



HEALTH & SAFETY POLICY (including procedures)

Version 2.0

Adopted by Trustees: April 2024

Next Review Date: July 2026

Person responsible for overseeing the implementation: CEO

Chair of Trustees signature: *C.L. Chevassut*

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Health & Safety Policy

1. Policy and Arrangements

Arrangements set out in this policy have been implemented throughout the MAT, except in specified cases, to help ensure that each school and key individuals therein are able to fulfil their obligations and responsibilities for health and safety. All relevant and responsible parties must be prepared to:

- Fully comply with all necessary legal and regulatory requirements, approved codes of practice (ACOPs) and safe systems of work to establish and maintain a safe school environment.
- Keep all staff informed of their own responsibilities, both general and specific.
- Develop and maintain safe working procedures amongst staff, pupils, contractors, and any other person working on or visiting SVMAT sites.
- Ensure sufficient information, instruction, training, and supervision are provided to enable all staff, pupils, contractors, and visitors to avoid hazards and to contribute positively to their own safety and health at work or whilst on site.
- Document procedures, including evacuation and containment, to be used in the case of fire or other emergency.
- Create and disseminate procedures for investigating accidents and near misses, work-related ill-health, and dangerous occurrences.
- Provide and maintain adequate welfare facilities.
- Ensure that all school sites are maintained to an acceptable standard, in addition to all work equipment that is used and stored on the premises.
- Provide and maintain personal protective clothing and equipment (PPE) as required to ensure safe working.
- Establish disciplinary procedures for acts or omissions that are not compliant with safe working procedures or other arrangements for health and safety.
- Commit to formal meetings to discuss matters of health and safety, its impact, the spread of information and any potential changes in arrangements across SVMAT.
- Ensure that all contractors conform to previously agreed expectations of health and safety, discussed at the first opportunity and prior to any work beginning.
- Refer to the Health and Safety Officer for further guidance where needed.

2. Organisational Structure

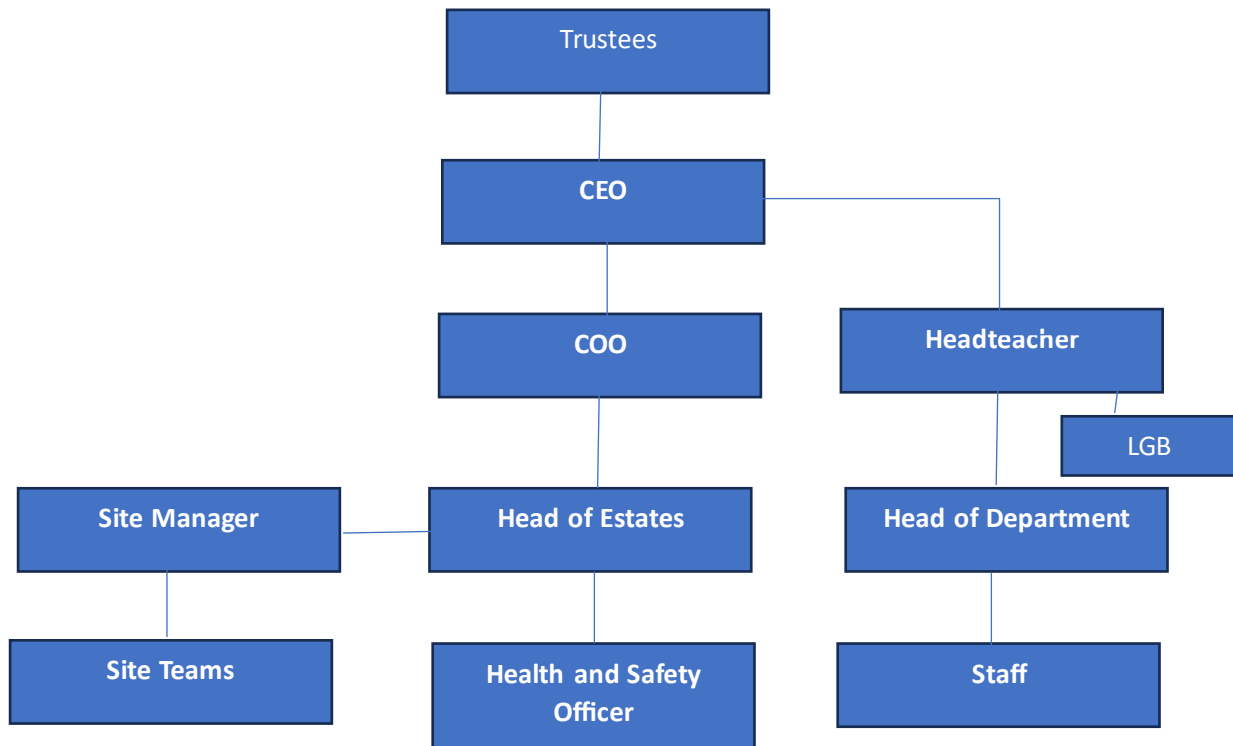


Figure 1 - Structure may vary according to individual schools.

3. Trustees Responsibilities

The Board of Trustees oversees the strategic direction of the MAT working across all schools and takes ultimate responsibility for its performance. The Chief Executive Officer (CEO) of the Trust is among the membership of the Board.

Health and safety arrangements are agreed with endorsement of Trustees in addition to decisions related to the allocation of resources. Responsibility for the practical execution of these arrangements is strategically delegated to persons at various other levels of the organisation as appropriate, including Headteachers, the Head of Estates and the Health & Safety Officer.

4. Local Governing Body Responsibilities

Local Governing Bodies are established across all Trust schools, with delegated responsibilities. As part of their role in the organisations' structure, Governors are primarily expected to hold school leadership to account and ensure that health & safety arrangements, while overseen by the Trust Board, is sufficiently supported.

In all aspects of their involvement, each school's Governors are committed to the provision of a learning environment that is healthy and safe. It is understood that in order to achieve this, all levels of the school's hierarchy must employ good working practices and follow clear procedures devised to reduce accidents and support the wellbeing of all persons associated to the school

5. Headteachers Responsibilities

It is the responsibility of the Headteachers directly, or through delegation:

- To ensure adherence in all respects to this Policy and to ensure that the necessary resources for implementation are available.
- To oversee the arrangements made in pursuit of Health & Safety for all persons at the school, including visitors, contractors, and members of the public.
- To ensure that general and specific Risk Assessments are in place for all school activities as required by Health & Safety Legislation and as advised by the HSO.
- To ensure that all work procedures under their control are safe and without risk to health.
- To ensure that Health & Safety information, instruction, and training have been given and are refreshed as necessary.
- To ensure, via Human Resources (HR), that all job descriptions include details on general and/or specific Health & Safety responsibilities.
- To ensure that safety standards for purchased goods and equipment are met.
- To provide occupational health surveillance where appropriate.
- To put in place mechanisms that ensure they are advised of any significant situations that relate to Health & Safety and involve the Health & Safety Officer e.g. cases of occupational ill health, accidents, hazardous incidents, fire.
- To post Health & Safety-related signs and notices and to keep them up to date.
- To arrange, either directly or through delegation, for appropriately trained first aid personnel and adequate supply of first aid equipment.
- To ensure an up-to-date Fire Safety Risk Assessment is available.
- To ensure that escape routes are kept clear and emergency lighting, fire detection and alarm systems are tested regularly.
- To have fire drills at least termly at each school.
- To ensure the safe disposal of hazardous waste complies with legislative requirements.
- To ensure the School Health & Safety Committee meetings take place termly, and that minutes are produced and distributed in a timely manner.

6. Heads of Department (HoD) Responsibilities

Every Head of Department (HoD)/Line Manager with a supervisory capacity is responsible for ensuring the health, safety and welfare of employees, pupils, and visitors within their area of responsibility.

HoDs/Line Managers are responsible for:

- Ensuring suitable and sufficient Risk Assessments (RAs) are in place within their area of activities, equipment and processes that pose a significant risk to health & safety. These RAs must be signed, dated, and reviewed by all involved with the activity/process/event on an annual basis or more often as the result of legislative/good practice changes, in the event of an accident/near miss or change to process/equipment.
- Checking that all substances covered by the Control of Substances Hazardous to Health (COSHH) Regulations are listed, assessed, and have the appropriate Safety Data Sheet.
- Ensuring that equipment required within their department is fit for purpose, safe to use and regularly maintained.
- Reviewing reports from H&S inspections, action points and recommendations proposed and implementing them as appropriate in a timely manner.
- Checking that the appropriate signage is clearly displayed within their department.
- Cooperating with the HoE & HSO to ensure SVMAT meets the requirements of Health & Safety legislation

7. Chief Operating Officer (COO) / Head of Estates (HoE) Responsibilities

The Trust COO & Head of Estates, as the Health and Safety Lead, has delegated responsibility for providing competent health and safety advice and support to the Trustees and Headteachers, advising and assisting in the discharge of legal duty by:

- Ensuring familiarity with the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and any other health and safety legislation and buildings codes of practice which are relevant to the work of the Trust's schools.
- Taking all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met
- Periodically assessing the effectiveness of the Trust's Health and Safety Policy and ensuring that any necessary changes are made and brought to the attention of the CEO and Trustees
- Monitoring the effectiveness of health and safety management across the Trust through appropriate level meetings and termly H&S inspections
- Ensuring a structure of reporting is in place at all levels, including governance, to ensure ongoing accountability, attention to maintaining high standards of health and safety practice and detecting, reporting, and acting on any problems that arise.

8. Health & Safety Officer (HSO) Responsibilities

The Health & Safety Officer's responsibilities are as follows:

- To provide advice, support, and guidance as appropriate to the Heads to assist them in carrying out their duties under Health & Safety legislation and this Policy.
- To be the focal point for the day-to-day reference of Health & Safety and to give advice and guidance where appropriate.
- To co-ordinate and implement good Health & Safety practices and procedures throughout SVMAT and its Schools.
- To arrange audits and inspections as necessary and produce reports, as required.
- To check that all aspects of the Fire Safety Risk Assessments are carried out (prioritising key concerns) and regular monitoring is in place.
- To arrange Health & Safety and first aid training as required and deliver training as appropriate in conjunction with the HoE.
- To check that all statutory testing and inspection is carried out in accordance with legislation.
- To ensure adequate policies and procedures are in place and up to date with current legislation and best practice.
- To offer advice and guidance concerning any changes necessary to meet the requirements of Health & Safety within each School.
- To attend Health & Safety Committee meetings.
- To investigate accidents, near misses and to coordinate corrective action.
- To assist with/provide advice to those responsible for the completion of Risk Assessments.

9. Site Managers Responsibilities

- To coordinate/assist contractors engaged by the school to carry out specialised works.
- To carry out inspections, both planned and unplanned, of school sites and identify potential areas of non-compliance.
- To ensure that checks of school facilities have been carried out as part of a robust schedule of maintenance.
- To oversee compliance of the schools' site teams with Health & Training as delivered by the Trust.
- To assist with emergency procedures wherever a relevant duty has been outlined in the school's safety documentation.
- Ensuring suitable and sufficient Risk Assessments (RAs) are in place within their area of activities, equipment and processes that pose a significant risk to health & safety.
- Checking that all substances covered by the Control of Substances Hazardous to Health (COSHH) Regulations are listed, assessed, and have the appropriate Safety Data Sheet.
- Ensuring that equipment required within their department is fit for purpose, safe to use and regularly maintained.
- Reviewing reports from H&S inspections, action points and recommendations proposed and implementing them as appropriate in a timely manner.
- Checking that the appropriate signage is clearly displayed within their department.
- Cooperating with the HoE & HSO to ensure SVMAT meets the requirements of Health & Safety legislation.

10. Site Team Responsibilities

- To liaise with/chaperone (if necessary) contractors engaged by the school to carry out specialised works.
- To carry out inspections, both planned and unplanned, of school sites and identify potential areas of non-compliance.
- To perform checks of school facilities have been carried out as part of a robust schedule of maintenance.
- To assist with emergency procedures wherever a relevant duty has been outlined in the school's safety documentation.
- To ensure that any remedial action is carried out quickly and efficiently, in proportion to highlighted risks.
- To be familiar with the school's emergency arrangements and ensure that all equipment and facilities remain fit for purpose.

11. All Employees Responsibilities

- Exercise effective and appropriate levels of supervision of pupils and know the emergency procedures in respect of fire, lockdown and first aid.
- Be familiar with the hazards and risks relating to the area in which they work and with the control measures to reduce these risks.
- Follow and demonstrate safe working practice to the pupils and give clear instruction and guidance.
- Ensure that any shortfall in the Health & Safety arrangements is brought to the attention of their Line Manager/HoD.
- Ensure that they are familiar with and understand the Risk Assessments and safe systems associated with the area in which they work, and that Risk Assessments are signed by all relevant staff.

12. All Persons Responsibilities

All employees, pupils, contractors, and visitors have a responsibility to take care of themselves and others. This includes:

- Ensuring that they write and/or contribute to Risk Assessments as appropriate to their role.
- Ensuring that they abide by the methods contained within relevant departmental Risk Assessments and to highlight any concerns to their HoD/Line manager.
- Making sure that all work is carried out safely, in the approved way and in accordance with this Policy and any related policies and procedures and with Health & Safety legislation.
- Ensuring any equipment provided for Health & Safety is fully and properly utilised and that all machine guards and other safety devices are appropriately used.
- Following and adhering to any instruction given in relation to Health & Safety and cooperating with SVMAT as their employer (including any HoDs/Line Managers to whom they are accountable).
- A duty to report and remove from use any defective equipment.
- Report any new hazards/risks to the appropriate HoD responsible for the area in which the issue is identified or, if that person is not available, the HSO.
- Taking care of themselves and others and not ignoring any situation which poses a risk to Health & Safety without taking the appropriate action.
- Bringing to the attention of SVMAT as their employer (via HoDs/Line Managers) any short comings in the Health & Safety arrangements. This is a duty of all employees under the Health and Safety at Work Act.
- Making themselves familiar with their surroundings and knowing the locations of the nearest fire exit, escape route, firefighting equipment and where to assemble in the event of an evacuation.
- Not intentionally interfering with or misusing anything provided for Health & Safety reasons.
- Cooperating with the HSO and acting on instructions given.
- All employees, pupils and visitors are encouraged to provide any suggestions in relation to Health & Safety to the School Health & Safety Committees.

13. Health and Safety Policy & Procedure Arrangements

- Accident Reporting, Recording and Investigation
- Asbestos Management
- Communicable Disease Outbreak Management
- Contractors and Visitors on Site
- Consultation with Employees
- Control of Substances Hazardous to Health (COSHH)
- Defect Reporting
- Display Screen Equipment
- Electricity at Work
- Fire Safety Checks and Emergency Plans
- Gas Installation
- Health and Safety Advice
- Housekeeping, Cleaning and Waste Disposal
- Communication of Information
- Legionella Bacteria Control in Water Systems
- Lighting
- Lone Working and Personal Safety
- Manual Handling
- Noise at Work
- Personal Protective Equipment
- Physical Education (P.E.), Sports and Outdoor Play Equipment
- Radiation
- Risk Assessments
- Slips and Trips
- Smoking
- Stress and Staff Wellbeing
- Supervision
- Temporary/Agency Workers
- Temperature
- Training & Development Related to Health & Safety
- Vehicles on Site
- Vibration at Work
- Work Equipment
- Working at Height

14. Accident & Near Miss Reporting, Recording and Investigation

- A proportion of staff within each school are trained in Qualified First Aid at Work, Paediatric First Aid and Emergency First Aid at Work, depending on the schools' specific needs and requirements. Lists of trained first aiders are made available around each site.
- All staff are required to complete an accident/near miss report form if involved in or are witness to such an occurrence at their school.
- Any event where a person is injured, whether they be staff, student, visitor, contractor or other, must be reported. The severity of consequences must not affect this decision.
- Details must initially be captured within the school's accident book, though staff must also complete a digital form via the desktop shortcut on designated SVMAT devices.
- Any event in which injury could have been caused but didn't (i.e., a near miss), must also be reported in the same way, using another dedicated desktop shortcut.
- Should an injury occur within the school that qualifies as reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, this will be completed and submitted to the HSE by the HSO.
- The qualifying criteria for a RIDDOR injury in schools is available for reference in SVMAT's Accident Reporting Procedure.
- Any trends or other statistical information gathered from accident reporting will be made available to all relevant parties at regular intervals, including, though not limited to, Central Team and Governors Meetings.
- Remedial measures must be implemented wherever reasonably practicable, particularly in the case of repeat incidents.
- Accidents that are deemed particularly serious, must be investigated further by the HSO - the conclusions of which passed forward to all relevant parties, including the HoE and the school Governors.
- Records of accidents involving persons over the age of 18 will be held for a minimum of four years from the date of the accident, in accordance with the Data Retention and Storage for Schools guidelines.

15. Asbestos Management

- An Asbestos Management plan is in place for all sites within SVMAT and is reviewed at set intervals. Copies are available from the Estates and Facilities Dept as well the reception area of each school.
- The HoE, HSO and Site managers of each school have received Asbestos Awareness training from the local council. This is periodically refreshed as needed.
- All contractors must refer to the Asbestos Register before commencing any work where Asbestos Containing Materials (ACMs) are present.
- Only approved and sufficiently competent contractors may carry out any works (removal or otherwise) that includes the disturbance of ACMs.
- Where ACM's have been identified, they must be clearly labelled.
- Refer to Asbestos Management Plans for more information.

16. Communicable Disease Outbreak Management

- SVMAT follows the guidance from the UK Health Security Agency when responding to infection control issues.
- Staff and students are encouraged to follow good hygiene practice including handwashing.
- All staff and students are expected to wear appropriate PPE when handling chemicals or other contaminated substances/materials.
- A robust cleaning regime is in place across all schools, carried out by both SVMAT and agency staff.
- A safe procedure has been established for the cleaning of blood and body fluid spillages.
- Cleaning products are specifically chosen to be suitable for killing bacteria without posing serious risk to the user.
- Domestic and clinical waste is segregated, and all clinical waste removed by a registered waste contractor.

17. Contractors & Visitors on Site

- Contractors must complete an approved supplier induction document sent to them as part of the tendering process (see procurement process for more information) and return it to the Estates and Facilities Dept before work may commence.
- The induction pack will provide details about health and safety arrangements, specifically what to do in the event of an emergency.
- All supplementary paperwork, including copies of insurance, RAMS (Risk Assessment Method Statement), risk assessments and evidence of competency must be included where applicable.
- Contractors must report any health and safety concerns immediately to the HoE, HSO or Site Manager.
- Visitors who have not been previously inducted must sign in and out of the premises at the school reception and wear a temporary visitors lanyard for the duration of their visit.
- Visitors must also be escorted around the site by their principal site contact, in accordance with safeguarding measures, as well as to ensure their safety.

18. Consultation with Employees

- All SVMAT staff are encouraged to raise any potential concerns through their HoD or Line Manager to headteachers or other members of senior management as relevant.
- Staff must not feel obliged to do so at specific junctures (i.e., departmental meetings) and may declare these concerns at any time.
- Any member of staff appointed by their trade union as a Health & Safety Representative to their school is entitled to receive time off, with pay, to attend training.

19. Control of Substances Hazardous to Health (COSHH)

- Any substances that have been procured for use at SVMAT schools must be supported by a Safety Data Sheet (SDS) as provided by the manufacturer and a COSHH assessment provided by SVMAT itself. Evidence of an SDS does not preclude the need for a COSHH assessment.
- A COSHH assessment template is available from Estates and Facilities Dept.
- All COSHH assessments must be subjected to regular review, to ensure that safety control measures remain suitable and sufficient.
- Staff who are expected to use hazardous substances as part of their role, must be given an appropriate level of training and be provided with all necessary Personal Protective Equipment (PPE).

20. Defect Reporting

- Staff at all levels of SVMAT are obligated to report any evidence of faults or defects, in keeping with both their legislative duties and SVMAT guiding documents (including PUWER and Electrical Safety).
- Examples of the above must be referred to the HoD or Site Manager as soon as possible, so that the item in question can be removed/isolated before a decision is made on remedial action.
- Records of any necessary maintenance or reports of faults must be retained by the Estates and Facilities Dept for a minimum of two years.

21. Display Screen Equipment (DSE)

- Staff who meet the criteria of Display Screen Equipment user, as outlined in SVMATs guiding document on DSE, will be required to complete an HSE assessment on the suitability of their workspace arrangements.
- This will be conducted at regular intervals, or sooner if changes have been made to workplace equipment, ways of working or the working environment.
- Should staff become aware of any aches, pains or other injury/illness that may associated to DSE use, this must be reported to their HoD or the HSO at the first opportunity.

22. Electricity at Work

- SVMATs Fixed Electrical Installations are tested every 5 years by a competent contractor. This will be arranged in advance by the HoE/Estates & Facilities Dept.
- Portable Appliance Testing is formally undertaken by a competent third party at a pre-determined frequency (ordinarily 24 months unless otherwise stated). Supplementary testing is undertaken by sufficiently trained members of staff from each department, where appropriate.
- Each HoD must ensure that they have suitable arrangements in place with the Estates and Facilities Dept for PAT testing.
- Records of all portable appliances, whether carried out by contractors or SVMAT staff must be retained.
- Stickers must be displayed on all tested appliances to show the date of the last test and when the next is due. Any items that do not possess a sticker or are no longer valid must be referred to the HoD or Site Manager.
- All staff must conduct simple pre-use checks on any electrical appliances, to check for any possible signs of damage or defects – examples of these are shown in the staff induction and within SVMATs Electrical Safety guidelines. Should any faults be discovered or presumed, these must be reported to the HoD/Site Manager immediately and the item clearly marked as not to be used.
- The Estates and Facilities must ensure the competency of contractors working with electrical equipment during the procurement process by requesting evidence of qualifications, where necessary.
- No contractors are to be arranged by any department without the explicit approval of the HoE.
- Live working must not be permitted unless essential. Any such work may only be undertaken by a sufficiently competent electrician and comprehensive safety arrangements discussed with the HoE, HSO and any other affected parties.

23. Fire Safety Checks and Emergency Plans

- Each SVMAT school has its own Fire Risk Assessment in place, carried out by a competent contractor. These are available for the Estates and Facilities Dept, and in the reception of each school.
- The Site Manager is responsible for conducting regular checks on fire systems and equipment, in addition to weekly tests of the alarm.
- Service agreements are also in place with contractors to test firefighting equipment and ensure it remains fit for purpose on an annual basis.
- Records of all inspections, carried out by site teams and contractors must be retained by the Estates and Facilities Dept.
- A Fire Safety & Evacuation Plan is in place and readily available in each school reception, outlining specific instruction for staff and students in a fire emergency. This is reviewed on an annual basis.

24. Gas Installation

- All fixed gas installations and pipework must be regularly tested and inspected by an approved contractor. The HoE has the responsibility for making these arrangements.
- HoD must ensure that gas equipment in their working areas remains suitable and sufficient and report any concerns about installations to the HoE immediately.

25. Health & Safety Advice

- SVMAT staff who require advice or support on matters of health and safety or wish to report a concern may contact the HSO directly HSO@stowevalley.com. If preferred, staff may also choose to escalate the issue through their HoD or Line Manager first.

26. Housekeeping, Cleaning and Waste Disposal

- All staff are alerted to the importance of good housekeeping in avoiding slips, trips and falls in addition to fire safety.
- Staff at all levels must take responsibility for keeping their work area clean and tidy.
- Any disposal of substances or materials must be done so in consideration to the environmental impact, as well as SVMAT guiding documents/legal obligation.
- Staff must alert site teams to any spillages as soon as possible and signs put in place to warn against potential slip hazards.

27. Communication of Information

- Essential information relating to health and safety arrangements throughout SVMAT is available within this policy, in addition to supporting policies and protocols that staff may access at any time via the SVMAT website or its IT system.
- All staff must ensure that they have read and understood any health and safety documentation that is appropriate to their role, and formally acknowledge this. HoD are to be responsible for ensuring that staff within their own department are fully compliant with instructions and procedures as laid out within these documents and confirming this with the HSO/Estates and Facilities Dept.
- The most critical health and safety information for any school will be made available to staff, visitors, and contractors in the reception of each.
- Teachers must disseminate appropriate health and safety information to students wherever necessary, either in classroom lessons or assemblies.

28. Legionella Bacteria Control in Water Systems

- The water systems of each school within the MAT are subjected to regular testing by a professional contractor to ensure they remain in good working order.
- Supplementary, routine testing is undertaken by site teams.
- Any issues or concerns arising from these inspections, including those of contractors, must be reported to the HoE and acted upon and remedial works arranged as soon as possible.
- Records of inspections, testing, maintenance, or repairs will be electronically stored by the Estates and Facilities Dept in addition to paper copies stored in the school reception.
- All control measures will be implemented according to the guidelines provided by the HSE's Approved Code of Practice (L8).

29. Lighting

- Natural light must always be considered in the first instance when lighting a work environment and enhanced by artificial light where needed.
- The Estates and Facilities Dept is nominally responsible for the condition of lighting across SVMAT schools.
- Site teams are not permitted to conduct maintenance or repair work on lighting systems unless they are suitably competent. Remedial work must instead be referred to contractors.
- Any sources of lighting must be kept clear of any potentially combustible substances or materials.
- Defects or otherwise poor standards of lighting within the MAT must be reported to the HoE or HSO at the first opportunity.

30. Lone Working and Personal Safety

- Staff must seek guidance from SVMATs protocols before lone working in any capacity. HoD must have an awareness of any staff who are lone working for any period of time and explicitly approve this in advance.
- For reasons of health and safety, some work activities will not be permitted while staff are lone working, particularly when using hazardous equipment and substances.

31. Manual Handling

- All staff will be expected to carry out a wide variety of manual handling-oriented tasks in their day-to-day routine – except in cases where the level of risk is unacceptable.
- Staff will be given an introduction into the basic principles of manual handling and safe ways of working during their induction training.
- Additional training will be made available to staff with additional manual handling duties or those of a more specific/hazardous nature (use of lifting equipment).
- Training for all staff must be monitored by both HoD and the Estates and Facilities Dept, to be periodically refreshed every 3 years.

32. Noise at Work

- Some working areas of the SVMAT may be susceptible to high noise levels. It is a requirement of the Noise at Work Regulations that wherever noise exposure levels regularly exceed 80 decibels, various control measures must be implemented to reduce it to a reasonably practicable level.
- A routine system of monitoring must be in place within areas of high noise.
- If the school is unable to change ways of working or provide alternative equipment, so that the noise level is reduced below 85 decibels, then Personal Protective Equipment (specifically hearing protection) must be provided.
- Should any member of staff have any concerns about the noise level in their working environment, this must be referred to the HSO. An investigation will then take place to determine if the noise is sufficiently high to warrant further action.

33. Personal Protective Equipment

- Any requirement for PPE must be identified during the risk assessment for any given activity or substance.
- Staff must be supplied with all PPE that is specific to their role and the tasks they are expected to carry out, at the expense of SVMAT.
- PPE must always meet the standards as outlined by a risk assessment or COSHH assessment and be generally fit for purpose (i.e. regularly inspected and kept in a good condition).
- HoD are responsible for monitoring the continual effectiveness of PPE and ensuring that it is worn/worn correctly by staff when appropriate.

34. Physical Education (PE), Sports and Outdoor Play Equipment

- All P.E staff must undertake pre-use checks of equipment to ensure they are safe to use.
- Outdoor play equipment must be subject to routine inspections by site teams and supplemented by checks by a sufficiently competent contractor.
- All physical education activities are subjected to a risk assessment, including the use of any equipment, if necessary.
- Sports halls and all other related P.E. facilities are inspected annual by a third-party contractor, as arranged by the HoE. Remedial works must be carried out where advised, for the facilities to be used safely.

35. Radiation

- A limited number of radioactive materials are securely stored within SVMAT's secondary schools.
- Each of these must be COSHH assessed prior to any handling or usage (see COSHH section).
- Access must be tightly controlled and limited to science department teachers and technicians only.
- Details about the safe storage of radioactive substances must be made available for reference to interested parties (such as Fire and Rescue).
- Each school where radioactive substances are stored and used has a dedicated Radiation Protection Advisor, whose training is periodically refreshed every 5 years.
- In accordance with the Ionising Radiations Regulations 2017, SVMAT has registered multiple sites that work with radioactive substances with the Health & Safety Executive. Evidence of the HSE registration certificate is retained by each school to which it applies.

36. Risk Assessments

- Risk assessments are in place for all areas and activities where staff, students and other persons may be harmed by an identifiable hazard.
- This is a fundamental duty under the Management of Health & Safety at Work Regulations 1999 and forms the basis of SVMATs arrangements for health and safety – specifically the reduction of risk to reasonably practicable levels.
- Risk assessments must be written in consultation with parties who are likely to be affected by them.
- HoD must ensure that all staff within the department have read and fully understood any risk assessments that directly apply to them, and sign to confirm this.
- Risk assessment templates have been developed to provide guidance on lower-level risks that are likely to be present in specific areas and may form the basis of a more detailed assessment.
- A separate Risk Assessment Procedure is in place to outline the exact steps taken by SVMAT whenever a hazard has been identified and is available for reference on the SVMAT website.

37. Slips and Trips

- There are a wide variety of potential slip, trip and falls hazards throughout each school site and all staff are expected to be vigilant in identifying hazards and using good housekeeping practice to avoid creating hazards.
- Areas where slip, trip and falls are more likely, due to specific factors such as condition of the ground and the presence of work equipment, are risk assessed and control measures put into place.
- All staff are expected to wear appropriate footwear for the environment/activity. Walkways and thoroughfares must always be kept clear of personal belongings, bags, or trailing cables.
- Spilled liquids must be reported, signposted, and sealed off as quickly as possible to prevent any persons from slipping.
- The Site Manager or site teams at each school may be called upon to assist in cleaning up spillages.

38. Smoking (including E-cigarettes)

- Smoking, vaping, and the use of E-cigarettes is prohibited throughout all sites of SVMAT. This is to include not only students and members of staff, but also visitors and contractors. This policy is made known to staff during their induction and to other non-employed persons prior to their visit, wherever possible.

39. Stress and Staff Wellbeing

- A stress risk assessment is in place to provide guidance on support for any staff who are exhibiting signs and symptoms of stress at work.
- Staff are encouraged to escalate their concerns to their HoD or Line manager, though may also seek support from HR. Additional advice and support may be found in SVMAT's Wellbeing Policy.

40. Supervision

- The educational provision of SVMAT caters to students across a wide spectrum of age and ability.
- In respect of providing adequate supervision for these varying age groups, any persons with a direct responsibility for student welfare (Headteachers, HoD and Educational Visit co-ordinators) must ensure that the level of risk is offset by effective supervision. Activity risk assessments must be devised or referred to in these situations.

41. Temporary/ Agency Workers

- SVMAT has a responsibility to any persons who are employed in a temporary capacity or via an agency.
- Any staff in such a role, must be provided with a health and safety induction that covers essential information such as fire safety arrangements, first aid procedures and access to further guidance.
- Should their role require use of any specific equipment or machinery, this must be supplemented by additional training.

42. Temperature

- Air conditioning units throughout all schools are to be routinely serviced by a competent contractor, as organised by the Estates and Facilities Department.
- Records of these inspections and any resulting remedial works are retained by the department. Where air conditioning is impractical or otherwise unavailable, airflow must be sufficiently maintained by natural ventilation.
- Should any staff have concerns over excessively high or low temperatures, this must be raised to their HoD or the HSO as appropriate.
- Concerns about water temperatures should be raised with the HoE.

43. Training and Development (related to Health & Safety)

- Health & Safety related training records are retained by the HSO.
- Training courses are arranged by the HSO (in collaboration with HoD and the HoE) and planned at various intervals throughout the year.
- Any staff whose training is known to expire will be notified in advance and training will be arranged prior to this date wherever possible. Training topics include, though are not limited to, the following:
 - Asbestos Awareness
 - COSHH Awareness
 - Educational Visits
 - Emergency First Aid at Work
 - Fire Safety (inc. Safe Use of Fire Extinguishers)
 - Fire Warden/Marshal
 - First Aid at Work
 - Food Safety / Allergen Awareness / Food Supervision / Food Hygiene
 - Health & Safety for Science Technicians/Science HoDs
 - Induction & General Health & Safety Awareness
 - Ladder Inspection / Safe Use of Ladders/Steps
 - Legionella Awareness
 - Manual Handling
 - First Aid
 - Paediatric First Aid
 - Permit to Work
 - Risk Assessment
 - Safe Use of Evacuation Chairs
 - Safe Use and Operation of Kilns
 - Working at Height
- SVMAT Health & Safety Inductions will be included in the onboarding process for each new member of staff. Additional arrangements are also in place when joining specific departments in each school. Evidence of this is recorded and retained by the Health & Safety Officer.
- Health & Safety refresher training is provided with advanced notice on a two-yearly basis.

44. Vehicles on site

- All drivers must limit their speed to 5mph while on school sites.
- Delivery instructions are provided to suppliers in advance and clearly signposted on site.
- Wherever possible, suppliers are also requested to visit schools where pedestrian traffic is minimal.
- In line with SVMAT Traffic Management procedures, marshals are nominated by a pre-planned schedule and arranged to supervise key exterior zones at the beginning and end of the school day at each site.

45. Vibration at Work

- SVMAT recognises its legal duty to protect its employees as far as is reasonably practicable from risks to their health from vibration at work.
- Staff are encouraged to disclose any medical concerns arising from Vibration at Work and inform their HoD and the HSO at the first opportunity.
- Wherever a risk of Vibration at Work is reported SVMAT will assess any associated duties, to ensure that control measures are sufficient or if action must be taken to reduce risk.
- Further medical advice should be sought by any staff who show symptoms of Vibration at Work related conditions, such as Vibration White Finger or Hand and Arm Vibration Syndrome (HAVS).

46. Work Equipment

- Any use of work equipment within SVMAT must comply with the Provision and Use of Work Equipment Regulations (PUWER).
- Work equipment that is installed at any school must be deemed as fit for use by a competent person.
- Routine service agreements must be planned with suitably competent persons, where necessary.
- Records of any maintenance to work equipment and any advised/actioned remedial work must be retained by the Estates and Facilities Dept.
- Staff are not permitted to use equipment they have brought from home/elsewhere.
HoD are responsible for ensuring that the equipment within their department is used in accordance with all internal protocols, relevant legislation, and manufacturer's instructions.
- Training needs must be monitored and provided if staff are expected to use work equipment as part of their role.
- All staff must carry out pre-use checks of their equipment.
- HoDs & Line Managers must ensure that for all work equipment in their department, a suitable and sufficient risk assessment is in place and regularly reviewed.

47. Working at Height

- Work at Height can have severe and often lethal consequences if control measures are not suitable and sufficient.
- The full scope of work activities carried out by staff that involve work at height, must be identified and risk assessed so that alternative ways of working may be arranged, if the risk cannot be eliminated.
- Additional measures must be implemented to reduce both the likelihood of a fall and the consequences of a fall.
- Owing to the nature of the risk, any staff with work at height duties must receive appropriate training.
- Kick stools are permitted for use in suitable environments (e.g., classrooms) though must be subjected to pre-use checks, to ensure they remain in good condition.
- Any staff attempting work at height, including the use of footstools, must do so in appropriate clothing and footwear, that allows sufficient freedom of movement and grip on access equipment.
- Ladders and scaffolds are only permitted for use by trained members of the Estates and Facilities dept. These staff are also obligated to carry out pre-use checks that is appropriate to the equipment – as per their training.
- Ladders are to be formally inspected by the Estates and Facilities department biannually and recorded on each ladders ID tags.
- Any faults identified during pre-use checks or formal visual inspections must result in the ladder being removed from circulation and clearly marked as not to be used.
- Specific activities which require work at height must be subjected to a risk assessment. This is to be conducted by the HSO.
- No students are permitted to use work at height equipment at any time.
- Only with prior agreement and evidence of sufficient training may contractors be permitted to use SVMAT access equipment. Contractors who are not given this dispensation must bring and use their own ladders and/or other equipment for working safely at height.

Glossary of Abbreviations

CEO	Chief Executive Officer
COO	Chief Operating Officer
COSHH	Control of Substances Hazardous to Health
HoD	Head(s) of Department
HoE	Head of Estates
HR	Human Resources
HSO	Health & Safety Officer
PPE	Personal Protective Equipment
RA	Risk Assessment
SDS	Safety Data Sheet
SVMAT	Stowe Valley Multi Academy Trust