STOUR VALE ACADEMY TRUST

# HEALTH AND SAFETY POLICY

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## 1. Introduction

Our commitment to health and safety forms part of the Stour Vale Academy Trust's wider agenda of social responsibility, sustainability, corporate governance and the management of risks, and ultimately the quality of education delivered to our communities. We require this same commitment from employees and contractors. Stour Vale's health and safety policies can only be implemented with the full co-operation of everyone involved and all employees must take active care of their own and others' safety.

We believe that achievement of high standards of health and safety reduces harm and losses due to accidents, incidents, and ill health, and therefore makes good business sense.

Health and Safety is integral to our asset management, the management of our human resources, and organisational development, and is included in all Stour Vale policies when and where appropriate.

All Board members and employees of Stour Vale Academy Trust are asked to join in the ownership of this document so that it achieves the aim of providing a healthy and safe place of work.

Stour Vale Academy Trust ensure that all employees are reminded of their responsibilities under the Health and Safety at Work Act 1974. Each site will have a HSE poster displayed to identify responsibilities.

Chief Executive Officer Date: May 2026

## 2. Aim, objectives and principles

### 2.1 Policy Aim

This policy is one aspect of our commitment to the well-being of all pupils, employees and visitors. It will support our goal of being an organisation where everyone can fulfil their potential free from work-related injury or ill health; this includes employees, pupils, contractors and others who may be affected by our work activities.

*'Schools' are understood to include all schools and settings in Stour Vale, and 'Headteacher' to include Nursery Manager or Centre Manager.*

### 2.2 Policy Objectives

- To conduct all our activities safely and in compliance with legislation and best practice.
- To provide safe working conditions and equipment.
- To promote a positive safety culture.
- To ensure our procurement promotes best practice in health and safety.
- To establish targets and action plans for continuous improvement of health and safety performance.
- To report our health and safety performance both internally and externally.

### 2.3 Policy Principles

**Control** – Those with line management roles are responsible for the clear allocation of health and safety responsibilities and for monitoring that those responsibilities are implemented.

**Co-operation** – We all have a responsibility to co-operate as individuals and as groups to make health and safety a collaborative effort.

**Communication** – Communication of health and safety information is essential and care must be taken to continually review and improve this. Stour Vale Academy Trust promotes the sharing of best practice and transparency.

**Competence** – Developing the health and safety competence of trustees, governors, employees and contractors is at the heart of successful health and safety management.

These guiding principles are interrelated and interdependent so that consistent activity in each area is needed to promote a climate in which a positive health and safety culture can develop.

This policy adheres to the principles under data protection law. For further information please review the Trust's data protection policy published on the Trust's website.

## 3. Organisational structure and responsibilities

This section details the specific health and safety roles and responsibilities assigned to the following posts and functions.

### 3.1 Chair of the Stour Vale Academy Trust Board

To ensure the work of the organisation is conducted in accordance with the policy and procedures for health and safety and with due regard for any statutory provisions set out in legislation.

### 3.2 Audit and Risk Committee

The members of the Audit and Risk Committee will take steps which are reasonably practical and within its remit to ensure that there are adequate financial and physical resources available to support this policy. The Committee will monitor statutory compliance and expect leaders to demonstrate assurance in all areas of health and safety.

### 3.3 Stour Vale Central Team

The Central Team takes overall responsibility for Stour Vale's health and safety performance and in particular is required to ensure that:

- Decision-making is in line with the policy and procedures for health and safety and any statutory provisions set out in legislation.
- Adequate resources are made available for health and safety.
- Health and safety performance is continually reviewed.
- Suitable action plans for improving health and safety are developed and implemented.
- A Stour Vale health and safety audit programme is implemented, and progress of remedial actions is monitored.
- A Trust-wide mandatory training programme is made available to schools and uptake of training monitored.
- Members of the central team are available for support and advice on all aspects of health and safety.
- The knowledge and expertise of a competent person are made available for schools to call upon.
- Schools are supported with accident reporting arrangements regarding RIDDOR and HSE guidance.

**Central Team – Key Personnel**

| | |
|---|---|
| Chief Executive Officer | Mrs R Salter |
| Deputy CEO | Mr J Fox |
| Deputy CEO | Mr P Shackleton |
| Chief Finance Officer | Mr S Ralph |
| Chief Operations Officer | Mrs L Broxton |
| Estates and H/S Lead | Mr D Brittle |
| H&S officer for RIDDOR | Mr D Brittle |
| Evolve Coordinator | Dr L Braznell |
| Competent Person | Clearwater Risk Management |

### 3.4 Local Governing Bodies

All local governing bodies (LGBs) shall ensure that all the decisions they make are in line with the Stour Vale policy and procedures for health and safety and any statutory provisions set out in legislation. This principle is to be borne in mind by all committees and during all contacts with employees and members of the public.

Health and safety will form part of the headteacher's report at each LGB meeting: accident and incident statistics, updates and actions from the Health and Safety Committee meetings, information relating to emergency drills, updates on general compliance surveys/audits/inspections, the action plans associated with these reports and any other items of statutory or legislative importance are to be reported The Health and Safety Assurance report will be made available to the LGB in Summer 2 each year.

### 3.5 Headteachers

All headteachers take overall responsibility for the management of health and safety within their school and sphere of influence. Headteachers are required to:

- Ensure adequate resources are available to successfully manage health and safety within their school.
- Ensure implementation of the Stour Vale health and safety policy and procedures.
- Ensure the development and implementation of a school health and safety action plan for continuous improvement in health and safety.
- Ensure adequate time and training is allocated to specific roles within the school (such as Site Manager, Science technicians, First Aiders) to ensure operational compliance.
- Ensure the implementation of Stour Vale's health and safety policies and procedures.
- Uphold the guiding principles for health and safety and require the same from all staff.

- Ensure development, implementation and review of structures and systems within the school to promote management control, co-operation, communication and competence on health and safety matters.

- Ensure effective proactive and reactive monitoring of health and safety at all management levels.

- Measure and review school performance against key performance indicators, targets and school health and safety action plans.

- Cooperate with the central team health and safety audit programme. Ensure sufficient and timely implementation of remedial actions.

- Ensure that all staff are reminded of their responsibilities under the Health and Safety at Work Act 1974.

- Ensure that all line managers are reminded of their responsibilities under the Health and Safety at Work Act 1974.

- Lead the Health and Safety Committee meetings at least once a term, ensuring that minutes are taken and an action plan is completed and reviewed after the meeting.

### 3.6 Business Managers / nominated officer

Business Managers provide strategic oversight of health and safety in Stour Vale schools.

Business Managers are responsible for:

- Ensuring accurate and timely updating of the Parago system.

- Ensuring that health and safety and estate action plans are updated and closed off in a timely manner.

- Investigating accidents/incidents and collecting evidence and data from such events.

- Liaising with the Trust Health and Safety Lead over serious accidents and incidents, ensuring all information is provided in a timely manner.

- Implementing the Trust training matrix to ensure adequate training across the site. This includes the TES (Educare) platform and other specialised training for identified roles.

- Ensuring, in conjunction with the Headteacher and Site Manager, that regular site walks/inspections take place, are logged and actions completed.

- Arranging suitable and effective lines of reporting from students, staff, visitors, parents or contractors to the Health and Safety Committee.

- Ensuring that there is an adequate review schedule for risk assessments.

- Ensuring that all staff are reminded of their responsibilities under the Health and Safety at Work Act 1974.

- Ensuring that the health and safety law poster is displayed with the correct information.

### 3.7 Site Managers / Facilities Manager / Facilities Coordinator

Site Managers provide operational oversight of Health and Safety in Stour Vale schools.

Reporting to the School Business Manager, or Nominated Officer, the Site Managers are responsible for:

- Ensuring that all compliance inspections/audits/assessments are arranged and carried out, with evidence collated and action plans created.

- Ensuring that a robust process is used to appoint contractors suitable to carry out the project concerned.

- Ensuring that all contractors have been given a site induction, asbestos site information, safeguarding information and other health and safety reminders for the school site.

- Ensuring that all equipment owned or leased by the school, is serviced, maintained and regularly checked. Documentation of these inspections and checks must be logged on Parago.

- Ensuring that regular site walks/inspections take place with the Headteacher and Business Manager and action plans are completed and closed.

- Checking and logging the known locations and condition of ACMs.

- Ensuring that risk assessments are completed for activities which could cause harm.

- Logging and updating the Business Manager and Headteacher of any site-related or health and safety concerns, in a timely manner.

- Ensuring that all maintenance tasks are completed safely and with the right expertise.

### 3.8 School Leaders, Line Managers and Supervisors

| | |
|---|---|
| School | Northfield Road Primary School |
| Headteacher | Mr Gareth Ludlam |
| Deputy Headteacher(s) | Mrs Samantha Bushell |
| Senior Leadership Team | Mr Alex Bennett, Mrs Laura Harrold, Mrs Amy Glover, Mrs Bev Gregory |
| Site Manager | Mrs Elizabeth Bond |
| Business Manager | Mrs Bev Gregory |
| Lead First Aider | Mrs Louise Barnsley |
| Educational Visit Coordinator | Mrs Laura Harrold |

School leaders, line managers and supervisors are required to:

- Be accountable for the implementation of the Policy, health and safety and risk control within their management area.
- Ensure that responsibilities for safety, health and welfare are properly assigned and understood by employees, and where appropriate develop local procedure specific to their area.
- Ensure that hazards are identified, and that written Risk Assessments are up to date and reviewed regularly.
- Ensure that there is communication and participation at all levels in health and safety activities.
- Supervise work activities adequately to ensure good health and safety standards are maintained.
- Ensure that employees new to school successfully complete a health and safety induction programme.
- Ensure active monitoring of health and safety to ensure compliance with health, safety and welfare legislation.
- Seek advice and liaise with the competent person, the Trust Central Team where necessary.
- Inform the Health and Safety committee of issues which are beyond their control, or where standards fall below legal requirements or do not enable compliance with the Health and Safety Policy.

### 3.9 Trade Union Safety Representatives

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|---|---|
| School | Northfield Road Primary School |
| Trade Union Representative for H&S | None |

Trade Union Safety Representatives are fully consulted on matters affecting the health and safety of employees they represent, in compliance with the Safety Representatives and Safety Committees Regulations 1977.

Where schools have been advised of the name and contact details of Health and Safety Union representatives, they should notify them of scheduled H&S committee meetings and invite them to attend.

### 3.10 Employees

All employees have an important part to play in protecting themselves and others. Health and safety responsibilities are based on legal obligations and are subject to Stour Vale's disciplinary procedures. All employees are required to read and sign to agree to adhere to the Trust's health and safety rules at the start of each academic year or upon employment:

1. Report Concerns

2. Look after each other – health and safety is a team game.

3. Think before you start work – know the risks.

4. Act safely – follow safe working procedures.

5. Keep your workplace clear and tidy.

6. Report ALL accidents and near misses.

7. Only undertake work for which you are trained and competent.

8. Use the correct equipment for the task.

9. Stop any work that becomes unsafe.

10. Follow all advice, guidance and training provided

## 4. Arrangements for the Health and Safety Management System

The arrangements for the health and safety management system (HSMS) are systematically applied in all activities throughout Stour Vale Academy Trust.

### 4.1 Health and Safety Policy Arrangements

*School Health and Safety Policy* – All schools are required to establish school-specific health and safety organisational arrangements to implement the Stour Vale policy and HSMS which include school needs and responsibilities.

### 4.2 Statutory Compliance

All schools within Stour Vale Academy Trust have a legal obligation to ensure that the premises are maintained to a required level as set out in the DFE Standards for School Premises documentation and that statutory compliance checks are carried in accordance with HSE guidelines in relation to Fire, Asbestos, Legionella and electrical issues. All schools must as a minimum have the following documentation in place and be able to demonstrate that up-to-date checks have been carried out by a competent person:

| Compliance Area | Check |
|---|---|
| Fire: | Fire Risk Assessment |
| | Maintenance of firefighting equipment to include extinguishers, fire doors, alarms and emergency lighting |
| Legionella: | Legionella Risk Assessment |
| | Regime of monthly monitoring and testing of water outlets, TMV's, cold water storage and shower heads.<br>Sampling as and when directed by the Legionella Risk Assessment |
| Asbestos: | Asbestos Register<br>Asbestos Management plan<br>Risk Assessment for all ACM's |
| | Asbestos Management Survey |
| | Asbestos Re Inspection Survey |
| Electrical Testing: | 5 year fixed wire inspection (EICR) |
| | PAT |
| Tree: | Tree survey |
| Glazing: | Glazing survey |
| Gas | Service of all gas appliances by a Gas Safe engineer |

Stour Vale Academy Trust utilises a cloud-based health and safety software package to manage, maintain and monitor statutory compliance, risk assessment and accident reporting across all member schools. Headteachers must ensure persons with delegated responsibly for these areas are accurately recording all the required information in a timely manner into the system.

### 4.3 Organising

*Responsibilities* –

School Leaders, Line Managers and Supervisors at Northfield Road Primary School are committed to ensuring the highest standards of care for their staff, pupils, visitors and others who work on behalf of the school.

We believe that an excellent school is by definition a safe school. Since we are committed to excellence, it follows that minimising the risks posed by our activities is inseparable from all our other objectives. We plan to achieve our goals by developing, implementing and maintaining our school's health and safety management system.

School Leaders, Line Managers and Supervisors are committed to:

- The continual improvement of our health and safety performance.
- Complying with all our legal and other regulatory requirements.

We will achieve these key objectives through:

- Hazard identification, risk assessment and risk control – ensuring that our current and future health and safety issues that impact on our school are managed effectively.

- Involvement of people – ensuring the involvement of all staff in the success of the school is achieved, and that people's knowledge and skills are developed to meet their own needs and the needs of Northfield Road Primary School. Effective school management – ensuring that all key activities and associated resources are managed and maintained.
- Supplier relationships – ensuring that we manage the selection and performance of all our service providers.

Headteachers, Business Managers (or nominated officers), Site Managers (or Facilities Managers / Facilities Coordinators) should complete IOSH (institute of Safety and Health) training every three years.

This policy is communicated to all persons working on behalf of this school and is subject to regular review.

| | |
|---|---|
| School | Northfield Road Primary School |
| Chair of Governors | Dr L Braznell |
| Members of the H/S Committee | Mr G Ludlam, Mrs S Bushell, Mrs B Gregory, Mrs E bond |

The Senior Leadership Team at Northfield Road Primary School is committed to providing and maintaining a safe, healthy, and secure environment for all employees, pupils, visitors, contractors, and any other persons who may be affected by the school's activities.

We recognise that effective health and safety management is fundamental to the successful operation of the school and forms an integral part of our commitment to excellence in education. We are dedicated to complying with all relevant health and safety legislation, regulations, and guidance, and to continually improving our health and safety performance.

## Our Commitment

Northfield Road Primary School is committed to:

- Providing a safe and healthy working and learning environment.
- Meeting all applicable legal and regulatory health and safety requirements.
- Identifying hazards and undertaking suitable and sufficient risk assessments.
- Implementing effective control measures to reduce risks to an acceptable level.
- Promoting a positive health and safety culture throughout the school community.
- Ensuring staff receive appropriate information, instruction, training, and supervision.
- Consulting with employees on matters affecting their health, safety, and wellbeing.
- Monitoring and reviewing health and safety arrangements to ensure their continued effectiveness.

## Arrangements for Health and Safety Management

To achieve these commitments, the school will:

### *Risk Management*

- Identify hazards associated with school activities and premises.
- Undertake and regularly review risk assessments.
- Implement appropriate control measures to minimise risks to staff, pupils, and visitors.
- Respond promptly and effectively to health and safety concerns.

### *Staff Involvement and Training*

- Encourage staff participation in maintaining a safe working environment.
- Ensure all new employees complete Health and Safety in Education induction training.
- Provide annual Health and Safety in Education: Management Team training for members of the Senior Leadership Team and the Site Manager.
- Support the ongoing development of staff knowledge and competence in health and safety matters.

### *Effective School Management*

- Ensure that all school facilities, equipment, and resources are maintained in a safe condition.
- Monitor health and safety performance and take corrective action where necessary.
- Integrate health and safety considerations into all relevant school activities and decision-making processes.

### *Contractor and Supplier Management*

- Manage the selection, monitoring, and performance of contractors and service providers to ensure compliance with the school's health and safety standards and statutory requirements.

## Roles and Responsibilities

The day-to-day coordination of health and safety matters is undertaken by the Site Manager, Mrs E. Bond.

Health and safety issues are discussed and reviewed with Mrs B. Gregory and Mr G. Ludlam as appropriate. Relevant information and updates are communicated to staff through whole-school email communications and other established communication channels.

## Monitoring and Review

Health and Safety Committee meetings are held once each term to review health and safety performance, discuss concerns, and monitor actions.

Where urgent health and safety matters arise, additional meetings will be convened as required.

The Site Manager conducts regular daily site inspections to identify and address any immediate concerns. In addition, formal health and safety inspections are carried out by the Health and Safety Committee prior to each committee meeting.

## Policy Review

This statement will be reviewed regularly to ensure it remains effective, reflects current legislation and best practice, and continues to meet the needs of Northfield Road Primary School.

*Consultation –*

Consultation is achieved through standard health and safety agenda items on all local governing body meetings, through regular health and safety agenda items on senior leadership meetings and staff meetings/briefings and through recognised Trade Union representation.

*Professional Development /Training –*

Health and safety competencies are core skills vital to the effective conduct of employee duties. Competencies are developed through induction and professional development at both trust and school levels. Stour Vale Academy Trust has developed a health and safety training matrix detailing mandatory and recommended training that all staff and those staff-specific roles must complete. The Trust also offers guidance on suggested training for best practice. The Trust has made a training platform available to all schools to access these courses.

*Job Descriptions/Employee Contracts –*

suitable clauses to highlight health and safety responsibilities are included in employee contracts and job descriptions appropriate to individual roles.

*Communication –*

Health and safety information is communicated through line management with health and safety as a regular agenda item at all levels of team meetings. Trust health and safety documentation is developed and made available in electronic and hard copy format. The Intranet, briefings, notice boards and signage are all methods for health and safety communication.

## 4.4 Planning and Implementing

*Health and Safety Action Plans –*

Headteachers are required to monitor and review action plans, including those produced by external compliance agencies to ensure continuous improvement in health and safety performance.

*Risk Assessments –*

Line managers with health and safety responsibilities conduct and record risk assessments for activities and ensure the findings are brought to the attention of employees. Risk assessments are reviewed and updated periodically and following any significant changes, to ensure they remain adequate and relevant. A risk register is to be

completed at setting level to identify the local risks that need to be managed, and these should be produced and maintained though Parago.

*Accident Reporting –*

Schools must record all accidents and incidents that occur to pupils, staff or other visitors whilst on school site.

Accidents involving employees must be recorded in a staff accident book (or on Parago) compliant with HSE legislation and retained for 3 years from the date of the accident. All accidents that require a member of staff to leave work before the end of their normal working day and or lead to 7 or more days of sickness, that require medical attention or where a member of staff is taken straight to hospital must be reported to the Central Team.

For minor pupil accidents schools may determine their own local reporting arrangements if a written record is kept in school (and retained for 25 years from the date of the accident) and communicated with parents.

Where a pupil has had an accident and requires medical attention from a GP or hospital, is collected by parents / carers before the end of the normal school day and /or is taken straight to hospital, the incident is reportable to the Central Team.

Where there is significant injury, a near miss or a RIDDOR (Reporting of Injuries, diseases and dangerous occurrences regulations) reportable incident then the headteacher, business manager or other designated IOSH trained senior leader must complete a thorough health and safety investigation with support from the Central Team.

*Contractors –*

Line managers with health and safety responsibilities must manage all contractors brought onto member school premises to ensure all work carried out is in accordance with this and other local H&S arrangements to ensure that the safety of all pupils, staff and visitors is always maintained and the safety and security of the premises is upheld.

The selection of contractors should be through a robust procurement process that considers the reputation of the contractor and their history working for the Trust, where applicable. Schools are expected to seek trade references prior to engagement in any work. Schools should ask for evidence of liability and other required insurance along with risk assessments and method statements for programmes of work. It is essential that the contractors contacted to quote for a specific project, have the relevant training and skills to complete the project.

The school has a responsibility to ensure the safety of all contractors whilst on Stour Vale sites and will share the register of Asbestos containing materials (ACM's) with all contractors at the point of engagement. If work is disturbing areas of limitation on any survey a targeted refurbishment survey must be done by a competent person prior to any work taking place.

*Policy and Procedures –*

Trust and school health and safety procedures are produced following policy review. Policy is the standards, systems and guidelines for the implementation of control measures for specific health and safety risks. Procedures are developed and implemented in accordance with the risk profile of Stour Vale Academy Trust and individual schools. Trust policy applies to all schools. However, procedure may differ between schools to ensure that it meets local needs and requirements. All health and safety policy and procedures are regularly reviewed and updated when appropriate.

### 4.5 Measuring Performance

Proactive health and safety monitoring is a line management function. Health and safety performance is formally measured during line manager and supervisor inspection in accordance with Trust health and safety policies.

Reactive measurement is by line managers and supervisors implementing the health and safety policies for accident/incident reporting and investigation.

Details of such monitoring will be reported to the Health and Safety Committee.

In addition, Stour Vale Academy Trust measures performance by audit, inspection, reviewing action plans and through accident/incident reporting and investigation.

### 4.6 Reviewing Performance

Performance on compliance with the policy is reviewed and reported at Local Governing Body meetings, and to the Central Team and the Board of Trustees on a formal and regular basis. Performance is measured against health and safety performance indicators and targets, and in terms of the achievement of health and safety action plans. Opportunities are sought for credible and suitable benchmarking.

### 4.7 Auditing

In addition to any health and safety audit and review process carried out by or commissioned by the Trust, the headteacher within each school ensures that suitable audit programmes are in place and audit action plans are fully implemented. Stour Vale Academy Trust routinely review the audits across schools to ensure compliance.

## 5. Arrangements

When designing and implementing the arrangements below, PFI (private finance initiative) schools should have regard to local arrangements with their service provider.

### 5.1 Site Security

Each site should complete a site security risk assessment to identify risks associated with security. This risk assessment should consider general security risks when the site is both open and closed.

It is encouraged that sites use a security monitoring system/company to deploy should an alarm sound out of hours.

Security information and reminders should be routinely shared with staff, students and parents. Lockdown and emergency plans should also be shared and practised.

### 5.2 Fire

Each site will have a Fire Risk Assessment completed by an external risk assessor. This will be completed every 2 years, or annually should there be significant risks identified. An action plan will be updated following the assessment and then discussed and closed off during the Health and Safety Committee meetings. An update will also be shared with Governors at each meeting on the outstanding actions.

A company will be selected to complete the maintenance of the firefighting equipment, emergency lighting, fire alarm and any other fire prevention equipment. These inspections will meet compliance regulations.

Staff will complete annual fire safety training online and designated fire marshals will complete fire marshal training every three years, ideally physically.

Each site should complete a full fire evacuation every term, including different scenarios, and review the findings. These evacuations and findings should be discussed and logged at every Health and Safety Committee meeting and evacuation time presented to Governors every meeting.

All contractors, visitors, staff and students should be given fire safety procedures and guidance regularly.

### 5.3 COSHH

A COSHH risk assessment should be completed and reviewed to identify all chemicals, substances and other concerns linked to COSHH.

Those staff who use chemicals or other substances regularly, should receive training.

The COSHH risk assessment should include emergency procedures.

### 5.4 Equipment

Each site should have a register of all equipment, ranging from subject-specific equipment to high-risk equipment. The register should also identify the frequency of inspections, who should complete the inspections, and the projected life expectancy of the piece of equipment.

All high-risk equipment, which could cause significant harm to a person or building, or requires additional servicing or inspection, should have a written process and safe systems of work completed for all it, identifying how to use it safely, the PPE required for it and what to do in an emergency.

## 5.5 Lone Working

A risk assessment should be completed and reviewed to identify all risks associated with lone working, and tasks which should not be completed when someone is working on their own.

The assessment should consider home visits and those members of staff who drive as part of their role.

## 5.6 Manual Handling

A risk assessment should be completed and reviewed to identify all risks associated with manual handling. Whilst there are different categories of manual handling, examples should be shared with staff and a safe system of work introduced to complete certain tasks.

## 5.7 Working at height

A risk assessment should be completed and reviewed to identify all risks associated with working at height. A site risk assessment should also be completed to identify any areas which may result in a fall from height.

Where working at height cannot be avoided, a specific risk assessment should be completed to identify the people involved, the equipment which should be used, the training provided and the PPE required to undertake the task safely. Where suitable control measures cannot be implemented, external contractors should be considered.

Contractors working on site should provide evidence of working at height training and their risk assessment should outline how the task will be completed safely.
Roof access at all Stour Vale Academy Trust sites is prohibited unless there are suitable safety measures in place, such as scaffolding, fall prevention devices and/or fall arrest systems. This includes for contractors.

## 5.8 Off site visits

The Trust has an Educational Visits Policy in place that all member schools have adopted. This policy sets out that schools must use Evolve for all educational approvals and where a trip is residential, adventurous or overseas it is signed off by an external expert, 'Evolve Advice', within the timescales stated in the policy. The Trust central team also have trust-wide oversight of all trips. Schools must ensure that all staff are appropriately trained to lead off site visits, that consent forms are used and risk assessments and / or event-specific plans are created for all trips.

## 5.9 Lettings

A suitable lettings policy should be written and shared with all lettings users, the central team and school lettings teams as to how the building can be safely used, the checks which will be undertaken and the responsibilities of the users.

Where sites have a swimming pool a specific policy and risk assessment should be implemented and shared.

### 5.10 Violence at work

Staff and students should be able to work without fear of violence or aggression. A risk assessment should be undertaken to identify potential times, occasions or individuals where this risk is greater.

All acts of violence against staff, students or visitors whilst on site or as part of a school-related activity, should be logged and investigated.

Staff should be informed, regularly, how to keep themselves safe when at work. This should also be included in specific risk assessments.

### 5.11 Smoking

All Stour Vale Academy Trust sites are No Smoking sites. This includes vapes. Any member of staff or visitor wishing to smoke or vape, should do so away from the site and away from the boundary.

Visitors are informed, via signage, that smoking/vaping is prohibited on site.

### 5.12 Infection prevention and control

Where sites identify a rise in cases of contagious infections, vomiting bugs or other general illnesses, they should begin to investigate. It may be required that, due to the scale and nature of infection or illness, they need to report it to Public Health. Advice should be sought from Public Health or the Central Team.

Additional cleaning may be required, using specific products. This should also be investigated on a case-by-case basis.

There are illnesses / infections which we must inform pregnant or new mothers about. This will again be completed on a case-by-case basis.

In extreme cases, some or all of the site may have to be closed to allow for deep cleans or to prevent further spread. Advice will be taken from Public Health.

Sites are to encourage good hand hygiene for all, provide adequate welfare facilities and ensure processes are in place for specific roles and tasks (such as cleaners and catering staff).

### 5.13 New and expectant mothers

All pregnant and new mothers will have a risk assessment, using the central team template, written and reviewed, after a meeting with the business manager, line manager or HR lead. This risk assessment will take into consideration the health of the

mother, any contributing risks or factors, and specific tasks and responsibilities which may need to be adapted during pregnancy.

All pregnant and new mothers should be informed about certain illnesses/infections to ensure suitable action can be taken to prevent harm.

### 5.14 Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors.

Systems are in place for responding to individual concerns and monitoring staff workloads and feedback through which schools can identify workplace stressors and take reasonably practicable measures to control the risks from stress.

Where workplace stressors have been identified, managers use the Trust stress risk assessment.

All staff have access to both Occupational Health and an Employee Assistance Programme which offers counselling and other wellbeing facilities and is confidential.

The Trust are also investing in Mental Health First Aid training to further support staff across our settings.

### 5.15 Asbestos

Asbestos is a specialised risk within the workplace. Each site should have the following documents in place, which have been either written or reviewed by an asbestos specialist:

- Asbestos Management Plan
- Asbestos Register
- Asbestos Management Survey
- Asbestos Re-Inspection Survey
- Information for contractors
- Information for staff

An emergency plan should be implemented, reviewed and tested to deal with an asbestos disturbance.

Additional support should be obtained from asbestos management specialists.

Staff named in the Asbestos Management Plan, or those staff who are at risk of disturbing ACM's (asbestos containing materials), should complete awareness training.

All staff working near known ACM's should be informed about the location and what to do in the event of a disturbance.

Asbestos management should be discussed at each Health and Safety Committee meeting and an update given to Governors at each LGB meeting.

### 5.16 Legionella

Each site should have a water management system and competent external company in place to regularly monitor and review water systems on site, to prevent risks associated with Legionella. This risk assessment should detail the recommendations for testing, sampling and flushing.

A risk assessment should be completed every two years, with an action plan created to address the actions. This should be discussed at each Health and Safety Committee meeting and an update on the progress of the actions, shared with Governors.

### 5.17 Gas

All gas appliances will be subject to a gas safety inspection annually, unless reports identify more frequent inspections are required.

All boilers and heating systems should be inspected annually.

Only Gas safe registered contractors will be used.

### 5.18 Trees

All trees in high-risk areas on Stour Vale Academy Trust sites will be surveyed every two years, unless stated otherwise.

All remedial works identified in the tree survey must be carried out by a competent accredited tree surgeon.

Visual inspections of trees must be carried out during or after inclement weather – when safe to do so.

### 5.19 Driving for work

A specific Minibus policy has been written and should be adopted by all sites, even if they do not have their own vehicle(s).

Staff who use their own vehicle for their work will also be required to provide evidence of Business Insurance. Additional information can be obtained from the Central Team.

A centrally written risk assessment for driving for work has been written and should be understood and reviewed by each individual site.

## 5.20 Visitors and Contractors

All visitors and contractors visiting or working on a Stour Vale Academy Trust site must be given site-specific information relating to emergency procedures and any risks associated with work taking place. Contractors must also provide the site team with details as to how they are going to work safely and how they will manage the risks associated with their work.

All visitors must conduct themselves safely when on site and must adhere to all information and guidance provided.

Health and safety concerns identified or witnessed by visitors or contractors must be reported immediately to a member of the Health and Safety Committee, a senior leader or the central team.

## 5.21 Allergy awareness

All Stour Vale schools will be 'Allergy Aware'. This means they will have processes in place to identify and support staff, students and visitors who may have an allergy and have systems and processes in place to support with emergency allergy response. All staff, regardless of role or responsibility, will have annual 'understanding anaphylaxis' training with first aiders having more in depth training for the use of AAI's. Further information can be found in the 'Pupil Allergy' policy.

## 5.22 Emergency response and lockdown

Martyn's Law places a greater responsibility on schools to have emergency plans and procedures in place. Each school will have a lockdown procedure, a fire evacuation procedure and a plan to deal with medical emergencies. Regular training and drills will identify areas where more planning is required.

In Autumn Term 1 – 2026/2027 – a new Emergency Response policy will be implemented.

## 5.23 Administering medication

Some students will require support to take their medication. Staff will follow the guidance and information in the 'Administering Medication' policy, ensuring that the fundamentals of administering medication are followed at all times.

## 5.24 General site risks

Each site will undertake their own risk assessments using the Stour Vale Academy Trust template. Each template includes sections for site-specific risks to be added.

Risk assessments should be discussed and reviewed at the Health and Safety Committee meetings and be available for staff to review.

When required, sites can contact the central team or the competent person noted above, for advice and guidance about site-specific risks.