



# Health & Safety Policy

**April 2021**

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Version 5.0 Reviewed By M. Chadwick - Trustee (Health & Safety Portfolio May 2021)

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## 1.0 Statement of Intent

- 1.1 As a responsible employer, the Mowbray Education Trust (MET) will honour its legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 and associated regulations and codes of practice.
- 1.2 Mowbray Education Trust recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, pupils, visitors and any persons affected by its activities so far as is reasonably practicable.
- 1.3 In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken, and arrangements will be made, where significant risks are identified, the necessary preventative and protective measures will be put into place so far as is reasonably practicable using a sensible risk management approach.
- 1.4 Mowbray Education Trust is committed to the prevention of accidents and ill health.
- 1.5 Mowbray Education Trust will work towards continual health and safety improvement.
- 1.6 To achieve these objectives, we will:
  - Conduct all our activities safely and in compliance with legislation and where possible, best practice
  - Ensure the provision of safe working conditions and safe equipment
  - Ensure a systematic approach to identify risks is developed and implemented and ensure sufficient resources are allocated to control them
  - Ensure the provision of suitable information, instruction, training and supervision
  - Promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
  - Promote the principles of sensible risk management
  - Monitor, review and modify this policy and any arrangements as required.
- 1.7 All of Mowbray Education Trust employees have a responsibility to take reasonable care of themselves and others and to co-operate with their employer to ensure statutory duties and obligations are fulfilled.

Signed:

Chair of Trust Board..... Date: .....

Signed:

Chief Executive Officer.....Date: .....

## **2.0 Mowbray Education Trust Organisation – Roles and Responsibilities**

### **Background & Context**

- 2.1 The MET is a charitable company operating under Articles of Association and Memorandum of Association signed by the Members.

### **Structure & Organisational Responsibilities**

- 2.2 The Members have appointed Trustees who are to ensure that the charitable objectives of the Trust are carried out. The Board of Trustees is the corporate body accountable for the overall health and safety performance of all the Academies within the Trust.
- 2.3 The Board has appointed the Chief Executive Officer (CEO) who has been delegated responsibility for the executive management and the performance of the Trust and all Academies. The Board will determine overarching H&S objectives for the organisation that are aligned to the vision and aims of the MET.
- 2.4 The Responsibilities are delegated by the Board in line with the Articles of Association and are outlined in the Trust 's Scheme of Delegation and/or Controls Matrix and Terms of Reference.
- 2.5 The CEO leads the Trust Executive Leadership Team (ELT) (the executive management team of the Trust) and will delegate executive management functions to the members of the ELT. The CEO retains accountability to the Trust Board for the performance of the ELT.
- 2.6 The Board has delegated (some) areas of governance within each School of the MET that will be overseen by CEO/Head Teacher.
- 2.7 Where Operations Managers report to the Trust Executive Team rather than the Head Teacher, they hold shared and equal responsibility with the Head Teacher for the health and safety performance within their School.

# **Mowbray Education Trust Health and Safety Organisational Structure – Staff**

## **Chief Executive Officer**

2.8 The Trust Board has appointed the Chief Executive Officer (CEO) who has been delegated responsibility for the executive management and the performance of the Trust and all member Academies for health and safety. The CEO is responsible for:

- Providing annual health and safety reports to the MET Board for review.
- Ensuring adequate resource is provided for health and safety.
- Setting clear health and safety values and standards throughout the MET.
- Establishing clear and measurable health and safety aims and objectives.
- Ensuring the provision of competent health and safety advice.
- Ensuring any health and safety shortcomings are identified and rectified in a timely manner.
- Consult with staff, union representatives, safety committees and stakeholders on health and safety matters.
- Ensure the health and safety policy and arrangements are reviewed and implemented throughout the MET.
- Ensure that all plant and work equipment provided is selected through a risk assessment process, suitable, properly maintained and subject to all necessary tests and examinations.
- Ensure that risk assessments are undertaken by competent persons and that adequate control measures are implemented to reduce risks so far as is reasonably practicable.
- Ensure that accidents and incidents (including near misses and violence and aggression) are properly reported and investigated, and the findings acted upon without delay.
- The Chief Executive Officer may delegate specific responsibilities to other members of Trust Central Team and Head Teachers staff; however, the CEO will still be accountable for ensuring the responsibilities are fulfilled.

## **Chief Financial Officer**

- Establish an annual budget for health and safety for all academies within the MET.
- Report any shortcomings in health and safety budget to the Trust Board.

- To produce annual health and safety budget forecast reports and communicate them to the Trust board and CEO.

## **Trust Board**

- 2.9 The Trust Board has the delegated governance responsibility for holding each individual member School Head Teacher to account for H&S management and operational matters relating to the academic work of each individual School.
- 2.10 The Trust Board has the delegated governance responsibility for holding the CEO (as defined in the organisational chart above) to account for H&S management and operational matters relating to all non-academic matters across the Trust.
- 2.11 The Trust Board is responsible for:
- establishing clear lines of local accountability for health and safety
  - periodically assessing the effectiveness of its implementation of the MET policy and ensuring that the need for any necessary changes are communicated to the Board and Executive Leadership Team
  - ensuring that responsible staff have access to competent health and safety advice
  - ensuring the provision of a business continuity plan and SEMT (Senior Emergency Management Team) for each school within Mowbray Education Trust
  - ensuring that the Schools allocate sufficient funds for health and safety

## **2.12 HR & Operations Director**

The HR & Operations Director will.

- Have a strategic overview of the health and safety management system within the MET.
- Ensure health and safety responsibilities are included in job descriptions.
- Assist where necessary in facilitating clear lines of communication between management and employees across the Trust.
- Cooperate and communicate with the CEO to ensure the MET health and safety policy aligns with HR policies.
- Make recommendations in relation to Occupational Health referrals to the CEO/Head Teachers.

- Ensuring all RIDDOR related accidents, incidents and near misses are investigated and reported to the CEO.

### 2.13 **MET Lead Estates Manager**

The MET Lead Estates Manager is delegated the responsibility of overseeing premises management and as it relates to the buildings and other assets ensuring health and safety compliance across Mowbray Education Trust. The MET Lead Estates Manager is responsible for;

- Establishing a system for the maintenance of the MET assets both building and plant including premises compliance checks across the MET.
- Devising, reviewing and communicating the MET contractor management policy.
- Implementing the contractor management policy and ensuring systems are in place for implementing the policy.
- Facilitate health and safety audits.
- Implement an internal health and safety auditing program to ensure premises compliance.
- Implement an external health and safety audit program to ensure premises compliance.
- Undertake termly premises inspections within all schools within the MET and provide the reports to the CEO.
- Carry out and review relevant risk assessments within the premises department.
- Implement a system for retaining premises compliance documentation to ensure it is readily accessible.
- Establish a contractor procurement system that ensure contractors are competent to carry out their duties and carry out and record contractor inductions.
- Conducting, reviewing, implementing and communicating risk assessments in relation to the activities the staff under their control.
- Ensuring statutory surveys, risk assessments and reports are organised with competent contractors and completing.
- Provide a termly health and safety performance report to the School Trust /CEO.

### 2.14 **Head Teacher**

The Head Teacher has been delegated the responsibility of the management of safety and implementation of this policy within their designated school. The Head Teacher will implement an occupational health and safety management system to comply with The Management of Health and Safety at Work Regulations 1999. To help achieve this The Head Teacher will:

- The Head Teacher will ensure compliance with Mowbray Education Trust 's health and safety policy.
- Make clear any duties in respect of health and safety, which are delegated, to members of staff.
- make themselves familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of Mowbray Education Trust and maintain an up-to-date system of policies, procedures and risk assessments.
- co-operate and communicate with trade unions and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties set out in Appendix 1.
- in the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to control the hazard/risk.
- ensure the health and safety policy, procedures and risk management programme are implemented as an integral part of business operational planning and service delivery.
- Co-operate and communicate with the School Trust Board/ELT/SLT/CEO
- Undertake termly monitoring and ensure the provision of adequate resources to achieve compliance.
- ensure that local procedures for the selection and monitoring of contractors are in place.
- take appropriate action under the Mowbray Education Trust 's disciplinary procedures against anyone under their control found not complying with health and safety policies and/or procedures.
- ensure the Mowbray Education Trust has access to competent health and safety advice.
- ensure there is a clear system for reporting accidents and incidents.
- facilitate health and safety audits.
- ensure the School has a Management of Medications Policy.
- ensure the School has an Off-Sites Visits Policy.
- ensuring resource is allocated to enable statutory inspections, risk assessments, property maintenance and equipment maintenance to take place at the correct intervals and when necessary.
- ensuring there is a system in place for contractor procurement that identifies contractor competency.
- ensure the provision of resources for staff health and safety training.



- 2.15 In addition to their statutory duties, the Head Teacher and teachers have a common law duty of care for pupils which stems from their position in law “in loco parentis”.
- 2.16 Head Teachers may delegate various health and safety responsibilities through their respective hierarchies. However, where responsibility is delegated, sufficient resources and authority should be allocated to ensure that these responsibilities can be effectively and efficiently implemented. Specific duties and responsibilities in relation to specific job roles are set out in appendix 1 of this policy.

## 2.17 **Executive and Senior Leadership Teams**

The senior leadership team will comprise of the following persons,

### **Mowbray Education Trust Executive Team**

- Christine Stansfield (CEO of Mowbray Education Trust)
- Gayle Bacon (Executive Head Primary & Director for Quality of Education and QA)
- Natalie Teece (Director for Curriculum)
- Anna Butler (Director for Outcomes & CPD)
- Stephanie Cooke (Chief Financial Officer)
- Heather Robinson (HR & Operations Director)

### **John Ferneley College**

- Christine Stansfield (CEO of Mowbray Education Trust)
- Natalie Teece (Director for Curriculum)
- Camilla Bradbury (Strategic Implementation Manager)
- Judith Johnson (Assistant Head Teacher)
- Emily Phipps (Assistant Head Teacher)
- Louise McDonagh (Assistant Head Teacher)

### **Ab Kettleby School**

- Gayle Bacon (Headteacher)
- Anna Fryer (Lead Teacher)

### **Brownlow Primary School**

- Ian Toon (Headteacher)
- Vicky Sellars (Assistant Head)
- Sarah Child (Assistant Head)

### **Grove Primary School**

- Hayley Cheeseman (Headteacher)

### **Sherard Primary School**

- Gayle Bacon (Headteacher)
- Helena Blumfield (Head of School)
- Jessica Walter (Assistant Headteacher)
- Rachel Pooler (Assistant Headteacher)

### **Somerby Primary School**

- Gayle Bacon (Headteacher)
- Sarah Moulds (Lead Teacher)

The senior leadership team will:

- make themselves familiar with and ensure the Academies compliance with this policy.
- Monitor the effectiveness of this policy, identify any shortcomings within the policy and communicate them to the Governing Body.
- Provide a documented process for reporting and investigating all incidents, accidents and near misses.
- Provide termly health and safety performance reports to the Headteacher.

## **Heads of Departments**

2.1 Heads of departments at Mowbray Education Trust will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Head Teacher. Any member of staff with departmental management responsibilities will: -

- make themselves familiar with and ensure their department complies with this policy, including any procedures, instructions and requirements for safe methods of work.
- Science and Design Technology Heads of Department will ensure a departmental health and safety policy is devised and communicated to all staff concerned.
- identify new and existing hazards, provide risk assessments, record the significant findings, implement any necessary control measures and review these to ensure that they remain relevant.
- check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken in a timely manner.
- provide information, instruction, training and supervision for the department staff they are responsible for.
- complete a health and safety induction checklist for all new employees at the commencement of their employment.

- report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence.
- be responsible for all aspects of health and safety included in their job description.
- ensure that all statutory registers and records are retained and maintained.
- report property defects within their department to the Site Manager/Premises Manager.
- Ensure the provision of adequate PPE free of charge for staff and pupils with their departments.
- Facilitate health and safety audits.

2.2 More specific duties for Heads of Design Technology, Science and PE will be set out in their departmental health and safety policies and within appendix 1 of this policy.

### 2.3 Premises Assistants

- Will be responsible for ensuring the day-to-day operational requirements of the health and safety policy are implemented.
- Will maintain an up-to-date copy of the health and safety policy together with all associated documentation relevant to the faculty involved.
- Notify the Lead Estates Manager and/or Head Teacher of any health and safety concerns and any financial implications identified by the risk assessment process.
- Liaise with and report directly to the Lead Estates Manager, and/or Head Teacher on matters of Health and Safety.
- Ensure that all certification and statutory inspections are kept up to date.
- To investigate accidents, dangerous occurrences and near misses, complete accident reports.
- Facilitate health and safety audits.
- Provide termly health and safety performance information to the Lead Estates Manager, and/or Head Teacher to form site H&S reports.
- Have a general responsibility for the application of the school's health and safety policy to their own area of work and are directly responsible to the Lead Estates Manager and or Head Teacher.
- Carry out regular health and safety assessments of the activities for which they are responsible, and report to the Lead Estates Manager/SLT/Head Teacher any defects, which need attention. Monitor their effective implementation by staff under their control.

- where appropriate, ensure relevant advice and guidance on health and safety matters is sought.
- advise the Head Teacher and/or Lead Estates Manager on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery.
- Carry out compliance checks in accordance with Appendix 1 and job description.
- Liaise and co-operate with The Head Teacher and/or Lead Estates Manager on property related matters.
- Will establish and maintain safe working procedures including (referring to relevant legislation and guidance) arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g., chemicals, boiling water and sharp instruments).
- Provide a termly health and safety report for the SLT.
- Retain and maintain compliance and health and safety related documentation and ensuring this documentation is backed up digitally.
- Ensuring statutory surveys, risk assessments and reports are organised with competent contractors and completing.
- Conducting contractor induction and recording the process.
- Reporting incidents, accidents, dangerous occurrences and near misses to the Head Teacher/Lead Estates Manager.
- Undertaking any training identified by the Lead Estates Manager/Head Teacher to enable them to perform their duties at the level of responsibility allocated to them.

## **All Staff**

2.4 All employees, agency, peripatetic workers and contractors must comply with the MET's health and safety policy and associated arrangements, in addition to any specific responsibilities which may be delegated to them. All staff are required to:

- take reasonable care for their own health and safety at work and of those who may be affected by their actions or omissions.
- cooperate with their line manager and senior management to work safely
- comply with health and safety instructions and information and undertake appropriate health and safety training as required

- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements and/or workplace.
- support the Mowbray Education Trust in embedding a positive safety culture that extends to pupils and any visitors to the site.
- undertake any training identified by the Lead Estates Manager /Head Teacher to enable them to perform their duties at the level of responsibility allocated to them.

## **Pupils**

2.5 All pupils are expected to behave in a manner that reflects the Mowbray Education Trust 's behaviour policy and in particular are expected to: -

- take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be at the Mowbray Education Trust
- cooperate with teaching and support staff and follow all health and safety instructions given.
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- report to a teacher or other member of Mowbray Education Trust staff any health and safety concerns that they may have.

## **Shared site users**

2.6 Where two or more employers share a workplace, each employer shall co-operate with the other employers concerned to enable them to comply with their duties under health and safety legislation. Mowbray Education Trust as the primary site user will have the lead responsibility.

All users of the shared site must agree to:

- co-operate and co-ordinate on health and safety matters
- provide information relating to any additional risks or procedures which will be new or unusual to those sharing the site that may arise from their activities
- meet the insurance requirements of Mowbray Education Trust 's insurance provider
- familiarise themselves with and communicate to their employees/users the Mowbray Education Trust 's health and safety arrangements

Mowbray Education Trust will ensure that:

- the premises are in a safe condition for the purpose of use
- adequate arrangements for emergency evacuation are in place and communicated refer to individual school emergency action plans

- users are consulted on health and safety matters
- the Mowbray Education Trust 's health and safety arrangements are made available to shared users

## **Lettings**

- 2.7 Mowbray Education Trust has a lettings policy. The policy covers procedures for fire evacuation, security arrangements, the requirements relating to accident, assault and near miss reporting and requirements for the provision of first aid.

Persons/organisations letting the site must agree to:

- co-operate and co-ordinate with the Mowbray Education Trust on health and safety matters
- agree to the terms of the lettings policy in relation to health and safety arrangements
- provide information relating to any additional risks or procedures which will be new or unusual to those of the Mowbray Education Trust that may arise from their activities

Mowbray Education Trust will ensure that:

- the premises are in a safe condition for the purpose of use
- the health and safety arrangements detailed in the lettings policy are fully explained and communicated to all individuals or groups letting a space/area of the school premises
- adequate arrangements for emergency evacuation are in place and communicated.

## **3.0 Trust Organisational Arrangements for Health and Safety**

- 3.1 The following arrangements will be adopted to ensure that the Trust Board, the CEO and the Head Teacher fulfil their responsibilities and provide the foundation for securing the health and safety of employees and all users of the site.

### **Setting health and safety objectives**

- 3.2 The Trust Board and the Head Teacher and CEO will specifically review progress of health and safety objectives at the termly meeting of the Trust Board. Where necessary health and safety improvements will be identified and included within the Mowbray Education Trust 's action plan.

### **Provision of effective health and safety training**

- 3.3 The School Trust and the Head Teacher will consider health and safety training on an annual basis in line with the Trust Board's health and safety training matrix focussing on mandatory training as a priority.

### **Provision of an effective joint consultative process**

- 3.4 The Mowbray Education Trust Audit Finance & Remuneration Committee will meet at least once per term. This committee will report to the School Trust and the Head Teacher, who will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates. The committee membership will include (as a minimum) a member of the senior leadership team, a member of support staff, a member of the site management team, a member of the Trust Board member and trade union representatives (where applicable shared site users)

### **Establishing adequate health and safety communication channels**

- 3.5 Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:
- Senior & executive leadership team meetings and staff meetings
  - site health and safety meetings
  - provision of information relating to safe systems of work and risk assessments
  - training provided
  - communications with relevant specialist advisors and bodies
- 3.6 Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

### **Financial resources**

- 3.7 The Trust Board along with the CEO and relevant Head Teachers will review the Mowbray Education Trust budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

### **Specialist advice/support**

- 3.8 Mowbray Education Trust will ensure that access to competent technical advice on health and safety matters is procured to assist the Mowbray Education Trust in complying with statutory duties and meeting health and safety objectives; the Mowbray Education Trust will do this by;
- Accessing the services of a competent Health and Safety Advisor through Leicestershire County Council Health, Safety and Wellbeing Service

## **Audit**

3.9 Each Mowbray Education Trust member School's health and safety management system will be audited by Leicestershire Traded Services Health, Safety and Wellbeing Service every two years. The Mowbray Education Trust reviews this process as a positive assessment of our health and safety management system and takes appropriate action to continually improve health and safety within Mowbray Education Trust.

- External health and safety audit reports will be delivered to the MET CEO, each individual School's Head Teachers, HR & Operations Director, trustee responsible for Health & Safety and Lead Estates Manager for review.



## 4.0 Local Organisational Arrangements

### Accident and assaults

- 4.1 All accidents, assaults and near miss incidents will be reported in the accident book or agreed reporting form within 24 hours of occurrence; RIDDOR reportable incidents, as per the HSE's Education Information Sheet No1 (Revision 3) will be reported to the HSE within the required timescales.
- 4.2 All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.
- 4.3 Accident, assaults and near miss incidents will be monitored at least termly as part of the site health and safety committee; identification of significant trends or major incidents will be reviewed by the senior leadership team as required with information communicated to the trustees annually.
- 4.4 Accident records will be retained for the following periods: Pupil's records will be retained for a period of Date of Birth + 25 years, employee records will be retained from the date of incident + 7 years and forms relating to work related ill health is current year + 10 years or longer (40 years where there has been potential exposure to asbestos; where radiation is the cause retention is last action + 50 years).

### Contractor management

- 4.5 Mowbray Education Trust will comply with the Construction Design and Management Regulations 2015, and the HSE guidance document: HSG159 Managing contractors: A guide for employers. The Mowbray Education Trust ensures that:
  - roles of client, principal designer, designer, principal contractor, contractor are understood and formally allocated
  - competent contractors are used
  - clear specifications of works are drawn up by a competent person to include phases of the work, duration, separation of building and school site, delivery times and locations, tapping into utilities, site security, fire and emergency coordination, fire escape routes, accident reporting etc.
  - pre-start meetings take place to discuss how works will be managed, responsibilities, codes of conduct and to assess new hazards that may be introduced to the site
  - key contacts are identified
  - regular update meetings take place throughout any works/projects
  - works are visually monitored, and any concerns immediately reported

- works are signed off and any associated certification and documentation is obtained
- all staff/ pupils and other users of site remain in a safe environment for the duration of the works.
- all contractors are given access to the asbestos register
- all contractors to complete a contractor site induction sheet before work can proceed

## **Control of hazardous substances**

4.6 Mowbray Education Trust comply with the HSE's approved code of practice Control of Substances Hazardous to Health (L5) relating to the management and control of hazardous substances on site. The Mowbray Education Trust will ensure:

- an inventory of all hazardous substances on site is kept and updated regularly
- wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used
- a COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff
- wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented
- where identified as part of the risk assessment, appropriate PPE will be provided to staff
- any requirement for exposure monitoring or health surveillance will be carried out
- sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of control measures provided
- training records are maintained for those who receive training
- information will also be given to others who may be affected, such as contractors, temporary staff and visitors
- only substances purchased through the school's procurement systems can be used on site
- substances are stored correctly and those that are no longer used are disposed of as per the substance's safety data sheet
- COSHH risk assessments are monitored quarterly and reviewed annually

## **Dealing with health and safety emergencies - procedures and contacts**

- 4.7 As per legal requirements all dangerous occurrences and near miss incidents that are RIDDOR reportable incidents, will be reported to the HSE within the required timescale.
- 4.8 All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

Trust

Policies

<https://www.mowbrayeducation.org/page/?title=Files&pid=40&postLogin=true>

### **Defect reporting**

- 4.9 Mowbray Education Trust has a defect reporting procedure whereby any damage or defect to the premises, equipment or furnishings is reported. Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

### **Display screen equipment (DSE)**

- 4.10 Mowbray Education Trust acknowledges that staff who use DSE should have suitable equipment to undertake the tasks that they are required to carry out, knows how to safely use the equipment and have a DSE assessment which is reviewed at suitable intervals. The Mowbray Education Trust ensures that:
- all static workstations used by staff meet the minimum standards required
  - equipment is maintained in good working condition
  - staff are aware of best practice in using DSE and issued with relevant information
  - staff whose roles require significant use of DSE are prioritised for individual assessment and are able to access free eye tests.
  - assessments are reviewed at least bi-annually, earlier if there are significant changes to equipment/layout individual health.
  - DSE training and assessment is available via LTS Health Safety and Wellbeing Service buy back. This can be access through the SHINE online system. For access, please call 0116 305 5515. <https://go-shine.co.uk/login/index.php>
  - The Trust also uses iHASCO web-based training for staff to assess their workstations.

## Driving

4.11 All staff that drive their own cars for work purposes must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition. 6 monthly licence and insurance checks are undertaken and documented.

a. Mowbray Education Trust recognises its statutory duties to provide vehicles for use at work that are, so far as is reasonably practicable, safe and free from defect.

b. Mowbray Education Trust understands the need to take reasonable steps to ensure that employees' personal vehicles that are used for work purposes are suitably maintained and insured.

c. Mowbray Education Trust understands the need to take reasonable steps to ensure that employees who drive the Trust's vehicles or drive their own vehicles on the Trust's behalf are suitably trained and hold the appropriate licence to drive such vehicles and that such employees drive considerately and safely while at work.

### Objectives

a. To comply with the Trust's statutory duties relating to the provision and use of vehicles for work.

b. To prevent or reduce any risk of harm or loss to employees, pupils and other road users as a result of the Trust's work practices.

c. To contribute to the Trust's reputation by encouraging considerate driving by employees while at work.

The Trust shall ensure that all vehicles provided by the Trust for use at work are suitable for the task(s) for which they have been provided and shall take reasonable steps to ensure that vehicles provided to employees for use at work are fully and effectively maintained in good working order and free from defect.

The Trust shall implement procedures to ensure that employees who use vehicles provided by the Trust carry out a regular, full and effective functionality check of the of the essential safety components of those vehicles.

The Trust understands the need to take reasonable steps to ensure that employees who drive the Trust's vehicles or drive their own vehicles on the

Trust 's behalf are suitably trained to drive such vehicles and that such employees drive considerately and safely while at work.

The Trust shall require evidence that employees who drive any vehicle on Trust business are in possession of a current and valid licence to drive that class and type of vehicle.

The Trust shall require evidence that employees who use their own vehicles for Trust business (and claim business mileage expenses) are insured to use their vehicles on Trust business and are in possession of a valid MOT test certificate for vehicles that are three years old and over.

The Trust shall provide persons who drive at work with extensive, comprehensible information regarding legal requirements, safe working practices and emergency actions relating to using vehicles on public roads.

The Trust prohibits **all** use of mobile phones while driving at work and may invoke disciplinary action against persons who use or cause or permit the use of mobile phones while driving.

Trust

Policies

<https://www.mowbrayeducation.org/page/?title=Files&pid=40&postLogin=true>

### **Electrical systems and equipment**

- 4.12 Mowbray Education Trust maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) are periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.
- 4.13 Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance '*Maintaining portable electrical equipment in low-risk environments*' (INDG236), by a competent contractor with records maintained.
- 4.14 Formal termly workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. The Mowbray Education Trust 's defect reporting procedure is followed as required.

### **Fire safety**

- 4.15 The Mowbray Education Trust is committed to providing a safe environment for both staff and pupils. The Mowbray Education Trust manages the risk of fire by ensuring:

- a detailed fire and emergency evacuation plan has been developed that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation, this will include the development of a Personal Emergency Evacuation Plan (PEEP) for any person requiring assistance in an evacuation.
- an annual type 1 and a 5 yearly type 2 fire risk assessment must be in place and reviewed on a regular basis. Actions highlighted in the risk assessments will be completed in order of priority highlighted by the assessors within the assessments.
- statutory inspections are carried out on all fire related systems and equipment either both by competent contractors and in house by trained staff
- all staff receive fire awareness training that is regularly updated, and fire marshals receive role specific instruction
- a fire drill is undertaken at least termly to practice evacuation arrangements and to ensure that the evacuation procedure is carried out successfully and as expected.
- A fire logbook is kept and maintained

### **First-aid and supporting pupils' medical conditions**

4.16 Adequate first aid arrangements are assessed, maintained and monitored at the Mowbray Education Trust and for all activities that the Mowbray Education Trust leads. The Mowbray Education Trust ensures that:

- the number of first aiders and appointed persons meets recommendations and adequate cover is available to cover for annual leave and unexpected absences
- all first aiders and appointed persons hold a valid certificate of competence, the Mowbray Education Trust maintains a register of all qualified staff and will arrange re-training as necessary
- first aid notices are clearly displayed around the Mowbray Education Trust
- sufficient numbers of suitably stocked first aid boxes are available and checked periodically to ensure they are adequately stocked
- a suitable area is available for the provision of first aid
- staff are regularly informed of first aid arrangements within Mowbray Education Trust, through induction, teacher training days and the staff handbook which is issued annually
- where first aid has been administered this is recorded in the first aid treatment book
- correct reporting procedures are followed including those required under RIDDOR regulations
- individual risk assessments have been carried out which consider first aid provision for lone workers and employees who travel in works vehicles that carry passengers.
- information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of an emergency

- children with medical conditions will be cared for in line with the medical conditions policy
- medication shall be kept securely in line with the medical conditions policy

## **Glass & Glazing**

- 4.17 Mowbray Education Trust will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and the Approved Code of Practice L24 as it relates to glass and glazing
- 4.18 The Mowbray Education Trust will survey its glass surfaces in doors, windows and door side panels for the presence of safety glass and where appropriate will make remedial actions to install safety glass or film and have it suitably marked to that effect

## **Grounds - Safety/Security**

### **Safety**

- 4.19 The Mowbray Education Trust will ensure that there is safe access and egress from the buildings and grounds including balancing the need for security with the need for emergency escape. The Mowbray Education Trust will ensure that there is a regime for maintaining the grounds, perimeter demarcation (where owned) and equipment e.g., outdoor play equipment.

### **Security**

All external access to the site boundary will be checked each day of operation. All external access will be restricted via staff and visitor access controls monitored by the main reception at each school. A monthly boundary check will take place and recorded on the Every software system.

## **Housekeeping – storage, cleaning & waste disposal**

- 4.20 The Mowbray Education Trust will ensure that there is suitable and sufficient storage including systems for ensuring that items are included on an inventory and checked periodically where necessary for safety.
- 4.21 The Mowbray Education Trust will ensure that there are systems in place for cleanliness, to minimise the accumulation of rubbish, for the removal and disposal of controlled waste and for the cleaning of spills/ wet floors to minimise the risk of slips. The Mowbray Education Trust will ensure that there are suitable and sufficient external waste bins secured from the risks of arson and tampering.
- 4.22 Where applicable and to accommodate the requirements of environmental legislation the Mowbray Education Trust will arrange for suitable disposal/recycling of relevant items e.g., fluorescent lighting and waste electrical appliances.

4.23 Suitable arrangements will be made for the clearing of snow as part of winter preparedness, and ongoing management as per our gritting plan.

#### 4.24 **Waste Control and Disposal**

a. The Trust recognises its duty towards the environment in regard to waste and its disposal, which will be responsibly conducted with only approved carriers used for special waste as legally required.

b. To comply with the Trust 's statutory duties relating to waste control and disposal.

c. To ensure employees, pupils , other persons or the environment are not exposed to harm from any hazardous waste produced during any Trust activity.

Mowbray Education Trust have assessed waste control and disposal and have made provision for waste product and material to be collected and stored in suitable identified containers. Arrangements are in place to dispose of waste product and material in an environmentally friendly way.

All employees are responsible for keeping places of work neat and tidy, disposing of waste materials in containers designed to eliminate spillage, fumes and dust or for recycling.

The Trust will maintain a Waste Data Stream and information for the disposal of special waste via the Lead Estates Manager, in cooperation with staff from areas where special waste is produced, along with local enforcement officers and only specialist contractors.

#### **Lone working**

4.25 Mowbray Education Trust will ensure through risk assessment that all staff who work alone are given suitable instruction on lone working procedures including communications, emergency procedures and any restrictions during lone working e.g., work at height.

#### **Management of asbestos**

4.26 Mowbray Education Trust complies with the HSE's approved code of practice *'Managing and working with asbestos, Control of Asbestos Regulations 2012, Approved Code of Practice & Guidance (L143)*. The Mowbray Education Trust is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. The Mowbray Education Trust has a whole site asbestos 'management survey' (previously known as Type 2 survey) from which a local asbestos management plan (Lamp) has been developed. The Lamp along with the asbestos register will be kept up to date.



- 4.27 A minimum termly visual inspection of all identified asbestos containing materials (ACMs) that are not encapsulated or in restricted access areas are undertaken and documented, where necessary more frequent checks of ACMs will be undertaken. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in the Mowbray Education Trust's Lamp.
- 4.28 Prior to any works that will or has the potential to alter the fabric of the building; a 'refurbishment and demolition survey' (previously known as a Type 3 survey) will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing. Where necessary works that are likely to disturb asbestos will be planned so as to avoid disturbance (re-routed) or the asbestos will be removed by competent licensed contractors prior to building works commencing.
- 4.29 Any changes to the building where asbestos has been identified or is suspected and where any work on or the removal of asbestos has been carried out will be recorded in the asbestos register and kept with the school's Lamp.

### **Moving and handling**

- 4.30 Mowbray Education Trust complies with the HSE's approved code of practice 'Manual Handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23)'.
- 4.31 Within Mowbray Education Trust there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. The Mowbray Education Trust manages the risk associated with moving and handling tasks by ensuring that:
- moving and handling is avoided whenever possible
  - if it cannot be avoided, moving and handling is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
  - those undertaking specific moving and handling tasks have received appropriate training and training records are maintained
  - any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements
  - any defective equipment is taken out of use until repaired or is replaced
  - an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling task being restricted
  - any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required

## Noise & Vibration

- 4.32 Mowbray Education Trust will make arrangements for the assessment of risk, protection and other control measures where the noise levels reach the action values as detailed within the Control of Noise at Work Regulations 2005

Mowbray Education Trust recognises its statutory duties to prevent or reduce the risk of harm to its employees as a result of exposure to excessive noise or vibration at work and to:

- a. comply with the Trust 's statutory duties relating to the prevention and control of the risk of harm caused by exposure to excessive noise or vibration.
- b. prevent or reduce any harm, suffering and lost time caused by exposure to excessive noise or vibration.

Mowbray Education Trust recognises its statutory duties to prevent or reduce the risk of harm to its employees and pupils as a result of exposure to excessive noise or vibration whilst within the Trust environment.

The Trust will take all reasonable steps necessary to ensure that the risk of hearing damage to staff and pupils who work with noisy equipment or in a noisy environment is reduced to a minimum.

The Trust shall ensure through its purchasing procedures that any plant or equipment purchased or hired for use at work does not generate unreasonable levels of noise and vibration.

Plant and equipment that may generate harmful levels of noise or vibration shall be maintained in good working order so as to reduce the likelihood of noise and vibration levels increasing significantly through wear and tear.

The Trust shall carry out surveys as necessary to establish which employees and pupils are likely to be exposed to levels of noise or vibration that are likely to cause harm and shall implement suitable measures to reduce such exposure to a reasonable level.

Where necessary the Trust shall introduce a programme of health surveillance in consultation with employees and a registered medical practitioner for employees who are shown through surveys to be regularly exposed to harmful levels of noise or vibration, or who have been diagnosed as having symptoms of harm caused by exposure to noise or vibration.

The Trust shall provide relevant employees with information regarding the significant results of any relevant surveys, the methods available to reduce risk, the nature of Noise Induced Hearing Loss (NIHL) and Hand-Arm Vibration Syndrome (HAVS), including causes, symptoms and effects, the

results of any health surveillance, and the course of action to take should symptoms become apparent.

### **Occupational health services and work-related stress**

- 4.33 Mowbray Education Trust acknowledges that there are many factors both work related and personal that may contribute to staff being absent from work through injury and ill health including stress.
- 4.34 The Mowbray Education Trust will follow the principles of the HSE guidance '*Managing the causes of work-related stress*' (HSG 218). The following arrangements are in place to locally manage staff health issues:
- employees are advised that it is their responsibility to inform their line manager, the Head Teacher or another member of the senior leadership team of any ill health issues
  - an appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels
  - the member of staff will be offered a referral to an occupational health professional for advice and support, e.g., counselling, etc.
  - the member of staff will be advised that support can also be provided through their trade union
  - a series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
  - if it is identified that there is a high occurrence of staff ill health or stress within the Mowbray Education Trust, the Head Teacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

### **Off-site visits including school-led adventure activities**

- 4.35 Mowbray Education Trust has created an Off-Sites visits policy which should be followed by the EVC (Educational Visits Coordinator) and Visit Leaders.
- Risk assessments will be created for all off-site visits by trained and delegated visit leaders.
  - Mowbray Education Trust requests staff to follow the Off-Site visits policy and adopt OEAP National guidance when creating risk assessments for off-site visits. <https://oeapng.info/>
  - All residential, overseas and adventurous activity visits will be logged on the EVOLVE system. The LTS Health Safety and Wellbeing team duty officer at Leicestershire Traded Services will provide advice via the EVOLVE system.

- [https://evolve.edufocus.co.uk/evco10/evchome\\_public.asp?domain=LeicestershireCountyCouncil](https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=LeicestershireCountyCouncil) This link directs to the EVOLVE website. For login enquiries please contact 0116 305 5515.
- Visit Leaders will create risk assessments for visits, the Head Teacher will review the visit forms and risk assessments.
- All approvals for off-site visits will be done by the Head Teacher or designated and trained deputy.

### **Risk assessment**

- 4.36 Risk assessments are undertaken for tasks/activities where hazards have been identified or where there is a foreseeable risk of injury/ill health.
- 4.37 A system for the development and upkeep of risk assessments will be devised by each School in the MET. This system will be documented and reported to the MET Trust.
- 4.38 Within the Mowbray Education Trust various persons are tasked with the development of risk assessments based on their knowledge, experience and competence (See Appendix 1). Relevant staff will develop the risk assessments prior to consultation with all staff to which they are relevant prior to sign off. Risk assessments are accessible to staff at all times electronically/hard copy.
- 4.39 New and expectant mothers risk assessments will be conducted in line with HSE Guidance.
- 4.40 Young person's risk assessments will be carried out for staff working on site falling within this age range, as applicable.

### **Smoking**

- 4.41 Mowbray Education Trust complies with UK law on smoking in both indoor and external spaces. The Mowbray Education Trust has a no smoking policy which extends to the limits of the curtilage of the site. The policy extends to the used of substitute inhalers and all types of vaping devices including e-cigarettes. The Mowbray Education Trust has signage on site and will ensure that persons seen smoking onsite are instructed not to do so.

### **Statutory Inspections**

- 4.42 Mowbray Education Trust ensures that statutory inspections are undertaken at required intervals for all plant and equipment required. A table detailing required inspections, date of last inspection, date of next inspection and who is undertaking the inspection has been developed which is implemented by the Site Manager / Premises Officer and monitored by the health and safety committee.

## **Preventing workplace harassment and violence**

4.43 The Mowbray Education Trust is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in the site specific lone working risk assessment, the following procedures are in place:

Staff are advised to:

- avoid confrontation if possible
- withdraw from a situation or escalating situation
- arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
- contact emergency services, as appropriate.
- inform the Head Teacher or a member of the senior management team if confrontation has taken place

Mowbray Education Trust will:

- ensure the Head Teacher or member of the senior leadership team to attend the site of an incident on being informed of an incident, if considered necessary
- have in place procedures for the reporting of incidents
- offer counselling/ support through Occupational Health
- debrief individuals following any incident
- provide training on how to manage conflict and aggression as required
- review the appropriate risk assessments following any incident.

## **Vehicles on Site**

4.44 All cars are to be parked in the designated parking spaces and deliveries are separated from the general school population.

## **Water hygiene management**

4.45 The Mowbray Education Trust will comply with the HSE approved code of practice '*Legionnaires' disease - The control of legionella bacteria in water systems*' (L8).

The Mowbray Education Trust will:

- employ an external person with relevant knowledge and competence to obtain initial advice on any necessary actions.
- employ a competent external contractor to provide a suitable survey/risk assessment periodically as below:
  - changes to the water system or its use

- changes to the use of the building in which the water system is installed
  - the availability of new information about risks or control measures
  - the results of checks indicating that control measures are no longer effective
  - changes to key personnel
  - a case of legionnaires' disease/legionellosis associated with the system
  - If none of the above situations apply a new water hygiene survey/risk assessment will be conducted by a competent contractor every (2) years.
- Address any remedial actions identified by the survey including **Dead Leg Removal** or drain down in order of priority determined by the survey/risk assessment.
  - employ a competent external contractor to undertake water sampling and routine cleaning, maintenance and disinfection of water systems and thermostatic mixing valves (TMV's) as applicable. TMV's will be serviced in accordance with the manufacturer's instructions or as advised by a competent contractor.
  - ensure regular flushing of little used outlets is completed by a competent individual on a weekly basis.
  - employ a competent person to undertake monthly monitoring of water systems including temperature readings.

## **Working at height**

4.46 The Mowbray Education Trust will follow the principles of the HSE guidance *'The Work at Height Regulations 2005 (as amended) A brief guide' (INDG401)*. Mowbray Education Trust use a variety of access equipment for working at height tasks including ladders, step ladders and kick stools. The Mowbray Education Trust ensures that:

- work at height is avoided whenever possible
- if it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- those undertaking work at height have received appropriate training and training records are maintained
- all access equipment (ladders, step ladders, tower scaffolds etc.) is identifiable and inspected as required
- any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements
- any defective equipment is taken out of use until repaired or is replaced
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected

by undertaking working at height tasks, these may result in some working at height tasks being restricted

- any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required.

## **Workplace inspections**

4.47 Mowbray Education Trust recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils. A formal termly workplace inspection is undertaken with findings documented and any actions allocated with remedial actions. The termly inspection findings are reviewed with actions monitored for close out at the health and safety committee. It is recognised that termly inspections alone will not keep premises safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the Mowbray Education Trust 's defect reporting procedure.

## **Monitoring and review**

4.48 This Health and Safety Policy and health and safety performance, will be reviewed by the School Trust and the Head Teacher on a regular basis (every two years as a minimum), or as required.

4.49 In order to substantiate that health and safety standards are actually being achieved, the Mowbray Education Trust will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

4.50 The Mowbray Education Trust will use different types of systems to measure health and safety performance.

## **Active monitoring systems**

- spot checks and termly site inspections will be undertaken
- documents relating to the promotion of the health and safety culture will be regularly examined and reviewed
- appropriate statutory inspections on premises, plant and equipment will be undertaken
- where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

## **Reactive monitoring systems**

- identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc...

## **Reporting and response systems**

- ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken
- health and safety committee, School Trust and Senior Leadership team will all receive and consider reports on health and safety performance

## **Investigation systems**

- investigations will be implemented for incidents proportionate to the severity of the incident. The investigation will incorporate systems to identify both the immediate and the underlying causes of events
- analysing data to identify common features or trends and initiate improvements
- where cases of occupational ill-health are to be investigated
- where complaints relating to occupational health and safety are to be recorded and investigated
- where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated.

## **Third Party Monitoring/ Inspection**

- The Mowbray Education Trust will be subject to third party inspection and monitoring, as part of Ofsted requirements. Actions arising from third party audit/inspection will be incorporated within the Mowbray Education Trust action plan with appropriate target dates for completion.

## **4.51 Business Continuity**

- The Mowbray Education Trust will create a business continuity plan, this plan will be used during events which have the potential to cause major disruption to our services. Although such events are rare, it is important that we have in place plans to help us manage and recover from these situations as they arise.
- In the event of a major emergency or disruption, co-ordination and implementation of the business continuity plan is the responsibility of the (Senior Leadership Team / Lead Estates Manager/ Headteacher). This group of employees will form the SEMT (Senior Emergency Management Team) in the event of a major emergency or major disruption.



- A copy of the Mowbray Education Trust business continuity plan will be distributed to all members of the SEMT and they will ensure that pre-planning is carried out.
- In the unlikely event of major disruption or disaster the SEMT will arrange to meet online initially and then arrange an alternative venue co-ordinate and implement the business continuity plan.
- Mowbray Education Trust business continuity plan will be reviewed annually, when there is a change in staff, when there is a change in arrangements, following an incident, when there is a significant change to the premises. These reviews will be conducted by (The SEMT / Head Teacher / Senior Leadership Team / Business Manager

#### **4.52 Retaining and Maintaining Documentation**

- Mowbray Education Trust will store all health and safety related documentation on the relevant site.
- Health and safety related documentation will be backed up/scanned in and stored within the Academies computer system for future reference.

#### **Health and Safety Provision for Pregnant Employees**

4.53 Pregnant workers may be at greater risk of harm than other employees when carrying out certain tasks such as moving heavy loads, and their work must therefore be re-assessed to ensure that reasonable adjustments are made to their work routines where necessary to reduce the risk of harm.

- a. To comply with the Trust 's statutory duties relating to the employment of pregnant workers.
- b. To take reasonable additional steps to protect pregnant workers from any unacceptable risk of harm.

Pregnant workers may be at greater risk of harm than other employees when carrying out certain tasks such as moving heavy loads, and their work must therefore be re-assessed to ensure that reasonable adjustments are made to their work routines where necessary to reduce the risk of harm.

The Trust recognises that from time to time some of its female pupils may also be new mothers or pregnant, and where this is identified, the Trust has a duty-of-care to reduce the risk of harm to mother and child from its activities, wherever possible.

Mowbray Education Trust recognises that some of its operations may, unless properly controlled, pose specific risks to the health and safety of pregnant

women and new mothers and will take all reasonably practicable measures to eliminate or reduce these risks to an acceptable level.

The Trust shall ensure an assessment is made of the risks to pregnant employees or pupils, paying particular attention to:

- any nightshifts or extended working hours.
- possible exposure to chemicals, radiation, lead or biological agents.
- heavy manual work including manual handling.
- any long distances or flights of stairs to be traversed at work.
- the frequency and duration of rest periods.
- the availability of rest facilities.
- other hazards likely to affect the health and safety of the mother or child.

Reasonable adjustments shall be made where necessary to the pregnant worker's duties or pregnant pupil's activities in order to prevent or control any additional risk. If risks are such that they can no longer be reasonably and sufficiently prevented or controlled, the pregnant worker shall be offered an alternative task without detriment to her conditions of service or suspended until such a time as she is able to continue with her normal work in accordance with the Trust's employment policies and procedures.

### **Lone Workers and Peripatetic Workers**

4.54 a. Mowbray Education Trust believes that its employees, contractors and partners should be able to carry out their work without fear of physical attack or physical or verbal abuse.

b. The Trust recognises its responsibility to provide employees who work alone with reasonable means to protect themselves from violent or abusive behaviour, and to obtain assistance in an emergency.

c. To implement reasonable measures to protect employees, contractors and partners who work alone from harm through violence or abusive behaviour.

d. To implement reasonable measures to enable peripatetic employees to summon assistance.

Mowbray Education Trust has defined lone work as:

Work which is specifically intended to be carried out unaccompanied or without immediate access to another person for assistance or work carried

out in isolation at community venues or private houses. This can be during normal working hours at a remote or isolated location within the normal workplace or off site, or, when working outside normal working hours.

Lone workers are defined as individuals who work on their own without close or direct supervision and peripatetic workers as community outreach workers working with individuals and groups of people in community venues.

Mowbray Education Trust recognises its responsibility to provide employees who work alone with reasonable means to protect themselves from violent or abusive behaviour, and to obtain assistance in an emergency.

Where an employee regularly carries out tasks involving lone working in public areas and feels at risk, they must bring it to their Line Manager's attention. Managers are also responsible for identifying individuals and groups of employees who may regularly work on their own, as defined above, and also to identify occasions where staff could be at risk from lone working.

Where any such lone working is identified, the Trust shall ensure that an assessment of risk is carried out and shall implement protective measures proportionate to the level of risk involved.

Any communications, tracking, alarm or protective equipment issued in pursuance of this policy shall be suitable for its purpose and, if appropriate, shall be periodically tested to ensure its correct operation.

Employees who are handling Trust property are expected to hand it over if a specific demand with violence is made rather than place themselves at unnecessary risk. A police report shall always be made in such situations.

## **Flammable Substances**

- 4.55 a. Mowbray Education Trust recognises its statutory duty to identify and control risks arising from the storage, handling and generation of flammable substances used or produced within work activities.
- b. There is an enormous variety of flammable substances to be found within the workplace. These may range from the obvious, e.g., petrol, paint thinners, welding gases and heating fuels, to the not so obvious, e.g., packaging materials and wood working dusts.
- c. To comply with the Trust's statutory duties relating to the safe handling and storage of flammable substances.
- d. To prevent or reduce any risk of harm to employees and other persons who may come into contact or otherwise be affected by the Trust's use or generation of flammable substances.

- e. To reduce the likelihood of fire and its spreading in relation to the safe storage, use, handling and generation of flammable substances.

Mowbray Education Trust accepts that some work processes require the use of flammable substances and will take all reasonable steps to reduce the risk to the health and safety of employees and pupils using and working with flammable substances.

The Trust also accepts that some work processes may produce, as by products potential flammable dusts, gases and fumes and as such will take reasonable steps to reduce their production and level of risk to the health and safety of persons working within the Trust.

The Trust will carry out risk assessments of work activities and storage arrangements and undertake all reasonable steps to reduce the risks found as a result of assessments.

The Trust shall provide suitable arrangements for the safe storage and transport of flammable substances ensuring that they are held in appropriate storage areas until required. Managers will arrange for employees to be given training, equipment, instruction and information necessary to ensure they take appropriate precautions and use the appropriate P.P.E in these conditions.

## **Radiation – Ionising and Non-Ionising**

- 4.56 a. Mowbray Education Trust recognises its statutory duty to eliminate or reduce as low as possible the extent of staff and pupil exposure to ionising radiation sources which may be found in the form of electromagnetic rays (x-rays, gamma rays) or particles (alpha and beta particles) where they are used within work processes.

b. The Trust also recognises its statutory duty to protect the eyes and skin of staff and pupils from exposure to hazardous sources of non-ionising radiation in the form of artificial optical radiation (AOR) and electromagnetic fields (EMF) where they are used within work processes.

c. AOR includes light emitted from all artificial sources in all its forms such as ultraviolet, infrared and laser beams. EMF includes power frequencies, microwaves and radio frequencies.

d. The Trust recognises its statutory duties regarding the keeping and use of radioactive substances on Trust premises, the requirements to obtain permits regarding use of radiation sources where required, and to protect the environment from radioactive pollution by controlling the disposal of any radioactive waste.

e. To comply with the Trust's statutory duties relating to exposure to sources of both ionising and non-ionising radiation.

f. To comply with the Trust 's statutory duty in relation to the keeping and use of radioactive substances on its premises.

Mowbray Education Trust shall appoint a Radiation Protection Supervisor (RPS) ensure that any source of ionising or non-ionising radiation for use within work processes is identified and that suitable and sufficient information is available in respect of that substance.

Risk assessments for all uses of ionising radiation will be conducted, the RPS will assist in the production of Local Rules appropriate to the radiation risk and the nature of the work carried out, and in securing compliance with them.

The Trust will ensure the local rules are made known and observed.

If necessary, the RPS will contact the Radiation Protection Adviser or the Environment Agency for advice regarding whether permits are required for any ionising radiation sources in use and held by the Trust.

Risk assessments will identify where staff or pupils are exposed to sources of non-ionising radiation and preventative and protective measures shall be implemented according to the form of source, the nature and degree of potential harm and the process during which it is used or emitted.

### **Workplace Equipment**

4.57 a. Mowbray Education Trust recognises its statutory duty to ensure that plant and equipment provided to employees for work purposes are safe to use, are maintained in a safe condition and are used only by suitably trained and authorised persons.

b. There are many decisions to take when purchasing or hiring plant and equipment including cost, expected resale value, suitability for use, achievement of relevant build and quality standards, work rate, life expectancy, portability, and ease of use. Health and safety is not therefore expected to be the overriding consideration.

c. To comply with the Trust 's statutory duties relating to the provision and use of plant and equipment.

d. To prevent or reduce any risk of injury to employees who use plant and equipment at work.

e. To ensure that health and safety matters are accorded appropriate priority when plant and equipment is hired or purchased for use at work.

All reasonable steps will be taken to ensure the health and safety of employees and others who use, operate, or maintain workplace equipment. Mowbray Education Trust acknowledges that using this equipment can be

hazardous and is therefore its intention to reduce the risks as far as is possible.

The Trust shall ensure that health and safety issues are considered when purchasing or hiring any plant, equipment, or vehicle for use at work. Any plant, equipment or vehicle which is purchased or hired by the Trust shall be suitable for the task and used only for the task(s) for which it was specified.

Plant or equipment owned or hired by the Trust for use at work shall be maintained in good working order. Plant or equipment that is likely to deteriorate to a condition of danger will be maintained according to a planned preventative maintenance schedule and records of all servicing and maintenance must be held.

Employees making use of plant, equipment or vehicles provided by the Trust for use at work shall be given suitable and sufficient training, instruction, and information in accordance with the type and level of risk associated with such use.

All machinery and equipment in any of the workshops in the Trust has been identified as potentially hazardous. It is important that staff follow instructions and guidelines to ensure the safety of staff and pupils using the machinery and working in the workshops.

Pupils will be given full instruction and training on how to use and maintain a range of hand tools within their area of training. Training and supervision will be given to pupils in the use of handheld power tools and fixed machinery. Authorisation will not be given for pupils to use power tools or machinery until competence can be proven.

### **Confined Spaces**

- 4.58 a. Mowbray Education Trust recognises its statutory duties to provide safe access and places and systems of work for its employees who work in a confined space.
- b. The Trust understands the need to take reasonable steps to ensure that employees who undertake work within confined spaces are suitably trained to do so and that such employees are made aware of the risks of such work.
- c. To comply with the Trust 's statutory duties relating to work in confined spaces.
- d. To prevent or reduce any risk of harm or loss to employees and other persons as a result of working in confined spaces.

Confined spaces are areas which have difficult access or egress due to restricted or limited dimensions. Additional hazards may include a lack of breathable air, extremes of temperature, excessive humidity or condensation, lack of natural light, toxic gases, fumes, vapour, dust or sludge.

Mowbray Education Trust is committed to controlling access to these areas and ensuring all persons entering these areas have had the required training.

The Trust shall undertake a risk assessment and implement reasonable measures to prevent or control work carried out within confined spaces, and for the rescue of persons in the event of an emergency.

The Trust shall also provide relevant employees with information regarding the significant risks identified within the working environment and the emergency arrangements.

### **Personal Protective Equipment (PPE)**

- 4.59 a. Mowbray Education Trust recognises its statutory duties to provide suitable Personal Protective Equipment to its employees and pupils to protect them against identified risks that cannot be prevented or sufficiently controlled by other more effective means.
- b. The Trust also accepts that Personal Protective Equipment neither eliminates risk nor prevents harm and does not contribute to the protection of other persons who may be affected by the works.
- c. To comply with the Trust's statutory duties relating to the provision, use, storage and maintenance of Personal Protective Equipment.
- d. To accord priority to measures other than the use of Personal Protective Equipment for the prevention or control of risk.

Mowbray Education Trust shall implement preventative or control measures that eliminate risk, prevent or reduce harm, prevent or reduce loss or protect the greater number of persons rather than issue Personal Protective Equipment.

Any Personal Protective Equipment that has been provided by the Trust shall sufficiently reduce the risk of harm to the wearer and shall be suitable for the individual's use and comfort and shall not unreasonably inhibit the user's ability to carry out his or her work.

Mowbray Education Trust shall provide employees and pupils with sufficient and appropriate training and information to allow them to make full and proper use of Personal Protective Equipment, to inspect such equipment

for damage, and to report any damaged or lost Personal Protective Equipment.

The Trust shall implement reasonable measures to maintain or replace as necessary any Personal Protective Equipment so that it remains effective at all times.

Suitable storage shall be provided where necessary to protect Personal Protective Equipment from damage or to prevent cross-contamination with other clothing.

No charge of any kind shall be made to any employee for the provision of any item of Personal Protective Equipment, except that if an employee is permitted to specify an item of Personal Protective Equipment that is more expensive than the item that is standard issue, and the item that is standard issue would have been suitable to prevent harm and would have been suitable for use by that employee, the employee shall be asked to contribute the cost difference between the specified item and the item that is standard issue.

### **Work Placements, and work-based learning**

- 4.60 a. Whilst on work experience, pupils are designated as employees for the purposes of health and safety legislation, and they must be afforded the same health and safety protection as other employees.
- b. The Trust recognises its duty-of-care to ensure that pupils undertake work experience in a healthy and safe environment.
- c. To comply with the Trust 's statutory duties relating to pupils undertaking work experience as part of their course.
- d. To prevent or reduce any risk of harm or loss to pupils and other persons as a result of the participation on pre-arranged work experience.

Young persons are considered to be at greater risk from workplace hazards due to their lack of experience and maturity, and are therefore owed a greater duty of care, even when on work experience, they are designated as employees for the purposes of health and safety legislation, and they must be afforded the same health and safety protection as other employees.

Where a learner undertakes work experience as part of a course arranged by the College, placement staff must take steps to assess and ensure that 'relevant training' in relation to health and safety is provided by the employer offering the work placement and its duration. A procedure supports this policy to check and monitor health, safety and welfare issues of Work Placement Providers.



## **Catering and Vending**

4.61 Mowbray Education Trust recognises its statutory duties in relation to food hygiene within its areas of catering and vending.

a. To ensure the Trust or subcontractor does not include anything in food, remove anything from food or treat food in any way which means it would be damaging to the health of people eating it.

b. To ensure that the food served or sold is of the nature, substance or quality which consumers would expect.

c. To ensure that the food is labelled, advertised and presented in a way that is not false or misleading.

Mowbray Education Trust acknowledges the hazards associated with food hygiene (such as contamination by harmful bacteria) and will exercise all reasonable precautions and due diligence to maintain the highest standards of catering and vending.

## **Safety Signs and Signals**

4.62 a. Mowbray Education Trust recognises its statutory duty to display specific safety signs whenever there is a risk that has not been avoided or controlled by other means, e.g., by engineering controls and safe systems of work so as to notify employees and others who may be affected of either danger present or, of safe conditions.

a. To comply with the Trust 's statutory duties relating to displaying appropriate safety signage.

Mowbray Education Trust will take all reasonable steps to ensure that all safety signs, signals and makings (pipe work etc) used or displayed on Trust premises to warn and instruct staff and pupils of risks to their health and safety, including fire safety, will comply with current legislation as regards colour, size, shape and pictogram.

## **Slips, Trips and Falls**

4.63 a. HSE statistics suggest that slips and trips are a major cause of accidents to education employees, pupil and others and are significantly high in the food industry.

a. To assess areas of risk and implement reasonable and practicable control measures in order to control slip and trips risks within the Trust environment.

Statistics show that slip, trip and fall injuries result in many absences from work, cause unnecessary pain and suffering to employees and economic loss to an organisation. The Trust slips trips and falls procedures are intended to reduce the risk of slip, trip and fall injuries as low as reasonably practicable.

## **Visitors**

- 4.64 a. Mowbray Education Trust recognises its statutory duties to protect people not in its employ such as visitors from harm, loss and unreasonable inconvenience as a result of the Trust's work activities.

a. To comply with the Trust's statutory duties relating to the protection of persons not employed by the organisation.

Mowbray Education Trust recognises its responsibility for all visitors to the Trust and provision has been made to address this responsibility.

The Trust shall implement all appropriate and reasonably practicable measures to protect members of the public from any unacceptable risk of harm or loss due to its operations and shall provide suitable information to members of the public where appropriate in order to allow them to avoid such risk.

The Trust shall arrange such periodic inspections and tests of equipment and facilities that are provided for the use of by pupils and other persons as are required by law or are otherwise necessary to protect such persons from any unacceptable risk of harm or loss.

The Trust's employees shall treat members of the public courteously and respectfully at all times.

Reasonable care shall be taken to ensure that any of the protective arrangements made under this policy are suitable and sufficient for the needs of disabled and other vulnerable persons who are likely to benefit from the arrangements.

All visitors are required to sign in and out at the reception and wear visitor identification provided.

## **Safety Procedures**

a. Mowbray Education Trust recognises its statutory duties to undertake health and safety risk assessments for all its activities. Where hazards are identified that involve increased levels of risk, Written safety procedures will be completed to provide staff and pupils with information and detailed written methods of work to enable them to work safely.

The Trust will:

- a. comply with the Trust 's statutory duties relating to the requirement of suitable and sufficient risk assessments being conducted and where necessary are supported by detailed written safety procedures.

Where risk assessment identifies activities with hazards which have increased levels of risk, risk assessments will be supported within each School or Department with appropriate "arrangements" in the form of written safety procedures for both staff, and where applicable pupils.

## **Occupational Disease – Blood Borne Virus's and Zoonoses**

### **4.65 The Trust:**

- a. recognises its duty to ensure that employees are aware of common occupational diseases relevant to their work, and to implement reasonable measures to protect employees from exposure to such diseases.
- b. The BBV's of most concern are hepatitis B and C and Human Immunodeficiency Virus (HIV). Those most at risk are employees or pupils who may receive a needle stick injury whilst providing beauty treatments such as epilation.
- c. Zoonoses refers to diseases carried by animals which may be transmitted to humans. Well known examples are anthrax, rabies and malaria. However, employees in the UK (especially construction and maintenance workers) are more likely to come into contact with leptospirosis (rat's urine), psittacosis (dried pigeon waste products) and tetanus (soil used for animal husbandry).

The Trust will

- a. comply with the Trust 's statutory duties relating to the prevention, control and reporting of occupational diseases.
- b. improve employee awareness about relevant occupational diseases.
- c. prevent or reduce any occurrence of occupational diseases amongst employees.

The Trust shall identify groups of employees who are, by the nature of their work, at risk of exposure to occupational diseases, and shall implement reasonable measures to prevent or reduce such risk.

At risk groups shall be provided with information regarding the risks of exposure to, consequences of and preventative and protective measures against such exposure.

The Trust shall encourage at-risk employees to be vaccinated against occupational diseases if such vaccination is available. The Trust shall arrange for such vaccinations to be available free of charge to at-risk employees.

## 5.0 Appendix 1 Table of Delegation of Specific Duties:

<b>Responsibility</b>	<b>Frequency</b>	<b>Delegated to Job Role</b>	<b>Signed</b>
Reviewing Health and Safety Policy	Annually	Lead Estates Manager	
Digitally Backing up Compliance and Safety Documents	When Created or Received	Lead Estates Manager	
Allocating Budget for Health and Safety	Annually	CEO/Head Teachers/Director of Operations	
Display Energy Certificate Renewal	As Instructed on Current Certificate	Lead Estates Manager	
Organising Type 2 Fire Risk Assessment	Every 5 Years	Lead Estates Manager	
Conducting and reviewing Type 1 Fire Risk Assessment	Annually	Lead Estates Manager	
Internal Checking of the Fire Alarm Panel	Daily	Estates Team	
Internal Fire Evacuation Drill Organisation	Termly	Estates Team	
Internal Manual Call Point Checks	Weekly on Rotation	Estates Team	
Internal Emergency Lighting Checks	Monthly	Estates Team	
Internal Extinguisher Checks	Monthly	Estates Team	
Internal Sprinkler System Checks	Weekly	Estates Team	
Internal Fire Door Checks	Monthly	Estates Team	
Organising Service of The Fire Alarm System	Six Monthly	Estates Team	
Organising Service of Fire Extinguishers	Annually	Estates Team	
Organising Service and Maintenance to the Sprinkler System	Manufacturer Stipulated Six Monthly	Estates Team	
Organising Service and Maintenance of Emergency Lighting	Annually	Estates Team	
Organising Service and Maintenance of Air Conditioning Units	6 Monthly	Estates Team	
Organising Service and Maintenance of Air Handling Units	Annually	Estates Team	
Reviewing the Emergency Evacuation Plan	Annually	Estates Team	
Creating and Reviewing PEEP (Personal Emergency Evacuation	When Necessary	Estates Team	

Plans)			
Creating and Reviewing the Winter Gritting Plan	Annually	Estates Team	
Winter Gritting Pavements and Carparks	Consult Weather Forecast	Estates Team	
Reviewing the Business Continuity Plan and Emergency Procedures	Annually	HR & Ops Director	
Reviewing the LAMP (Local Asbestos Management Plan)	Annually	Lead Estates Manager/external company	
Organising Asbestos Management Surveys	5 Yearly	Lead Estates Manager	
Monitoring the Condition of Asbestos on the Premises	Termly	Estates Team	
Organising Water Hygiene Surveys	(2) Yearly	Lead Estates Manager	
Flushing of Little Used Outlets	Weekly	Estates Team	
Organising Service of TMV	Annually	Estates Team	
Organising Water Tank Cleans	When Necessary	Estates Team	
Water Temperature Monitoring	Monthly	Estates Team/External contractor	
Signing Off Water Temperature Monitoring	Monthly	Lead Estates Manager	
Organising Water Heater Service and Maintenance	Annually	Estates Team	
Organising Water Tank Inspections	Annually	Estates Team	
Organising Electrical Installations Condition Reports	5 Yearly	Lead Estates Manager	
Organising PAT (Portable Appliance Testing)	Annually	Estates Team/IT/curriculum techs	
Organising Service of Stage Lighting	Annually	Estates Team	
Organising Servicing of Gas Boilers	Annually	Estates Team	
Organising Gas Risk Assessment	Annually	Estates Team	
Conducting Workplace Inspections	Weekly	Estates Team	
Conducting Workplace Inspections (MET ELT/SLT Member and School Head Teacher)	Termly	Lead Estates Manager	
Organising Building Condition Surveys	5 Yearly	Lead Estates Manager	
Internal Inspections of Playing Fields and Playground Equipment	Weekly	Estates Team	
Organising RPII Inspections of Outdoor Play Equipment	Annually	Estates Team	
Inspecting PE Equipment	Before Use	Curriculum	
Organising External Inspections of PE Equipment	Annually	Estates Team	
Organising Glazing Surveys	10 Yearly	Lead Estates Manager	
Procuring and Commissioning Contractors	When Necessary	Lead Estates Manager	

Managing and Supervising Contractors	When Necessary	Estates Team	
Contractor Inductions	When Necessary	Estates Team	
Internal Inspection of Passenger Lifts and Hoists	Monthly	Estates Team	
Organising Service and Maintenance of Lifts and Hoists used for carrying people	6 Monthly	Estates Team	
Organising Service and Maintenance of The Kiln	Annually	Estates Team	
Organising the Service and Maintenance of Local Extract Ventilation (LEV) Systems e.g., fume cupboards, dust extraction in D&T	14 months	Curriculum	
Organising the Service and Maintenance of Work Equipment	Follow Manufacturer's Instructions	Curriculum	
Organising the Service and Maintenance of The Kitchen Equipment	Follow Manufacturer's Instructions	Estates Team/contractor	
Organising a Thorough Clean of The School Kitchen	Termly	Estates Team/contractor	
Creating and Reviewing Classroom Risk Assessments	Annually	Curriculum	
Creating and Reviewing Premises Related Risk Assessments	Annually	Curriculum	
Creating and Reviewing PE Risk Assessments	Annually	Curriculum	
Creating and Reviewing Design Technology Risk Assessments	Annually	Curriculum	
Creating and Reviewing Science Risk Assessments	Annually	Curriculum	
Creating and Reviewing Other Risk Assessments	Annually	Responsible manager for the area	
Conducting Pregnancy Risk Assessments	When Necessary	Line Manager or Lead Estates Manager	
Conducting Return to Work Risk Assessments	When Necessary	Line Manager/HR	
Selecting Staff Health and Safety Training	Review Termly	Line Manager or Lead Estates Manager	
Recording Staff Health and Safety Training in a Central Record	When Necessary	Line Manager/Lead Estates Manager/HR	
Creating and Reviewing COSHH Risk Assessments for Premises	Annually	Lead Estates Manager	
Creating and Reviewing COSHH Risk Assessments for Substances Used in Classrooms and Offices.	When Necessary	Curriculum	
Creating and Reviewing COSHH Risk Assessments for Substances Used by Cleaning Staff	Annually	Curriculum	
Logging Accidents onto the SIMS system	When Necessary	1 <sup>st</sup> aiders	
Reporting RIDDOR	When Necessary	Lead Estates Manager	
Reviewing Accident Statistics	Termly	Lead Estates Manager	

Reviewing the Management of Medications Policy	Annually	Curriculum	
Reviewing the First Aid Needs Assessment	Annually	Lead Estates Manager	
Checking First Aid Kit Contents	Monthly	1 <sup>st</sup> Aiders	
Checking the Condition of First Aid Facilities	Weekly	1st Aiders	
Reviewing Pupil Individual Care Plans	When Necessary	Curriculum	
Reviewing Individual Behaviour Plans	When Necessary	Curriculum	
Creating and Reviewing Off-Site Visit Risk Assessments	When Necessary	Curriculum/EVOLVE	
Approving Off-Site Visits	When Necessary	EVOLVE/Head Teacher	
Creating a Health & Safety Report for Governors	Termly	Lead Estates Manager	
Communicating Emergency Procedures to Lettings	When Necessary	Lead Estates Manager	
Emergency Contact during Lettings	When Necessary	Estates	
Work Experience Co-ordination	When Necessary	Curriculum	
Organising Service of The School Minibus(es)	10000 Miles or Annually	Lead Estates Manager	
Pre-Use/Daily Minibus Driver Checks	Daily / Before Use	Approved driver	
Driving for Work Drivers Licence and Insurance Checks	6 Monthly	Operations Manager	
Organising Tree Surveys	3 Yearly	Lead Estates Manager	
Organising Service/Inspection of The Lightning Protection Rod	11 Monthly	Lead Estates Manager	



## 6.0 Appendix 2 Mowbray Education Trust's Additional Policies and Guidance for Reference:

Mowbray Education Trust will in addition to this health and safety policy, follow the policies and guidance set out in the table below.

Policy Documents	Location
Off-Site Visits Policy	MET – Policies & Procedures Shared file
Management of Medications Policy	MET – Policies & Procedures Shared file
Lettings Policy	MET – Policies & Procedures Shared file
Contractor Management Policy	MET – Policies & Procedures Shared file

Guidance Documents	Location
Accident, Incident and Near Miss Guidance	MET – Policies & Procedures Shared file
Asbestos - Information and Guidance	MET – Policies & Procedures Shared file
Mowbray Education Trust 's LAMP Local Asbestos Management Plan	Local estates drive and at site in asbestos file
Schools Security Guidance	MET – Policies & Procedures Shared file
Blood Borne Viruses & Needle Stick Injury	MET – Policies & Procedures Shared file
CDM Guidance	MET – Policies & Procedures Shared file
Challenging Behaviour and Violence at Work	MET – Policies & Procedures Shared file
Contractor Management	MET – Policies & Procedures Shared file
COSHH Guidance	MET – Policies & Procedures Shared file
Door Safety in Schools	MET – Policies & Procedures Shared file
Driving School Minibuses Guidance	MET – Policies & Procedures Shared file
Driver and Vehicle Safety Guidance	MET – Policies & Procedures Shared file
Display Screen Equipment Guidance	MET – Policies & Procedures Shared file
Electrical Safety Guidance	MET – Policies & Procedures Shared file
Excavations Guidance	MET – Policies & Procedures Shared file
Fire Safety Guidance	MET – Policies & Procedures Shared file
First Aid Guidance	MET – Policies & Procedures Shared file
Food Safety Information and Guidance	MET – Policies & Procedures Shared file

Glazing - Information and Guidance	MET – Policies & Procedures Shared file
Growing Plants and Vegetables in Schools Guidance	MET – Policies & Procedures Shared file
Intimate Care Guidance	MET – Policies & Procedures Shared file
Lettings Guidance	MET – Policies & Procedures Shared file
Lone Working	MET – Policies & Procedures Shared file
Use of LPG Heaters in Schools	MET – Policies & Procedures Shared file
Manual Handling	MET – Policies & Procedures Shared file
Pregnancy and Breastfeeding	MET – Policies & Procedures Shared file
Noise at Work	MET – Policies & Procedures Shared file
Guidance and Information	MET – Policies & Procedures Shared file
Outdoor Play Equipment, Outdoor Gyms and Playing Fields Guidance	MET – Policies & Procedures Shared file
Risk Assessment Procedure Guidance	MET – Policies & Procedures Shared file
Stress Management in Schools Guidance	MET – Policies & Procedures Shared file
Supervision of Pupils by Others Guidance	MET – Policies & Procedures Shared file
Violence at Work Guidance	MET – Policies & Procedures Shared file
Water Hygiene Procedure Guidance	MET – Policies & Procedures Shared file
Safety Signs and signals	MET – Policies & Procedures Shared file
Confined spaces	MET – Policies & Procedures Shared file
Flammable substances	MET – Policies & Procedures Shared file
Driving College Vehicles	MET – Policies & Procedures Shared file
Slips Trips and falls	MET – Policies & Procedures Shared file
Pressure systems	MET – Policies & Procedures Shared file
Winter Gritting & Snow Clearing Guidance	MET – Policies & Procedures Shared file
Work at Height Guidance	MET – Policies & Procedures Shared file
Work Equipment Guidance	MET – Policies & Procedures Shared file
Young Persons and Work Experience Guidance	MET – Policies & Procedures Shared file

## Log of Changes to Document

Date	Page	Change	Who:
Apr 21	Whole document – re-written	New document based on LTS model policy	MB / HJR