Health and Safety Policy

This policy has undergone an Equalities Impact Assessment in line with the requirements of the Public Sector Equality Duty

Committee:	Resources Committee
Policy Ratified:	October 2026
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Additional School Procedure – N/A	
Committee:	
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Part 1: Trust Board Statement of Intent

The Trust Board has adopted the following statement of intent:

The Trust Board hold the status of the employer and 'Responsible Person'. As such, the Trust Board is accountable for the duties of the employer as laid down in the Health and Safety at Work etc. Act 1974 and its subordinate legislation.

Coastal Learning Partnership recognises and accepts its responsibility for providing a safe and healthy environment for all staff, for all pupils and for volunteers, visitors and contractors who comes on to our premises.

Coastal Learning Partnership will take reasonable steps to fulfil these responsibilities within the framework of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 as well as those other regulations, approved codes of practice, guidance, etc. made under this legislation. Coastal Learning Partnership will ensure that appropriate policies are in place and kept up to date to safeguard the health, safety and welfare of employees and pupils and the Health and Safety of all others using Partnership premises.

To this end, Coastal Learning Partnership will ensure that it has access to an appropriate level of Health and Safety experience and expertise, appointing external consultants if necessary, to act as Competent Person to advise staff on all related matters and to provide up to date information in relation to its Health and Safety responsibilities. Any revision of this policy will be after appropriate consultation and negotiation with the appointed Competent Person and with staff through the Headteachers.

Every member of staff of Coastal Learning Partnership must recognise that, under the Health and Safety at Work etc. Act 1974, they have a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work. They also must co-operate, as far as is necessary, with their employer in fulfilling its duties under the Health and Safety at Work etc. Act 1974 and supporting legislation as well as under Coastal Learning Partnership's Health and Safety Policy.

The organisation and arrangements through which Coastal Learning Partnership staff shall fulfil their responsibilities are set out in this policy.

Coastal Learning Partnership will ensure sufficient resources are allocated to ensure, as far as is reasonably practicable, that employees, pupils, volunteers, visitors and contractors are kept healthy and safe and that the commitment to wellbeing is demonstrated in this policy and through the support made available to both pupils and staff. Coastal Learning Partnership will also ensure that staff are suitably trained and are consulted on Health and Safety matters.

It is a requirement that all members of staff read a summary of this policy, the roles and responsibilities section appropriate to them and associated documents on induction and every again year at the start of the academic year, and sign that they have done so using the Partnership's digital signing arrangements. It is a requirement that this record is retained by the school and Partnership for future reference. Furthermore, the Trust Board expects staff to have understood the policy on specific aspects that affect them, where clarity is needed, staff are expected to discuss with their line manager.

This policy will be regularly reviewed by the Trust Board to ensure any appropriate changes are made.

Signed by the Trust Board Chair on behalf of the Trust board:

Signature: Martin Copsey Date:

Name: Martin Copsey

Part 2: Responsibilities for Health and Safety

Statement: Coastal Learning Partnership requires all employees to co-operate in ensuring the Health and Safety of all staff, pupils, contractors, volunteers and visitors.

All members of staff are reminded that there are legal duties placed on employees by the Health and Safety at Work Act etc. 1974. Breach of these duties could therefore lead to disciplinary measures and could result in legal action.

1. Reporting Requirements

Termly Reports to Resources Committee	Summary reporting of data at Trust and school level	Central Team
Reporting to Central Team	As necessary, when an incident or near miss occurs, when a concern is raised.	Headteachers or Duty Holders
Regular reporting to Local Governors	As set out in the LGB Governance Framework	Headteachers

2. Governance Responsibilities

The Trust Board

The Trust Board of Coastal Learning Partnership will:

- Understand its liabilities and responsibilities as summarised by the HSE[1] 2and in the Statement of Intent at Part 1.
- Strive to create a culture where Health and Safety is regarded by everyone as integral to what the Partnership stands for.
- Review regularly the overall Health and Safety policy and its implementation and effectiveness across the Partnership.
- Satisfy itself that each school has in place local procedures that are fit for purpose and that each school reviews them annually.
- Delegate, as detailed in the following sections, some of its responsibilities for specific Health and Safety tasks.
- Ensure that each Local Governing Body knows and understands its compliance monitoring responsibilities.
- Require each school to establish and maintain a Health and Safety Team.
- On behalf of all schools, and under the management of Health and Safety at Work Regulations 1999, appoint a Competent Person or Body to advise on the implementation of this Health and Safety policy and appropriate procedures.
- Expect each school to appoint a Health and Safety Duty Holder to support the Headteacher in the implementation of the school's Health and Safety procedures.
- Ensure that an appropriate management system is used across the partnership to prompt and record the carrying out of necessary health, safety and security tasks in line with key policies,
- Receive and consider reports and determine any necessary response.

[1] https://www.hse.gov.uk/services/education/sensible-leadership/school-leaders.htm

[2] https://www.hse.gov.uk/workers/employers.htm

- Provide sufficient funds for the implementation of this policy.
- On behalf of the Trust Board, the Chief Executive Officer shall act reasonably in the best interest of Health and Safety at Coastal Learning Partnership.

The Local Governing Body

Each school Local Governing Body will:

- Monitor the school's compliance with this policy.
- Establish and maintain a Health and Safety Team that includes the Headteacher, Health and Safety Duty Holder(s), lead LGB governor and staff representatives as required.
- Appoint a member of the Local Governing Body as a member of the Health and Safety Team, to be responsible for liaison on Health and Safety issues with the Headteacher and staff.
- Ensure that an appropriate action plan for improvement emerges from the regular audit process and monitor progress against this plan.
- Ensure that the Headteacher takes into account the views and recommendations of the Health and Safety Team.
- Receive the regular School Status Report from the Headteacher.
- The HSE explains that the Local Governing Body have a key part to play in tackling risk aversion, helping to provide a wider sense of perspective and helping the school to get the balance right on managing risk.

The Designated Member of the Local Governing Body

This member of the Local Governing Body is responsible for:

- Liaising with the Headteacher between meetings of the Local Governing Body to ensure that the requirements of this policy are carried out.
- Participating in site inspections at least once a year.
- Participating in the working of the Health and Safety Team.
- Inspecting the accident/incidents records at least once a term; and
- Reporting as appropriate to the Local Governing Body.

3. Staff Responsibilities

All members of staff

All members of staff have a duty to:

- Take all reasonable steps to safeguard the Health and Safety of themselves, all other staff, pupils in their care and any other persons who may be affected by their actions.
- Read and understand the policy on specific aspects that affect them, for example fire safety, emergency evacuation, off-site visits, etc.
- Observe all Health and Safety procedures set out by the Partnership and schools, for example, fire drills, fire alarm systems, means of escape and evacuation procedures.
- Use Health and Safety equipment provided.
- Participate in assessing risks and the management of identified risks.
- Alert the Headteacher and/or Health and Safety Duty Holder(s) as appropriate to any potential hazard e.g. unsafe working practices.
- Report all accidents, incidents or near misses that have led or may lead to illness, harm or damage using the Partnership's incident reporting process and Health and Safety management system.
- Ensure all incidents reportable under the RIDDOR regulations provided by the Health and Safety Executive (HSE) are reported.

- Report any concerns they may have about the health, safety and welfare of any pupil in their charge in line with the Partnership's Safeguarding Policy.
- Use the Health and Safety management system as required in their role.
- Ensure the Health and Safety Duty Holder is notified if they book an external contractor to work onsite.
- Request and participate in relevant training and participate in locally delivered Health and Safety awareness briefings, including those delivered by internal written communications.
- All staff have a right to raise Health and Safety issues of concern at any time and those staff who are members of recognised trade unions have a right to raise any concerns with their union representatives, who may discuss these with the Health and Safety Duty Holder(s) or Headteacher as appropriate.
- All staff are expected to use their experience and knowledge and their professional training to make reasonable, common-sense decisions about risk assessment and control measures.
- All staff will have access to a copy of this Policy and associated documents via the CLP Intranet and Health and Safety Notice Boards as a minimum.

Chief Finance Officer

The Chief Finance Officer is responsible for:

- Ensuring adequate Health and Safety budgets.

Head of Operations

The Head of Operations is responsible for:

- Overseeing the Health and Safety Policy and its cyclical review process.
- Ensuring the effective implementation of Health and Safety requirements across the Partnership and compliance with Health and Safety law.
- Ensuring reporting to the Trust Board on all Health and Safety matters.
- Managing Partnership-level day-to-day liaison with the Competent Person if externally appointed.
- Appointing specialist Partnership-wide contractors to undertake statutory compliance assessments and inspections and to act as competent person in their area of specialism, e.g., for asbestos, fire, legionella and pressure systems.
- Ensuring Health and Safety compliance across the Partnership by:
    - Implementing health and safety management arrangements and systems.
    - Establishing robust arrangements for regular, external audit and undertaking subsequent analysis of the Health and Safety management system and audit reports.
    - Establishing robust arrangements for monitoring and reporting.
    - Providing support to schools as required with all aspects of health and safety management and compliance.
- Ensuring partnership wide arrangements for training, to include monitoring and reporting to the Trust Board and overseeing delivery of Health & Safety Training as set out in this policy at **Appendix C**.
- Identifying required improvements to health and safety management in school and centrally.
- Striving to create a culture where Health and Safety is regarded by everyone as integral to what the Partnership stands for.
- Championing the Plan Do Check Act (PDCA) approach to effective Health and Safety management.
- Undertaking Health and Safety investigations as required and reporting as necessary internally and externally.
- If necessary, arranging for the Competent Person to report direct to Board of Trustees on Health and Safety issues.

- Establishing opportunities for sharing best practice across schools.

Compliance & Facilities Manager

The Compliance & Facilities Manager is responsible for:

- Providing advice to schools with all aspects of health and safety management and compliance, escalating to the Competent Person and Head of Operations.
- Contributing to the development of the Health and Safety Policy and associated arrangements.
- Delivering and organising Health and Safety Training as set out in **Appendix C** of this policy.
- Having operational oversight of the Trust's Health and Safety management system.
- Interrogating the health and safety management system and other health and safety arrangements to monitor compliance and performance; undertaking monitoring visits to schools; reporting to the Head of Operations and providing regular feedback to the schools.
- Providing support to schools as required with all aspects of health and safety management and compliance.
- Establishing opportunities for sharing best practice across schools.

Headteacher

The Headteacher is the principal duty holder in their school and is responsible for ensuring:

- The Health and Safety and welfare of employees, pupils and visitors within their school so far as is reasonably practicable.
- Safe working conditions for all the above.
- Implementation and monitoring of this policy, including incident reporting and investigation.
- Adequate Health and Safety budgets.

The Headteacher is expected to show leadership in Health and Safety management by striving to create a culture where Health and Safety is regarded by everyone as integral to what the Partnership stands for by:

- Being familiar with the requirements of health and safety legislation as summarised by the HSE[3].
- Undertaking the training required by this policy and ensuring that all staff undertake the training required by this policy ensuring they have the opportunity and resources to do so.
- Ensuring the school has a security plan and that emergency and lockdown procedures are in place and regularly reviewed – at least annually – and following this policy in the section **Security Provisions**.
- Attending the school Health and Safety Team meetings.
- Ensuring the school uses the chosen health and safety management system and complies with health and safety arrangements to support the implementation of this policy.
- Completing the regular status report to the Local Governing Body and Central Team.
- Ensuring that staff are consulted appropriately on issues that affect them.
- Facilitating statutory inspections.
- Leading the risk management arrangements in school including the review of risk assessments and the subsequent control measures.
- Facilitating site inspections and activities undertaken by the Health and Safety Team.
- Escalating and sharing information and concerns including the results of any external reviews/investigations with the central team so that experience and best practice can be shared across the Partnership.

[3] https://www.hse.gov.uk/services/education/sensible-leadership/school-leaders.htm

- Regularly reviewing accidents/incidents/near misses to identify trends and concerns, for example, safeguarding or premises.
- Ensuring H&S audit action plans receive priority.
- Sharing experiences, findings and good practice inside the school with the central team for sharing with other schools and in network groups.
- Appointing Health & Safety Duty Holders within their school and ensuring staff, pupils and visitors know who these duty holders are – as a minimum this information must be displayed on the Health & Safety Notice Board. Roles must include Premises, Curriculum, and Training.
- Delegating to the Health and Safety Duty Holder(s) appropriate tasks for the day-to-day implementation of the policy.
- Ensuring that Health and Safety is on the agenda of SLT and LGB meetings.
- Encouraging staff, pupils and others to promote Health and Safety and to suggest ways of reducing risks.
- Ensuring the Health and Safety Duty Holder is notified if they or other members of staff arrange for an external contractor to work onsite.
- Ensuring that parents are kept informed on any Health and Safety issues and enlisting their support as appropriate.
- Ensuring induction for all employees, supply and peripatetic staff, visiting sports coaches and voluntary helpers, including those in school for one day, as per the Induction section in this policy.
- Appointing a Mental Health First Aider.

Senior Central Leaders

Senior Central Leaders are responsible for ensuring the Health and Safety and Welfare of employees based in and visitors to the central offices so far as is reasonably practicable, including safe working practices.

They are responsible to show leadership in Health and Safety Management by striving to create a culture where Health and Safety is regarded by everyone as integral to what the Partnership stands for by:

- Being familiar with the requirements of health safety legislation as summarised by HSE.
- Undertaking the training required by this policy and ensuring their staff undertake the training required by this policy ensuring they have the opportunity and resources to do so.
- Ensuring their staff use the health and safety management system as required by this and linked policies, including but not limited to, incident reporting.
- Ensuring that staff are consulted appropriately on the issues that affect them.
- Undertaking relevant risk assessments, these are most likely to be employee related.
- Ensuring induction for all employees, supply and peripatetic staff as per the Induction section of this policy.
- Appointing a central team Mental Health First Aider

School Health and Safety Duty Holders

The Health and Safety Duty Holder(s), who may be appointed across multiple small schools, will be a suitably qualified person and responsible to the Headteacher.

Three Duty Holder roles must be filled as a minimum:

- Premises
- Curriculum
- Training Administrator

These roles may be undertaken by one person, for example in a small school, across multiple sites, for example, small schools, and in a larger school the Headteacher may choose to create additional roles.

Premises

- With day-to-day responsibility for premises management, they report regularly to the Headteacher on premises Health and Safety issues.
- Participating in the work of the School Health and Safety Team.
- Assisting the Headteacher with termly reporting to the LGB.
- Liaising as appropriate with the designated member of the Local Governing Body.
- Working with and reporting regularly to the Head of Operations on premises Health and Safety.
- Ensuring that suitable and sufficient risk assessments within their responsibility are carried out and appropriate controls are implemented.
- Ensuring that contractors provide relevant and necessary documentation as outlined in this policy.
- Liaising with any contractors and making reports to the Headteacher on the progress of the contractual requirements.
- Ensuring statutory inspections and testing arrangements are made.
- Ensuring servicing and maintenance arrangements are made.
- Engaging external Health and Safety experts as appropriate, receiving their reports and taking any necessary action.
- Responsible for the Health and Safety Notice Board as detailed in Appendix A.
- Maintaining systems through which staff can report premises Health and Safety concerns.
- Advising on all Health and Safety premises matters (including safety of buildings, plant and equipment used and operated by the school).
- Ensuring that contractors and persons hiring any part of the premises are aware of this policy.
- Ensuring that all necessary safety signs and notices are displayed, particularly with relation to roofs and skylights.
- Ensuring that instructions relating to specific parts of the premises including the grounds are displayed, known, and understood by all users.
- Ensuring that fire safety arrangements are in place as outlined in the CLP Fire Safety Policy and this policy.
- Ensuring that site staff are competent to carry out their responsibilities.
- Arranging for the removal from service of any item of furniture, apparatus or equipment that has been identified as unsafe.
- Taking appropriate action where necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around open manhole covers.
- Ensuring that other site and cleaning staff are adequately supervised.
- Ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the use of the equipment.

Training Administrator

- Reporting regularly to the Headteacher on the status of training.
- Assisting the Headteacher with the regular status reports to the LGB.
- Liaising as appropriate with the designated member of the Local Governing Body.
- Ensuring that appropriate training is arranged and delivered as set out in Part 3 of this policy and Appendix C.

Curriculum

- Reporting regularly to the Headteacher on Health and Safety issues.
- Participating in the work of the School Health and Safety Team as required.

- Assisting the Headteacher with the regular status reports to the LGB.
- Liaising as appropriate with the designated member of the Local Governing Body.
- Ensuring that suitable and sufficient risk assessments within their responsibility as set out in the Risk Management section of this policy are carried out and appropriate controls are implemented.

Staff Safety Representative

Each school may elect a Staff Safety Representative; this person does not have to be a Trade Union member or representative if one is not available in school.

Representatives have the right to:

- Investigate potential hazards and dangerous occurrences in the workplace.
- Investigate complaints by any employee they represent relating to that employee's Health and Safety or welfare at work.
- Make recommendations to the Headteacher and the Health and Safety Duty Holder, as appropriate on general matters affecting the health, safety and welfare of employees.
- Participate as an elected union representative in the work of the School Health and Safety Team.
- Carry our workplace health, safety and welfare inspections.
- Receive health and safety inspection reports.
- Have paid time off to carry out their functions and to receive Health and Safety training.
- None of the above functions given to a Health and Safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

School Health and Safety Team

This team will consist of at least the:

- Headteacher
- Health and Safety Duty Holders
- Designated Governor for Health and Safety
- Staff representatives, if they choose to join.

This team will:

- Hold a termly meeting using the template agenda in Appendix B.
- Undertake an annual inspection of all buildings and grounds as required by this policy using the Annual H&S inspection Template available on the intranet.
- Report directly to the Local Governing Body.
- Take a particular interest in developing the school's Health and Safety procedures by regularly considering:
    - Compliance with this Health and Safety Policy.
    - The regular external audit (and any other inspections or audits) by the Competent Person or others and associated action plans including progress against the action plans.
    - Accident and incident records.
    - Risk assessments and the management of risks.
    - Health and Safety training arrangements in the school.
    - The effectiveness of emergency procedures in the school.
    - Security of the school premises as outlined in Part 3.
    - Central Team monitoring feedback and recommendations.
- Any other items raised by management or the staff representatives.

Designated First Aid Leader

The Designated First Aid Leader responsibilities are defined in the Partnership's CLP First Aid and Medical Conditions & Managing Medication Policy.

Mental Health First Aider

It is recommended that every school and the central team appoint a mental health first aider. This person will act as a point of contact for an employee who is experiencing a mental health issue or emotional distress offering initial support through non-judgmental listening and guidance.

The appointed person must undertake relevant training and through this will be able to:

- Spot the early signs and symptoms of mental ill health
- Start a supportive conversation with a colleague who may be experiencing a mental health issue or emotional distress
- Listen to the person non-judgementally
- Assess the risk of suicide or self-harm
- Encourage the person to access appropriate professional support or self-help strategies. This might include encouraging access to internal support systems such as EAPs or in-house counselling services
- Escalate to the appropriate emergency services, if necessary
- Maintain confidentiality as appropriate
- Protect themselves while performing their role

4. Responsibilities of others

Competent Person

The definition of a 'competent person' is the person who has responsibility for advising senior managers in the discharge of their responsibilities under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other Health and Safety legislation and for liaising with Coastal Learning Partnership and local Health and Safety officers and enforcement officers (such as HM Inspectors of the Health and Safety Executive (HSE) and fire officers).

The Competent Person will conduct a regular audit of each school and CLP's policies and procedures and report the results to the Central Team for review. Report outcomes and actions will be shared with Headteachers, trustees and local governing bodies by the central team.

The Competent Person will be named in operational updates to trustees and minuted, and will be notified to all staff via:

- H&S noticeboards
- The CLP Intranet

Hirers and Contractors

Hirers

When school premises or facilities are being used out of normal school hours for a sponsored activity or a non-school-related activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and must comply with the requirements of the **CLP Hiring and Lettings Policy**.

When the premises are hired to persons outside the employ of the individual school it will be a condition of the hire agreement within the Lettings Policy that they are familiar with this H&S policy,

that they comply with all safety directives and that they will not without the prior consent of the Trust Board, Headteacher or the Local Governing Body (LGB):

- Introduce equipment for use on school premises.
- Alter fixed installations.
- Move or remove fire and safety notices or equipment.
- Take any action that may create hazards for persons using the premises or the staff or pupils of the schools.
- Use the school kitchen/catering facilities without express agreement of the Headteacher.

Contractors

All contractors who work on Partnership premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work etc. Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with its requirements.

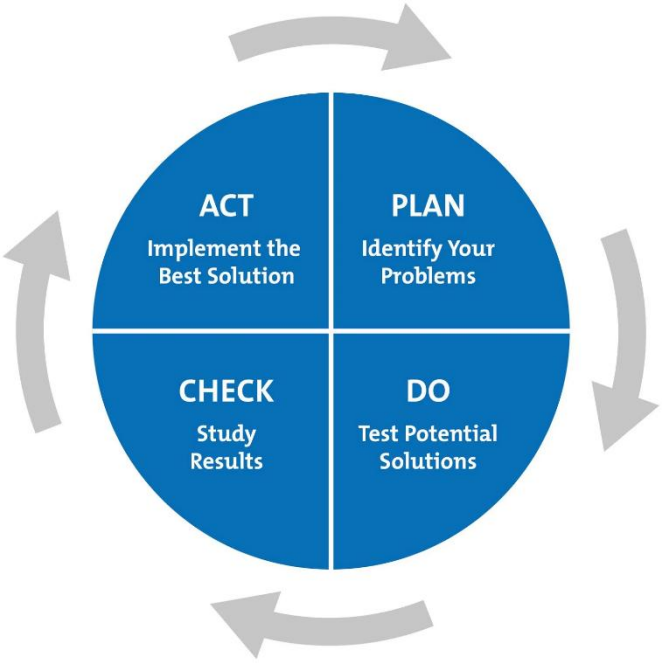
In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the school is to take such actions as are necessary to prevent persons on site from risk of injury.

Contractors carrying out work on our premises must provide the Premises Duty Holder with all relevant documentation relating to their safe working procedures and methods of work **and** Safeguarding information (as outlined in the Partnership's Single Central Record Guidance) prior to starting work, in addition to any specific information requested, to demonstrate their competence to carry out work safely. They must also ensure that their workforce reads and understands these procedures prior to commencement of their works. The items of information must include:

- Risk assessments/method statements (RAMS); these must consider how the impact upon staff, pupils and other visitors on site.
- COSHH assessments (where relevant).
- Health and Safety policy/statement.
- Copies of insurance certificates (employers and public liability).
- Evidence of competence (where relevant).
- Lifting equipment certificates of thorough examination/test (where relevant).
- Certain specialist contractors (e.g. asbestos removal) may be required to provide additional information relevant to legislation for their particular sphere of activity.
- Contractors must report to the school office and Premises Duty Holder on arrival and before any work takes place.
- The Premises Duty Holder will provide contractors with a copy of this policy, details of safe systems of work (where relevant) and fire evacuation procedures.
- Contractors must be issued with a visitor's pass in line with Section 7 of CLP's Safeguarding and Child Protection Policy and Procedures and be advised that it must be worn at all times unless it is unsafe to do so due to the nature of their work.
- The Premises Duty Holder is responsible for ensuring contractors are informed of all relevant circumstances on the day, e.g., a temporary area of exclusion.

Part 3: Arrangements for Health and Safety

Coastal Learning Partnership adopts The Plan, Do, Check, Act approach to health and safety management as championed by the Health and Safety Executive (HSE)[4]. *The Plan, Do, Check, Act achieves a balance between the systems and behavioural aspects of management. It also treats health and safety management as an integral part of good management generally, rather than as a stand-alone system.*



5. Wellbeing

The trustees of Coastal Learning Partnership are committed to promoting positive mental, physical and emotional wellbeing and the arrangements in this policy, and associated policies, underpin this commitment and aims to provide a working environment which supports staff wellbeing and enables them to carry out their duties effectively.

The Education staff wellbeing charter [5]is a declaration of support for and a set of commitments to the wellbeing and mental health of everyone working in education. Coastal Learning Partnership has signed this charter and by doing so commits to:

Prioritising staff mental health

- Giving staff the support they need to take responsibility for their own and other people's wellbeing
- Give managers access to the tools and resources they need to support the wellbeing of those they line manager
- Establish a clear communications policy
- Give staff a voice in decision making
- Drive down unnecessary workload
- Champion flexible working and diversity
- Create good behaviour culture
- Support staff to progress in their careers

[4] https://www.hse.gov.uk/leadership/plan-do-check-act/do.htm

[5] https://www.gov.uk/guidance/education-staff-wellbeing-charter

- Include a sub-strategy for protecting leader wellbeing and mental health
- Hold ourselves accountable, including by measuring staff wellbeing

These commitments will be evidenced through a Wellbeing Framework and the support available to all staff will be promoted on our Intranet.

The owner of the Wellbeing Framework will be the Head of HR.

6. Training

Appendix C identifies mandatory and recommended Health and Safety training depending on role and responsibilities.

The CLP training mandatory and recommended matrices, available on the CLP Intranet and in the CLP training brochure, outline the method of delivery.

Training and information sources include:

- The appointed Competent Person
- The DfE Health and Safety: responsibilities for schools6
- The RPA (Risk Protection Agreement) appointed provider
- Appointed trust-wide provider(s)
- Local and online providers
- Headteachers and Central Senior Leaders **must** ensure that all staff have adequate time, opportunities and resources to enable staff to undertake mandatory training.

Induction Training

All employees, volunteers, peripatetic staff etc., whether permanent or temporary, will undergo induction training which will include the following as a minimum:

- Emergency and evacuation arrangements
- Fire drills
- First aid arrangements
- Incident reporting
- HSE Guidance and Approved Codes of Practice (ACOPs) 7
- Health and Safety arrangements in the school

The HR Team will provide an Induction Checklist that will be made available to all staff on the CLP Intranet. Leaders and line managers must ensure this template is completed and signed and filed on the employees HR record.

Health and Safety induction training in schools will be established by the Headteacher who may delegate as required and in the central team by Senior Central Leaders who may delegate as required. It remains the responsibility of the Headteacher or Senior Central Leader to ensure induction training is undertaken by all new staff, volunteers, peripatetic staff, agency staff, at the earliest opportunity and **within the first week of starting**.

Additional Training

Further training needs will be considered when employees transfer or take on new responsibilities, when there is a change in the work equipment or systems of work in use, or when there is a change in

[6] https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools

[7] https://www.hse.gov.uk/legislation/legal-status.htm

the special needs of the pupils. The school undertakes to provide extra training for staff where a need is identified.

Staff who feel that they have a need for Health and Safety training of any kind should notify their Headteacher or Senior Central Leader and/or a Health and Safety Duty Holder(s).

Recording Training

All Senior Central Leaders and Headteachers are responsible for ensuring that:

- Completed training is recorded as outlined by the HR team.
- Certificates of competence are valid.

Where training is undertaking via the Partnership's e-learning provider, a record will be kept on that system.

A record of mandatory and recommended reading completed will be maintained using the Health and Safety Management System; this will include the reading of this H&S Policy by all employees, governors and Trustees.

7. Consultation

Pupil and staff interests will be represented by the school's Health and Safety Team who are responsible for ensuring the Head of Operations is kept informed of the outcome of discussions and of any concerns raised.

Health and Safety will be a standing item at relevant formal management meetings and items raised will be reported promptly to the Health and Safety Duty Holder(s).

Staff will be invited to take part in any review of this policy and health and safety arrangements by the Central Team – how this will happen will vary from school to school and could be via an established network group, attendance at relevant meetings or via email.

Parents may also be consulted on issues that they may be expected to have views and concerns on (e.g. security, safeguarding of pupils, road safety). The school / Trust may determine the amount and manner of the consultation.

8. Risk Management

A structured system of Risk Assessment is essential to Health and Safety at work. It must identify risk management measures to eliminate, or where this is not possible, minimise, risks to staff, pupils, visitors and contractors.

All Senior Central Leaders and Headteachers are responsible for ensuring that risks are identified, and appropriate control measures are made.

Members of staff must be competent to carry out appropriate risk assessments. Senior Central Leaders and Headteachers are responsible for ensuring that all staff who complete risk assessments are suitably qualified and competent.

Risk assessment guidance, including a template Index of Risk Assessments, will be made available to all staff in the H&S Manual and via the CLP Intranet.

Risk assessments (other than individual) and the Index of Risk Assessments must be made readily available to all staff and contractors and may be maintained online or in paper form – their location must be clearly notified on the H&S Notice Board.

Risk assessments must be reviewed regularly and at least once a year with a view to ensuring that the control measures have been effective. If any incident arises, the risk assessment must be revisited at the earliest opportunity and any improvements required must be made with urgency.

Risk assessments must be retained for a period of 13 years and not be overwritten.

Advice and guidance can be sought internally from the central team and externally from:

- The appointed Competent Person
- The Health and Safety Executive (HSE)[8] website
- The DfE Health and Safety: advice for schools[9]
- Appointed specialist contractors and providers
- Any member of staff with a concern about the workplace must inform a Health and Safety Duty Holder(s) or a Senior Leader at the earliest opportunity.

Headteachers must ensure that serious items are reported on the regular School Status Report or to the central team immediately if critical.

Senior Central Leaders and Headteachers must work with and may delegate the preparation and review of risk assessments to the following people:

Area	**Responsibility**
Premises and Contractors	School Premises Health and Safety Duty Holder Premises risk assessments should be undertaken on the Health and Safety Management system, Parago.
Trips/activities	Educational Visits Coordinator or lead member of staff Copies of the risk assessments and EVC paperwork are to be held by the school office prior to the event. Full guidance is available in the CLP Educational Visits Policy including the use of and guidance available on EVOLVE.
Staff (return to work, disability, maternity, etc.)	Line Manager with involvement of HR support and others as necessary, e.g., site staff if premises adaptations required. A new and expectant mothers risk assessment must be completed if a member of staff: • Is pregnant • Has given birth in the last six months • Is breast feeding
Display Screen Equipment (for relevant staff only)	Member of staff and their line manager
Pupil	SENDco/SLT led with involvement of others as necessary, e.g., lead first aider These may reference a pupil's Education Health Care Plan (EHCP)
Personal Emergency Evacuation Plans (PEEPS)	Line Manager (if staff) or SENDco (if pupil) together with School Health and Safety Duty Holder(s)

[8] https://www.hse.gov.uk/

[9] https://www.gov.uk/government/publications/health-and-safety-advice-for-schools

Area	Responsibility
Other, e.g. professionals, DBS	SLT led
Curriculum including PE and lesson plans	Curriculum Leaders PE Coordinator
Classroom Inspection and Risk Assessment	• Teaching staff should regularly check their classrooms for potential hazards and report any observed to the School Health and Safety Duty Holder. • Teaching staff must undertake a classroom inspection termly (using the online HSE template[10]), and review the resulting risk assessment at least annually, in collaboration with the School Health and Safety Duty Holder.

Risk Monitoring

The Partnership recognises the importance of regular monitoring to support the risk management process. To include:

- Identification of hazards, including new ones that may require a risk assessment or update of an existing risk assessment.
- Checks of specific equipment – this may be recommended in the Approved Code of Practice or included within specific legislation.
- Checks of buildings and fittings for unsafe conditions.
- Checks of the procedures for the presence of unsafe acts; and
- Checks that the relevant policy and procedures have been correctly implemented and are effective.

The Partnership requires an annual inspection of every workplace, buildings and grounds to be undertaken by the school Health and Safety Team.

A record of the inspection must be kept and must identify and inform:

- Defects and hazards.
- Repair and Maintenance requirements.
- Budget planning.

Health and Safety Duty Holder(s) must ensure that a robust system for reporting defects and hazards to them exists on each site and that staff are aware of the system.

Site Responsible Staff, as defined in this policy, must implement a schedule for Servicing, Testing and Routine Maintenance in line with statutory guidance and this policy. Compliance activity and outcomes must be recorded on the Health and Safety management system and as required in registers and logbooks.

8. Review

This Health and Safety Policy will be reviewed yearly and more frequently if deemed necessary.

The implementation of the management system will be reviewed from time to time to ensure that the system is fit for purpose and supports the implementation of this policy.

[10] https://www.hse.gov.uk/risk/classroom-checklist.htm

9. Equal Opportunities

Schools must ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, pupils, contractors, volunteers and visitors to use the school's facilities and curriculum as far as is reasonably practicable.

It is a statutory requirement for every school to have an Accessibility Plan and this must be kept under review and implemented as explained in the DfE's advice for schools on the Equality Act[11].

10. Shared Occupancy Sites

Schools sharing their site with other occupants face unique challenges and have specific accountabilities and responsibilities.

A shared occupancy is not the same as a letting.

It is essential that Headteachers and the Premises Duty Holder have a good understanding of the terms and conditions of the shared occupancy. These will be defined in a legal agreement, a lease or licence to occupy, and each occupant will have accountabilities and responsibilities such as:

- H&S compliance
- Recharge
- Rent
- Repair and Maintenance
- And so on

The Head of Operations is responsible for ensuring that schools understand the practical application of the lease or licence. They are responsible for helping schools to hold the other occupants to account and ensuring the terms and conditions in the agreement are adhered to. They are responsible for seeking legal clarification if necessary to ensure the Partnership discharges their duties and responsibilities.

The day-to-day relationship between the shared occupants will be described in a Memorandum of Understanding or Shared Services Arrangement or Partnership Agreement. Unless defined in the lease or licence, this will include:

- Contact details for both parties
- Conduct and behaviour including communication
- Access arrangements
- Car parking arrangements
- School holiday and out of hours arrangements
- What happens in an emergency

Headteachers and the Premises Duty Holder should ensure that these agreements are reviewed and relevant and that concerns are reported to the Head of Operations.

11. Relevant Other Policies

Other relevant policies are listed below and can be found on the CLP Intranet. Schools may also choose to print and display on their H&S Notice Board.

Allergy and anaphylaxis	See CLP Allergy Policy
Educational Visits	See CLP Educational Visits Policy

[11] https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools

Equal Opportunities, Employment Law & Disability Discrimination	See Public Sector Equality Duty Policy and School Accessibility Plans
Fire Safety	See CLP Fire Safety Policy and school fire / emergency procedures
First Aid	See CLP First Aid, Medical Conditions, Managing Medication
Food in school	See CLP School Catering Nutrition Policy
Internet Safety	See CLP Communications & ICT Policy and school Online Safety procedures
Lettings	See CLP Lettings Policy
Lone Working	See CLP Lone Working Policy
Pupil Behaviour	See Partnership-wide Behaviour Principles and Exclusions Policy as well as local school Behaviour Policies
Safeguarding	See CLP Safeguarding and Child Protection Policy
School Vehicles	See CLP Minibus Policy
Workplace Welfare and Stress Management	See CLP Employee Wellbeing Policy

12. Procedures and Processes

Accidents, Incidents and Near Misses

The Partnership recognises that even minor accidents can result in future issues and great care must be taken to ensure they are recorded immediately.

The Headteacher must ensure:

- Instructions for reporting an accident or incident in each school are clearly displayed in the front office, central offices, staff rooms and medical rooms as a minimum.
- All staff understand their reporting responsibilities.
- Reporting instructions are followed.
- Required records are maintained and readily available for inspection.
- Any reportable incidents (RIDDOR) are reported to the HSE as well as logged on the H&S Management System and reported to the central team.
- Incident investigations take place and are recorded on the Health and Safety management system.

Reporting:

All staff will use the Partnership's reporting form (on the Health and Safety management system or at Appendix D) to report immediately, or as soon as practicable thereafter, all employee work related injuries, illnesses, or "near miss" events which could have caused an injury or illness – no matter how minor. A near miss incident is an incident with the potential to have caused injury to a person or damage to property.

Where the form at Appendix D is used, the report must be uploaded to the Health and Safety management system at the earliest opportunity.

All staff will assist visitors (other than pupils) to immediately complete the Partnership's reporting form in event of an accident or incident in the course of their work in a school.

All accidents and incidents where it is deemed necessary by the Headteacher to contact a pupil's parents or guardians must be reported on the Health and Safety management system or Appendix D.

All accidents to pupils involving minor injury where it is not deemed necessary to contact a pupil's parents or guardians, are to be recorded by schools in a register/log which will normally be available in each school in the medical or first aid room or other such location. The Headteacher together with the School relevant Health and Safety Duty Holder and Lead First Aiders should develop a system that ensures all first aid given to pupils is clearly recorded for future reference.

Headteachers should carefully consider when parents are to be informed of any minor accidents, for example, playground trips or head bumps. There is no legal obligation for schools to do this although it is often considered good practice. Staff who administer first aid should be aware of the difference between a minor or serious accident/incident and should be mindful that some injuries may need to be considered under the schools Behaviour and Anti Bullying policies.

Investigation and Monitoring:

The Headteacher must ensure that reporting of minor pupil accidents are monitored termly to identify trends and concerns which may need escalating under Safeguarding or Behaviour policy and procedures. Records should be annotated to indicate monitoring – this will vary from school to school.

The Central Team will monitor reported accidents, incidents and near misses to identify trends, including potential underreporting and unsafe working practices.

All accidents, incidents and near misses will be referred to the Headteacher and the relevant Health and Safety Duty Holder for investigation and identification of improvements and best practice.

All RDDOR reportable incidents must be referred to the central team who will monitor investigation outcomes.

Incidents will be reported to the Trust Board by exception.

Building projects

Construction (Design and Management) Regulations

For large and long-term projects, schools must:

- Ensure that projects are managed and contractors appointed in line with the Construction (Design and Management) Regulations 2015.
- Refer to the DfE Estates Projects Checklist 12and the HSE CDM 2015 guidance 13to inform preparations and ensure compliance. Guidance on using contractors is also available from the appointed Competent Person.
- A F10 notification is required to the HSE if the construction work is expected to:
- Last longer than 30 working days and have more than 20 workers working at the same time at any point on the project or
- Exceed 500 person days

[12] https://www.gov.uk/guidance/good-estate-management-for-schools/tools-and-checklists

[13] https://www.hse.gov.uk/construction/cdm/2015/responsibilities.htm

Permits to work

Permits to work are required when building work has a foreseeable high risk. They are developed to prevent accident or injury to personnel or damage to buildings, platforms or machinery. The operation of a permit to work system is particularly useful when contractors are on site i.e. for maintenance or installation purposes. The aim of a permit to work system is to remove both unsafe conditions and human error by imposing a formal system which requires formal action

Typical areas / work activities that should be covered by a permit include:

- Hot works
- Roof works
- Confined spaces
- High Voltage electrical work
- Asbestos
- Excavation works
- Lift works
- Pressure systems
- Demolition works
- Work on scaffold towers, mobile elevated working platforms (MEWPs)
- Work in isolated locations, or areas with difficult access or those at high levels.
- Work in the proximity of, or involving, explosives or highly flammable substances.

Often a contractor will provide their own permit to work template and this should be accepted unless it raises concerns. Where a contractor does not provide their own template, guidance should be sought from the central operations team.

Food in School

Legislation:

the Education Act 1996 (Sections 512, 512ZA, 512ZB, 512A, 512B and 533 of, as amended)

School Standards and Framework Act 1998 (Section 114A)

The requirements for School Food Regulations 2014

Every school **must** have a Food Safety Management System in place in order to ensure that food is safe to eat – this includes where school meals are provided, and where the school delivers wrap around care such as breakfast and after school clubs.

The central team must provide a Food Safety Management System template and guidance for schools to use and will undertake monitoring of completion and arrangements in place.

Schools must also refer to the CLP Catering and Nutrition Policy.

Hot Works

Legislation: Construction (Design and Management) Regulations 2015.

The Premises Duty Holder should refer to expectations and arrangements described in **this policy** and the Standard Operating Procedures.

Should an unforeseen hazard or situation occur while work is carried out the premises duty holder must ensure contractors stop work and then report the fact to the Headteacher and /or the central operations team.

Contractors on Site

Safeguarding

Anyone appointing a contractor must ensure they follow the Partnership's Single Central Record Guidance which is available on the CLP Intranet. This guidance explains that Schools should not request sight of a DBS certificate, but instead request written assurances and evidence of ID.

Documentation

Anyone appointing a contractor should use the Using Contractors template at Appendix E to ensure that all preparation and documentation is in place prior to work commencing, to include:

- RAMS (Method Statements and Risk Assessments)
- Insurances
- Necessary permits such as for hot works
- Regulatory body accreditation / affiliation

Display Screen Equipment

The DSE regulations apply to employees who regularly use DSE as a significant part of their normal work; defined as daily, for continuous periods of an hour or more.

Employees who are office based for most of their working day should make themselves familiar with HSE guidance14. In a school setting, this will be office staff, Operations Manager/Site Managers and central services staff and senior leaders.

DSE Users are entitled to a free eye test and payment for a basic set of glasses where they are required mainly for use with DSE. Claim forms are available from the Finance Team.

Workstation assessments will be undertaken by relevant employees via the H&S Management System at least 3-yearly and more often if needed with the support of their line manager in accordance with Display Screen Equipment (DSE) regulations. If corrective action is required following completion then the line manager should seek appropriate advice and referral to Occupational Health should be considered.

Lone Working

See CLP Lone Working Policy.

Noise

Legislation: The Control of Noise at Work Regulations 2005 (the Noise Regulations).

Headteachers must carry out a risk assessment if noise levels are likely to reach or exceed the lower EAV (80dB) and take appropriate action to control such levels.

Where sound levels are likely to reach the upper EAV (85dB) the Headteacher must take action to reduce noise levels in a systematic and thorough manner.

Security Provisions

The Partnership expects each school to have in place procedures and a risk assessment to ensure the security of its site and buildings.

The Headteacher, working with the local Health and Safety team, is responsible for ensuring local procedures, including for lockdown, are clearly recorded and communicated to all staff, and for ensuring a risk assessment and lockdown procedure is in place.

[14] https://www.hse.gov.uk/pubns/indg36.pdf

The Central Team is responsible for providing a Partnership wide Business Continuity Plan document and disaster management testing and recovery. The CLP Business Continuity Plan outlines the requirements for Lockdown provision in each school and provides a lockdown procedures template and a lockdown practice template.

Schools should also refer to the DfE Guidance School and College Security [15]and Emergency planning and response for education settings[16].

Martyn's Law:

The policy paper **How Martyn's Law will affect education settings**[17] was published on 1st September 2025, and requires:

*Early years, primary, …. settings have a special consideration in place and will be in the **standard tier**, regardless of their capacity.*

Settings will need to have appropriate procedures in place. This includes:

- *evacuation (to get people out of the building)*
- *invacuation (moving people to a safe place)*
- *lockdown (to secure the premises against attackers)*
- *communication*

There is no requirement to put physical security measures in place.

Settings will need to appoint a responsible person…

By using the Partnership Business Continuity Plan and lockdown templates, schools will meet these requirements.

The responsible person for education settings is a body or institution such as the governing body (Trust Board) or Local Authority: for CLP this is the Trust Board.

Schools should practice their lockdown procedure at the start of each term. This practice can be a desktop exercise, however, it is recommended that at least one of the three practice lockdowns is a practical exercise.

The risk assessment will consider the levels of risk and hazards present and the existing control measures in place to address those risks, with particular focus on theft, arson, asset protection and out of hour's activities. Schools should use the **Self-Assessment Emergency Incident Planning Checklist** contained in School and College Security to inform and consider risks. Schools must consider the likelihood of and response to:

- Serious violence
- Terrorist threats

[15] https://www.gov.uk/government/publications/school-and-college-security?utm_medium=email&utm_campaign=govuk-notifications-topic&utm_source=b1b01da2-8017-4aeb-a711-d8c5617e0002&utm_content=immediately

[16] https://www.gov.uk/government/publications/emergency-planning-and-response-for-education-childcare-and-childrens-social-care-settings

[17] https://www.gov.uk/government/publications/martyns-law-for-education-settings/how-martyns-law-will-affect-education-settings

- And other potential security threats

Security measures will vary in each school to reflect the local community, but consideration should be given to the following as a minimum:

- Site boundaries that are enclosed by security or appropriate fencing
- A serviced and monitored CCTV system covering all high-risk areas as a minimum
- An intruder alarm system
- A coded or alternative access system for all staff; and
- Access to a security or key holding service during out of hours

Service, Maintenance and Statutory Inspections

CLP uses the premises management database Statlog to clarify and define, as far as is reasonably practicable, the responsibilities and maintenance requirement expectations across all CLP sites with regard to the use of equipment, management of physical premises and statutory premises / compliance checks. Including for the legal obligations referenced below. In addition, trust wide compliance contractors are appointed for electric, fire, asbestos, trees, water and thorough inspection / pressure systems.

Frequency, progress and outcomes of these inspections, surveys and activities are recorded on the Health and Safety Management System.

The Partnership Head of Operations will ensure a schedule of all equipment requiring statutory inspection / service is maintained and available to each school.

Asbestos Management

Legislation: The Control of Asbestos Regulations 2012.

The Premises Duty Holder should refer to expectations and arrangements described in CLP's Standard Operating Procedures available on the intranet.

The Partnership delegates local responsibility of asbestos management to the Headteacher who will ensure the School Health and Safety Duty Holder uses the Partnership's appointed provider for all asbestos related work and for establishing and maintaining an Asbestos Management Plan (AMP).

The Headteacher is responsible for notifying the Health and Safety Duty Holder and the Partnership's Head of Operations of any major works planned and any work involving access to roof voids, demolition or drilling into ceilings/floors/walls to ensure asbestos is not likely to be disturbed and that Refurbishment and Demolition (R&D) surveys can be undertaken where appropriate

Control of Substances Hazardous to Health (COSHH)

Legislation: Control of Substances Hazardous to Health Regulations / Management of Health & Safety at Work Regulations.

The Premises Duty Holder should refer to expectations and arrangements described in CLP's Standard Operating Procedures available on the intranet.

Relating to curriculum activities:

- The Headteacher will ensure risk assessments are carried out and retained in specific COSHH assessment files in relevant subject areas or in the standards followed, e.g. CLEAPSS documentation for both Science and DT. If staff have any questions on hazardous substances these should be raised with line managers or the subject leaders.
- The curriculum H&S Duty Holder is responsible for ensuring the school subscribes to CLEAPPS.

All staff are to be aware that:

- Personal toiletries may be stored in a handbag or locker but **must not** be stored in a classroom or learning area, even if in a handbag.
- Cleaning chemicals and other substances **must not** be brought into school; the school or contract cleaner will provide all necessary chemicals

Electrical Safety

Legislation: The Electricity at Work Regulations 1989.

The Premises Duty Holder should refer to expectations and arrangements described in CLP's Standard Operating Procedures available on the intranet.

All staff, including teachers, are encouraged to carry out visual pre-use checks when using electrical equipment. The school Health and Safety Duty Holder is required to provide basic guidance on what to look for to ensure everyone is working to the same standard, for example, frayed leads, cracked sockets.

All staff **must** ensure they make appliances available for Portable Appliance Testing (PAT) when asked.

The Premises Duty Holder **must** ensure that reasonable notice of PAT dates are given to staff.

Fire Safety Management

Legislation: The Regulatory Reform (Fire Safety) Order 2000 and the Regulatory Reform (Fire Safety) Order 2005.

Arrangements for fire safety arrangements and evacuation, servicing, maintenance and routine checking are laid out in the CLP Fire Safety Policy and CLP's Standard Operating Procedures available on the intranet.

It is essential that when building works are commissioned, that consideration is given to fire stopping and cavity barriers.

It is the responsibility of anyone commissioning building works, and this should be the premises duty holder, to ensure that contractors:

- Reinstate fire stopping where it is penetrated.
- Are informed of cavity barriers before they commence work.
- Reinstate / make good cavity barriers where they are compromised.

Gas Safety

The Partnership (as an employer) has a legal duty under the Gas Safety (Installation and Use) Regulations 1998 to ensure any gas appliance, installation pipework or flue under their control is maintained in a safe condition

The Premises Duty Holder should refer to expectations and arrangements described in CLP's Standard Operating Procedures available on the intranet.

Lifting Equipment

Legislation: The Lifting Operations Lifting Equipment Regulations 1998 (LOLER) and Provision and Use of Work Equipment Regulations (PUWER).

The Premises Duty Holder should refer to expectations and arrangements described in CLP's Standard Operating Procedures available on the intranet.

Local Exhaust Ventilation

Legislation: Control of Substances Hazardous to Health Regulations 2002.

The Premises Duty Holder should refer to expectations and arrangements described in CLP's Standard Operating Procedures available on the intranet.

Pressure systems

Legislation: Pressure Systems Safety Regulations 2000.

The Premises Duty Holder should refer to expectations and arrangements described in CLP's Standard Operating Procedures available on the intranet.

Water Safety and Legionella Management

Legislation: Control of Substances Hazardous to Health Regulations / Management of Health & Safety at Work Regulations.

The Premises Duty Holder should refer to expectations and arrangements described in CLP's Standard Operating Procedures available on the intranet.

Appendix A: Health and Safety Notice Board

Every school **must** display an H&S Notice Board in their staff room. Larger schools may have more than one communal staff area and should ensure a board is set up in all such areas.

The H&S Notice Board should **clearly** display as a minimum:

- Names of the school's H&S Duty Holder(s):
    - Premises – this person is also the Fire Safety responsible person
    - Curriculum
    - Training
    - Other

- Names of the CLP Head of Operations and Compliance and Facilities Manager

- Copy of signed statement of Intent from this policy

- Name of the appointed Competent Person and their contact details

- Location of the CLP H&S Policy, e.g., the Intranet. Schools may also choose to display a copy of the policy but must then ensure it is up to date

- Location of the minutes of the school's H&S Team

- Names of the members of the school's H&S Team

- Instructions on how to raise H&S issues in the school

- Location of risk assessments in the school

- Fire Safety Policy / Evacuation Plan / Lockdown Plan

- Fire Marshalls including expiry dates

- First Aiders including expiry dates

- HSE Health and Safety Law poster

And other items as the school sees fit

Appendix B: School Health and Safety Team agenda for meetings

(Links in with the periodic school status report)

1. Review priorities/actions/next steps from previous meeting

2. Health & Safety Management
    a. Progress of audit action plan, new comments
    b. Emergency Procedures - latest Fire Evacuation/Lockdown feedback
    c. Overall Compliance - remedial works required from latest inspections
    d. Training log – number of outstanding tasks, comments
    e. Accidents/Incidents themes – discuss if any
    f. RIDDOR – discuss – if any
    g. Items that need to be referred to the Estate & Infrastructure Manager, eg, urgent building items

3. Site inspection/issues/site walk around
    a. (Depending on the size of the school and capacity of the Health & Safety Team, it may be prudent to alternate internal building, classrooms/offices etc. with external buildings, playgrounds and perimeters.)
    b. Site safety and security matters
    c. Traffic management

4. Risk Assessment
    a. Updates on reviews and new RA's
    b. Fire Risk Assessment to be reviewed at least annually

5. Health & Safety Policy
    a. Queries / items identified that require review
    b. Escalation to Estate & Infrastructure Manager

6. AOB – other areas of concern/issues

7. Determine priorities/actions next steps

Appendix C: Training Requirements

Staff Group	Training	Frequency
Trustees	Read HSE's *Leading health and safety at work* and HSE's *The role of school leaders*.	Induction and then annually
Senior Central Leaders & Headteachers	Complete IOSH Leading Safely. Read HSE's *The role of school leaders*	Induction and then 3-yearly Annually
Governors	Read HSE's *The role of school leaders* Complete the Health & Safety Link Governor Training on Governor Hub	Induction and then 3-yearly
Health and Safety Duty Holder(s) in each school	Complete training commensurate with their area of responsibility as outlined in *Responsibilities of the School's Health and Safety Duty Holders*	Start of the role and then 3-yearly or more frequently if required by an accreditation
Premises Staff	Complete training outlined by the DfE in **Training and qualifications relevant to estate management**[18]; the grid below shows CLP's context.	Start of the role and then 3-yearly or more frequently if required by an accreditation
All other staff	All staff must complete and refresh mandatory training modules as outlined on the CLP Health and Safety Training Matrix. New employees will be given health, safety and fire induction training by the relevant Health and Safety Duty Holder **within one week from commencement of employment** at their place of work. Further training will be given as and when required. Particular emphasis will also be given to on-the-job safety training and this will be delivered by the most appropriate member of staff. Annual general Health and Safety awareness and training update to be delivered locally by the Health and Safety Duty Holder.	Induction and then at least an annual H&S awareness update
Risk Assessment	Staff responsible for completing and reviewing risk assessments are expected to undertake training on how to risk assess and how to complete and review a risk assessment.	Start of the role and then 3-yearly

[18] https://www.gov.uk/government/publications/estate-management-competency-framework-and-relevant-training/training-and-qualifications-relevant-to-estate-management

All staff	Relevant training to the activity including how to undertake the activity safely, for example, restraining pupils, PE classes, coordinating trips, asbestos management.	As required

Specific premises related training:

This grid is adopted from the DfE **Estate management: competency framework and relevant training[19].**

Operative • Site Assistant • Site Manager who is overseen by Operations Manager	**Supervisor** • Site Manager • Operations Manager (if they oversee the Site Manager)	**Manager** • Central compliance and management	**Strategic** • Headteachers • Central SLT • Competent Person	**Method** (minimum requirement)
Asbestos awareness - for roles in health and safety, compliance and maintaining your estate	Asbestos awareness	Asbestos for duty holders - for health and safety and compliance roles	ISO 14001:2015 Foundation (ISO 14001, ISO 14004), basic concepts of environmental management	e-Learning We appoint a competent person so the strategic is NA
Construction (Design and Management) (CDM) regulations 2015 awareness - for health and safety and compliance roles	CDM regulations 2015 awareness	CDM regulations 2015 awareness	Building Research Establishment Environmental Assessment Method (BREEAM) Associate Course and BREEAM Foundation	e-Learning We appoint consultants so the strategic is NA
Control of Substances Hazardous to Health (COSHH) awareness training - for health and safety and compliance roles	COSHH awareness training	COSHH awareness training	Not applicable	e-Learning
Environmental awareness - for performance	Environmental awareness	Environmental awareness	Not applicable	e-Learning

[19] https://www.gov.uk/government/publications/estate-management-competency-framework-and-relevant-training

Operative • Site Assistant • Site Manager who is overseen by Operations Manager	**Supervisor** • Site Manager • Operations Manager (if they oversee the Site Manager)	**Manager** • Central compliance and management	**Strategic** • Headteachers • Central SLT • Competent Person	**Method** (minimum requirement)
management and sustainability roles				
Fire safety and personal protective equipment (PPE)	Fire safety and PPE	Fire safety and PPE	Not applicable	e-Learning
Health and safety awareness - relevant to all roles	Health and safety awareness	Health and safety awareness	Not applicable	e-Learning
Institution of Occupational Safety and Health (IOSH) working safely - for health and safety and compliance roles	IOSH working safely	IOSH working safely	IOSH Leading Safely	In person
Ladders training - for health and safety and compliance roles	Ladders training	Ladders training	Not applicable	e-Learning (NB. This is not the inspection certificate)
Legionella awareness - for health and safety and compliance roles	Legionella awareness	Legionella awareness	Not applicable	e-Learning
Lone working - for health and safety and compliance roles	Lone working	Lone working	Not applicable	e-Learning
Managing contractors - for health and safety and compliance roles	Managing contractors	Managing contractors	Not applicable	e-Learning

Operative • Site Assistant • Site Manager who is overseen by Operations Manager	**Supervisor** • Site Manager • Operations Manager (if they oversee the Site Manager)	**Manager** • Central compliance and management	**Strategic** • Headteachers • Central SLT • Competent Person	**Method** (minimum requirement)
Manual handling - for roles in health and safety, compliance and maintaining your estate	Manual handling	Manual handling	Not applicable	e-Learning
Not applicable	National Examination Board in Occupational Safety and Health (NEBOSH) - for health and safety roles	NEBOSH	Not applicable	Certificate IOSH or other equivalent level accepted NB. CLP does not require this, it is desirable only
~~Portable appliance testing (PAT) - for health and safety and compliance roles~~	~~PAT testing~~	~~Not applicable~~	~~Not applicable~~	Not required as CLP do not undertake in-house testing
Working at height - for roles in health and safety, compliance and maintaining your estate	Working at height	Working at height	Not applicable	e-Learning
Not applicable	Not applicable	Site Sustainability Manager (BRE) ensuring compliance with environmental regulations and BREEAM requir ements	Not applicable	NA; we will consult with relevant professionals

Appendix D: Accident / Incident / Assault (Verbal or Physical) Reporting & Investigation Form

Following completion, details must be inputted to the Partnership Health and Safety Management System

Name of School:	
I am reporting a work related:	__ Injury __ Illness __ Near miss __Assault
Name of injured person:	
Position (i.e. pupil / staff / visitor / contractor):	
Date of birth (only required if not pupil or staff):	
Address / contact details (only required if not pupil or staff):	
Date & time of injury/near miss:	
Names of witnesses (if any):	
Where, exactly, did the incident happen? Name the room or area or other location.	
Describe step by step what led up to the injury/near miss/assault, what activities/tasks were being carried out at the time of the accident? (Continue on the back if necessary):	
What injury or ill-health effects resulted from the accident or incident? Describe type of injury and part of body injured. If appropriate, mark the body template below, or include any sketches and diagrams that you feel would be helpful and relevant.	
Did injured person receive first aid treatment (if so, and a pupil, enter details in first aid register)	__ Yes __ No
Describe details of any first aid treatment / medical attention given.	
Describe any further medical assistance received by injured person (i.e. GP, hospital) and brief outcome	

Action to prevent a reoccurrence:	

Has this accident resulted in a serious injury or illness?

Could this incident have resulted in a serious injury, illness or outcome?

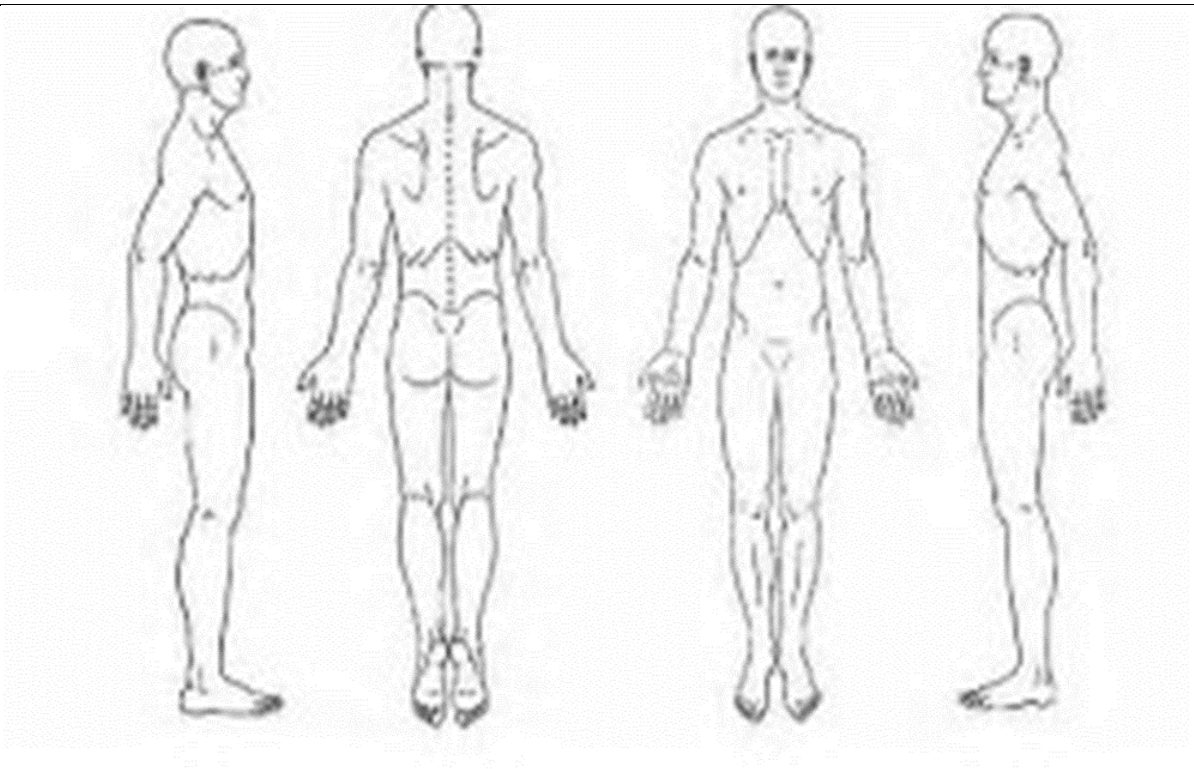
If the answer is yes, this form must be handed at the earliest opportunity to the investigating officer, normally the Headteacher and Health and Safety Duty Holder.

Name of person completing this form:		On date: Time:	
Is incident reportable under RIDDOR?		Yes / No(Attach RIDDOR report if Yes)	
Date and time passed to investigating officer:		Name of investigating officer handed to:	

Optional supplementary form to accident / incident report

Name of injured person:Date:

Indicate location of the injury:



ACCIDENT INCIDENT INVESTIGATION FORM

To be completed by the Investigating Officer (usually the Headteacher, Operations Manager or Site Manager) in each school as soon as possible after an accident or incident that results in serious injury or illness **and** following a minor injury or near miss that *could have resulted in a serious injury or illness*.

Name of Injured Person:	
Investigating Officer name / job role:	**Date received:**
Information Gathering in addition to reported information above	
Supplementary investigation report completed: Yes / No Is this report attached: Yes / No If no, why not:	
Had an up-to-date and suitable risk assessment covering the activities/tasks been undertaken?	
If equipment, furniture or other apparatus was involved is maintenance / inspection up to date? Does maintenance / inspection paperwork highlight remedial action is required and if so has this been undertaken?	
Do similar risks exist elsewhere at school / on site? If yes, where?	
Analysis and Further Action	
8. What were the immediate and underlying causes of the accident? a) Immediate/direct causes: (i.e. the most obvious reason why an adverse event happens, eg the guard is missing; the employee slips etc. There may be several immediate causes identified in any one adverse event.)	

b) Underlying/indirect causes: (i.e. the less obvious 'system' or 'organisational' reason for an adverse event happening, eg inadequate maintenance, inadequate monitoring; the hazard has not been adequately considered via a suitable and sufficient risk assessment; lack of training etc.)		
9. RIDDOR reporting		
Does this accident /incident need to be reported to HSE under RIDDOR:	**Yes / No**	
Has it been reported to HSE?	**Yes / No** If yes, when:	
10. What corrective actions or additional risk control measures are required to prevent recurrence? (*State if no further action is required.)*	**Who**	**By when**
Any additional comments		
Would other schools benefit from the outcome of this investigation? Yes / No **If so, how will it be shared with them?**		

Investigating and Countersigning Officer completion			
Investigating officer signature:		**Date investigation completed:**	
Countersigning officer name and signature:		**Date:**	

Appendix E: Using contractors

(it is strongly advised that this template is used to appoint contractors for premises works – construction and building / maintenance)

(This form is available on the CLP Intranet)

Part One: Introduction

Regardless of the size and scope of the project, the person responsible for appointing the contractor must ensure that they are suitably qualified and can undertake the works safely. They must ask questions and request evidence to satisfy themselves that the contractor can undertake the works safely and properly, and they must consider the safety of both the school community, visitors, and the contractor themselves.

Relevant legislation and policies:

- Management of Health & Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Working at Height Regulations
- Construction (Design & Management) Regulations 2015
- CLP Health and Safety Policy
- CLP Finance Regulation Manual
- CLP Single Central Record Guidance for Schools

HSE guidance:

- https://www.hse.gov.uk/managing/delivering/key-actions/key-actions-in-managing-contractors-effectively.htm
- Using Contractors; A brief guide
- Need building work done? A short guide for clients on the Construction (Design and Management) Regulations 2015
- Further HSE guidance

What is a contractor?

A contractor is anyone you ask to do work for you who is not an employee.

Frequently used terms and abbreviations:

- RAMS – risk assessment and method statement
- O&Ms – operation and maintenance manual

Checklist for using contractors

- The checklist on the following pages is a summary of the actions you must take and best practice when appointing and working with a contractor to undertake building or construction work.
- It does **not** replace the HSE guidance, legislation and expectations within our own policies.

Part Two: Selection and management of contractors

(This checklist can be printed and handwritten. It should be retained with work / project records.)

Description of work / project:

Step 1: Preparation and obtaining quotes:

1. Identify all aspects of the work you want the contractor to do and prepare a written summary, this can be using bullet points. For larger projects a written specification will be needed outlining the whole project and the detail of what needs to be done.
2. It is only possible to properly compare quotes that are prepared using the same description or specification so it is very important to get the description or specification right and this must be shared with all the contractors who will be quoting for the works.
3. Invite contractors to quote for the works. The scope, complexity and value of the project will decide how formal your invite needs to be – larger projects must involve and be approved by the central team.
4. Where possible use contractors recommended by colleagues or trusted partners.
5. Obtain the necessary number of quotes as per the **CLP Financial Management Handbook**. You should use the **CLP quote sheet** to summarise quotes and share with your finance assistant / officer and finance manager. Your Finance Manager can advise further on this process.

Step 2: Contractor selection checklist:

Once you have obtained quotes, these should be considered along with all the questions in this section – together they will enable you to choose the right contractor.

Getting quotes / actions before appointment	**Complete every box and put N/A if you think not appropriate**
Have you identified and noted all aspects of the work you want the contractor to do? Remember, larger projects require a detailed written specification.	
Have you informed the contractor of H&S and other risks known to the school; doing so will aid the contractor in making a proper assessment of risk (this will need to be included in the written work specification for larger projects) and is essential to obtaining an accurate quote.	
Is the contractor professionally known to you or a colleague or trusted partner? If not, have you considered getting references before appointing them?	
Is the contractor personally known to you – if so, you will need to declare this relationship.	
Do Construction (Design and Management) Regulations (CDM) apply? If you are unsure, seek guidance.	
Have sufficient checks been undertaken on the competence of the contractors, including evidence as appropriate e.g qualifications / registered with a trade or professional body etc.	

Once you have completed Step 1 and noted each box and reviewed the quotes and information provided by each contactor, you should be in a position to appoint. You will need to be mindful of the works/project value as you may need to involve your Headteacher or the central team in the decision-making process.

Step 3: Successful contractor:

Record the outcome from your assessment

Name of contractor selected			
Address (optional)			
Telephone No			
Email			
New supplier?	Yes	No	If yes, complete a new supplier form
Summary of H&S information obtained and arrangements to be put in place to control risks.			

Step 3: Before work starts, take the following actions and record the outcomes in the notes.

Step 4: Communication and H&S arrangements:

Actions to take before work starts	**Complete every box and put N/A if you think not appropriate**
Have you requested RAMS? Even for a smaller job it is good practice to ask for RAMS – all contractors should be able to describe how they plan to undertake work. Some contractors might outline the work to be done and the method in an email and some on their quote, either could suffice as a method statement especially for smaller works. The size of the works and its complexity / level of risk is very relevant when considering the level of detail required in RAMS; larger projects require proper documentation.	
Have you established contact and communication channels? Do you know who to contact if there are concerns during the work?	
Have you considered the impact of the works on members of the public, visitors and other contractors?	
Have you considered the impact of the works on fire compartmentation? Will a new Fire Risk Assessment be required?	
Have you put in place arrangements with the contractor to coordinate with other school activities during the work?	
Have you consulted your employees about the work and provided information on arrangements put in place to manage risks to staff, pupils or visitors?	

Some risks may need to be reflected in the contractor RA.	
Have you identified who will supervise the work and how? Arrangements will vary depending on the type of job and size of contractor.	
Have you put in place arrangements to keep a check on how the work is going against what you have agreed with the contractor?	
Have you agreed how the job will be reviewed to learn any lessons from it?	
Have you asked for evidence of insurance?	
Have you asked about warranties and guarantee periods? On larger scale projects you should expect to receive O&Ms. Check with the contractor now before work starts.	
Have you checked for Safeguarding compliance? Contractors are required to meet the Safeguarding requirements set out in our H&S policy which refers to the ***CLP Single Central Record Guidance for Schools***. Site staff should confirm requirements with their school office. Exceptions are emergency works and small contractors.	

Step 4: Control and Monitoring during and after works is important to ensure that work is progressing as expected and to avoid surprises and disappointment. Variations need to be identified and approved at the earliest opportunity to avoid unexpected additional costs. Snagging and faults need to be identified as soon as possible to ensure they are addressed without incurring additional costs.

Step 5: Control and Monitoring:

During works	**Complete every box and put N/A if you think not appropriate**
Are you carrying out regular checks of the work undertaken – as you arranged above – do you need to make any variations to the works?	
How is the contractor working in the school, do arrangements need to be revised?	
Are the works proceeding within agreed costs?	
After the works are complete	**Complete every box and put N/A if you think not appropriate**
Have you received your completion certificate or report or O&Ms – as relevant? If NA, explain why.	Yes / No / NA
Have you reviewed the work and shared feedback, with the contractor but also with colleagues? Would you recommend this contractor? If so make sure they are added to our list of trusted contractors. Sharing experience is invaluable.	