Orion Education

POLICY

HEALTH & SAFETY

Approval Date	**October 2026**
Review Date	**2027 – AUTUMN TERM**
Owner	Head of Estates

Policy Type		
		Trust Policy to be adopted in full
	■	Trust Policy adapted by the School
		School Policy

Approval Body		
		Executive
		Trust Board
	■	Local Advisory Body (LAB)

Orion Education

Our Four Critical Questions

Why do we exist?

To improve outcomes, transform lives and enable social mobility.

How do we behave?

Trust • Kindness • Endeavour

What do we do?

We create a strong network of schools which transform the lives of students by enabling them to achieve high educational and personal goals, regardless of their background.

How do we succeed?

Through a clear backbone, strong culture, academic rigour and smart systems.

H&S Statement of Intent

" Trustees of Orion Education accept their responsibility and unwavering commitment to Health and Safety. Our foremost priority is the well-being of all individuals associated with the Trust. We pledge to create and maintain a secure environment, implement rigorous safety protocols, and continuously strive to enhance our practices. Through proactive measures, education, and collaborative efforts, we aim to ensure the highest standards of health and safety for everyone under the umbrella of Orion Education".

We are committed to establishing and implementing the following arrangements:

- To ensure staff and pupils are safeguarded when on school premises, or when engaged in off-site activities (e.g. school trips, sports events etc).
- ensure the premises for which we are responsible for are safe and have safe access and egress for all staff, pupils and visitors.
- provide adequate facilities and arrangements for welfare.
- provide and maintain safe plant and safe systems of work without risks to health.
- ensure safe use, handling, storage, and transport of hazardous substances.
- provide suitable information, training, instruction, and supervision to keep all staff, pupils, and visitors safe.

Each site is different and has different requirements. Trustees will not detract from this primary duty but will ensure that the Trust provides competent professional health and safety advice via the Trusts Head of Estates and additional resources when required.

The school's day-to-day duty of ensuring health and safety sits with the Principal at each school, and with the Head of Estates for the Trust's central team office. The Principal may delegate functions and responsibility for Health and Safety matters to other members of staff for example at a departmental level. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Principal from the overall day to day responsibilities for Health and Safety within the school.

The Principal at each school is responsible for ensuring that their school has a Health and Safety Policy. The Principal will report to the Head of Estates on health and safety matters and if there is a major accident or incident.

The Trust's Head of Estates will report to Trustees annually via the Chief Financial Officer on all significant health and safety matters and as and when there is a major accident or incident.

Employees, Trustees and Governors will be mindful of their own duties to take care of their own personal health and safety and that of fellow colleagues, pupils and other persons that might be affected by their work activities. All employees, Trustees and the Local Advisory Body have the duty to cooperate with the Trust to ensure good safety management and to comply with the health and safety policy.

Details of the organisation for the health and safety management and the arrangements for policy compliance are to be found in the health and safety policy and support documents held by the schools and the Head of Estates. All Orion employees, Trustees and the Local Advisory Body are additionally required to adhere to the supporting principles in this policy.

Information for Principals
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Information for Principals

- The Principal must keep the policy up to date to show how health and safety is managed within the school environment.
- Orion Education ("the Trust") is responsible for health and safety but the Principal is responsible and accountable for ensuring day to day compliance regarding health and safety performance on their school estate.
- The school should consult with staff and governors regarding the policy and ensure that all staff have an opportunity to contribute, and so staff have an understanding of what it means for them.
- The policy must be signed and dated by the Principal. The policy should also be reviewed at least annually or sooner if there is any reason to suspect it is no longer valid.
- As the policy is a management tool, it is likely to be one of the first documents you are asked to produce when visited by a Health & Safety Executive Inspector.

The law regarding health and safety policies

- A written health and safety policy is a statutory requirement where an employer employs five or more people. It must be consulted with the employees and recognised trade unions.
- A robust health and safety policy demonstrates to staff, pupils and visitors that the organisation values their health, safety and welfare.
- The allocation of responsibilities and the recording of particular arrangements to implement the policy encourage a clear approach to the management of health and safety.
- Employers must appoint a trade union health and safety rep or staff Health & Safety representative.

A) HEALTH AND SAFETY POLICY STATEMENT

The Principal is committed to establishing and implementing arrangements that will:

- ensure staff and pupils are safeguarded when on school premises, or when engaged in off-site activities (e.g. school trips, sports events etc).
- ensure the premises for which they are responsible are safe and have safe access and egress for all staff, pupils and visitors.
- provide adequate facilities and arrangements for welfare.
- provide and maintain safe plant and safe systems of work without risks to health.
- ensure safe use, handling, storage and transport of articles.
- provide suitable information, training, instruction and supervision to keep all staff, pupils and visitors safe.

B) ORGANISATIONAL RESPONSIBILTIES

B2 Principal's responsibilities

- To ensure School level compliance against the Health & Safety policy and for implementing any measures identified in an audit.
- To ensure this policy is reviewed annually or earlier if there are any changes in circumstances.
- To ensure that employee responsibilities regarding health and safety are included in their job descriptions and that it is adequately received and understood.
- To include health and safety issues in the school improvement plan.
- To ensure that regular health and safety inspections are carried out and recorded, and that remedial action is taken as appropriate.
- To ensure that risk assessments are carried out, significant findings recorded, and reviewed annually or sooner if there is a change in circumstance. To ensure that raised issues or complaints about unsafe premises, equipment or work practices are addressed promptly.
- To ensure liaison between the school and the Trust's contractors and consultants to resolve property maintenance issues.
- To ensure that the requirements of any enforcement officer (e.g. Health & Safety Executive Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed.
- To ensure that emergency evacuation procedures are in place and tested three times a year.
- To ensure that adequate first aid provision is available and kept up to date at all times.
- To ensure that health and safety issues are reported to the governing body on a regular basis.
- To ensure that all health and safety policies and procedures are monitored and reviewed as appropriate.
- To seek advice from the Trust's Head of Estates on health and safety matters when necessary.

- To ensure the supervision and monitoring of supervision of young workers/trainees.
- To ensure that adequate information, instruction and supervision is supplied to all staff, pupils and visitors to ensure their health and safety.

NB: Tasks can be delegated to other members of staff but ultimately the responsibility remains with the Principal.

B3 Governors' responsibilities

- The Local Advisory Board ("LAB") will be informed of health and safety performance within the school and is responsible for monitoring measures identified in the health and safety audit.

B4 Staff responsibilities

- To read and fully co-operate with this policy.
- To take reasonable care of their own health and safety and that of others who may be affected by their actions.
- To co-operate with the Trust and the School on health and safety matters.
- To not interfere with anything provided to safeguard their health and safety or that of others.
- To report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff or through the compliance portal.
- To have a duty to report all health and safety concerns to the Principal and/or the appropriate member of staff.
- To undertake any H&S training that is required to undertake their role.

B5 Site Manager responsibilities

The Site Manager or person with site responsibility holds responsibility for the day-to-day maintenance of the school estate and other buildings / grounds issues. They will:

- Ensure that any work that has health and safety implications is prioritised.
- Report any concerns regarding unresolved hazards in school to their line manager.
- Ensure that all work under their control is undertaken in a safe manner.
- Ensure daily check of the grounds and buildings are carried out to spot any disrepair or other hazards such as broken glass.
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling.
- Carry out a weekly test of the fire alarm.

- Ensure regular maintenance of fire extinguishers, fire alarms, internal fire doors and external fire escape doors, fire safety signs and identification of escape routes, and emergency lighting and other emergency equipment are carried out in accordance with legislation, recorded and any remedial works tracked and carried out.
- Ensure all contractors are 'inducted' the relevant risk assessments provided. They are made aware of the Asbestos Management Plan (AMP) and any fragile roofs or other hazards in the areas where they will be working, with permit to works issued.
- Fully co-operate with health and safety arrangements during larger building projects.

B6 Safety Representatives

Safety representatives of a recognised trade union if a recognised trade union is not present it can appoint a health and safety representative(s), where they are in place have the following functions:

To clarify how staff are consulted on health and safety matters, depending on the presence of a trade union representative.

Aspect	With Trade Union Rep	Without Trade Union Rep
Appointment	Appointed by the recognised trade union	No union rep; consultation via elected employee representatives or direct staff input
Consultation	School must formally consult the union rep on health and safety matters	School must consult employees directly or through elected reps
Time Off for Duties	School must allow reasonable time off for union health & safety duties	Not applicable; staff should still be allowed time to participate in consultations or safety meetings
Legal Responsibility	School retains overall legal duty of care	School retains overall legal duty of care
Employee Representation	Formal representation via union	Representation via elected staff reps or other agreed mechanisms
Raising Issues	Union rep can raise concerns, inspect, and participate in investigations	Staff can raise concerns through established channels, the school must respond appropriately

Key Points for School Leaders:

- If two or more union-appointed safety reps request it, the employer is legally required to establish a H&S committee within three months.
- Trade union reps provide a formal channel for employee input if present.
- Where no union rep exists, effective staff consultation is still required.
- Leadership must document and act on feedback to ensure continuous improvement in health and safety

Names of Health & Safety Trade Union Representative Contact details	Rowan Buteux rbuteux@orioncoopers.org.uk

B7 Consultation with employees

- It is a legal requirement to consult with employees on health and safety issues.
- The school's Health & Safety Committee is where formal consultation with employees takes place, but individual and group staff meetings may also be held regarding health and safety matters and concerns.
- If staff meetings are held, health and safety should be a standing item on staff meeting agendas.

B8 Information, Instruction and Supervision

- Under health and safety law it is a legal requirement to display or provide a leaflet version of the Health and Safety law poster. The information on the poster/leaflet must be brought to the attention of all employees either my giving them a copy of the leaflet or displaying the poster where it can be easily seen and read.
- The school should consider the location and quantity of posters to be displayed in prominent locations in areas that can be accessed by all employees.
- A copy of the Health and Safety Law Poster is located at:

Main Visitor Entrance, Top Car Park Entrance, Staff Rooms, Mansion Entrance, Trust Offices Entrance, Lomax Prep Room, DT Staff Room.

B9 Competency for health and safety tasks and training

- The Principal will ensure that all staff undertake health and safety induction training.
- The Principal will ensure that suitable and sufficient training is identified, arranged and monitored.

- Staff are also responsible for identifying their own personal training needs and feeding this back to the Principal.
- Training records will be easily accessible for audit purposes and will be kept up to date.

B10 Monitoring

- The Principal will check working conditions and ensure that safe working practices are being followed.
- Regular inspections will be undertaken of the school building and grounds three times a year.
- The Head of Estates is responsible for investigating serious accidents although the accountability remains with the Principal
- The Principal is responsible and accountable for acting on investigation findings in order to prevent any reoccurrences.
- The Business Manager at School level is responsible for investigating work-related sickness and absences, although the accountability remains with the Principal.

C) ARRANGEMENTS

C1 School activities

- The Site Manager will ensure that risk assessments are undertaken for all school activities including curriculum risk assessments.

- The significant findings of all risk assessments will be reported to the governing body and to all relevant staff, contractors, visitors and all of those who may be affected.
- Any actions that are required to remove or control risks will be approved by the Principal or their delegated responsible person.
- The Principal or delegated responsible person will check that the implemented actions remain effective, and that all risk assessments are reviewed on an annual basis or when the work activity changes, whichever is the soonest.

C2 Visitors

- All visitors shall be directed by clear signage to the reception and must report to reception where appropriate arrangements for the signing in and out and identity badges will be provided.
- All visitors shall be made aware of the school's emergency evacuation procedures, including evacuation assembly points.

C3 Fire and emergency procedures

- A Responsible Person must be appointed.
- The Principal is responsible for ensuring the Fire Risk Assessment is undertaken, controls are implemented and that it is reviewed annually or sooner if significant changes are to the school estate.
- The Fire Risk Assessment must be reviewed regularly.
- Plan for an emergency.
- Provide staff information, fire safety instruction and training.
- Emergency exits, assembly points and assembly point instructions must be clearly identified by safety signs and notices.
- Instructions to employees must be posted at strategic points around school buildings.
- Emergency evacuations must be practiced at least three times a year and records retained.
- Testing of fire alarms will be carried out weekly by the school's site staff and records retained.

C4 Fire fighting

- Staff should only use fire extinguishers if trained in how to operate them safely.
- If trained, they should only use the extinguisher if they feel confident to do so and not put themselves or others at undue risk.
- There should always be a clear escape available.
- The alarm must be raised before attempting to tackle a fire.
- All chemicals will be stored in accordance with the Control of Substances Hazardous to Health (COSHH) risk assessment. A list of hazardous substances will be provided to a fire officer in the event of a fire.

C5 Maintenance of fire equipment

The Principal will ensure regular maintenance of:

- fire extinguishers.
- fire alarms.
- Internal fire doors and external fire escape doors.
- fire safety signs and identification of escape routes.
- emergency lighting and other emergency equipment.

C6 Bomb/suspect package/lockdown procedures

- Bomb alerts/suspect packages, lockdowns or Martyn`s Law will be dealt with in accordance with the school's Critical Incident Plan.
- The Principal is responsible for ensuring that staff are trained in these procedures, and that they practice regularly.
- Guidance on bombs/suspicious packages/lockdowns will be circulated to staff annually.

C7 First aid arrangements

It is the policy of the Trust to comply with the Health & Safety (First Aid) Regulations. The school shall appoint a First Aid Lead and have an up-to-date First Aid policy, which will be adhered to by all staff, pupils, visitors and contractors.

- Selected staff will be trained in First Aid at Work or Emergency First Aid at Work.
- All first aiders will receive refresher training at least once every 3 years.
- Suitable first aid kit(s) will be situated where appropriate (as designated by the School First Aid Lead).
- Employees will be informed about first aid arrangements during induction.
- The School First Aid Lead will be responsible for regularly checking and restocking the first aid kits on site.
- The named first aiders for the school will be published in school.
- Parents will be expected to inform the school if their child has an allergy and a list of any such children will be kept and displayed.

- The Principal will ensure that there are an appropriate number of designated and trained first aiders in school as follows:

Type of First Aiders	**Responsible for**	**Number Required**
Paediatric	Children under 8 years old	At least one with a current paediatric first aid certificate to be on site at all times; one paediatric first aider to accompany children on off-site visits.
First Aider	Children over 8 years old and adults	At least one trained paediatric first aider. A risk assessment should be carried out to determine total of additional first aiders that are required.
Mental Health First Aider	Staff and Students	Minimum of one per setting.

- However, Principal`s must consider the needs of the people using their buildings, cover for first aiders to ensure that the minimum number of first aiders are on site at all times, the number of buildings being used in the school's estate, and what people are on site out of the school's core operating hours, in order to arrive at a suitable number of first aiders.
- A first aid risk assessment will be carried out by the Principal to determine the above factors.

As a minimum, first aid boxes should contain the following items:

- a leaflet giving general guidance on first aid (eg HSE's leaflet Basic advice on first aid at work);
- 20 individually wrapped sterile plasters (of assorted sizes),
- two sterile eye pads;
- four individually wrapped triangular bandages, preferably sterile;
- 6 safety pins;
- 2 large, individually wrapped, sterile, unmedicated wound dressings;
- 6 medium-sized, individually wrapped, sterile, unmedicated wound dressings.
- 3 pairs of disposable gloves.

- The school will follow the procedure for completion of accident/incident records (see the Trust's separate Accident/Incident Reporting Procedure).
- All reportable incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be reported to the Health & Safety Executive via the Head of Estates (see the Trust's separate Accident/Incident Reporting Procedure).
- Parents will be invited to complete the consent form for medical treatment in accordance with the Trust policy and government guidance.

C8 Information Communication Technology

- The Principal will ensure that suitable arrangements are in place for the safe use of information communication technology.
- Information communication technology will be installed safely, with due consideration given to ventilation for server rooms and computer suites and to hazards such as asbestos and working at height.
- Where laptops are used, safe systems of work including charging and use of trolleys will be devised and implemented.
- Assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002) for all employees who use a computer continuously for an hour or more as part of their daily work duties.

C9 Legal requirements for premises

- The school will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with regard to facilities for staff as follows:

  - **Welfare facilities** – the right number of toilets and washbasins, drinking water and having somewhere to rest and eat meals.
  - **Healthy working environment** – a clean workplace with a reasonable working temperature, good ventilation, suitable lighting and the right amount of space and seating.
  - **Safe workplace** – well-maintained equipment, with no obstructions in floors and traffic routes, and windows that can be easily opened and cleaned.

- The school will comply with the arrangements of the Education (School Premises) Regulations 1999 (see https://www.legislation.gov.uk/uksi/1999/2/introduction/made)

C10 Safe handling and use of substances

- The Site Manager is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The Site Manager will be responsible for undertaking COSHH risk assessments.
- The Site Manager will be responsible for ensuring that all relevant employees are informed about the presence of the COSHH risk assessments.
- The Site Manager will be responsible for checking and ensuring they are satisfied that all new substances can be used safely before they are purchasing them.
- The COSHH risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

C11 Inspection of premises, plant and equipment

An asset list of all equipment should be kept by the Site Manager or equivalent.

- The Site Manager will arrange for formal inspections of the premises, plant and equipment to take place as per legislation and draw up an effective maintenance and improvement programme.
- Routine checks may be undertaken by a combination of class teachers, site staff and a member of senior leadership.
- The Site Manager will ensure that all identified maintenance will be implemented.
- Access to storerooms, plant rooms, raises rooms, server rooms and electricity intake cupboards should be checked, and any inappropriate items being stored there will be removed.

- Where damaged asbestos is encountered, or damage is suspected procedures as laid down in section C12 Managing Asbestos.
- A termly premises audit is carried out by the Head of Estates, the actions are recorded via a live tracker.

C12 Managing Asbestos

Orion Education recognise their duties as an employer under the Management of Asbestos Regulations 2012; Orion Education is committed to ensuring the health, safety, and well-being of all staff, students, visitors, and contractors.

- The Site Manager will arrange for an asbestos management survey to be carried out every two years.
- Orion Education will take the necessary measures to manage asbestos safely and prevent exposure to asbestos fibres by:
- Identifying and maintaining an up-to-date record of the location, condition, and risk of all ACMs.
- Implementing and maintaining appropriate control measures to manage the risk of exposure to asbestos.
- Ensuring that all staff and contractors are aware of and comply with the school's asbestos management procedures.
- Providing appropriate training and information to staff and contractors.
- Reviewing and updating the Asbestos Management Plan (AMP) regularly and after any significant changes.
- Providing resources for effective asbestos management.
- Overseeing the implementation of the asbestos management policy.
- Liaising with staff who have designated roles for asbestos management.
- Maintaining the asbestos register and AMP.
- Arranging for regular inspections of ACMs and updating records accordingly.
- Ensuring risk assessments are carried out and necessary control measures are implemented.
- Coordinating asbestos-related work and ensuring compliance with safety procedures.
- Communicating this policy to all staff, contractors, and relevant stakeholders.

- Reviewing the effectiveness of the asbestos management policy regularly and updating it as necessary.
- Have in place an emergency procedure in the event of accidental disturbance of ACMs.

C13 Legionella management

Orion Education recognise their duties as an employer for managing the risk of legionella bacteria within the school's water systems, in compliance with the Health and Safety at Work Act 1974, the Control of Substances Hazardous to Health Regulations (COSHH) 2002, and the Approved Code of Practice (ACOP) L8.

- The Site Manager will arrange for a water hygiene (Legionella) risk assessment to be carried out every two years in line with statutory requirements.
- Orion Education will take all necessary measures to manage and minimise the risk of Legionella bacteria in its water systems by:
- Identify and assess sources of risk of Legionella bacteria by carrying out regular Legionella Risk Assessments (LRA).
- Implementing, managing, and maintaining control measures to prevent or control the risk of exposure to Legionella:
    - The Legionella Responsible Person will maintain an up-to-date LRA and management plan that includes identified risks, control measures, and maintenance schedules.
    - Regular monitoring and testing of water temperatures, including hot and cold outlets, to ensure they are within safe limits.
    - Flushing of infrequently used outlets to prevent stagnation of water.
    - Regular cleaning and disinfection of showerheads, taps, and other water outlets.
    - Maintenance of water storage tanks to prevent contamination.
- Ensuring that all staff and contractors are aware of and comply with the school's Legionella management procedures.
- Providing appropriate training and information to staff and contractors.
- Reviewing and updating the Legionella Risk Assessment (LRA) and management plan regularly and after any significant changes.
- Ensuring compliance with Legionella regulations and the implementation of this policy.

- Providing resources for effective Legionella management.
- Overseeing the implementation of the Legionella management policy.
- Conducting regular inspections and tests of the water systems and update records accordingly.
- Coordinating Legionella-related work and ensure compliance with safety procedures.
- Reporting any issues related to water systems, such as unusual temperatures or stagnant water, immediately to the Legionella Responsible Person.
- Reviewing the LRA and management plan, annually or following any significant changes to the premises or water systems.
- Implementing any additional control measures identified in the LRA.
- Have in place an emergency procedure in the event of a suspected or confirmed Legionella outbreak.

C14 Construction (Design and Management) (CDM)

Construction (Design and Management) Regulations 2015 herein CDM.
Orion Education are aware of their duties as a client under Regulation 4 of the CDM Regulations for construction works*.
*Note. Construction work includes:

- The construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure, or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure.
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion.
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure.
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

- The installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.

Orion Education recognise the key elements to securing construction health and safety:

- Managing the risks by applying the general principles of prevention.
- Appointing the right people and organisations at the right time.
- Making sure everyone has the information, instruction, training, and supervision they need to carry out their jobs in a way that secures health and safety.
- Duty holders cooperating and communicating with each other and coordinating their work; and
- Consulting workers and engaging with them to promote and develop effective measures to secure health, safety, and welfare.

For any construction projects within the estate, Orion Education will share information which is relevant to the construction work including information about:

- The project; planning and management of the project,
- health and safety hazards, including design and construction hazards and how they will be addressed,
- Information in any existing health and safety file.
- Further to the above, where Orion Education deem necessary, advice will be sought form the competent person (under the Management of Health and Safety at Work Regulations 1999).

C15 Managing Contractors

The Health and Safety at Work Act 1974 places a duty upon organisations to, so far as is reasonably practicable, ensure the health, safety and welfare of its staff and anyone else who may come into contact with the Trust premises, or it's undertakings. This includes contractors or sub-contractors undertaking construction works.
Orion Education recognise their duties as an employer under the Health and Safety at Work etc Act 1974 where a workplace becomes a construction site; Orion Education will ensure that employees are safeguarded from harm.
The Management of Health and Safety at Work Regulations 1999 apply to everyone at work; Orion Education understand that where there are two or more employers (i.e. second employer is a contractor) share a workplace, each employer shall:

- co-operate with other employers
- take reasonable steps to co-ordinate between other employers to comply with legal requirements
- take reasonable steps to inform other employers where there are risks to health and safety.

(The same principles of co-operation, co-ordination and communication between organisations underpin the CDM Regulations, as noted in the CDM Policy.)

Orion Education Responsibilities

The Principal, Head of Estates and Site Manager can instruct contractors to undertake works on the estate.

The Trust has a duty to ensure that these work activities do not alter the conditions or impede the provision of a safe place of work for staff, students and persons within any trust property.

Orion Education will review the contractors risk assessments and method statements prior to works commencing to ensure suitable and coordinated control measures are planned; where required advice will be sought form the competent person (under the Management of Health and Safety at Work Regulations 1999).

Note to contractors. Orion Education operate a permit system.

Contractors' responsibilities

Contractors have a duty to provide a safe place of work to their employees, and ensure no harm is presented to the public (i.e. the occupants of the school).
Contractors are expected to develop a safe system of work and produce suitable risk assessments and method statements for approval from the Trust prior to commencing works.
Contractors are expected to ensure suitable welfare provisions are planned in agreement with the Trust.
Contractors must ensure they abide by the following site rules:

- **Contractor's Site Rules**
- Wear appropriate PPE as per the risk assessment.
- Be aware of the Fire & Emergency Procedures.
- Appoint a Site Manager or Site Supervisor for all works.
- Draw-up a fire risk assessment in line with the Estates FRA and Fire Plan.

- Induct all operatives prior to commencing activities.
- Site Manager or Site Supervisor to be First Aid trained.
- Conduct all works in line with the approved safe system of work / RAMS.
- All operatives to have an enhanced DBS checks.
- Restrict deliveries and contractor vehicle movements between the following hours:
    - 8.00am
    - 4.00pm
- Maintain good standards of housekeeping, ensuring tools and equipment is not left unattended.
- Remove waste from site to reduce the build up of combustibles.
- Limit noise (voices and music etc) to reduce nuisance.
- Have Asbestos Awareness training and understand the findings in the asbestos report relevant to the working areas.

C16 Smoking

- It is the policy of the Trust to protect all employees and persons affected by the Trust's undertaking from exposure to second hand smoke and to assist compliance with the Health Act 2006.
- The Trust will ensure that all its workplaces are smoke free and recognises that all employees have a right to work in a smoke-free environment. This includes emissions from electronic cigarettes (vaping).
- The Trust operates a strict smoking and vaping free zone within its schools, premises, its vehicles and its places of work. Smoking is also not permitted in any private vehicle when used on school business if it is being used to carry passengers. The Trust and its schools will display signage at the entrances to and within its premises and vehicles to designate these areas as smoke free zones.
- Failure to comply with this policy may result in disciplinary procedures. Fixed penalty fines or possible criminal prosecutions may also result from external enforcement agencies.
- The school will provide assistance to any employee who wishes to quit smoking by directing them to local and national initiatives.

C17 Alcohol and Drug Misuse

- Staff attending work while under the influence of alcohol or drugs create an unprofessional image of the Trust and increases the risk of accidents both to themselves, to colleagues and to pupils. To minimise the probability of accidents from alcohol or drug misuse, staff whose judgment is impaired will be excluded from work and may be subject to disciplinary procedures.

- If you are feeling depressed or anxious about either your work or social situation, the use of alcohol or drugs will not provide a long-term solution. Staff do have access to counselling and should seek advice from a member of their school's leadership team.
- Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when taking any medication, please inform your line manager so that additional arrangements may be made to safeguard you, and others while at work.

C18 New and Expectant Persons

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and will return to work while they are still breast feeding. Some hazards in the workplace may affect the health and safety of new and expectant mothers and of their children. The policy sets out some of the main known risks to new and expectant mothers and gives advice on what needs to be done to comply with the law.

Procedure

- Staff (full and part-time) are required to inform their Line Manager and the HR/Personnel Officer as soon as possible and in writing when pregnancy has been confirmed.
- Pregnant women and those living in the same household as a pregnant woman should seek medical advice on specific risks that may apply to the pregnancy and notify the Principal as soon as possible.
- The Line Manager or delegate will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the Risk Assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alter in any way.
- Staff should advise the Line Manager or delegate of any specific risks identified by their medical professional as soon as possible so that these can be included in the assessment.
- The Health and Safety Lead is available to give advice at any stage of the process, but the general principles of common risk assessment will apply.
- Where specific or individual risks apply, the Trust may seek further advice from its Occupational Health Provider.

C19 Moving and Handing

The Trust intends to reduce the risk of moving and handling injuries and to provide guidance on the risk assessment and measures that should be taken to ensure manual handling tasks are carried out safely.

This policy will apply to all work activities involving manual handling across the Trust. Individual classes or activities may need to supplement this policy with specific guidance relating to their areas of service provision, particularly those who are involved in known high risk activities such as the manual handing of people or machinery.

The Trust recognises its responsibility both to provide access for pupils and to ensure the health, safety and welfare of its employees as so far as is reasonably practicable, when having to: lift, support a load (carrying), pushing, pulling, setting down as well as turning, twisting and reaching.

No identified manual handling tasks should be undertaken without appropriate training, information, and, where needed supervision. If there are any issues with a manual handling task, clarification must be sought prior to the task being attempted.

Employees are to report to their line manager any health concerns that may make manual handling less safe for them. The school will provide, wherever possible, alternative mechanical means for moving heavy loads which do not result in exposure to other risks to the user. Employees will

- Avoid any hazardous manual handling as far as is reasonably practicable.
- Assess fully all potentially hazardous manual handling where it has been impossible to eliminate it.
- Reduce any risks that are identified to the lowest level Any children with mobility issues must have an assessment carried out to identify the following:

- How best they can move around the school.
- If manual handling is required the number of times this will be carried out, daily, and by which staff, and the number of staff required.
- The manual handling equipment required.
- The training for staff required to move pupils around the school with manual handling aids.

Formal training in 'Manual Handling' will be offered to relevant staff.

Manual Handling tasks identified will be risk assessed by Site Manager or equivalent, Teacher, or other member of staff. Risk assessments are to be reviewed annually or where there has been a serious incident or significant changes of circumstances.

Appropriate resources/equipment are provided for moving and handling. Responsibility for maintaining an inventory of all moving and handling equipment to include maintenance and inspection records, is with the Schools Site Manager.

C20 Electrical Equipment

- The Trust's employees are clearly instructed that they are not permitted to undertake any electrical repairs. All work on electrical equipment and installation is carried out by NICEIC or SELECT registered electrical contractors.
- Electrical standards are applied as set out within the Electricity at Work Regulations 1989 and for new works, the standards applied follow current requirements of BS7671 (the IEE Regulations for Electrical Installations) and current Building Regulations.
- It is the Trust's policy that live working is prohibited although voltage detection testing is permitted where essential by qualified and experienced contractors.
- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely, and that any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.
- Portable Electrical Equipment should be carried out by a competent trained person.
- Fixed installation testing shall be carried out every five years by a competent contractor.
- The Site Manager should be aware of and approve the use of any item being brought into schools by a member of staff, volunteer or a pupil.
- The Site Manager must be aware of and approve the arrangements for temporary electrical extensions required, for example drama productions, Christmas decorations etc.

C21 Working at Height

- While the Trust aims to avoid work at height so far as is reasonably practicable, some work activities may require work at height. Where working at height is required, the line manager will determine, with the assistance of the Site Manager, where appropriate, the most suitable access method based on as assessment of risk.
- Ladders and stepladders will only be used for work at height, where the low risk and short duration makes this acceptable and where the nature of the work enables three points of contact to be maintained throughout.
- Where work involves difficult access, or work at height which cannot be carried out safely from ladders or stepladders, special access arrangements will be made by the Site Manager.

- All ladders and stepladders used by the school must meet EN131 standards or previous equivalent standard (subject to following user instructions and guidance on safe use) and have a load baring of at least 150kg. Stepladders and ladders are to be formally inspected 6weekly by a competent person and recorded on the compliance portal.
- Pre-use inspections must be carried out.
- Staff must be trained on the use of work at height equipment.
- All contractors who need to work at height are required to submit their risk assessment to the Site Manager or equivalent.

C21 Vibration

- Where vibrating tools are used, the vibration magnitude of each piece of relevant work equipment will be assessed and will be covered into a useable period of time for such equipment via the HSE's Hand Arm Vibration Calculator.
- The Site Manager will maintain this record and will liaise with the line manager to promote the procurement of equipment with lower magnitudes of vibration as replacements for naturally worn or ageing equipment.
- Training will be provided to all persons who are, or may be required to use vibrating work equipment and in doing so, will draw their attention to the vibration magnitude and useable time of each such piece of equipment.
- The record of training will be maintained by the Site Manager.

C22 Noise at Work

- All members of staff need to be aware of "nuisance noise" and respect the needs of others in the School. Common sense and courtesy by all members of staff, pupils and visitors to the school will prevent problems arising.
- Any member of staff, or visitor detecting a potential problem will report immediately to Principal or Site Manager or equivalent.
- Noise created by machinery, work equipment or working practices shall be reduced at the source to a level below 80dB, so as to reduce the risk of noise induced hearing loss. This should be achieved, wherever possible, by eliminating the source of the noise within the immediate area and/or by purchasing equipment specifically designed to be quieter in operation.
- Where inherent noise cannot be eliminated, a suitable and sufficient assessment of risks will be conducted to establish any control measures that may be required in order to reduce the noise level to below that of 80dB, such as the use of hearing protection devices. Where noise levels exceed the upper action level (85dB(A)), the

use of hearing protection is compulsory, and hearing protection zones should be designated, and signage installed accordingly.

- Persons who use hearing protection will be instructed on its correct use and on the storage, maintenance and replacement arrangements. They are also instructed on the noise hazards, and the reasons for noise controls and wearing hearing protection.

C23 Housekeeping

- The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping.
- Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom. It the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear.
- The Site Manager or equivalent will undertake an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc.
- The Site Manager or equivalent log all hazards, obstructions, defects or maintenance requirements.
- It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these should be dealt with immediately.
- The school will be cleaned as per the cleaning schedule and will be monitored by the Site Manager or delegate and the Head of Estates. All waste will be disposed of according to appropriate health and safety guidelines.

C24 Violence at Work

- Violence at work is defined by the Health and Safety Executive as 'Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work.' This includes verbal abuse or threats, including face to face, online and via telephone and physical attacks.
- The Trust operates a zero-tolerance policy to violence at work whether directed by, or at, its employees. All staff must report to their line manager/Principal any incident of aggression or violence (or near misses) directed to themselves from any source.
- All incidents of violence should be reported appropriately. The Trust shall address where necessary all foreseeable risks of violence to its employees through suitable and sufficient risk assessment.
- Management and Occupational Health support is offered to those who have suffered from verbal abuse or physical assault and it's the Trust's policy to involve the Police and seek a conviction of any person who abuses or assaults the Trust's employees.

C25 Off-site Visits

- Staff must ensure that prior to planning or accompanying an off-site visit, that they are aware of the school's policy on Off-site Visits.

C26 Work Experience Placements

- The Trust works in partnership to provide work placements. Any proposed placement should be discussed with the relevant member of school staff as delegated by the Headteacher.
- A work experience risk assessment should be undertaken as soon as the placement details have been agreed in before the student takes up the work placement.

C27 Lettings

- If the school's facilities are rented out, the member of staff overseeing lettings must be satisfied that the hiring organisation will use the premises in a safe manner.
- A signed, written letting agreement must be completed and copies kept. The school has its own written Lettings Agreement/ Lettings Policy, which should be reviewed annually.

C28 Lone Working and Home Working

- A separate lone working risk assessment and home-working risk assessment has been developed by the school. Staff and line managers must ensure that the policy is reviewed, and relevant controls implemented before lone working and home working is carried out.

C29 Personal Protective Equipment (PPE)

The Trust recognises that the use of PPE as a risk control measure is a last resort. Staff and pupils (where applicable) are supplied PPE free of charge, with any PPE identified as a required risk control measure within risk assessments. PPE will be sourced from reputable suppliers by the school, ensuring that it is suitable. i.e:

- That the equipment is subject to valid EC Type Examination and is supplied with information in the user's own language.
- CE marked.
- That the equipment is suitable for the hazards presented by the task and reduces the identified risk as intended.

- That the equipment may be adjusted correctly for all persons required to use it.
- That the PPE is compatible, where more than one type of PPE is required to be worn.
- That the wearing of any PPE does not introduce additional risks to the wearer.
- That suitable storage is provided to prevent damage and instructions are provided in its correct inspection, use, cleaning, storage and maintenance.

C30 Minibuses

- The Principal will ensure those responsible for a minibus, or for anyone using it, on behalf of the school are aware of their responsibilities and the school's minibus policy and procedure.
- The Principal is responsible for ensuring that minibuses operated on behalf of the school fully comply, in every respect, with all legal transport and health and safety requirements. They may wish to delegate daily operational responsibilities to a 'designated' person who will then have main responsibility for overseeing the operation, maintenance, and care of the minibus in accordance with a set schedule and ensuring a record is kept of safety checks, defects, repairs and service history. A record of this designated person should be kept and updated as necessary.
- A driver's inspection checklist must be made available, detailing the checks that must be made before driving the minibus. After going through the checklist, if there are defects that affect the roadworthiness of the vehicle, or if the driver has any other concerns that the minibus is not in a roadworthy condition, the minibus must not be driven.

C31 Radon management

- The Site Manager will ensure that the monitoring of radon will be carried out in accordance with Public Health England guidance.

C32 Risk Assessments

- List of risk assessments to complement this policy as per the Trust Risk Assessment Policy.

Principal	➢ Fire – general ➢ Fire-precaution ➢ First aid ➢ General assessment – slips, trips and falls ➢ Office safety ➢ Asbestos management ➢ Legionella ➢ Management of contractors

	➢ Security ➢ Staff room ➢ Staff room kitchen ➢ Stress ➢ Traffic and pedestrian management ➢ Pregnant, Post-natal, breastfeeding women ➢ Portable electrical equipment ➢ Manual handling ➢ Visitors ➢ Personal protective equipment ➢ General classrooms ➢ Control of substances hazardous to health (COSHH)
Maintenance tasks	➢ Plant rooms ➢ Car park and external areas ➢ Grass cutting – ride on mower ➢ Lone working ➢ Manual handling ➢ Pressure washer ➢ Snow and ice severe weather ➢ Strimmer ➢ Use of ladders ➢ Hand tools ➢ Work at height
Art	➢ Art room – Kiln ➢ Art room – Textiles ➢ Art, design and craft rooms ➢ General assessment – slips, trips and falls ➢ First aid ➢ Fire – specialist rooms
Computers	➢ Staff computer use (DSE assessment)
Physical Education	➢ First aid ➢ Fitness suite ➢ General assessment – slips, trips and falls ➢ Sports equipment ➢ Gymnasium ➢ Manual handling

Science	➢ Fire – specialist rooms ➢ First aid ➢ PPE ➢ General assessment – slips, trips and falls ➢ Laboratory technician activities ➢ Manual handling ➢ Moving chemicals ➢ Chemicals Storage ➢ Bunsen burners
Technologies	➢ Fire – specialist rooms ➢ General assessment – slips, trips and falls ➢ Storage ➢ PPE ➢ Technology – Bench mounted scroll saw ➢ Technology – Bench/pedestal grinder ➢ Technology – Electric ovens ➢ Technology – Hand fed band saw ➢ Technology – Handheld portable circular power saw ➢ Technology – Hazardous substances ➢ Technology – Heat processes ➢ Technology – Metal working lathe ➢ Technology – Milling machine Technology - Morticer ➢ Technology – Pedestal drill Technology – Plastics ➢ Technology – Portable router ➢ Technology – Powered hand tools ➢ Technology – Vacuum former Technology – Wood lathe ➢ Technology - Woodworking bench circular saw ➢ Technology and design workshop
Food Technology	➢ First aid ➢ Food allergies ➢ Gas safety ➢ Electrical safety ➢ Cleaning ➢ Personal hygiene ➢ Food hygiene ➢ Spillages and trip hazards ➢ PPE
Trips	➢ Outdoor problem solving ➢ Swimming during educational visits ➢ Visits to coastal locations ➢ Visits to farms

	➢ Cycling ➢ Canoeing/kayaking ➢ White water rafting ➢ Travel to developing countries/ expeditions to remote areas abroad ➢ Sports matches ➢ Amusement or theme parks, large public attractions ➢ All educational visits ➢ Travel on educational visits ➢ Residential visit accommodation ➢ Use of tour operator or provider of activities ➢ Ski trips ➢ School exchange visit with a school abroad ➢ Walks in normal country ➢ Walks in remote terrain ➢ River walks, gorge, or stream scramble as an adventure activity ➢ Field studies in or by inland water
Early Years Foundation Stage	➢ Outdoor play equipment ➢ Messy play ➢ Small world and construction play ➢ Sensory play