them falling.

Spills or leaks, whether liquid or solid which could result in a slip hazard must be cleaned up immediately.

The Trust promote good housekeeping by encouraging employees to be vigilant to hazards, to resolve hazards themselves if this can be done easily and safely and to report hazards which they cannot deal with themselves to their Line Manager or the Director of Estates and Facilities. In addition, a regime of regular workplace inspections is carried out.

The accumulation of waste or surplus material should be avoided where this could create a hazard. Such material should be disposed of in a suitable waste bin or skip or returned to source. Where necessary, collections for hazardous waste are arranged through specialist contractors at appropriate intervals.

## Landlord obligations

The Trust offers residential accommodation for vulnerable adults at two local assisted living properties for vulnerable adults and also provides living accommodation for staff. These premises introduce landlord obligations. Accordingly, The Trust seeks to ensure that:

- Residential property is provided and maintained in accordance with the requirements of the Children's Homes (England) Regulations 2015 and standards associated with these Regulations where relevant, the Housing Act 2004 and where relevant the Regulatory Reform (Fire Safety) Order, 2005.
- Property which is rented or leased to third parties is covered by a legally binding agreement.
- Deposits taken in respect of property rental are appropriately managed.
- Tenants/ lessees are provided with relevant information about the property e.g. safety procedures, instruction manuals.

- Suitable management of defects.

## Management of contractors and CDM

For the purposes of this policy, a contractor is an individual tradesperson or organisation engaged to undertake work for the Trust other than an employee. There are different types of contractor:

### **Service contractors**

Service contractors regularly attend Trust premises as specified by a contract e.g. to service plant and equipment. Service contractor personnel follow their own safe systems of work incorporating additional requirements to minimise the impact on staff, students and other visitors on the premises.

### **Building contractors**

Building contractors attend site on an ad hoc basis to undertake building works which may be minor repairs or major projects e.g. constructing a new building or refurbishing an existing building.

Contractors are responsible for ensuring they meet all relevant statutory requirements for the work involved including the preparation of risk assessments and method statements (RAMS). These

## **CDM**

Where work falls within the definition of 'construction' the Trust recognises its responsibilities as the Client under the Construction (Design and Management) Regulations 2015 (CDM15). Accordingly, the Director of Estates and Facilities will ensure that the correct appointments are made and relevant health and safety information communicated and discussed with the appropriate parties for the duration of the project.

### **General arrangements for managing contractors**

As far as possible building, repair and routine maintenance work is undertaken outside term time to minimise the health and safety risks.

Background checks are carried out to ensure, so far as is reasonable, that individuals or organisations are competent to undertake the work for which they are engaged and are of professional good standing.

Procedures for managing service and building works are coordinated by the Director of Estates and Facilities. This includes procedures to ensure the requirements of CDM15 are correctly applied.

## School security

The security of staff, children and young people is a top priority. Security arrangements are monitored and regularly reviewed following a security related incident, feedback for an interested party or local intelligence.

## Slips and trips

Slips and trips are the most common cause of injury at work – and the most reported injury to members of the public. They can lead to both minor and major injuries – and sometimes fatal accidents from head injuries following a fall from height, where the underlying cause was a slip or trip.

Slip and trip accidents in education premises happen for a number of reasons. They typically involve:

- members of staff children/ young people running or carrying heavy or awkward items,

- wearing unsuitable footwear,
- poor lighting - particularly where there are uneven surfaces and changes of level
- contamination – both from wet surfaces – caused by water, and fluid spillages; and slippery surfaces - caused by contaminants such as food, litter etc.
- Obstructions – particularly bags and trailing cables
- Housekeeping/ cleaning

The prevention of slip and trip accidents on Trust premises relies on the involvement of all staff and everyone is encouraged to deal with hazards when noticed. Staff are reminded of the importance of storing equipment in designated locations and keeping pedestrian routes free from obstructions and trailing cables. They are also encouraged to report hazards, seeking assistance with any hazards which they cannot easily and safely resolve themselves.

Storage areas are designed to provide adequate capacity, are well managed and under the control of an identified person.

Cleaning regimes are be designed to control the build-up of dust, grease and other slip hazards, with all hard flooring cleaned regularly. If there is a spillage, staff are encouraged to ensure that it is cleaned up promptly and any wet floor is clearly highlighted.

Except in cases of necessity, wet floor cleaning is restricted to times outside normal operating hours. Suitable warning is given where floors remain wet after cleaning or as a result of other causes such as wet weather e.g. wet floor signs, physical barrier etc.

Waste is regularly removed to ensure that it does not accumulate and cause a trip hazard.

Staff are encouraged to wear sensible footwear on our premises taking account of the activity in which they are involved, the conditions etc.

The Director and Estates and Facilities is responsible for ensuring that local arrangements for dealing with adverse weather conditions e.g., ice and snow, and that hazards in the grounds are identified and controlled in a timely manner to reduce the risk of slips, trips and falls in these areas.

## Swimming Pool

The swimming pool is included in arrangements to ensure adequate water hygiene and management of hazardous substances. Full instructions for safety during the handling and use of chemicals in the chlorination system are obtained from the suppliers and incorporated into the safe working method.

Access to the swimming pool is restricted to authorised or appropriately supervised persons. During use the pool is supervised by trained lifeguards in line with Health and Safety Executive guidelines<sup>1</sup>.

Management of the swimming pool including coordinating maintenance and recruitment of lifeguards is the responsibility of the Director of Estates and Facilities.

## Fire safety

The Trust has an absolute duty to comply with the Regulatory Reform (Fire Safety) Order 2005. This includes ensuring that fire risk assessments are carried out for all our premises, action arising is implemented in a timely manner and risk assessments are regularly reviewed.

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<sup>1</sup> HSG179(r4)2018 Health and Safety in Swimming Pools

Fire risk assessments are carried out by professionally competent specialists every five years. In the interim, assessments are reviewed by the Director of Estates and Facilities.

Regular checks are carried out to ensure that emergency escape routes and fire exits are clear of obstructions, easy to follow and ready for immediate use in the event of fire.

Fire safety systems and equipment are regularly maintained in line with recommendations outlined in relevant standards and government guidance<sup>2</sup>.

All staff receive training in basic fire prevention and emergency evacuation procedures. Key staff are nominated to take charge in the event of a fire and receive additional fire marshal training. All fire safety training is refreshed periodically.

Fire drills are carried out each term and recorded in the Fire Log Book.

For more detail refer to our dedicated fire safety policy at ...

### Food safety

The Catering Manager is responsible for ensuring that statutory food safety practices are implemented in kitchens at our Amlets Lane site. The Catering Manager also ensures that catering staff and pupil helpers receive appropriate supervision and training, coordinate maintenance of kitchen plant and equipment and liaise with local authority environmental health officers where necessary.

House managers are responsible for ensuring that house kitchens are kept clean and that defects or concerns are reported to the Director of Estates and Facilities.

### Vehicle movements on site

The nature of the premises makes it essential that vehicle movements are controlled to minimise the risk of contact with pedestrians. Accordingly, speed restrictions are clearly signposted along vehicle routes, car parking areas are designated with separate areas for staff and visitors, are well lit and parking is arranged in marked bays.

Drivers of maintenance vehicles are provided with training on correct operation of vehicles and protocols on access, parking and leaving vehicles unattended.

The Director of Estates and Facilities coordinates the management of maintenance vehicles including Trust owned vehicles and third party vehicles.

Resident children and young people are supervised outdoors.

### Water hygiene

The Trust recognises the foreseeable risk of the growth and development of legionella bacteria in hot and cold-water systems installed in buildings and facilities e.g. the swimming pool. Accordingly, an assessment of the relevant systems is undertaken and appropriate controls in place to manage the risk including:

- Documented details of relevant systems e.g. schematic diagrams.
- Risk assessments.
- Details of system operation relevant to controlling the risk and the precautions to be implemented.

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<sup>2</sup> For example: Home Office publication Fire Safety Risk Assessment: Educational Premises 2006

- Procedures for inspecting and checking systems
- Details of precautions carried out.

Risk assessments and control measures for water hygiene are coordinated and monitored by the Director of Estates and Facilities.

### Welfare (physical)

We will seek to ensure, so far as is reasonably practicable that we provide a safe environment and suitable and sufficient welfare facilities for those working at our premises e.g. toilets, rest rooms and catering facilities.

The comfort of staff is a high priority and accordingly, all reasonably practicable measures are taken to ensure a good standard of thermal comfort, adequate ventilation and sufficient lighting. This is achieved by providing:

- a means of heating and ventilating premises which is appropriate to the nature and use of the premises;
- lighting which is suitable for the tasks undertaken; and
- where required emergency lighting which lights escape routes and high hazard areas in the event of failure of the normal lighting circuit.

Workplaces are monitored and maintained to ensure they remain fit for purpose and free from hazards so far as reasonably practicable. Regular workplace inspections are carried out by teaching staff and line managers. The Director of Estates and Facilities carries out regular inspections of Trust premises on a rotational basis and reports findings to the HS Committee.

Expert advice is sought from specialist professionals where this is considered appropriate or necessary.

### Work equipment

The Trust recognises the importance of providing plant and equipment which is fit for purpose, well designed to minimise risk to users and well maintained. Accordingly, purchasing policies and maintenance regimes are established which seek to meet relevant statutory requirements, recognised standards and/or best practice.

Equipment Appropriate controls are these standards and introduce appropriate measures to assist people using plant or equipment in understanding how to do so correctly.

Machinery and equipment which is considered dangerous or complex to the untrained/ unsupervised user is protected from unauthorised use by appropriate measures informed through risk assessment. Safe operating procedures and procedures for in house adjustments and maintenance are developed by a competent person and trained out to authorised users.

## **Section 5 – Risk Management and Performance Monitoring and Review**

This section explains our approach to risk management and how we monitor, measure, review and revise our health and safety management arrangements.

### **Risk Identification**

The Trust recognises the legal duty to identify the real and significant hazards associated with our activities and to carry out a suitable and sufficient assessment of the risks posed by such hazards to eliminate or reduce the risk of injury, ill-health or loss.

The HS Committee will prepare a general risk profile covering the activities of The Trust. This will be based on:

- Statutory requirements, codes of practice and standards relevant to our activities.
- Accident, illness and claims data within The Trust and the Specialist Education/ Care sector nationally.

This risk profile will be reviewed periodically to ensure it remains accurate.

### **Risk Assessment**

Risk assessment is a systematic process by which the potential risks that may be involved in an activity or undertaking are evaluated. When considering risk assessment be aware that:

- A hazard is anything which has the potential to cause harm such as electricity, working from a ladder, using a hazardous substance etc.
- A risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Risk assessments are undertaken for teaching and non-teaching activities, premises and one off activities.

Types of risk assessment

#### **Generic risk assessments**

These assessments are carried out for activities which although they are carried out at different times and locations, the hazards and risks are largely the same and do not change. For this type of activity generic risk assessments can be produced as a model for guidance only.

Refer to Appendix for our generic risk assessment template and guidance on how to adapt a generic risk assessment.

#### **Specific Risk Assessments**

These assessments may be applicable where the hazards and risks are only applicable to a certain activity or individual and also where there is a requirement in legislation to undertake a specific assessment for example COSHH, new and expectant mothers.

*Specific risk assessments are carried out by trained and authorised members of staff and signed off by the appropriate senior leader. Specific risk assessments relating to an individual e.g. staff member, child or young person, are kept on that individual's file*

## **Dynamic Risk Assessments**

Dynamic risk assessment is a continuous process of identifying the hazards that occur in, for example, an emergency situation, assessing the risks and taking immediate action to eliminate or reduce these to an acceptable level.

### Performance Monitoring and review

The Trust is committed to regular monitoring and review of our health and safety performance to ensure that our health and safety management strategy remains fit for purpose and that records retained to demonstrate compliance are accurate and of good quality.

We identify SMART health and safety goals and use these to develop a health and safety action plan against which we measure our performance on an annual basis.

In addition, we review other relevant data to inform progress and performance, for example:

- Accident/ incident and occupational illness records
- Staff turnover
- Health and safety training
- Fire drill reports
- Risk assessments
- Workplace inspections
- Planned preventative maintenance of equipment and services

The Health and Safety policy is reviewed by the HS Committee at least once every two years or as required.

## Date Policy Reviewed

Updated	Changes	By	Version
August 2003	Created	Carol Davey	v1
April 2004		Carol Davey	v1.2
September 2005		Carol Davey	v1.3
January 2009		Carol Davey	v1.4
January 2011		Carol Davey	v1.5
March 2012	Total rewrite	Carol Davey	v1.6
June 2012	Further changes made at request of Committee. Amendments made to sections: 1.1, 1.2, 1.5, 7 and 26	Carol Davey	v1.7
June 2013	Removal of reference to Personnel and H&S Officer. Inclusion of section on Contractor Competence	Carol Davey	V1.8
June 2014	Minor changes. Inclusion of Contractor Induction	Carol Davey	V1.9
June 2015	Inclusion of Long Barn and minor changes	Carol Davey	V1.10
June 2016	Change of Principal to Executive Principal, removal of Appendix 1 - Terms of Reference to simplify the policy. Changes to Manual Handling – lifting and supporting learners	Carol Davey	V1.11
June 2017	Changed learner to student, Principal to Executive Principal. Minor changes to location of accident books	Carol Davey	V1.12
July 2018	Minor changes	Carol Davey	V.1.13
January 2019	Minor change to Trust	Alan Day	V1.14
July 2019	Role of Trustees in Section 2.1 and 2.2. Addition of section on Lone Working	Carol Davey	V1.15
September 2020	Addition to section 2.10 Employees	Elizabeth Hurst	V1.16
January 2021	Merged: Smoking at Work Policy, Lone Working Policy and Eye Care Policy as appendices of Health & Safety policy	Adrian Maxey	V1.18
September 2022	Major rewrite	Adrian Maxey	V2
December 2023	No Changes	Adrian Maxey	V2.1

<b>Updated</b>	<b>Changes</b>	<b>By</b>	<b>Version</b>
December 2024	No Changes	Adrian Maxey	V2.2
February 2026	No changes	Adrian Maxey & Annie Sutton	V2.3