



HEALTH AND SAFETY POLICY

Document control table

Document title:	Health and Safety Policy		
Owner (name & job title):	Katy Bradford, Deputy Chief Executive		
Version number:	V13		
Date approved:	14 September 2026		
Approved by:	OGAT Board		
Date of next review:	September 2027		
Document History			
Version	Date	Author	Note of revisions
V13	June 2026	Laura Calton	Policy re-write following Howden’s H&S advisors review.

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Part I: Statement of Intent

Outwood Grange Academies Trust, hereafter referred to as the Trust, has overall responsibility for the health, safety and welfare of staff, students and visitors in the academies it operates. The Trust recognises that decisions about workplace health and safety should be collaborative, reasonable and proportionate in order to maintain a safe environment where students can learn and achieve their full potential, and where employees are supported to ensure work-related stressors are avoided.

The health, safety and welfare of staff, students and visitors is of paramount importance. We will achieve a safe environment for all by embedding a positive health and safety culture throughout our organisation and assisting all members of the school community to play their part. The safety culture of our academies is the product of individual and group values, attitudes, perceptions, competence and patterns of behaviour. This policy includes our vision to ensure that our academies have a strong and positive safety culture through communication, training, collaboration and leading by example.

Together, we are committed to achieving the following core objectives:

First, to provide, as far as reasonably practicable, a safe and healthy working environment for all staff, students and visitors. Second, to ensure that all members of the school community are aware of their health and safety responsibilities, what is expected of them and what they need to do to discharge them. Third, to ensure that all staff have access to appropriate training and resources to enable them to play an active part in achieving a safe and healthy working environment. Fourth, to have an effective system for communicating and consulting on health and safety matters. Fifth, to effectively plan, implement, monitor and review the arrangements in place to ensure we have a safe and healthy working environment. Sixth, to encourage, promote and continuously improve the Trust's health and safety culture and performance.

Finally, to ensure that we protect the environment in all our activities.



David Earnshaw
Chair of Outwood Grange Academies Trust Board

Part 2: Responsibilities for Health and Safety

Outwood Grange Academies Trust is committed to fostering a strong health and safety culture and ensuring that health and safety responsibilities are clearly defined and discharged at all levels. This section outlines the key health and safety duties assigned across the Trust and its academies.

2.1 Outwood Grange Academies Trust Board

The Board of Trustees holds overall accountability for health and safety within the Trust. The Trust will ensure a clear and effective Health and Safety Policy is established, reviewed annually and adequately resourced. Responsibilities for health, safety and welfare are allocated to competent persons who are informed of their duties. The Board ensures that effective procedures are in place for risk assessment, control and incident management, and that health and safety performance is actively monitored and reviewed across all academies. Appropriate financial and human resources are allocated to support health and safety initiatives, and an external competent person is engaged to provide independent advice, inspections and support.

2.2 The Principal (or Head of School)

The Principal is the key person responsible for the effective day-to-day implementation and management of this Health and Safety Policy within their academy. The Principal will ensure this Policy is communicated to all relevant persons within the academy. Academies are responsible for ensuring risk assessments of their premises, equipment and daily activities are conducted, reviewed and lead to safe systems of work. For all other works, especially larger projects or those with technical complexities, the approval of contractor risk assessments, method statements and the management of safe systems of work on the client's behalf will be undertaken by appropriately appointed competent persons.

The Principal will ensure appropriate information, instruction, training and supervision are provided to staff and students. Emergency procedures are established, communicated and regularly practised. Premises, plant and equipment are maintained in a safe condition, including statutory inspections. Accidents, incidents and hazards are reported, investigated and remedial actions are taken. Contractor activities are adequately managed and monitored for health and safety, and a report on the academy's health and safety performance is submitted to the Academy Council.

2.3 Staff holding positions of special responsibility

Staff holding special responsibilities, such as Vice Principals, Assistant Principals, Business Managers, Site Managers, Catering Managers and Supervisors, are responsible for

implementing health and safety policies and procedures within their specific departments or areas of control. They must apply Trust and academy health and safety policies and procedures to their areas of work, ensuring that risk assessments for activities within their responsibility are completed, implemented and reviewed. They must ensure staff under their management are competent and follow safe working practices. These individuals must resolve or escalate health and safety problems to the Principal, and they must ensure all accidents, incidents and hazards in their area are reported promptly.

2.4 All Employees

All employees have a personal responsibility to take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions. All employees must comply with all health and safety policies, procedures and instructions issued by the Trust and academy. They must complete health and safety training that is assigned to them and act in accordance with any health and safety training received. Employees must report all accidents, incidents and potential hazards using agreed methods and cooperate with management and colleagues on health and safety matters to ensure a safe environment.

2.5 Contractors, students and visitors

Contractors must adhere to all academy health and safety rules, comply with relevant legislation, observe permit to work requirements and provide safe systems of work for their activities on site. Detailed requirements are outlined in the Trust's Management of Contractors and Working with Contractors on Academy Sites Policies. Students, in accordance with their age and aptitude, are expected to exercise personal responsibility for their own safety and that of others, behave sensibly and comply with academy health and safety rules and staff instructions. Visitors must adhere to academy health and safety rules, including sign-in procedures and emergency instructions, as outlined in the Academy's Visitors Policy.

2.6 External Competent Person

The Trust engages an external competent person to provide expert health and safety advice and to conduct independent audits and inspections across all academies, providing recommendations to support compliance and continuous improvement in safety performance.

Part 3: Procedures and Arrangements

3.1 Accident, incident and ill-health recording, reporting and investigation

The Trust is committed to the thorough recording, reporting and investigation of all accidents, incidents, near misses and cases of ill-health involving students, staff and visitors. This process is crucial for identifying hazards, preventing recurrence and continually improving safety measures. An accident is defined as an unplanned event that causes injury, damage to property or both. An incident or near miss is an unplanned event that does not cause injury or damage but had the potential to do so, while a work-related illness is any illness contracted by an employee through the course of work as a result of school activities.

All incidents must be recorded promptly on Medical Tracker. The Trust complies with all statutory reporting requirements, including those under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), informing the Health and Safety Executive when necessary. Investigations are conducted promptly and proportionately using the Medical Tracker accident investigation tool for serious incidents to understand root causes, and findings inform corrective actions. To ensure continuous learning, key findings and prevention strategies are shared across all academies through safety alerts and lessons-learned bulletins.

3.2 Active Monitoring Systems

We are committed to actively monitoring health and safety performance to maintain a secure environment. This proactive approach incorporates regular reviews, routine inspections and audits to identify potential hazards, assess the effectiveness of existing controls, and ensure continuous improvement and compliance with all relevant safety standards. Local academy leadership must work collaboratively with site staff to ensure that remedial actions identified during active monitoring are scheduled, tracked and completed.

3.3 Asbestos

The academy is committed to robustly managing all asbestos-containing materials on its premises in strict accordance with the Control of Asbestos Regulations 2012. Our primary objective is to protect students, staff, contractors and visitors from the risks associated with asbestos exposure. All detailed management procedures, including assessment, control measures, monitoring, training and emergency protocols, are comprehensively outlined in the separate Trust Asbestos Policy. The academy will protect all persons potentially exposed as far as is reasonably practicable. Anyone who needs to know about the presence of asbestos on site, including site staff and external contractors, will be alerted prior to work commencing. Under no circumstances must anyone start work that could disturb asbestos unless correct, approved procedures are employed.

3.4 Behaviour Management

All staff must be familiar with the academy policies for behaviour management and bullying. Any incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance with these policies. Proactive behaviour management contributes significantly to a safe health and safety environment by reducing risks associated with physical disruption, stress and emotional distress within classrooms and communal areas.

3.5 Catering Safety and Food Hygiene

The academy is committed to ensuring the highest standards of health, safety and food hygiene within its catering facilities. The Catering Manager holds overall responsibility for the safe operation of these facilities, including the preparation of necessary risk assessments and ensuring compliance with all relevant food safety legislation. All catering staff receive appropriate training and are required to adhere to strict hygiene practices and reporting procedures, particularly regarding illness that could impact food safety. Detailed operational procedures are outlined in the academy's Food Safety Management System and related procedural documents.

In compliance with the Food Information (Amendment) (England) Regulations 2019, the Trust ensures strict allergen management. All food prepared on-site and prepackaged for direct sale must clearly display the name of the food and a full list of ingredients. Any allergenic ingredients must be clearly emphasised on the packaging to protect the school community from accidental exposure. Appropriate information and training are provided to kitchen and food technology staff on allergen risks, safe storage and cross-contamination prevention. Each academy has a personalised Allergy Policy.

3.6 Cleaning and Maintenance (including slips, trips and waste management)

The academy is committed to maintaining a safe and healthy environment through effective cleaning, robust waste management and routine maintenance of its premises and grounds. The designated site and cleaning staff are responsible for overseeing these activities in accordance with Trust policies, ensuring that all work is conducted safely and to the required standards. As part of our environmental and safety duties, the Trust implements strict waste management protocols to ensure the safe disposal of all materials. This encompasses the secure and hygienic handling of general waste, clinical waste, sharps and recyclables.

Recognising that slips and trips are the most common cause of injury at work, the Trust is committed to preventing these incidents across all premises. This is achieved by ensuring suitable cleaning regimes are in place, mandating appropriate footwear such as slip-resistant shoes for kitchen staff, providing adequate lighting and maintaining clear spaces free from

trailing cables and other obstructions. Appropriate slip hazard warning signs must be displayed when mopping floors, and all spillages must be cleared immediately by trained staff.

3.7 Consultation and Communication

The Trust is dedicated to active consultation with employees on health and safety matters, recognising that a collaborative approach is key to an effective safety culture. Consultation occurs systematically through local health and safety committees, union representatives and staff forums. Key health and safety information is comprehensively communicated to all staff through induction programmes on their first day, regular staff briefings, safety notices, the Trust intranet and dedicated health and safety noticeboards in staff rooms.

3.8 Contractors – see Working with Contractors on Academy Sites Policy

The Academy is responsible for the selection and management of contractors in accordance with Outwood Grange Academies Trust procurement and capital works processes. Contractors must be made aware of the academy Health and Safety Policy, safeguarding procedures and their specific site obligations before commencing any work on site. This is achieved through formal pre-commencement briefings and coordination of risk assessments and method statements (RAMS). All academy staff must remain vigilant and report any concerns regarding contractors' activities to the Principal or Site Manager immediately.

3.9 Curriculum Safety (including out of Academy learning activities)

Heads of Department are responsible for ensuring that detailed risk assessments are in place for all curriculum activities where there is a potential risk to staff and students, particularly in practical subjects. The risk assessments must be made known to all teaching and support staff, integrated into lesson planning, and reviewed at least annually. Relevant guidance from lead professional bodies, such as CLEAPSS for science and D&T Association for design and technology, must be adopted. Only trained and authorised staff are permitted to operate specialised machinery or manage hazardous processes.

3.10 Display Screen Equipment (DSE) and Home Working

Outwood Grange Academies Trust is committed to protecting the health and safety of all DSE users, defined as those who regularly use display screen equipment for a significant part of their normal work. To achieve this, the academy conducts workstation assessments to identify and reduce risks, ensures users receive adequate information and training on safe setup, and periodically reviews arrangements to address discomfort or special requirements. Employees are required to follow training and guidance, set up workstations correctly, take regular breaks or change activity, and report any DSE-related discomfort, health concerns or medical conditions to their line manager.

The Trust recognises that some staff may undertake duties from home. Staff are encouraged to use DSE checklists to evaluate their home workstation and discuss any adjustment or equipment needs with their line manager prior to commencing regular remote work.

3.11 Education Visits and Journeys

School trips, off-site visits, residential visits and school-led adventure activities are carried out to support the learning and development of our pupils. The Principal and the Educational Visit Coordinator are responsible for ensuring that all academy off-site trips are managed in accordance with the academy School Visits Guidance. All staff involved in planning or supervising off-site visits must be familiar with this guidance and ensure comprehensive risk assessments are completed and approved well in advance.

3.12 Electric Vehicles

Outwood Grange Academies Trust is committed to maintaining a safe environment and ensuring compliance with all relevant legislation regarding the use of electric vehicles on its premises. The Academy prohibits the use of privately owned electric vehicles such as e-scooters, e-unicycles and e-skateboards on its grounds, as these vehicles are currently unregulated for use on public land and pose potential safety and fire risks. Registered electric cars and mobility scooters used for disability access are exempt from this prohibition and can be used on academy grounds. The Academy manages fire safety risks associated with lithium-ion batteries in approved vehicles or charging equipment, ensuring storage and charging are restricted to designated, fire-protected zones documented in the Fire Risk Assessment. This policy must be communicated clearly to all staff, students, parents and visitors.

3.13 Electrical Equipment Safety– to be read in conjunction with Electrical Safety Policy

The Trust is committed to ensuring the safety of all persons who use, operate or maintain electrical equipment on its premises. The academy ensures all electrical installations and equipment are safely installed, maintained and routinely tested by competent persons. The academy implements safe systems of work, prohibits live working, verifies the competence of persons carrying out electrical work and requires that third-party electrical equipment is safe. Employees must visually check equipment for damage before use, immediately report defects, never use defective equipment, use all equipment safely and not bring personal electrical items onto the premises without prior inspection and PAT testing sign-off. The Site Manager ensures that testing and inspection records are kept systematically on the Every system.

3.14 Emergency Preparedness and Response (including infection control)

The academy is committed to safeguarding the school community from various emergency situations, including fire, medical emergencies, severe weather, security threats and public health issues. Each academy must maintain and annually review a site-specific Emergency Plan featuring clearly named roles, responsibilities and communication protocols. Detailed procedures covering specific emergencies are outlined in these dedicated plans, and regular drills and desktop exercises must be conducted to thoroughly test these arrangements and ensure all members of the school community are familiar with the procedures. As part of emergency planning, the Trust takes proactive measures to manage viruses and control infections across its academies. This involves the implementation of robust measures for cleaning, hygiene facilities, waste disposal and the provision of protective equipment.

3.15 Eye Tests

Display screen equipment users are entitled to a free eye and eyesight test every two years by a qualified optician. Corrective glasses will be provided if specifically required for DSE work and normal corrective lenses cannot be used. To claim, the user must submit an approved Eye Test and VDU Examination Report Form, which is available on the Trust intranet, and receive authorisation prior to booking the appointment.

3.16 Fire Precautions, Safety and Evacuation

The Site Manager is responsible for the formal maintenance and regular testing of the fire alarm and emergency lighting, the maintenance and inspection of firefighting equipment, the maintenance of exit routes and signage, the supervision of contractors undertaking hot work and the completion of the annual fire risk assessment action plan. The Academy maintains a comprehensive separate Fire Safety Policy and evacuation plan. Regular fire drills are conducted at least termly to ensure rapid evacuation. All persons on academy premises must familiarise themselves with fire evacuation routes, evacuate immediately upon hearing the fire alarm, assemble at the designated fire assembly point, never re-enter the building without explicit permission and report any potential fire hazards to a member of staff immediately.

3.17 First Aid and Supporting Students' Medical Needs

The academy provides adequate and appropriate first aid provision determined by a comprehensive first aid needs assessment. The academy ensures a sufficient number of suitably trained first aiders are available on site and during off-site activities, supported by well stocked and regularly checked first aid kits. All incidents requiring first aid are recorded and reported on Medical Tracker. Students with medical conditions are properly supported so they have full access to education, including school trips and physical education.

Individual healthcare plans are developed, updated and shared systematically with relevant staff to ensure needs are supported safely. Medicines are stored securely and any administration is recorded in line with the Supporting Pupils with Medical Conditions Policy.

3.18 Gas Safety

The academy is fully committed to the safe management of all gas installations and appliances on site. We ensure that all gas systems are designed, installed, inspected and maintained exclusively by Gas Safe-registered engineers. Annual statutory safety checks are conducted on all gas boilers, appliances and pipework, and gas safety certificates are retained on site. The academy maintains clear leak and emergency procedures to respond to any gas-related incidents rapidly, including isolation valve locations and emergency contact protocols. All gas safety work and maintenance are carefully coordinated with competent contractors and integrated into the broader fire risk assessment protocols and emergency plans.

3.19 Glazing Safety

Outwood Grange Academies Trust is committed to ensuring the safety of all persons from risks associated with glazing on its premises, in compliance with the Workplace (Health, Safety and Welfare) Regulations 1992. The Academy regularly inspects and maintains all glazing to identify and rectify defects, ensuring that safety glass is installed in critical locations. Site staff must ensure that glazed walls and panels on corridors remain clear, unobstructed and clearly marked to prevent accidental collision.

3.20 Hazardous Substances (COSHH) and Hazard Reporting

The Trust is fully committed to protecting health from risks associated with hazardous substances in compliance with the Control of Substances Hazardous to Health Regulations. We ensure all hazardous substances are identified, assessed and controlled. Hazardous substances are securely stored in locked cabinets with a clear system identifying key responsibilities for keys. Safety data sheets detailing handling, storage and emergency measures are kept readily available for all staff. Chemicals must remain in their original packaging and never be decanted into unlabelled containers. A strict off-limits policy is enforced for pupils, ensuring they only handle hazardous substances under direct staff supervision. We encourage all individuals to contribute to a safe environment by promptly reporting any hazards or unsafe conditions.

3.21 Inclusion and Reasonable Adjustments

The Trust is committed to ensuring the health, safety and welfare of all individuals, including those with disabilities, medical conditions or special educational needs. The Academy ensures that health and safety risk assessments proactively consider the needs of students

and staff with disabilities, and that reasonable adjustments are implemented to enable their safe participation. This includes adapting emergency evacuation plans (Personal Emergency Evacuation Plans or PEEPs), modifying workstations, providing specialised equipment and adjusting educational activities as required.

3.22 Legionnaires' Disease

The Trust is committed to preventing and controlling the risk of exposure to Legionella bacteria in all its water systems. The Academy will appoint a competent person to manage Legionella control, conduct regular risk assessments, maintain a written scheme of control and ensure effective implementation of control measures such as regular temperature monitoring and flushing of little-used outlets. The Site Manager keeps accurate records on Every, provides appropriate training to relevant site staff and establishes emergency disinfection procedures in the event of a positive legionella count.

3.23 Lifting Operations and Equipment

In strict accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER), the academy ensures that all lifting equipment on site, including hoists, passenger lifts, wheelchair lifts and slings, are subject to scheduled maintenance, safe operation and statutory thorough examinations. Thorough examinations must be conducted every six months for passenger carrying equipment and accessories and every twelve months for other lifting equipment, by an independent competent inspector. The academy verifies the ongoing competence of all users and inspectors and maintains detailed test certificates on the Every system to ensure lifting operations are executed safely.

3.24 Ligature Risk Reduction

The Trust is committed to reducing ligature risks to protect vulnerable individuals on its premises. Comprehensive ligature risk assessments must be undertaken at least annually by the Site Manager and Business Manager. Additional assessments will be conducted immediately if any building layouts or structural changes are made. Any identified potential risks or concerns must be reported immediately to the Chief Operating Officer and appropriate antiligature measures or physical alterations must be implemented promptly.

3.25 Lone Working

Outwood Grange Academies is committed to ensuring the health, safety and welfare of all employees who work alone. Lone working scenarios in our academies include site staff performing evening lock-up checks, personnel managing after-hours community events and staff conducting home visits to students and families. The Academy conducts suitable risk assessments to evaluate specific hazards associated with lone working activities and

implements effective control measures. These measures include establishing reliable communication systems, providing approved lone-worker safety devices, enforcing strict check-in and check-out procedures and delivering necessary safety and de-escalation training. A permit to work must be issued specifically to contractors engaged in lone working.

3.26 Maintenance and Repair of Equipment (including PUWER)

In accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER), the Trust ensures that all work equipment in schools is suitable for its intended purpose and maintained in a safe condition so that people's health and safety is not at risk. Equipment must be regularly inspected by a competent person, with detailed records kept until the subsequent inspection. Risks associated with equipment use are controlled through hardware measures, such as suitable guards, protective devices and emergency stop buttons, alongside software measures, including safe systems of work and adequate training. Detailed arrangements for the maintenance and inspection of equipment are described in site maintenance procedures. All faulty equipment must be taken out of use immediately, isolated to prevent accidental use and reported to the Site Manager. Staff must not attempt to repair equipment themselves.

3.27 Manual Handling

The Trust operates in accordance with the Manual Handling Operations Regulations 1992. Manual handling describes activities which involve lifting, carrying, moving, holding, pushing, lowering, pulling or restraining an object or person. The Trust provides information, instruction and training on safe manual handling for day-to-day tasks. The Trust ensures that any significant manual handling tasks are risk assessed and eliminated where possible. No member of staff should attempt to lift or move heavy furniture or equipment themselves, but must ask the Site Manager for assistance. Students are strictly prohibited from moving heavy furniture. Support staff who assist students with physical disabilities must be fully trained in the safe use of hoists and lifting equipment.

3.28 Personal Protective Equipment (PPE)

Personal Protective Equipment is considered a last-resort control measure following a comprehensive risk assessment across all academy activities, including science, design technology, cleaning, catering and general site work. Where a risk assessment identifies the need for protective gear, it must be provided and worn by any staff member or student who might be at risk of personal injury. The Trust adheres to strict selection, storage and maintenance standards for this equipment, and any staff member or student who refuses to wear designated PPE will be subject to disciplinary action. For building projects on academy sites, the required safety gear will be dictated by the contractor, and access to the site must

be granted by permission only. As a minimum, the wearing of hi-vis jackets, work boots and hard hats is mandatory on all active construction sites.

3.29 Risk Assessment

The Trust manages health and safety risks through a systematic process of risk assessment in accordance with the Management of Health and Safety at Work Regulations 1999. The Academy conducts suitable risk assessments for all foreseeable hazards across premises and activities using a standard trust-wide risk assessment procedure and template. Each academy is explicitly required to maintain a live, centralised risk assessment register that links directly to active monitoring and audit schedules. We implement effective control measures, record significant findings and provide relevant instruction to affected persons. Risk assessments are monitored, subjected to minimum annual review frequencies and immediately revised following significant changes, accidents, incidents, near misses or when enforcement notices have been served.

3.30 Security

The Trust is committed to providing a secure environment to protect the health, safety and wellbeing of all individuals on our sites. For contractors requiring access outside of standard operational hours, a strict key protocol must be followed. The Academy will conduct security risk assessments, implement appropriate security measures such as CCTV and secure perimeter fencing, establish clear incident procedures for security breaches and provide staff with instruction on personal security measures. All persons must adhere to security procedures, including wearing identity badges, and report any concerns or unauthorised visitors to the Senior Leadership Team.

3.31 Severe Weather Conditions

The Trust is committed to ensuring the safety of all individuals during periods of severe weather. The Academy assesses the risks posed by severe weather conditions, implements seasonal control measures such as gritting pathways and clearing main pedestrian routes, makes timely operational decisions regarding academy closures and ensures clear, rapid communication of safety advice and operational updates to staff, students and parents.

3.32 Smoking and Vaping

The Board and Principal have adopted a strict no smoking and no vaping policy throughout all Trust premises, including buildings, grounds, playgrounds and car parks. This policy applies to all employees, students, contractors, parents and visitors. All staff and parents are informed of this policy, and clear no-smoking and no-vaping signage is displayed prominently at all main entrance gates and building entrances.

3.33 Staff Training and Development

The Principal is responsible for annually assessing the health and safety training needs of all staff and arranging identified training through Human Resources. Safety induction training is mandatory and must be given to all new employees and work experience placement students on their first day of work. Refresher training is scheduled systematically for specific areas, and specialised training is provided to key staff with special responsibilities, such as fire wardens and first aiders. The central capital and infrastructure function identifies and arranges mandatory training for site staff in key technical and regulatory areas.

3.34 Stress Management and Wellbeing

The Trust prioritises the health and wellbeing of all staff and students. To manage work-related stress, the Trust proactively identifies workplace stressors, consults with employees, implements effective control measures and offers access to confidential support services. Any staff member experiencing stress is urged to talk to their manager or a member of the senior management team. Furthermore, the Trust has a dedicated suicide prevention policy aimed at identifying vulnerable individuals, developing school-based prevention programmes and cooperating with mental health services, students and parents. This holistic approach fosters resilience, social inclusion and a safe school environment.

3.35 Transport and Vehicle Segregation

The Trust is committed to ensuring the safe provision and use of all vehicles to protect the health and safety of occupants and road users. The Academy conducts transport risk assessments, ensures vehicles are properly maintained, verifies driver competence and establishes emergency transport procedures. All staff must comply with traffic laws, report vehicle defects and never drive if unfit to do so. To manage traffic effectively across the estate, vehicle movement for parking and deliveries is kept away from footpaths, crossings, gates and doorways wherever possible. The Trust takes reasonable steps to ensure that procured transport operators have appropriate licences, insurance, MOTs and DBS checks. Students, staff and visitors are reminded to remain vigilant near roads and avoid distractions such as wearing headphones or texting.

3.36 Violence and Aggression

The Trust acknowledges the serious risks associated with work-related violence, which the Health and Safety Executive defines as any incident in which a person is abused, threatened or assaulted in circumstances relating to their work. This includes verbal abuse, threats and physical attacks, whether face-to-face, online or on the telephone. We are dedicated to providing staff with de-escalation training, counseling and operational support. We identify violence-related issues through rigorous reporting of all incidents, conducting and reviewing

risk assessments as necessary. Comprehensive strategies and reporting mechanisms are signposted in the separate Positive Discipline for Behaviour and Life Policy.

3.37 Visitors and Site Security

The Trust is committed to ensuring the health and safety of all non-employees whilst on academy premises. The Academy implements clear procedures for visitor and contractor access, conducts security risk assessments, communicates health and safety procedures and maintains appropriate security measures. All visitors are required to sign in at reception, wear identification badges, adhere to academy rules, comply with staff instructions and report any hazards immediately.

3.38 Whistleblowing

The Trust fosters an environment where health and safety is everyone's responsibility. Staff members are actively encouraged to raise any serious health and safety concerns, breaches of regulation or potential dangers without fear of detriment, disciplinary action or harassment. Such protected disclosures should be made via the Whistleblowing Policy, which is available on the Trust intranet, which outlines the formal procedures for confidential investigation and reporting.

3.39 Working at Height and Roof Access

The school takes all reasonable steps to provide a safe working environment for all employees affected by work at height, in accordance with the Work at Height Regulations 2005. The school ensures work at height is assessed, properly planned and eliminated where practicable. Stepladders are inspected regularly, and standing on desks or chairs is strictly prohibited. The Trust strictly prohibits any staff member from accessing roof areas. All work requiring roof access must only be undertaken by competent contracted personnel using a formal permit to work system and appropriate edge protection.

3.40 Work Experience Placements

The Trust is committed to ensuring the health and safety of students undertaking work experience placements. The Academy assesses the suitability of host employers, ensures appropriate health and safety arrangements are in place, provides students with necessary safety instruction before the placement begins and establishes clear procedures for monitoring placements and reporting any incidents or concerns.

Part 4: Related policies and documents

This policy is supported by a comprehensive suite of specific procedures, guidance notes and subsidiary policies. The Trust ensures that these documents are regularly updated, aligned with the overall Statement of Intent and accessible to all staff on the Trust intranet. Relevant related policies include: The Allergy Policy, Anti-bullying Policy, Asbestos Policy, Positive Discipline for Learning and Life Policy and Electrical Safety Policy.

Additionally, the Fire Safety Policy, First Aid Policy, Lone Working Policy, Manual Handling Policy, Minibus Policy and School Visits Guidance. Furthermore, staff should consult the Supporting Students with Medical Conditions and Allergy Policy, Work Placement Policy, Working with Contractors on Academy Sites Policy, Whistleblowing Policy and specific Departmental Safety Guides for Science and Design Technology.