



Staploe Education Trust

Health and Safety Policy

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1. Aims

Staploe Education Trust aims to:

- Provide and maintain a safe and healthy environment.
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school premises.
- Have robust procedures in place in case of emergencies.
- Ensure that the premises and equipment are maintained safely, and are regularly inspected.

2. Legislation

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to the responsibility of employees for their own safety and that of others.
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees.
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept.
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test.
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register.
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff.

- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height.
- The trust follows national guidance published by Public Health England when responding to infection control issues.

3. Roles and responsibilities

3.1 The Trust Board

The trust board has ultimate responsibility for health and safety matters across the trust, but will delegate day-to-day responsibility to each Headteacher and Trust Facilities Manager supported by the Trust Operations Director.

The trust board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The trust board, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks.
- Inform employees about risks and the measures in place to manage them.
- Ensure that adequate health and safety training is provided.

3.2 Headteacher and Trust Facilities Manager

The Headteachers and Trust Facilities Manager are responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy.
- Ensuring there are enough staff to safely supervise pupils.
- Ensuring that the school buildings and premises are safe and regularly inspected.
- Providing adequate training for staff.
- Reporting to the Infrastructure Committee and School Advisory Bodies on health and safety matters.
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held and documented.
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff.
- Ensuring all risk assessments are completed and reviewed regularly.

- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.

In the headteacher's absence, the senior leader left in charge assumes the above day-to-day health and safety responsibilities in each school.

In the absence of the Trust Facilities Manager, the Trust Operations Director assumes the day-to-day health and safety responsibilities.

3.3 Health and Safety Lead

The nominated health and safety lead will be the caretaker(s) in each school; their names will be printed on the HSE poster. They will be supported by the Headteacher and Trust Facilities Manager.

As the member of staff on each site able to manage facilities based issues, they are the constant visible person(s) that the school community has greater accessibility on a daily basis.

It is likely that many issues would be resolved easily, however they have the support of senior staff members as listed above that can provide for specific support and where necessary take the lead. In this situation the caretaker(s) would be expected to support the senior members of staff.

3.4 Staff

All staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with the trust on health and safety matters.
- Work in accordance with training and instructions. Including the completion of the annual IHASCO training relating to health and safety and fire awareness.
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken.
- Model safe and hygienic practice for pupils.
- Understand emergency evacuation procedures and feel confident in implementing them.

3.5 Pupils, parents/carers and visitors

Pupils, parents/carers and visitors are responsible for following the trust's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff at any of the trust schools. Communication to the school community will include our websites, parental newsletters, assemblies, tutor time and posters.

3.6 Contractors

Contractors must agree health and safety practices with the Trust Facilities Manager before starting work including legal compliance and codes of good practice.

Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work, have prepared a method statement and provided a copy of their insurance.

All contractors must report health and safety issues and incidents to school facilities personnel.

4. Site security

The caretakers supported by the Trust Facilities Manager are responsible for the security of the school sites in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Each school caretaker and the Trust Facilities Manager will ensure emergencies are responded to.

5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed at least annually.

Emergency evacuations are practised at least once a term and documented by the Headteacher or nominated person.

Fire alarm testing will take place weekly and documented by the school caretaker.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will begin immediately.
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk.
- Staff and pupils will congregate at the assembly points. These are detailed on the evacuation notices around the buildings.

- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day.
- Visitors/volunteers/contractors will be given clear instructions to follow on arrival at the school.
- The designated school administrators will ensure arrangements are made for a register of all staff to be checked.
- Staff, pupils and visitors will remain outside until the emergency services say it is safe to re-enter the buildings.

The schools will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will pay particular attention to those with disabilities.

Personal Emergency Evacuation Plans (PEEP) are prepared by the designated first aid staff in each school and kept with the pupil`s records.

6. Control of hazardous substances (COSHH)

Schools are required to control hazardous substances, which can take many forms, including:

Chemicals

Products containing chemicals

Fumes

Dusts

Vapours

Mists

Gases and asphyxiating gases

Germs that cause diseases, such as leptospirosis or legionnaires disease

- Control of substances hazardous to health (COSHH) risk assessments are completed by the Trust Facilities Manager or nominated person at each school and circulated to all employees who work with hazardous substances.
- An up to date register of all chemicals and other hazardous substances used or stored will be maintained together with the manufacturer`s safety data sheets.
- Staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.
- All hazardous products will be stored in dry, well-ventilated areas.

- All processes and activities will be designed and operated to minimise emission, release and spread of substances hazardous to health.
- Staff will be provided with relevant protective equipment, where necessary.
- Hazardous products are disposed of in accordance with specific disposal procedures.
- Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.
- All control measures will be monitored and reviewed regularly to ensure continued effectiveness.

6.1 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.
- Gas pipework, appliances and flues are regularly maintained.
- All rooms with gas appliances are checked to ensure that they have adequate ventilation.
- All maintenance and servicing requirements take place regularly and recorded.

6.2 Legionella

- Water risk assessments are carried out in line with current statutory requirements and recorded at each location, this is overseen by the caretaker who is responsible for ensuring that the identified operational controls are conducted and recorded in each school's water log book.
- This risk assessment will be reviewed annually and when significant changes have occurred to the water system and/or building footprint.
- The risks from legionella are mitigated by the following:
 - Regular temperature checks.
 - Flushing/disinfection of showers and other sources where water can sit.
 - All results are recorded and any changes notified to the Trust Facilities Manager so that any maintenance work can be carried out by a qualified contractor.

6.3 Asbestos

- The asbestos log for each school is held at each reception with electronic copies held centrally by the Trust Facilities Manager.
- Staff are briefed on the hazards of asbestos, the location of any asbestos in each school and the action to take if they suspect they have disturbed it.
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.
- A record is kept of the location of asbestos that has been found on each school site.
- Caretakers will undertake a visual inspection of known areas of asbestos on a six monthly basis, recording their findings and reporting issues immediately to the Trust Facilities Manager.
- The trust will commit to joining the Local Authority service level agreement to ensure appropriate management of asbestos across the schools.
- All surveys and sampling will be carried out by a suitably trained contractor.
- Asbestos removal will be carried out by a licensed contractor.

6.4 Local Exhaust Ventilation (LEV)

- Systems will be maintained by a suitably trained and competent person.
- Records will be kept of all servicing and subsequent remedial works.
- Staff will be appropriately trained in the safe use of the system.

6.5 Pest Control

- Necessary pest control measures will be identified and implemented across the schools.
- Relevant work and regular inspections will be undertaken by a trained contractor.
- Only the safest control measures will be used.
- Work undertaken will be documented.

6.6 Radioactive sources

- For the purpose of the science curriculum, Soham Village College hold small quantities of the following sources;

Closed cup sources:

- Strontium 90
- Cobalt 60
- Americium 241

Taylor cloud chamber sources;

Uranyl Nitrate;

Radioactive rocks;

- Uranpyrochlore
 - Pitchblende
 - Autunite
-
- These items are stored in either a metal container or glass jar inside a locked cabinet within the main Preparation Room.
 - The school is inspected every year to ensure compliance with the statutory safe use and storage of these items.
 - The school has two internal designated Radiation Protection Supervisors.
 - There are five members of staff that have received the required training and therefore authorisation to use these items.
 - There is a risk assessment for the safe use and storage of these items.
 - The Science department following CLEAPSS guidance in the safe use and storage of these items.

7. Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions and records kept. In addition, maintenance schedules outline when extra checks should take place.
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.
- Defective equipment will be removed from use until a competent person can undertake the necessary repairs.

- Equipment must only be used for the purpose it was manufactured.
- Staff must be fully trained before using any piece of equipment.

7.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them and is suitably trained.
- Any potential hazards will be reported to the caretaker immediately.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Only trained staff members can check plugs.
- Plug sockets must not be overloaded.
- Where necessary a portable appliance test (PAT) will be carried out by a competent person.
- All isolators switches are clearly marked to identify their machine.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- Use of electrical equipment outside should be used with an RCD.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.
- Personal items must be PAT tested before being used on trust premises.
- Records will be kept of all routine maintenance and safety checks.

7.2 PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.
- Risk assessments to be completed for each type of activity by a competent person.
- Any concerns about the condition of the gym floor or other apparatus will be reported to the school caretaker.

- Regular inspections are maintenance to be carried out and recorded.

7.3 Display screen equipment

- Risks posed by computer workstations and similar devices must be managed in line with the Health and Safety (Display Screen Equipment) (DSE) Regulations 1992 (As amended).
- All DSE users will be provided with a self-assessment form for completion.
- Following the self-assessment, all staff who use computers daily as a significant part of their normal work will have a display screen equipment (DSE) risk assessment carried out by a competent DSE Assessor. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.
- Any actions arising from the DSE risk assessment will be discussed with the user and their line manager.
- Adjustments will be made to workstations to ensure user safety as far as reasonably practicable.
- The risk assessment must be reviewed annually or more frequently if circumstances change.
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use only)

7.4 Workshop and laboratory equipment

- All staff that operate machinery in the science and technology areas must be suitably trained.
- Students will be shown by a trained member of staff how to safely use the equipment and machinery.
- Students will be supervised when using equipment and operating machinery.
- All equipment and machinery will be subject to safety checks by a competent person annually.
- Remedial works will be carried out by a competent person.
- Records will be kept of all servicing.
- Unsafe or damaged equipment or machinery will be removed from use until they are repaired and safe to use.

- Risk assessments will be prepared for the safe use of all equipment and machinery.

8. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site caretaker duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

Read in conjunction with the “Lone Working policy”

9. Working at height

Staff will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The site caretaker retains ladders for working at height.
- Staff using ladders must receive appropriate training.
- Pupils are prohibited from using ladders.
- Staff must wear appropriate footwear and clothing when using ladders.
- Contractors are expected to provide their own ladders for working at height.
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety.

- Access to high levels, such as roofs, is only permitted by trained persons.

10. Manual handling

Training for manual handling is available for staff that require it to carry out their role.

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The trust will ensure that proper mechanical aids and lifting equipment are available in schools, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
- Take the more direct route that is clear from obstruction and is as flat as possible.
- Ensure the area where you plan to offload the load is clear.
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

11. Off-site visits

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them.
- All off-site visits are appropriately staffed.
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details.
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate.
- For other trips and visits, there will always be at least one first aider with a current certificate.

Read in conjunction with the “Educational Visits” policy.

12. Lettings

Those who hire any aspect of the school premises or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

Read in conjunction with the "Lettings" policy.

13. Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

14. Smoking to include e-cigarettes

Smoking including the use of e-cigarettes is not permitted anywhere on any trust premises, this includes within cars parked on the premises. Staff and contractors are asked to move away from the school perimeters should they wish to smoke to ensure they are not in view of any pupils and visitors.

Read in conjunction with the "Smoking" policy.

15. Infection prevention and control

The trust follows national guidance published by Public Health England (PHE) and in some incidences the Department for Education (DfE) when responding to infection control issues. We will require staff and pupils to follow this good hygiene practice, outlined below, where applicable.

15.1 Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels.
- Always wash hands after using the toilet, before eating or handling food, and after handling animals.
- Cover all cuts and abrasions with waterproof dressings.

15.2 Coughing and sneezing

- Cover mouth and nose with a tissue.
- Wash hands after using or disposing of tissues.
- Spitting is discouraged.

15.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids.
- Wear goggles/visor if there is a risk of splashing to the face.
- Use the correct personal protective equipment when handling cleaning chemicals.

15.4 Cleaning of the environment

- Clean the environment, including toys and equipment, frequently and thoroughly.

15.5 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment.
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface.
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described within this policy.

15.6 Laundry – for schools with facilities

- Wash laundry in a separate dedicated facility.
- Wash soiled linen separately and at the hottest wash the fabric will tolerate.
- Wear personal protective clothing when handling soiled linen.
- Bag children's soiled clothing to be sent home, never rinse by hand.

15.7 Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy.
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins.

- Remove clinical waste with a registered waste contractor.
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

15.8 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children.

The school will normally have been made aware of such vulnerable children.

These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought.

The schools will advise these children to have additional immunisations, for example for pneumococcal and influenza.

15.9 Exclusion periods for infectious diseases

The schools will follow recommended exclusion periods outlined by Public Health England (PHE).

In the event of an epidemic/pandemic, schools will follow advice from Public Health England about the appropriate course of action.

As required the schools will engage with the Local Authority for additional support.

All notifiable diseases to be reported to both HR and the Trust Facilities Manager who will contact PHE and provide guidance and support to the school.

16. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to her antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

17. Occupational stress

The trust is committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the schools for responding to individual concerns and monitoring staff workloads.

18. Accident reporting

18.1 Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with the event.
- As much detail as possible will be supplied when reporting an accident.
- Information about injuries will also be kept in the pupil's educational record.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of. All information will be locked away when not being used.

18.2 Reporting to the Health and Safety Executive

The Trust Facilities Manager will keep a record of any accident, which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

Designated school staff will report these serious occurrences via the Local Authority online portal. This portal is available through the trust health and safety service level agreement with the Local Authority.

Prior to completing the portal, designated school staff will follow the ***“Incident and Accident Reporting Guidance”*** and complete the ***“Accident Reporting Form”***. This form will be reviewed and signed by the headteacher or senior leader to ensure completeness and accuracy prior to making the online submission.

The Local Authority will review the submission and refer to the Health and Safety Executive as required.

The Trust Facilities Manager must be informed of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:

- Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space, which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
 - Where an accident leads to someone being taken to hospital
 - Where something happens that does not result in an injury, but could have done
 - Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

18.3 Notifying parents

The first aider or other designated member of school staff will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

18.4 Reporting to Ofsted and child protection agencies

The Trust Facilities Manager or nominated person will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in a school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Trust Facilities Manager or nominated person will also notify any relevant agencies e.g. Children's Services of any serious accident or injury to, or death of, a pupil while in a school's care.

19. Training

All staff are provided with health and safety training as part of their induction process and annually thereon.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with Special Educational Needs (SEN), are given additional health and safety training as necessary.

20. Monitoring

This policy will be reviewed by the Trust Facilities Manager annually or where there are changes to legislation.

At every review, the policy will be approved by the Board of Trustees.

21. Links with other policies

This health and safety policy links to the following policies:

- Health and Safety Policy Statement
- Educational visits
- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan
- Allegations of abuse
- Medical conditions
- Lone working
- Lettings
- Safeguarding & Child Protection