



THE CONSORTIUM
ACADEMY TRUST

Shaping Positive Futures

Health and Safety Policy

The Consortium Academy Trust (TCAT)
An Exempt Charity Limited by Guarantee
Company Number 07665828

Status	Live
Policy Owner (Position)	Head of Estates
Statutory / Recommended	Statutory
Date Adopted	21 May 2018
Review Period	12 Months
Last Review Date	17 March 2025
Revision	6
Next Review Date	Under review
Advisory Committee	Finance, People and Resources Committee
JCNC Consultation Date	30 January 2025
Linked Documents and Policies	Accident Reporting Policy Attendance at Work Policy Child Protection and Safeguarding Policy Disciplinary Policy Driving for Work Policy Educational Visits Policy First Aid Policy Health and Safety at Work etc. Act 1974 Induction Checklist Site-specific risk assessments and policies Staff Code of Conduct Policy Supporting Learners with Medical Conditions Policy

**NB – This document can only be considered valid when viewed on The Consortium School Trust website. If the copy is printed or downloaded and saved elsewhere the Policy date should be cross referenced to ensure the current document is the latest version. The linked policies can be found at www.consortiumtrust.co.uk*

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Statement of Intent

The Consortium Academy Trust, based in Hull and the East Riding of Yorkshire, oversees the educational, health, safety and wellbeing needs of its schools and their learners, staff and visitors. We believe that by providing safe and welcoming environments we are supporting our Trust vision of shaping positive futures for our learners, staff and communities.

We recognise the benefit of a positive Health and Safety culture in promoting an effective learning environment in which employees, learners and visitors are protected from harm, in accordance with the Health and Safety at Work Act 1974.

We also appreciate that whilst managing our activities we need to be risk aware, but not necessarily risk averse. All school activities will be subject to a risk assessment and where there are significant risks identified, they will be recorded and acted upon.

The Consortium Academy Trust and its schools will provide sufficient resources, time, effort, and finance, to ensure, that as far as is reasonably practicable:

- it will safeguard the health, safety and welfare of its employees, learners and visitors, and anyone else who may be affected by its activities.
- high standards for Health and Safety will be set and achieved by controlling identified hazards, assessing risks, monitoring incidents and accidents, and establishing suitable and sufficient risk control measures.
- have arrangements to ensure that articles and substances are free from risks to health and are safe to use, handle, store and transport.
- provide information, instruction, training and supervision as is necessary to ensure the Health and Safety at work of its employees, learners, visitors and members of the public.
- maintain buildings, contents and environments in a condition that is safe and without risks to health including safe means of access and egress, and the provision of suitable welfare facilities.
- consult with employees and their recognised representatives about health, safety and welfare matters.

This policy will be reviewed on a regular basis, more often if required, but not less than every 12 months.

L Lawson, Chief Executive Officer:



Date: 18/03/2025

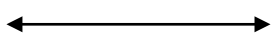
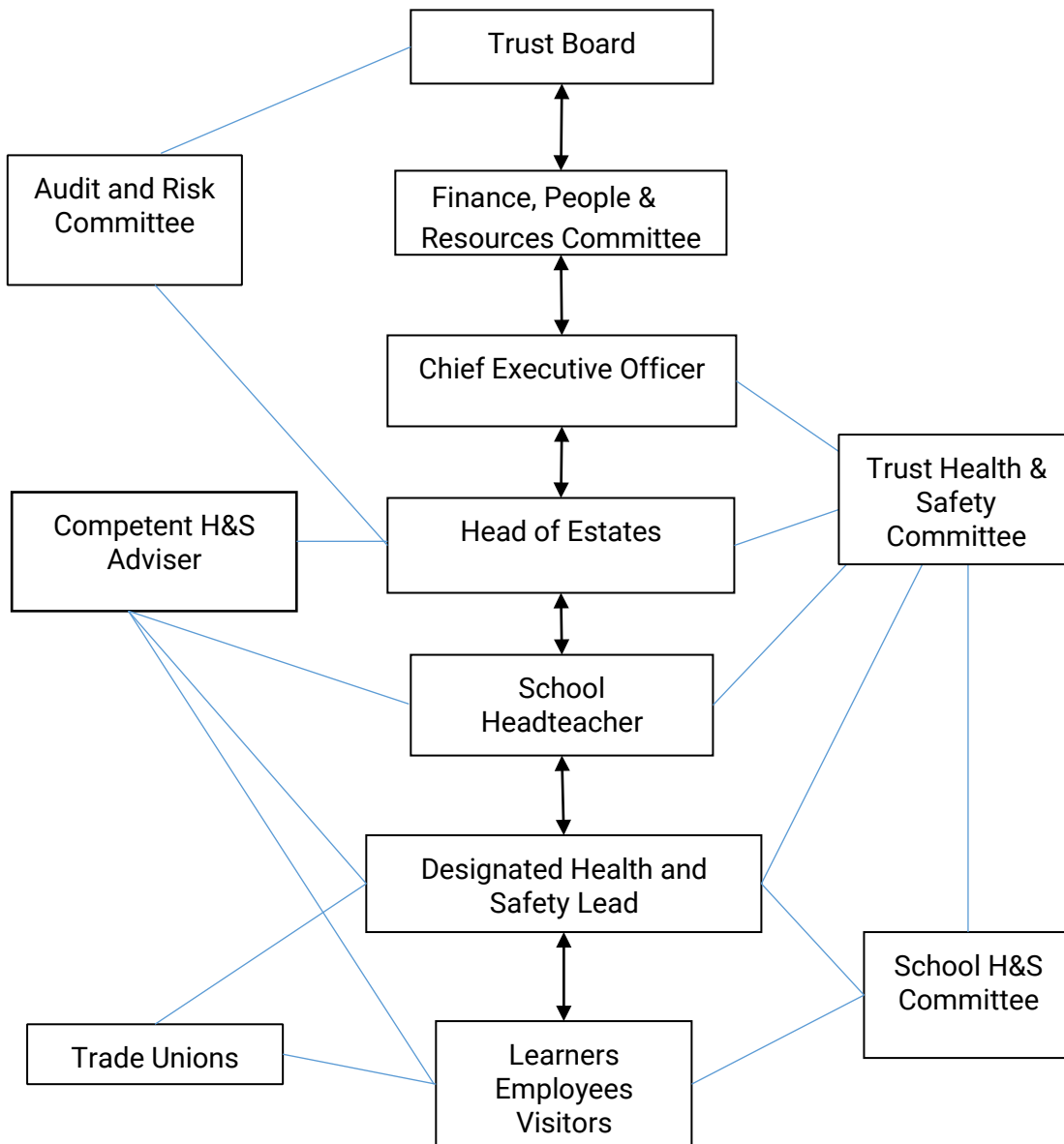
I Furlong, Chair of the Trust:



Date: 18/03/2025

Organisation for Safety

1.0 Lines of Responsibility



Lines of authority/accountability



Available lines of guidance & support

2.0 Roles and Responsibilities

2.1 The Trust Board

The Trust Board, as a corporate body, has the strategic responsibility to set the direction and objectives of all Health and Safety matters across the Trust.

The Trust Board is responsible for ensuring that high standards of corporate governance are maintained. In the context of Health and Safety, it meets these responsibilities by adopting a Health and Safety policy and management plan, monitoring safety management systems and overseeing the Trust Risk Register. The overall aim is to ensure a positive Health and Safety culture is established and maintained across the Trust.

The Trust Board must ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, learners, visitors and anyone else who may be affected by its activities. The Trust Board's responsibilities are to:

- ensure that Trustees accept their individual roles in providing Health and Safety leadership for the Trust.
- ensure that it formally and publicly accepts its collective role and responsibility in providing Health and Safety leadership for the Trust.
- ensure that its decisions reflect its Health and Safety intentions, as articulated in the Health and Safety Policy Statement of Intent.
- provide strategic direction in health, safety and welfare matters.
- ensure that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for Health and Safety in schools.
- ensure that the Trust's Finance, People and Resources Committee is effectively discharging its delegated responsibilities in terms of Health and Safety.
- ensure that a proportionate and prioritised risk management system for the Trust is implemented and monitored.
- ensure systems and processes are in place to ensure the Trust is compliant with its obligations in the management of fire risk, asbestos, legionella, electrical safety and other areas of Health and Safety.
- ensure there is an effective business continuity and emergency plan in place.
- confirm that there have been no instances of material irregularity, impropriety, lack of integrity or negligence of Health and Safety statutory instruments.
- ensure effective safeguarding of children and young people is in place across the Trust.
- ensure that adequate resources are committed to the management of Health and Safety.
- ensure competent Health and Safety advice is available to assist line management and comply with regulatory controls.

2.2 Finance, People and Resources Committee

The Finance, People and Resources Committee has delegated responsibilities to:

- monitor compliance with the Trust's Health and Safety Policy and statutory obligations under the Health and Safety at Work etc. Act 1974.
- review, recommend to the Board and implement the Trust Health and Safety strategic plan.
- identify and review mitigations for risk at all levels of the Trust and keep the Trust Board informed on all Health and Safety matters.
- inform and advise the Board of Trustees on:

- the review of Health and Safety policies
 - risk mitigation
 - incidents reportable to the Health & Safety Executive under the 'Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995' (RIDDOR) guidelines.
- monitor and report to the Trust Board on the effectiveness of the Trust's Health and Safety systems.
 - ensure that there are adequate communication and co-operation channels between all levels of the Trust and relevant third parties, in the context of this policy.
 - ensure that the Health and Safety Policy and adequate Health and Safety management systems are in place within every school.
 - ensure business continuity plans are in place.

2.3 Chief Executive Officer

The Chief Executive Officer (CEO) has overall accountability for Health and Safety throughout the Trust and for ensuring that the objectives of this Statement of Intent are implemented. The CEO shall ensure that the Trust Board:

- oversees the provision of Health and Safety leadership focused on the management of significant risk.
- monitors overall performance of the Health and Safety management system and are kept informed of, and alerted to, relevant Health and Safety issues.

2.4 Head of Estates

The Head of Estates is the senior appointed person for Health and Safety for the Trust, with responsibility for driving Health and Safety within schools across the Trust and, as such, is responsible for ensuring that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions.

The Head of Estates will:

- consider the impact of Health and Safety in all strategic and operational decision making.
- implement ways to reduce the likelihood of people being harmed by the Trusts' activities.
- monitor findings from Health and Safety audits, compliance audits, inspections and Reporting of Injuries Diseases and Dangerous Occurrences Regulations reports to drive changes to policy and procedures where required.
- implement and monitor an informed, proportionate and prioritised risk management system for the Trust.
- ensure that Trust suppliers and contractors have been appropriately vetted for Health and Safety standards.
- ensure there is an effective accident reporting and investigation procedure across the Trust.
- ensure that the Trust and its schools have adequate emergency plans and procedures for the safe evacuation of the Trust's premises.
- ensure there is an effective programme of Health and Safety inspections.
- ensure the development and implementation of the overall Health and Safety strategic plan.
- be the point of contact with the Trust's appointed Health and Safety Competent Advisor and ensure that any arrangement entered into is fit for purpose.

2.5 Headteachers

Headteachers are responsible for implementing and complying with the Trust's Health and Safety policies and the day-to-day Health and Safety management of the school.

To achieve this, Headteachers must:

- Integrate the Trust's Health and Safety policies and procedures into site-specific Health and Safety arrangements, policies and procedures.
- engage in all Trust activity related to Health and Safety monitoring and review.
- ensure that all Health and Safety matters within the school are effectively managed.
- produce, monitor, review and report progress on the school's Health and Safety Management Plan to the Head of Estates.
- arrange for appropriate consultation with employees in the workplace, to ensure that suitable methods are adopted for promoting Health and Safety at work and provide arrangements for the participation of employees in the development of such measures.
- engage with local Trade Union and Professional Association representatives on aspects of site Health and Safety calling on Trust level support as appropriate.
- ensure all new employees, volunteers, work experience placements or regular visitors receive a suitable and sufficient safety induction, and that training needs are identified and fulfilled.
- ensure the wellbeing of all staff remains a high priority and that their wellbeing is managed effectively at all levels.
- ensure that suitable and sufficient risk assessments are conducted, reviewed and that safe systems of work are developed and communicated to all staff.
- ensure appropriate equipment, tools and protective equipment is provided to enable work to be done safely. Maintain, and where necessary to ensure safety, inspect appropriately with records of inspections maintained.
- ensure regular, programmed Health and Safety inspections take place within their school and systems are established to document and manage reported Health and Safety defects or hazards, with remedial action taken where necessary.
- ensure all hazards, accidents, incidents and dangerous occurrences are investigated, recorded and reported promptly in accordance with the accident reporting procedure.
- ensure that arrangements are in place to manage Health and Safety on educational visits, including competent staff and suitable risk assessments being completed in line with the Trust's Educational Visits Policy.
- ensure that statutory inspection and maintenance programmes are in place, such as fire systems, water systems or asbestos management.
- ensure that Health and Safety is a standard agenda item on appropriate staff meetings.
- ensure that when issues arise that learning points are taken and recorded to improve local practice.

These duties may be delegated to competent persons, but oversight and responsibility remains with the Headteacher.

2.6 All employees with management responsibilities, i.e., school Senior Leadership Teams, Operations Managers, Facilities Managers, Directors of Learning, Curriculum Leaders, Department Heads etc.

Managers are responsible for achieving compliance with this policy within their area of service delivery. They are responsible for the duties delegated to them by the Headteacher.

In particular they have the following responsibilities:

2.6.1 Senior Facilities Manager/Facilities Managers as Designated Health and Safety Lead

The Facilities Manager as Designated Health and Safety Lead, has delegated duties and responsibilities for Health and Safety for the schools under their control, including ensuring sufficient

resources are allocated and authorised within delegated budgets to meet statutory procedures and standards for Health and Safety in their schools. They must:

- function as the link between their schools and the Trust in operational health and safety matters, disseminating new policies, procedures and information to stakeholders when directed by the Head of Estates and monitoring the effectiveness of safety systems and reporting significant concerns or shortfalls.
- produce, implement and maintain operational management of the school's Health and Safety management plan.
- support the school Headteacher in Health and Safety matters.
- ensure compliance & cyclical works and health and safety inspections are carried out and recorded and any significant remedial works are completed and reported to the Head of Estates.
- ensure contractors comply with safe working practices.
- maintain site-specific cyclical & compliance contracts, including asbestos, fire and legionella risk management.
- produce and maintain site-specific risk assessments, safe working methods and implementing control measures where necessary.
- assist and guide school management and staff in the production and maintenance of risk assessments.
- co-ordinate First Aid arrangements for the school.
- present Health and Safety reports to the Head of Estates.
- organise and chairing scheduled school Health and Safety Meetings, producing agenda's and circulating minutes.

Duties may be delegated to competent persons, but oversight and responsibility remain with the member of staff designated as the Designated Health and Safety Lead.

2.6.2 Line Managers and Supervisory Staff

Staff with line management responsibilities, under the direction of the Headteacher, and the guidance of the Designated Health and Safety Lead, have delegated duties and responsibilities to:

- Induct new starters and transferees. The content of the induction will be recorded and signed by the inductee and inductor.
- Produce, maintain and review department health and safety policies and risk assessments for their department and ensure safe systems of work and any other control measures are communicated to departmental staff.
- Ensure the wellbeing of departmental staff is managed effectively.
- Maintaining or having access to an up-to-date library of relevant published Health and Safety guidance from sources, for example CLEAPSS and AfPE; and ensure that all staff are aware of and make use of such guidance.
- Carrying out and recording regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe. Reporting any defaults in line with local procedures where required.
- Ensure essential training needs of their staff are identified, fulfilled and monitored.
- Ensuring, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and learners to avoid hazards and contribute positively to their own Health and Safety.
- Establishing acceptable housekeeping and safe storage standards, in all areas of their responsibility.
- Adopt a pro-active approach to Health and Safety by ensuring that all hazards, accidents and near-misses occurring within their department are promptly recorded and reported.

- Act on concerns from any member of staff.

2.7 All Employees

Every Trust employee, regardless of employment status, is expected to co-operate with the Trust's Management Team and the school Headteacher on all aspects of Health and Safety, and in accordance with Section 7 of the Health and Safety at Work etc. Act, take reasonable care of their own safety and that of others who may be affected by their acts or omissions.

Furthermore, the following requirements are expected of every employee:

- Check daily that classrooms, work areas and equipment are safe to use, and report any concerns to their line manager or the Designated Health and Safety Lead before any item or area is used, as urgently as the situation dictates.
- To comply with the Trust's Health and Safety policies.
- Carry out assigned tasks and duties in accordance with the information, instruction and training given, following agreed risk assessments and safe methods of working.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of safety, health or wellbeing, or to do anything likely to endanger themselves or others.
- Use tools, equipment, PPE and materials provided for their intended use only, in accordance with the information, instruction and training they have been given, ensuring that damaged faulty equipment is not used and reported to their line manager.
- Through employee review processes, and regular meetings, cooperate with managers in identifying any training needs, including updates and refresher training.
- All employees have a responsibility to act immediately upon discovering or receiving a report of a workplace hazard to rectify or otherwise make the situation safe,
- Raise any concerns about their wellbeing, medication, injuries or on becoming pregnant in an open and frank way so that appropriate support can be given, and action taken to address these changes in circumstances.
- Report all hazards, near misses, accidents and any unsafe practices or conditions to their line manager.
- Any failure to comply with this, or any supporting policies and guidelines may result in an investigation through the disciplinary procedure.

2.8 Work Experience, Volunteers and Regular Visitors

Persons on work experience placements, volunteers and regular visitors must be inducted into the school's specific safety arrangements by the supervising member of staff. The content of the induction will be recorded and signed by the inductee, and inductor.

3.0 Arrangements for the Management of Health & Safety

3.1 Policy and Guidance

School and Trust policies, procedures and guidance are produced and regularly reviewed by appropriately qualified, trained and knowledgeable staff. These documents will be brought to the attention of all relevant employees at induction on first appointment and thereafter, following any significant change.

These arrangements should be read in conjunction with those contained in supporting policies and guidance.

3.2 Health & Safety Advice

Advice and guidance are available from:

- Employee handbook, or school intranet
- Your Line Manager or Supervisor
- The school's Designated Health and Safety Lead
- The Trust's Head of Estates
- Trade Union Representatives
- The Trust's Competent Adviser
- The Health and Safety Executive www.HSE.gov.uk.

3.3 Consultation on Health, Safety and Wellbeing

The school will:

- Consult with employees about matters affecting their health, safety and wellbeing.
- Ensure that Health and Safety is a standing item on appropriate team and management meetings.
- Invite representatives from departments and Trade Union / Professional Associations to attend regular meetings of the Health and Safety Committee to drive Health and Safety forward. Information is disseminated via Health and Safety Committee minutes on staff room Health and Safety noticeboards, via direct email and through employees' meetings.

Trust Health and Safety Committee

This forum is for Trade Union representatives and Trust colleagues to meet on a termly basis, discuss and review all health and safety matters ensuring positive progress is being made towards the Trust's health and safety strategic ambitions. Minutes are taken and circulated.

The committee is attended by Head of Estates, Director of Infrastructure, Head of Trust Operations and TU colleagues.

Its key areas of focus include:

- Policy reviews and discussion prior to policies being presented the JCNC.
- Accident and incident statistics and trends
- Examination of safety audit reports
- Health and safety arrangements
- Any other health and safety matter
- To consider strategic health and safety direction

3.4 Training

All employees, including transferees, temporary and agency employees will receive:

- Induction training – on commencement of employment or immediately after any significant change to their duties, responsibilities or place of work. It will include:
 - Emergency procedures
 - First Aid arrangements
 - Accident and near-miss reporting
 - Hazard and safety issue reporting
 - Location of policy, guidelines and other relevant documents
 - Relevant risk assessments and safe systems of work
 - Smoking restrictions
 - A tour of the site
 - Other relevant information

- Competency based training relevant to the individual's role, and development needs will be identified by managers and headteachers and delivered by the most efficient means, e.g., specialist courses or local in-house team discussions.
- Employees are encouraged to use the school's Employee Performance Review system to identify training needs and opportunities, and to bring them to the attention of their Line Manager.

Records of competencies, skills and training will be kept and maintained by the school Operations Manager.

All Employees are expected to attend training courses as requested.

3.5 Audits

The Trust's Audit and Risk Committee will review:

- the H&S audit schedule and advise the Trust Board as necessary.
- selected Health and Safety Audit reports carried out by the Head of Estates and the Trust's competent advisor throughout the year, to ensure compliance with this policy.

3.6 Inspections

Periodic Health and Safety inspections (including Fire Safety) will be carried out by the Headteacher or those delegated with the task. The frequency of inspection of any item or topic may vary from daily, weekly, monthly, six monthly or annually as required by legislation (Statutory Inspections), risk assessment or good practice.

General health and safety inspections of the premises and site will be carried out at least once per term. Results of inspections, including any remedial actions, will be recorded and any significant findings reported to the Head of Estates.

Trade Union Representatives may carry out general health and safety inspections but must inform the Headteacher of this as a matter of courtesy and support.

3.7 Risk Assessments

School activities will be subject to a risk assessment and where significant risks are identified, they will be recorded.

The process of recording a risk assessment will include identifying risks and the relevant control measures by a suitably trained and experienced person. A safe system of work should then be written and shared with stakeholders. Any person then carrying out the task must follow the safe system of work to ensure the health and safety of themselves and others who may be affected.

Assessments for new and expectant mothers must be completed by their Line Manager as soon as the school have received notification.

Managers of lone workers in the substantive workplace are required to risk-assess and apply suitable control measures.

Lone workers who are driving for work are directed to the Driving for Work Policy.

Managers of staff who are lone working from home should ensure a self-assessment of the home working environment has been completed and any concerns recorded and addressed.

The Trust and its schools will endeavour to use non-hazardous substances as part of its work activities wherever possible. However, the school will ensure that an inventory of all substances is maintained by the appropriate department and that suitable and sufficient safe systems of work are

documented and shared with all relevant staff and learners where necessary. All substances must be stored securely, COSHH assessed where required and only handled by authorised persons.

Staff and Trade Union representatives will be consulted on risk assessments. All risk assessments will be reviewed annually or earlier in the event of an accident, incident or near miss; due to a change in work activity, environment or equipment; or following staff feedback.

Staff are expected to support the completion and deployment of risk assessments relevant to their work activities.

3.8 Educational Visits

The Trust and its schools will ensure that a robust procedure is in place for the management of outdoor learning and educational visits.

Each school will have in place specific arrangements to ensure safety is paramount when facilitating such learning experiences, including:

- appointment of an Educational Visits Coordinator.
- ensuring that all staff who organise and lead educational visits are familiar with the educational visit's guidance, and that they are suitably trained and competent.
- ensuring compliance with the Trust's Educational Visits and Driving for Work Policies.

3.9 Emergency Procedures

The Head of Estates will ensure that each school has an up-to-date fire risk assessment, that it is reviewed at least on an annual basis, or more frequently if there is any material change or incident, thereby ensuring that sufficient management arrangements are in place and the risk of fire is managed as far as is reasonably practicable.

The Head of Estates will ensure that there are written procedures in place that are to be followed in the event of an emergency that may affect the occupiers of the school premises or sites including those temporarily off site on educational visits. The procedures will extend beyond fires and bomb threats and will also consider any other significant threat. Other arrangements to ensure that safety systems are maintained and tested will be put in place.

Training will be delivered to anyone with specific roles to play within the procedures and this may extend to practice drills, e.g., fire drills.

Personal Emergency Evacuation Plans, where assistance or support may be required in the event of an emergency evacuation, will be completed, recorded and shared with relevant staff.

3.10 Reporting of Accidents, Injuries, Diseases and Dangerous Occurrences

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 stipulate that certain events must be reported to the Health and Safety Executive (HSE). It is essential that the guidance from The Trust's Accident and Incident Recording and Reporting Policy and Procedure is followed in a timely manner so that accidents are recorded, investigated and reported to the HSE and the Trade Unions appropriately. Therefore, all staff must report accidents, incidents and near misses promptly so that the school can identify and implement measures to reduce the likelihood and opportunity of recurrence.

3.11 Occupational Health, health surveillance and work-related ill-health

Occupational Health services are provided by a specialist external service provider and offer several positive benefits to employees and employers including; Improved health and wellbeing by providing support for physical and mental health issues: Reducing sickness absence with early interventions and preventions through proactive health screening and assessments enabling colleagues to stay in work; Reasonable workplace adjustments enabling colleagues to continue working in a supportive and safe environment; Enhanced job satisfaction when colleagues feel their health and wellbeing is valued and invested in.

Any individual who suspects they are suffering from work-related ill-health, should report this to their Line Manager. Where required, Line Managers may seek information, advice and guidance from their People Services Business Partner.

Where required by specific legislation or a risk assessment, health surveillance can be arranged out to monitor and ensure that the individual suffers no work-related adverse effects from their employment at the school.

3.12 Administration of Medication

The school will have in place suitable arrangements to support learners who have medical conditions. Arrangements will be in line with the Supporting Learners with Medical Conditions Policy for both prescribed medication and liquid paracetamol.

The Trust has in place a Supporting Learners with Medical Conditions Policy, which outlines the expectations of parents/carers and the school's arrangements, both within the school environment and for educational visits. Where necessary the school will consult with the appropriate services to prepare individual health care plans.

Sun cream, unless specifically prescribed, is not considered a medication, therefore the school will manage the risks associated with exposure to the sun as part of their overall risk assessment process.

3.13 First Aid including Adult Mental Health First Aid

The school's Designated Health and Safety Lead will undertake an assessment of first aid needs and ensure that there is adequate first aid provision in terms of number of staff trained, sufficient training procedures including dealing with biohazards, stock provision, arrangements for the secure storage of prescription and over-the-counter medicines. The schools Educational Visits Coordinator is responsible for ensuring first aid provision is in place for educational visits and other off-site activities.

The school's Operations Manager is responsible for the recruitment of, and arranging training for First Aiders, maintaining first aid kits, stock, and record-keeping.

All staff are responsible for the safe and secure storage of their own medication and must not bring more than they need to work each day.

Schools with Early Years Foundation Stage provision must provide at least one person who has a current and recognised paediatric first aid qualification, who must be on the premises and available at all times when children are present. The same provision must be made for children on outings.

Records of first aid treatment provided at each school will be maintained by the school and reviewed termly by the school's Designated Health and Safety Lead.

The Trust is committed to providing competent and supportive adult mental health first aiders in its schools. The locations and contact details of these staff are available on school staff portals and displayed on school health and safety noticeboards.

3.14 Employment of Young or Vulnerable People

The safety of young (under 18 years) and vulnerable people is subject to an individual risk assessment and a review of relevant existing risk assessments to take account of their inexperience and ensure as far as is reasonably practicable, they are not subject to any additional risk of harm or injury. The parent or carer must be provided with comprehensive and relevant information before the young person begins work. Managers employing young people aged 16 years are required to have a local authority issued work permit.

3.15 Other Statutory Arrangements and Regulations (Thorough Inspections, Asbestos Water Hygiene etc.)

Where relevant, the Facilities Manager will ensure that appropriate compliance management arrangements are in place to maintain premises, equipment and systems in a safe condition, according to current legislation and that these inspections are recorded.

3.16 Contractors, Maintenance and Construction

Visiting contractors must be inducted in site-specific arrangements and managed whilst on site. Information about the risks, hazards and control measures (e.g., emergency procedures, asbestos, segregated area of work, etc.) that each party will be exposed to for the duration of an activity must be exchanged.

School staff must raise any concerns about contractor safe working practices immediately, if it looks wrong or anyone is unsure, stop and ask. Seek further guidance from the Facilities Manager if necessary.

Any proposal to engage contractors to carry out construction activities must follow all permissive protocols (internal, planning, building control, etc.) before activity commences. It is the Facilities Manager's responsibility to ensure such projects comply with current Construction, Design and Management Regulations.

3.17 Safeguarding and Security

The school will have suitable and sufficient measures in place to safeguard children, young people, vulnerable individuals, and visitors including:

- The Trust Child Protection and Safeguarding Policy
- All staff trained in Safeguarding and Prevent. This training is recorded.
- Security measures including secure line, staffed reception and controlled access.
- Any vulnerable areas are well supervised.
- Appropriate disclosure and barring checks
- Visitor signing in and identification arrangements.
- Site Security Risk Assessment

3.18 Local Arrangements

Schools will also have additional arrangements for health and safety that need documenting in Appendix 1: e.g., Winifred Holtby Academy as a Private Finance Initiative has contracted FM services including catering, as part of their operations.

All schools should use the information in Appendix 1 as a guide to ensure that as a minimum the included information is recorded and accessible.

Appendix 1: Local arrangements for health and safety

The following are only indicative of the areas covered and other arrangements may apply and should be included:

Additional Policy and guidance documents

Copy or location of:

- Catering contractor H&S Policy
- PFI FM Contractor (WHA) H&S Policy. This should include any subcontracted services.
- School's individual curriculum department H&S Policies or local arrangements

Local staffing roles and responsibilities

Operations Manager or their nominated representative:

- Ensuring the induction process of new employees, transferees and promoted posts is completed by the relevant duty holders.
- Supports the school's H&S lead in ensuring reported accidents and instances of first aid are recorded according to Trust policies.

SENDSCO or their nominated representative

- Prepare and review annually, or more frequently if required, personal emergency evacuation plans (PEEPS) for learners.

Head of Department or their nominated representative, applies to all departments as appropriate.

- Ensure all department colleagues have the current CLEAPPS log-in details.
- Ensure that a named department technician keeps an up-to-date inventory of substances and where required, COSHH assessments.
- Ensure department technicians maintain the cleanliness of department curriculum equipment.
- Ensure department technicians maintain the department personal protective equipment inventory, ensuring items are in good repair, clean and available for use.

Head of Department – Science

- Ensure a CLEAPPS-trained person is designated as the site Radiation Protection Supervisor and their training is kept up to date.
- Identify training needs relevant to department work activities.
- Ensuring an inspection regime is in place for department workspaces e.g. (labs, classrooms, offices, etc)