



INSPIRE MULTI-ACADEMY TRUST

Health and Safety Policy

Version	V3
Approved by:	INMAT Board of Trustees
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Inclusion – Improving education for everyone.

Integrity – We are consistently open, honest, ethical, and genuine.

Initiative – We have the courage to always seek a better way to a better future.

Inspiration – We use our drive and commitment to energise, engage and inspire.

Involvement – We encourage our community to take ownership and responsibility.

Table of version reference

Revision	Date	Comments
V2	22/23	Complete revised version due to change of H&S provider
V3	24/25	Addition to Point 10 Page 15 - Concussion Addition to Point 12 Page 16 - Sexual Harassment

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1. General

The Trustees of INMAT are responsible for the overall Health and Safety Policy.

The body is required by paragraph 11 of the education (independent school standards) regulations 2014 to draw up and implement a written health and safety policy for the school/academy.

2. Trustees Statement of Intent

INMAT board of Trustees have adopted the following statement of intent.

INMAT board of trustees:

- Will ensure all reasonable steps to provide safe and healthy conditions for pupils, employees and others who may be affected by its activities.
- Will ensure all risks are assessed to the health and safety of staff, pupils, contractors, volunteers and visitors and others affected by the academy's actions.
- Will ensure sensible and proportionate steps to ensure compliance with all relevant health and safety legislation.
- Will ensure provision for adequate resources to implement this policy including access to support from health and safety competent persons. Where necessary external specialist advice and assistance will be obtained.
- Ensure that an appropriate management system is used efficiently to prompt and record the carrying out of necessary health, safety and security tasks.
- Ensure that competent persons (or bodies) are appointed to advise on the implementation of the Health and Safety Policy and procedures and to ensure that the training of relevant school/academy staff is kept up to date.
- Accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively.
- Expects all employees and pupils to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others.
- Is committed to providing the necessary information, instruction, supervision and training to all employees and pupils where applicable.
- Acknowledges and actively supports the role and responsibilities of employee representatives and will give full co-operation to elected safety representatives of recognised trade unions to enable them to carry out their duties.
- Is committed to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the policy in light of new legislation, incidents and other changing circumstances; and
- Will set out full details of the organisation and arrangements for the management of health and safety in writing and communicate these to all employees, volunteers and contractors.

The Head teacher is responsible to the Trust Board for the implementation of the INMAT Health and Safety Policy and for the arrangements and procedures which will ensure as far as is reasonably practicable the health, safety, welfare and security of staff and pupils and the health, safety and security of contactors and visitors to (SCHOOL/ACADEMY NAME).

Trust central and the Head teacher arrangements for delivering effective health and safety management, which will set out in detail the roles, responsibilities and duties of named individuals who will co-ordinate, manage and carry out the procedures under:

- The overall supervision of the Head teacher; and
- Trustees body statement of intent and this Health and Safety Policy.

Trust Central and the Head teacher will have regard for any statutory and non-statutory government guidance.

2.1 Definition of Competent

Competence can be described as the combination of training, skills, experience, and knowledge that a person has and their ability to apply them to perform a task safely. Other factors, such as attitude and physical ability, can also affect someone's competence.

The definition of a 'competent person' is the person who has responsibility for advising the Head teacher and other senior managers in the discharge of their responsibilities under the *Health and Safety at Work etc. Act 1974*, the *Management of Health and Safety at Work Regulations 1999* and all other health and safety legislation, and for liaising with relevant officers (such as HM Inspectors of the Health and Safety Executive (HSE) and fire and civil defence fire officers).

3.Aims

INMAT aims to ensure that so far as is reasonably practicable:

- All employees are safeguarded in respect of health, safety and welfare whilst at work.
- Safe systems and effective procedures are in place to protect the health, safety, security and welfare of pupils and the health, safety and security of visitors to the school/academy, including parents, contractors and their employees and members of the public affected by the work of the academy.
- Arrangements are in place in the school/academy to ensure that no work is carried out by the academy or by contractors that is liable to expose employees, pupils, visitors or members of the public to hazards to health and safety unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been put in place;
- Procedures are in place to enable all contractors to demonstrate that they have suitable risk assessments in place and arrangements for securing proper health and safety of employees and anyone on the academy site affected by their work.
- Senior leadership team (SLT) managers in the school/academy are suitably trained.
- Sufficient resources are provided as far as is reasonably practicable to enable suitable and sufficient safeguards to be put in place for ensuring as far as is reasonably practicable the health and safety of anyone on the school/academy site or outside the academy if engaged in academy business; and
- Sufficient funds are provided as far as is reasonably practicable for the appropriate training of relevant staff in health and safety systems and safeguards.

4. INMAT's Objectives

The trust's / schools' objectives are to:

- Have regard to the Trustees' statement of intent and the provisions of the INMAT Health and Safety Policy.
- Establish sensible conditions and systems of work for all employees which prevent as far as is reasonably practicable any danger to health and safety. (This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified which will ensure as far as is reasonably practicable that suitable and sufficient standards of safety are adopted and enforced).
- Ensure that all departments (and areas of management) have suitable policies and procedures in place (including procedures for making and reviewing suitable and sufficient risk assessments) to ensure the health and safety of staff, pupils, contractors, volunteers and visitors in their departments.
- Provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and pupils.

- Ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risks to the safety of the staff, pupils, contractors, volunteers and visitors where necessary appropriate training will be given.
- Ensure the provision of means of access and egress which are safe and without risks to health.
- Ensure safe arrangements are made for the storage, handling and transport of articles and substances.
- Ensure that the school/academy develops, produces and maintains up-to-date fire safety procedures and documentation and that all employees and pupils (and as far as is practicable, visitors) are familiar with them.
- Develop safety awareness among all employees and pupils and to promote individual responsibility for health and safety at all levels of staff and pupils.
- Ensure that the health, safety and welfare of all employees, pupils, contractors, volunteers and visitors are under continuous and reasonable review by managers at all levels.
- Appoint a competent person / company – currently Handsam / Chief Operations Officer to oversee the implementation of the school/academy’s health and safety policies and procedures; PFI schools working alongside Amey/NNC.
- Appoint a nominated member of the Estates/IT/HR committee to have an oversight of the overall trust health and safety audit findings – **Richard Monk**
- Appoint a nominated member of the LAC committee to have an oversight of their schools health and safety audit findings - **(INSERT NAME OF APPOINTED GOVERNOR)**.
- Allocate sufficient funds within the budget setting to enable safe systems to operate and for the training of relevant staff.

5. Responsibilities

This policy is largely dependent upon the total co-operation of every person who works within INMAT. INMAT expects all employees to co-operate in ensuring the health and safety of all staff, pupils, contractors, volunteers and visitors.

5.1 Local Academy Committee

The LAC will:

- Ensure that there is a system across the academy for appropriate risk assessments to be carried out, recorded and regularly reviewed.
 - Receive and consider termly reports and an annual status review from the Head teacher and determine any necessary response.

5.2 Head teacher

The Head teacher (or, when absent, a nominated deputy) will be responsible for the overall

implementation of the Health and Safety Policy.

The Head teacher is responsible for:

- The health, safety and welfare of staff, pupils, contractors, visitors and any other person using the premises.
- Ensure that the policy is made known to staff, parents, pupils, and relevant parts to contractors and visitors.
- Ensure that a system is in place to enable contractors and persons hiring any part of the premises to be made aware of and to conform to, the school/academy policy and procedures.
- Ensuring safe working conditions for all of the above (staff, pupils, contractors, volunteers and visitors).
- Take into account the views and recommendations of the Estates/HR/IT committee
- Ensuring safe working practices and procedures throughout the school/academy, including those relating to the provision and use of machinery and other apparatus.
- Ensuring that staff are consulted appropriately on issues that affect them.
- Implementing a Pupil Behaviour Policy that will ensure as far as is reasonably practicable the health and safety of pupils on site and when engaged in school/academy activities off-site.
- Directing that health, safety and security issues are put on the agenda of all appropriate meetings throughout the school/academy.
- Ensure that there is a suitable system in place for reporting accidents, near misses and concerns about staff or student welfare.
- Ensuring that liaison with contractors is maintained and that regular reports are obtained.
- Carrying out periodic safety reviews and audits.
- Ensuring that sufficient and appropriate risk assessments are carried out and effective control measures are determined and carried out.
- Determining in consultation, if necessary, with Handsam, which risk assessments should be considered exceptional and be written, taking into account the government's advice (see 'Risk Assessment' section below).
- Ensuring that the health and safety training needs of all staff and pupils are identified, and appropriate training provided.
- Encouraging staff, pupils and others to promote health and safety and to suggest ways of reducing risks.
- Delegating to the Site Supervisor appropriate tasks for the day-to-day implementation of the policy.
- Ensuring that the health and safety management system is used effectively by relevant users.
- Liaising with the nominated LAC member, providing feedback on progress
- Ensuring that sufficient resources are provided to ensure as far as is reasonably practicable the health, safety and welfare of staff, pupils and visitors.

5.3 Health and Safety– Site Supervisor/CBP

Responsible to the Head teacher for:

- Managing, coordinating and monitoring health and safety matters within the school/academy, including the provision of training.
- Ensuring that the school/academy's Health and Safety Policy and systems are implemented.
- Reporting regularly to the Head teacher on health and safety issues.
- Liaising as appropriate with the nominated governor with health and safety responsibility.
- Maintaining a suitable system in place for reporting accidents, near misses, and concerns about staff or student welfare.
- Ensuring that suitable and sufficient risk assessments are carried out and appropriate controls are implemented.
- Advising the Head teacher on which risk assessments should be written having taken into account the government's advice (see section 9).
- Liaising with any contractors and making reports to the Head teacher on the progress of the contractual requirements.
- Engaging external health and safety experts as appropriate, receiving their reports and taking any necessary action.
- Meeting with staff health and safety representatives.
- Advising on all health and safety matters (including safety of buildings, plant and equipment used and operated by the academy).
- Ensuring that teaching, administrative, catering and all ancillary staff (including volunteers) are compliant with the Trustees statement of intent and the INMAT Health and Safety Policy and sub-policies.
- Ensuring that contractors and persons hiring any part of the premises are aware of the INMAT Health and Safety Policy.
- Ensuring that all necessary safety signs and notices are displayed.
- Ensuring that instructions relating to specific areas are displayed and known and understood by all users;
- Ensuring that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried out, recorded and monitored, that the required notices are in place and that appropriate training is given to relevant staff in accordance with (SCHOOL/ACADEMY NAME)'s Fire Safety Policy;
- Putting in place procedures for ensuring that supply and peripatetic staff, visiting sports coaches and voluntary helpers understand and implement the Health and Safety Policy as appropriate; and
- Overseeing the efficient use of any health and safety management system to prompt and record the proper discharge of all necessary relevant tasks.

5.4 Site Supervisor

The Site Supervisor is responsible to the Head teacher for:

- Ensuring the security of the premises;
- Maintaining an appropriate cleaning schedule;
- Ensuring that any site staff are competent to carry out their responsibilities;
- Arranging for the removal from service of any item of furniture and equipment which has been identified as unsafe;
- Taking appropriate action where necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around open manhole covers;
- Ensuring that other site and cleaning staff are adequately supervised;
- Ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the use of the equipment; and
- Ensuring that all site and cleaning staff, including contractors, work in accordance with safe working practices issued by the academy.

5.5 Catering Manager (currently brought in services via - Dolce Ltd)

Catering Manager (Dolce) will be responsible for:

- Applying the appropriate isolation procedures in the event of fire and emergency evacuation of kitchen and dining room areas;
- Supervising and training staff appropriately;
- Training and instructing all catering staff in the emergency procedures; Liaising with the school accordingly
- Carrying out regular reviews of the procedures and informing the Head teacher of any issues of concern.
- Recording results of the monitoring and review of procedures;
- Ensuring that all catering staff have opportunities for raising concerns about health and safety issues; and

Where INMAT contracts out the catering arrangements the Chief Operations Officer with the Head teacher will ensure that the above responsibilities are fulfilled as part of the contract. The contract will set out the contractors responsibilities and the contactor's responsibilities.

5.6 All Members of Staff

All members of staff have a duty to:

- Know and understand the academy's and any departmental health and safety policies and procedures;

- Take all reasonable steps to safeguard the health and safety of themselves, all other staff, pupils in their care and any other persons who may be affected by their actions;
- Understand and use the school/academy reporting systems;
- Take reasonable precautions in safeguarding themselves and others;
- Observe all health and safety rules and procedures set out by INMAT and use all health and safety equipment provided;
- Participate in assessing risks and the management of identified risks;
- Follow all relevant codes of safe working practice and local rules;
- Alert the senior management as appropriate to any potential hazard noticed;
- Report (through the school/academy's reporting system) all accidents, incidents or near misses that have led or may lead to illness, harm or damage;
- Ensure that pupils' behaviour is regulated in accordance with the academy's Student Behaviour Policy;
- Report any unsafe working practices to the Site Manager;
- Report any concerns they may have about the health, safety and welfare of any student in their charge in line with the school/academy's Safeguarding Policy and procedures;
- Ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed and have either received sufficient training in work at the machine, or are being supervised by someone with a thorough working knowledge of the machine;
- Ensure that no student is allowed to dismantle or clean a prescribed dangerous machine unless under appropriate expert supervision;
- Ensure that they are familiar with fire drills, fire alarm systems, means of escape and evacuation procedures. Staff should ensure that there is a fire drill notice clearly visible in the rooms in which they work;
- Use the health and safety management system as appropriate;
- Participate in any relevant paid training; and
- Read this Health and Safety Policy and all sub-policies and sign and date the **(SCHOOL/ACADEMY LOG BOOK/TRAINING RECORD)** to indicate that he/she has done so. The following statement should be used:

'I have read the academy's Health and Safety Policy and all sub-policies and understand my responsibilities'.

All staff have a right to raise health and safety issues of concern at any time but in particular at formal meetings in their departments.

All employees who are members of recognised trade unions have a right to raise any concerns with their union representatives, who may discuss these with the Head teacher or Chief Operations Officer or Head teacher as appropriate.

Trustees of INMAT recognises that members of staff are not chartered or certificated risk assessors but expects all staff, in fulfilling their legal responsibilities for health and safety, to

use their experience and knowledge as adults and their training as teachers and support staff to make reasonable, common-sense decisions about risk assessment and control measures.

The school/academy will follow the government's advice that all school/academy staff should follow the health and safety procedures put in place by the employer. However, if staff feel that any procedure is inappropriate, they should discuss this with the Head teacher or Chief Operations Officer in the first instance and request that it is reviewed.

5. 7 Trained Appointed Lead First Aider

The appointed person is responsible for:

- Notifying the staff when a child has been identified as having a medical condition who will require support in the academy.
- Collating information provided by parents and professionals.
- Drawing up any student healthcare plans.
- Ensuring that pupils with medical conditions are properly supported in the academy, including supporting staff in implementing a child's health plan.
- Liaising with lead clinicians on appropriate support for the child and associated staff training needs.
- Liaising with staff, parents and professionals to provide suitable healthcare plans in accordance with current guidance.
- Administering all prescribed medication and any necessary non-prescription medicine and ensuring safe storage in accordance with the school/academy policy and current guidance.
- Working with the Head teacher to determine the training needs of the school/academy staff and agreeing with the Head teacher who would be best placed to provide the training.
- Confirming to the Head teacher that school/academy staff are proficient to undertake healthcare procedures and administer medicines.
- Ensuring that appropriate records are kept and are accessible; and
- Reporting as required to the Head teacher (or Head teacher's representative).

The staff in charge of particular activities (whether on or off the academy premises) are responsible for liaising with the school Nurse and ensuring that appropriate arrangements are made for pupils with medical needs during:

- Educational visits/learning outside the classroom; and
- Sporting activities.

5.8 Confirmation that the Policy has been Read and Understood

All staff will indicate that they have read and understood this policy.

6. Consultation

6.1 Staff

The Head teacher will consult with staff and consult staff representatives if required.

6.2 Pupils and Parents

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

7. Organisation

7.1 Structure

The trust board has overall responsibility for the policies and procedures within INMAT school.

- The Trust Board has overall responsibility for the policies and procedures in INMAT schools.
- The Estate/HR/IT Committee will consider and make recommendations on overall health and safety issues affecting INMAT schools and will report according to the Head teacher.
- The Head teacher has overall responsibility for the internal management of the academy policies and procedures.
- The CBP and Site supervisor has the responsibility for the day-to-day management, co-ordination and implementation of the policy and for liaising with contractors and reporting to the Head teacher.

8. Risk Assessment

All members of staff in charge of certain 'safety areas' are responsible for ensuring that risks are identified, and appropriate assessments and control measures are made. Members of staff must be **trained** to carry out appropriate risk assessments. The Head teacher is responsible for ensuring that all staff who complete risk assessments are suitably qualified and competent.

Each school will determine its own risk assessment, which must be used by all staff or other designated persons. Relevant staff will be provided with training on the health and safety management system.

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

The Head teacher will ensure that suitable and sufficient risk assessments are carried out and determine which can be done at academic level and which by any other outside contractors. The Head teacher has the discretion to seek advice from external bodies.

The government's current advice is that written risk assessments are not required for every activity. Staff should write a risk assessment for any activity that carries a risk. This should be a discussion with the Head teacher.

The government advises that some activities, especially those happening away from the school/academy, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out. The Head teacher should ensure that the person assigned with the assessment task understands the risks and is familiar with the activity that is planned. Where a risk assessment is carried out the Head teacher must ensure that the significant findings of the assessment are recorded. See DfE guidance *Health and Safety: Advice on Legal Duties and Powers for Local Authorities, School Leaders, School Staff and Governing Bodies.*

9. Security

The security arrangements will cover as relevant:

- The site.
- The buildings.
- Notices.
- Control of visitors and contractors to the academy.
- Locks and keys.
- Out-of-bounds areas.
- Dealing with trespassers.
- Security of staff and student property.
- Vehicles and cycles.
- Movement around the site and buildings.
- Transport and pedestrians arriving at the academy in the morning and leaving in the afternoon; and
- Responsibilities for security aspects.

10. Health and Safety Management Arrangements

(SCHOOL/ACADEMY NAME) will use the health and safety management system for recording health and safety management. All relevant staff will be trained in its use.

Staff with health and safety responsibilities will be responsible for completing tasks assigned

to them and recording completion in the health and safety management records in the manner laid down by the academy.

The Head teacher in liaison with the CBP will review individual responsibilities and ensure that there is appropriate training, compliance and documentation on an ongoing basis.

The Trust Board will receive annual reports on the implementation of the management system to ensure that the system complies with law and regulations.

Concussion

In April 2023, alongside the Government, the Alliance published the first ever UK-wide Concussion Guidelines for Grassroots Sport, which were updated in November 2024. All (SCHOOL/ACADEMY NAME) staff should recognize that concussion can affect any student in the school environment. Incidents may occur during playground activities, PE lessons, during extra-curricular activities, in corridors, or anywhere on school premises.

It is everyone's responsibility to identify pupils with suspected concussion, ensure they are immediately removed from the activity or playing area, and have them evaluated by a qualified healthcare professional.

It is important to note that loss of consciousness (being "knocked out") occurs in less than 10% of concussions and is not necessary for a concussion diagnosis.

Pupils suspected of sustaining a concussion should be assessed by an onsite healthcare professional or by contacting the NHS at 111 within 24 hours of the injury.

If there are concerns about a more serious injury or signs of "red flags," the student should receive urgent medical attention from a healthcare professional, either at school or in a hospital Accident and Emergency (A&E) department. If necessary, staff should call 999 to arrange emergency ambulance transfer.

11. Training

(SCHOOL/ACADEMY NAME) will provide opportunities for all employees to have access to the information, instruction, supervision and training required to enable them to discharge their responsibilities safely and work in a safe environment.

All employees, volunteers, peripatetic staff etc., whether permanent or temporary, will undergo **induction training** which will include the following health and safety matters:

- Emergency arrangements.
- Fire drills.
- First aid arrangements.
- Accident reporting.
- Good housekeeping.
- Codes of safe practice and guidance.
- Health and safety handbook and academy arrangements.
- Specific hazards/responsibilities associated with work activity; and
- Special needs of pupils including pupils with disabilities.

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

The Head teacher / CBP will identify relevant staff members who need the appropriate health and safety training.

The academy undertakes to provide extra training for staff where a need is identified.

Staff who feel that they have a need for health and safety training of any kind should notify the Head teacher in writing.

12. Staff Involvement in the Management of Health and Safety

All staff will have access to a copy of the Governing Body's statement of intent and the Health and Safety Policy and sub-policies and will sign the (SCHOOL/ACADEMY LOGBOOK/TRAINING RECORD) to indicate that they have read and understood this policy and the sub-policies and their responsibilities. (SCHOOL/ACADEMY NAME) recognises that time must be provided for this to be undertaken.

All relevant staff will be trained to use the academy's health and safety management system.

The Governing Body and Head teacher undertakes to keep staff informed of any changes to the policy and procedures through the Health and Safety Committee, minutes, communications with line managers, staff bulletins, staff meetings and briefings and e-mail messages.

All staff will have the opportunity for direct involvement in managing health and safety through departmental arrangements and through representation on the Health and Safety Committee.

Sexual Harassment

The Worker Protection (Amendment of Equality Act 2010) Act 2023 came into effect in October 2024, placing a legal duty on employers to take proactive, reasonable steps to prevent sexual harassment. In response, INMAT and (SCHOOL/ACADEMY NAME) have updated all the related policies. Training is provided through our online platform.

Under this new law, INMAT/(SCHOOL/ACADEMY NAME) is required to take reasonable steps to prevent sexual harassment proactively, rather than waiting for incidents to occur before taking action.

The Act applies to harassment by colleagues in the workplace or work-related settings, as well as harassment by third parties, such as customers, service users, or members of the public.

To effectively identify and mitigate risks, INMAT/ (SCHOOL/ACADEMY NAME) will:

- Assess the risks of sexual harassment within the organization.
- Evaluate measures that could be implemented to reduce these risks.
- Determine which of these measures are reasonable and take appropriate action.

<https://www.legislation.gov.uk/ukpga/2023/51/contents>

13. Measuring Performance

INMAT will use an appropriate system to support relevant staff in carrying out their responsibilities for health, safety and security in their areas.

The Head teacher will ensure that the following are carried out as appropriate, using the academy's management system for logging purposes:

- Regular documented audits.
- Site inspections.
- Review of risk assessments and the subsequent control measures.
- Results of any external reviews/investigations.
- Regular review of accidents/incidents/near misses and use of the information and experience gained from the review.
- A system of reviewing and developing improvement plans as identified; and
- Sharing experiences, findings and good practice inside the school

14. Equal Opportunities

In making, reviewing and implementing this policy INMAT's Equal Opportunities Policies must be taken into account.

In particular the school/academy must ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, pupils, contractors, volunteers and visitors to use the school/academy's facilities and curriculum as far as is reasonably practicable. The disability accessibility plan must be kept under review and implemented as appropriate, in order to ensure safe access for disabled staff, pupils, contractors, volunteers and visitors.

15. Monitoring and Review

The Head teacher is responsible for:

- Day-to-day management of the policy.
- The effective use of the Handsam management system, to ensure compliance.
- The making of risk assessments.
- The state of training, and
- Reporting to the Chief Operations Officer

Date of the next review: _____

Signed: _____

Head

Print: _____

Date: _____

Signed: _____

Chair of Trustees

Print: _____

Date: _____

APPENDIX A: RISK ASSESSMENT TEMPLATE

Making risk assessments in the workplace is covered by the *Management of Health and Safety Regulations 1999*. There is no law about how risk assessments should be done or recorded, although the HSE has issued [guidance](#) on these.

Although some risks cannot be prevented, you should always look to eliminate a risk where it is possible. Controlling risks that cannot be prevented should be focused on doing what is “reasonably practicable”, with the aim to protect anyone likely to come into contact with the risk. No risk is averted by the amount of writing in a risk assessment. Be brief and to the point. For guidance on using the risk assessment, see table and explanations below.

ACTIVITIES: (What will you be doing and with whom?)				TO BE COMPLETED				
DATE OF RISK ASSESSMENT:				Date completed:	TO BE COMPLETED	Date to be reviewed: (Max timeframe 1 year)	TO BE COMPLETED	
STAFFING: (Staff deployment, responsibilities, expertise, etc.)				TO BE COMPLETED				
Aspects to Consider (List only actual hazards/issues related to planned activities)	Who is Affected/What Might Happen? (Staff, pupils, visitors etc.)	Inherent Likelihood & Severity (See table at end of doc)	Inherent Risk Score (Likelihood X Severity)	Control Measures (How you will reduce the risks and whether they are already in place or not e.g., guards on machines already in place or need to wear PPE eye wear/gloves)	Are Control Measures in Place? If Not, Who Will Implement? (Staff member names or job roles)	Remaining Likelihood & Severity (See table below)	Residual Risk Score (Likelihood X Severity)	When Done & By Whom?
Hazard 1:		?? : ??				?? : ??		
Hazard 2:		?? : ??				?? : ??		

Hazard 3:		?? : ??				?? : ??			
Hazard 4:		?? : ?				?? : ??			
Hazard 5:		?? : ??				?? : ??			
Hazard 6:		?? : ??				?? : ??			
Hazard 7:		?? : ??				?? : ??			
Hazard 8:		?? : ??				?? : ??			
Hazard 9:		?? : ??				?? : ??			
Hazard 10:		?? : ??				?? : ??			
Responsible person name:				Signature:				Date:	
SMT/SLT name:				Signature:				Date:	

Please rate the Risk Severity and the Risk Likelihood using the below table both before and after the Control Measures.

		Risk Likelihood				
Total Risk calculation table		1: Near impossible	2: Unlikely	3: Notable chance	4: Likely	5: Almost certain
Risk Severity	1: Insignificant	1	2	3	4	5
	2: Minor injuries	2	4	6	8	10
	3: Notable injuries	3	6	9	12	15
	4: Major injuries	4	8	12	16	20
	5: Fatal	5	10	15	20	25

Likelihood and severity form a ratio created by taking the number affixed to the relevant level of each in the white box – for example a “near impossible” risk likelihood and “minor injuries” risk severity would form a ratio of 1:2. These figures are then multiplied to form the inherent risk score, in this case 2.

Repeat this process to ascertain your **remaining likelihood and severity** after control measures and then multiply the ratio to find your residual risk score.

Risk Rating Calculation

Total Risk = Remaining Risk Severity X Remaining Risk Likelihood

A Total Risk score of 1-9 should mean you are safe to undertake the activity as long as the required control measures are in place throughout.

A Total Risk score of 9-12 should mean you reconsider control measures, method or even necessity of activity before undertaking it.

A Total Risk score of 13-25 should mean you do not undertake the activity at all until you have completely reconsidered how to deliver it safely.

Please Also Note

- All risk assessments should be approved and signed by SMT/SLT/line management as appropriate.
- All accidents and incidents must be recorded in line with the school/academy’s policy.
- Also report near misses – not just accidents or incidents.

APPENDIX B: LIST OF JOB ROLES

Job Role	Name/Position
Head teacher	
Chair of LAC	
LAC member for Health and Safety	
Trusts Estates/HR/IT Committee Chair	Richard Monk
School Business Manager	
Site supervisor Manager	
Designated Safeguarding Lead	
Deputy Designated Safeguarding Lead	
Appointed Person for Pastoral Care	
Nominated Governor for Anti-Bullying	
Nominated Teacher Lead for Anti-Bullying	
Head of E-Safety	
Educational Visits Coordinator (EVC)	
Person to whom Mini-Bus incidents must be reported (If applicable)	
Responsible Person for Electrical Equipment	
Responsible Person for Asset Register	
Nominated Responsible Person for Fire Safety	
Responsible Person for Inspecting Fire Safety Signage	
Responsible Person for Inspecting Walkways and Escape Routes	
Responsible Person for Inspecting Fire Doors	
Responsible Person for Checking Fire Service Has been Called	
Responsible Person for Fire Training	

Responsible Person for Legionella	
Competent Person for Working at Height	
Crisis Management Team Members	
Head of Crisis Management Team	
Responsible Person for Ensuring Support for Pupils with Medical Conditions (and IHPS)	
Responsible Person for First Aid	
Name of School Nurse(s)/Service	
Responsible Person for Managing Medicines	
Responsible Person for Managing Pregnant Staff	
Responsible Person for Investigating Accidents	
Responsible Governor for Investigating Accidents	
Appointed Competent Person for Managing Contractors	
Responsible Person for Hiring and Letting	
Responsible Person for Waste Management	
Delegated Person for Arranging Home Visit Arrangements	
Responsible Person as Data Controller for CCTV	
Responsible Person for Early Years	
Responsible Person for Key Stage 1	
Responsible Person for Key Stage 2	
Responsible Person for Equal Opportunities	
Responsible Person(s) for SEND	
Responsible Person for Co-ordinating the Day-to-Day Provision of Education for Pupils with SEN	
Special Educational Needs Coordinator	

List **statutory R/A** – see Handsam examples.

Off Site visits – See EVC Policy

School Site – Classrooms, library, hall, staff room, playground, field, kitchen, offices, Corridors, stairs, lifts, car park/driveway, Forest school

Visitors on school site

Working at height

On site vehicle movement

Managing asbestos

Control of hazardous substances (COSHH)

Managing external contractors

Manual handling

Work related stress.

Ventilation

School security

Minibus

Other R/A but not an exhaustive list, (only written at point of need)

E.g., pregnancy, animals onsite, metals saws!!