DDAT
Derby Diocesan Academy Trust

Health and Safety Policy

September 2025 (revised July 2026)
St. Giles CE Primary and Nursery

Updated	Changes
Staff Travel and Expenses Policy section page 36	Section 3.2 updated with latest HMRC mileage rates

Approved by the Trust Board on: 19th December 2025

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Policy Statement of Intent

Derby Diocesan Academy Trust (Trust) working in partnership with the Local Trust Committee of St. Giles CE Primary and Nursery will honour their legal obligations, in particular the requirements of the Health and Safety at Work etc. Act 1974 associated regulations and Approved Codes of Practice as well as other relevant legislation identified in Appendix 1.

The Trust and the Local Trust Committee of St. Giles CE Primary and Nursery recognises and accepts its responsibilities and duties to conduct its operations in a manner which protects the health, safety and wellbeing of employees, pupils and visitors so far as is reasonably practicable.

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, for any necessary preventative and protective measures to be put into place as far as is reasonably practicable using a sensible risk management approach.

To achieve these objectives the Trust will:

- Identify hazards and assess the risks associated with its employees, premises, operations, equipment and substances used during business and implement appropriate control measures
- Provide and maintain safe and healthy working conditions, and a safe working environment and welfare facilities.
- Ensure employees are competent and provide adequate information, instruction, training, and supervision to enable employees to perform their work safely.
- Maintain communication and consultation with employees on health and safety matters.
- To prevent accidents and cased of work-related ill health.
- Promote the principles of sensible risk management.
- Monitor, review and modify this policy and any arrangements as required via a process of periodic management system audits and inspections.

All Trust and school staff members have a duty to take reasonable care of themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled.

Ben O'Connell – Headteacher St. Giles CE Primary and Nursery

…….…….…… Date …….……

Wayne Bexton - Chair of Local Trust Committee St. Giles CE Primary and Nursery

……. Date…….…….……

Sarah Charles Chair of Trust Board of DDAT Multi Academy Trust

…… Date……

Organisation

Roles and Responsibilities

CEO/Board of Directors

The Trust Board of Directors has overall responsibility as the employer to ensure compliance with health and safety legislation for schools which are part of the trust. To meet this duty, the CEO/Board of Directors will:

- Ensure throughout the trust that adequate resources are available to comply with commitments and aims made in the trust health and safety policy.
- Take the lead in communication of health and safety duties and benefits throughout the trust.
- Ensure the development of a positive safety culture through commitment and visible support.
- Ensure that there is a periodic review of the Trust and schools' health and safety performance.
- Ensure that corporate governance and risk management procedures take account of health and safety
- Take a positive interest in health and safety progress of the trust
- Provide access to competent health and safety advice through YMD Boon Ltd Health & Safety Service.

The CEO may delegate responsibilities identified in this policy to others throughout the organisation, however, the Chair of the Board retains the overall accountability and responsibility (as this cannot be transferred).

H&S Lead/Senior Operations Officer/Chief Operating Officer (COO) – Central Team

Under the direction of the COO, The Estates and H&S Lead will support the CEO/Board of Directors by co-ordinating the day-to-day health and safety management for the Trust. They will achieve this by:

- Being the primary contact between the Trust and YMD Boon Ltd. Health and Safety Service.
- Work with recognised Trade Unions, employee health and safety representatives and schools/academies to ensure staff are aware of their specific health and safety responsibilities and are held accountable.
- Ensuring the health and safety policy and related procedures are implemented throughout the Trust.
- Ensuring any reportable incidents required under RIDDOR are reported to the Health and Safety Executive in a timely manner and incident reporting procedures are followed including trend monitoring and sharing of findings from investigations.
- Plan and arrange health and safety monitoring as detailed in the Trust health and safety policy.
- Via the COO, making the CEO/Board of Directors aware of required resources to maintain compliance with relevant legislation and meet requirements detailed in Trust policies relating to health and safety performance.
- Ensuring procedures are in place for the selection and monitoring of contractors and they meet the standards and requirements set out in the Trust health and safety policy, relevant legislation and industry best practice.

- Ensuring that individual schools within the Trust have access to competent health and safety advice.

Head of School

Without limiting the responsibility of the Trust and Local Trust Committee Members, the Head of School will be responsible for the day-to-day management of safety and implementation of this policy within the school. They will achieve this by:

- Working with Central Team, Senior Leadership Team and Site Team to ensure aims of the trust health and safety policy are completed, safe working practices and procedures are implemented, and a safe working environment is provided to staff, pupils, visitors and contractors
- Ensuring risk assessments are in place and reviewed periodically as advised by our H&S partners
- Allocating adequate resources within the school/academy to allow staff to complete health and safety training required to be competent to complete their role.
- Ensuring any health and safety monitoring (via auditing and inspection processes detailed in health and safety policy) and reporting is undertaken as detailed in Trust health and safety policy.
- Ensuring equipment and plant on site is serviced and maintained as required/directed by competent persons, legislation or industry best practice.
- Ensuring in-house compliance checks are undertaken and documented as required.
- Ensuring procedures relating to hazardous substances are in place and being followed by staff
- Effectively communicating health and safety matters within their school
- Report to Estates and Health and Safety Lead/Chief Operating Officer any health and safety issues that cannot be resolved so that these can be dealt with appropriately.

Partnership Operations Lead and the schools' Senior Leadership Team

SBM / SLT are responsible for implementing the Trust health and safety policy in their areas of responsibility and control. This includes:

- Ensuring Trust health and safety standards set out in this health and safety policy are implemented.
- Consulting with staff on health and safety matters effecting their health, safety and wellbeing.
- Completion of, review and sharing of findings for risk assessments relevant to their role and areas of responsibility.
- Completing of investigation where appropriate and reporting to relevant persons and bodies.
- Ensuring duties and responsibilities delegated to staff members are completed
- Ensuring adequate resource is available to their staff to comply with duties expected of them.

Site Personnel

The Premises Officer will be responsible for the day to day running of site including:

- Ensure that regular proactive daily/ weekly/ monthly Health and Safety inspection/checks are undertaken to ensure the safety of staff, pupils, and visitors.

- To advise the Executive Headteacher and Operations Leader on servicing and maintenance requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment, or machinery.
- 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 Headteacher.
- To establish and maintain safe working procedures including 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).
- To carry out regular health and safety assessments of the activities for which they are responsible, and report to the Executive Headteacher and Operations Leader any defects, which need attention.
- To ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training, and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety, as part of the school's health and safety training requirements.
- To ensure where appropriate, relevant advice and guidance on health and safety matters is sought.

All Staff

All staff, agency and peripatetic workers and contractors must comply with the Trusts / school's health and safety policy and associated arrangements, in addition to any specific responsibilities which may be delegated to them. In particular they 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 by their omissions.
- Cooperate with their line manager and senior management to work safely.
- Comply with health and safety instructions/ 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 wellbeing.
- Report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.
- Support the Academy in embedding a positive safety culture that extends to pupils and any visitors to the site.

Local Trust Committee

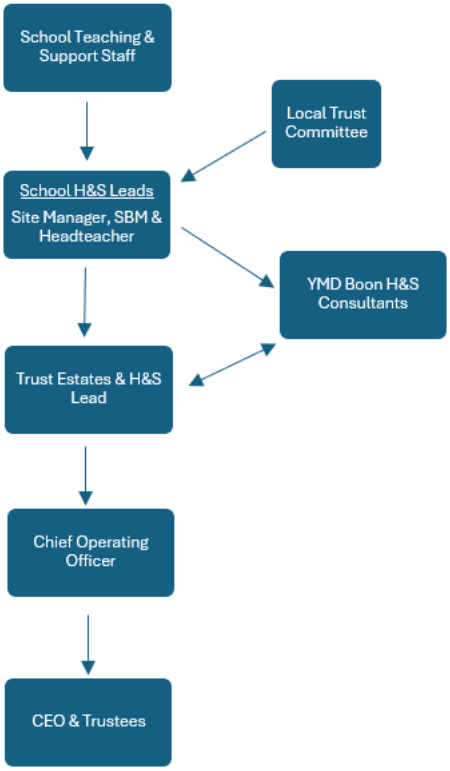
School Local Trust Committees are responsible for monitoring and supporting with the implementation of the Trust health and safety policy. Local Trust Committees will be expected to monitor health and safety data, reports, audits and inspections and will complete formal checks of their own to ensure standards detailed in Trust health and safety policy are adhered to.

Competent Person - YMD Boon

The Trust will ensure that it has access to competent technical advice on health and safety matters to assist in meeting the trust and Local Trust Committee objectives; this will be achieved by accessing the services of a competent Health and Safety Advisor though YMD Boon Ltd, Health and Safety Service, 6b Anson House, Compass Point Business Park, Market Harborough, Leicestershire, LE16 9HW.

A competent person or professional contractor will also complete the Fire Risk Assessment, the Legionella Risk Assessment and the Asbestos Survey.

H&S Escalation Process:



Lettings

The School has a lettings procedure that covers fire evacuation and security arrangements, and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organisations letting the site must agree to:

- Co-operate and co-ordinate with the academy 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 academy that may arise from their activities.

The school will ensure that:

- The premises are in a safe condition for the purpose of use.
- Health and safety arrangements are detailed in the lettings policy and that these are fully explained and communicated.
- Adequate arrangements for emergency evacuation are in place and communicated.

Arrangements

Objective

The Trust shall establish and maintain arrangements to ensure effective standards, procedures and control measures are in place as a result of risk assessment, company policy, legal requirements and occupational health and safety objectives in order to prevent injury or occupational ill health.

Accident, Incident and Dangerous Occurrence - Investigation and Reporting

The Trust shall ensure that:

- An established procedure is in place for the reporting of accidents, incidents, near misses, dangerous occurrence and cases of occupational ill-health.
- The handling and investigation of accidents, incidents, near misses, dangerous occurrence and cases of occupational ill-health to prevent reoccurrence by establishing root cause.
- Actions are taken to mitigate any consequences arising from accidents, incidents, near misses, dangerous occurrence and cases of occupational ill-health.
- The initiation and completion of corrective and preventative actions.
- Appropriate means are used to record the factual information and the results of the immediate investigation and the subsequent detailed investigation.

Reportable incidents, as per the HSE's Information Sheet edis1 (rev3) , Incident reporting in schools (accidents, diseases and dangerous occurrences): Guidance for employers - HSE will be reported to the HSE within the required timescale as determined under the Reportable Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Schools are responsible for this and these would usually be completed by the Headteacher or School Business Manager or their equivalents, however the Trust's H&S Lead and our H&S partner YMD Boon can also support with this. What is important is that both the school and the Trust are aware of how many RIDDOR's are being reported and the nature of them.

Accident, assaults and near miss incidents will be monitored at least termly as part of the Health & Safety Committee; identification of significant trends or major incidents will be reviewed by the senior leadership team as required with information communicated to the Local Trust Committee.

Pupil incident investigation forms are retained until the pupil reaches the age of 21 years, employee forms for 3 years and forms relating to work related ill health for 3 years or longer, (40 years where there has been potential exposure to radiation or asbestos; further guidance is obtained from YMD Boon Ltd Health and Safety Service).

All premises related issues will be addressed in a timely manner.

Asbestos

With asbestos management coming under its own separate legislation it is important to outline the responsibilities. The Trust Board holds ultimate accountability for the management of asbestos within schools.

The Trust will ensure that it complies with the *HSE's approved code of practice L143 Managing and working with asbestos Control of Asbestos Regulations 2012.* The Trust is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises and manages this by:

- Having a whole site asbestos management survey from which a Local Asbestos Management Plan (LAMP) has been developed. This includes details on which members of staff have been trained in asbestos awareness and that they have been shown the locations of any ACM's on site. The LAMP also details what to do in the event of an unplanned release, including cordoning the area off, emergency contacts and how to proceed with anyone exposed. The management survey is completed every 5 years or when there has been significant change by a competent contractor who has been vetted by YMD Boon. The management survey is arranged by YMD Boon along with the normal cyclical Planned Preventative Maintenance schedules and is checked to be in place during the annual H&S audit.
- Completing an annual visual inspection of all identified Asbestos containing materials (ACMs) that are visible, accessible, encapsulated, or in restricted access areas, are undertaken and documented. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in the Academy LAMP. Where necessary, more frequent checks of ACMs are undertaken.
- Procuring a refurbishment or demolition survey prior to any works that will or have the potential to alter the fabric of the building; in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing.

Ensuring that staff and contractors are to be made aware of locations of asbestos in areas that are relevant to their work and ACM's are appropriately labelled.

Communication and Consultation

The Trust will encourage active participation through consultation with all employees in line with The Health & Safety (Consultation with Employees) Regulations 1996 and will so far as is reasonably practicable:

- Appoint competent persons to provide advice and to implement emergency procedures.
- Provide information on risks to health and safety and on preventive measures.
- Provide employees and associates with information and training before starting work or when new risks are identified.
- Provide information to employees to enable them to carry out their work safely.

Employees are expected to communicate effectively including reporting unsafe acts and conditions as well as defects and/or failures in the company's safety management as well as any accidents injuries, dangerous occurrences or release of any dangerous substance.

The company will make every effort to involve employees in decisions about and the development of good health and safety practices across the business and will reply to all genuine comments and enquiries or suggestions on improving safety.

Construction (Design & Management) Regulations 2015 (CDM)

The Trust may from time-to-time commission construction work at or to its premises. In this event the company will obtain advice and will ensure so far as is reasonably practicable compliance with the Construction (Design & Management) Regulations 2015 and any other relevant Regulations. The Trust would only have duties under CDM as a Client.

As a client they are;
To make suitable arrangements for managing a project. This includes making sure other duty holders are appointed and that sufficient time and resources are allocated. They must also make

sure that all relevant information is prepared and provided to other duty holders. That the Principal Designer and Principal Contractor carry out their duties and that welfare facilities are provided.

For most significant projects these will be project managed by YMD Boon's surveyors acting as project administrators who will arrange pre-start meetings where H&S matters including welfare arrangements and any necessary permits to work are discussed. These are attended by the Principal Contractor, a representative from the Trust, a representative from the school and YMD Boon. Minutes are taken by YMD Boon and shared with attendees. A projects directory with contact information is also shared and if the contractor has not worked at the school before then the school would carry out a H&S induction to ensure workers are safe to work on the premises.

Contractors are vetted by YMD Boon as part of the tendering process ensuring that insurance, RAMS and competency are checked and if work is during term time then enhanced DBS checks are also carried out.

In terms of specific fire risks related to construction projects these are addressed in the pre-start meeting for example conducting a fire walk one hour after any hot works to check no embers are burning, considering whether a new Fire Risk Assessment would be required following the works, who will be completing permits to work for gas works, where will building material combustibles be stored, will closed skips be required, are compounds secured, what are the fire ratings of new building materials, will the fire alarm need to be put on test mode, and do contractors know their escape routes, assembly point and signing in procedures.

Control of documentation

The goal of the Trust to have clear, concise and functional safety documentation that is effective to support the Schools within the Trust. Documentation will be proportionate to the level of risk present. Safety documentation will be filed on internal network systems where anyone who may need has access to it. Documents will be password protected where required to prevent access to private information or to prevent documentation being changed by someone who is not authorised to do so.

Any records detailed in law (risk assessments, policies) will be documented and significant finding shared. Documentation relating to statutory checks will be held on site and those with legal duties aware of their location. These will be made easily accessible for anyone who would need them.

Documentation will be held for a minimum of three years.

Control of Substances Hazardous to Health

Hazardous substances will be assessed as required under COSHH regulations, with hazards from their use or storage identified, and controls required to make use of the substance safe also documented. A copy of this information should be kept on file, employees made aware of the risks and precautions to be taken and the assessment reviewed regularly and where there are significant changes. Supervisors should ensure that advice is followed, and control measures detailed in the assessment are complied with.

Hazardous substances include (as per HSE guidance):

- chemicals
- products containing chemicals
- fumes
- dusts

- vapours
- mists
- nanotechnology
- gases and asphyxiating gases and
- biological agents (germs). If the packaging has any of the hazard symbols, then it is classed as a hazardous substance.
- germs that cause diseases such as leptospirosis or legionnaires disease and germs used in laboratories.

All substances must be stored in suitably marked containers, clearly identifying the contents. Care should be taken to store incompatible substances away from each other.

The location of any hazardous items should be included in the information pack for the emergency services so that in the event of an emergency they can determine the nature amount and location of hazardous (especially flammable) substances.

Where appropriate, health surveillance must be provided where employees exposed to hazardous substances following a risk assessment, shall be completed. Exposure levels of people to hazardous substances shall be monitored. To ensure adequate control measures in place. Where appropriate, a competent person e.g. Occupational Hygienist shall be appointed to measure exposure.

Risk assessment will be documented and reviewed at least every two years for significant and high risk; and every five years for medium to low risk; or where there is significant change.

Display Screen Equipment

The Trust/School acknowledges that staff that 'habitually' use DSE should have suitable equipment to undertake the tasks that they are required to carry out, know how to use the software applicable to their role and complete a DSE self-assessment and will ensure 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 complete a self-assessment which is reviewed at suitable intervals by a competent person.
- Assessments are reviewed if there are significant changes to equipment/layout individual health.
- DSE users are made aware that an appropriate eye and vision test is available to them on request.

Driving for Work

The relevant legislation is 'Part 3 of the Road Traffic Act 1988' and the 'Motor vehicles (driving licences) regulations 1999 (SI 1999/2864)[footnote 1].

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 in line with DVLA requirements. Annual licence, insurance and where applicable MOT checks are undertaken and documented by the school for its own staff members usually by the School Business Manager or their equivalent, and the Health and Safety Lead for Central Team Trust members.

Members of staff can view and share their licence information using the government link Enter details - View your driving licence information - GOV.UK

Under no circumstances must mobile telephones be used whilst driving, including hands free. If you need to make a call then staff members must pull over where it is safe to do so. When on a public highway, drivers/operators must adhere to statutory driving regulations and the Road Traffic Acts.

Where staff are required to drive a minibus as part of their duties the Academy will ensure they hold the correct classification on their driving license (some heavier mini-bus models require a D1 licence), meet specific driving criteria, which is listed in this government advice Driving school minibuses: advice for schools and local authorities - GOV.UK , and will be provided with formal driver training, which if it is MiDAS driver training then it needs to be refreshed every 4 years. Mini bus drivers will conduct and record pre-use vehicle checks.

For staff that transport pupils in academy transport, licence checks will be completed annually.

Risk assessments will be documented for all situations where pupils are transported off site either as part of the off-site visit or separately as necessary.

In rare, urgent situations or as a last resort, if staff have to use their own vehicle to transport a pupil or pupils then the following must be in place…

1. Minimum of 2 staff members in the vehicle
2. Business Use on the car insurance
3. MOT or recent service if under 3 years
4. Tax on the vehicle
5. Licence check on the driver within the last 12 months Enter details - View your driving licence information - GOV.UK
6. Driver to have read the Driving Policy
7. Driver to confirm their fitness to drive

Central Team members should also read the DDAT Central Staff Travel and Expenses Policy, The Driving for Work Reasons Risk Assessment and complete the Driver Document form. See Appendices.

Drugs and Alcohol at Work

Under the Health and Safety at Work Act 1974 the Trust has a duty to look after the welfare of it's employees and employees have a duty to look after themselves and others.

Alcohol, smoking and vaping is prohibited on school premises.

Please also see the Trust's Substance Misuse Policy and Staff and Visitors Code of Conduct Policy.

Electrical Installations and Equipment

The Trust and its schools have a duty to protect our employees and other people who use our premises from the risk of electrical injury caused by our electrical installations, our use of fixed equipment and our use of portable electrical appliances. This will be achieved by maintaining and servicing electrical systems and equipment in line with statutory guidance and best practice. Electrical installations are periodically inspected every 5 years by a competent contractor and

records maintained; any remedial works recommended are acted upon in a timely manner (if this is undertaken in stages over that period insert arrangements).

Portable electric appliances have a portable appliance test (PAT) carried out, in line with *HSE guidance 'Maintaining portable electrical equipment in offices and other low environments' (INDG236),* by a competent person with records maintained.

Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective with the Trust / School defect reporting procedure followed as required.

Staff are not permitted to bring in any electrical items from home without written consent from the Headteacher or CEO for the Central Team.

Anybody working with electricity must be competent, which means the correct knowledge, training and experience to prevent any danger or injury to either themselves or others.

Fire Safety

Fire safety management is upheld under its own legislation, the Regulatory Reform (Fire Safety) Order 2005 and the Fire Safety (England) Regulations 2022.

The Trust will aim to eliminate the risks from fire, so far as is reasonably practicable. Where fire risks cannot be eliminated, measures will be taken to reduce the risk to the lowest practicable level. In achieving this goal all sources of fuel, ignition and any other factors that are under the company's control will be considered. A fire risk assessment will be conducted by a competent person at least every 5 years and in accordance with current legislation.

The fire risk assessment will be reviewed annually by YMD Boon staff that are trained to write fire risk assessments, or more frequently where considered necessary, for example it could be reviewed as a result of being identified during a pre-start meeting for building alterations. The fire risk assessment will be reviewed after any incident that has caused or could have caused a fire of any significant failure in the fire detection, control or evacuation procedures. The status of fire risk audit actions will be checked during the annual H&S audit and can be monitored via the central H&S dashboard.

Information, training and instructions will be provided to all staff with particular regard to those individuals who are nominated as having specific duties. For example staff members assigned to fire warden duties would be given additional training. Site Managers or their equivalent would be trained in the following…

- Daily check of fire alarm panel
- Daily check of escape routes
- Weekly fire alarm call point tests
- Conducting a fire drill and operating the panel
- Monthly emergency light checks
- Monthly checks to fire doors
- Monthly checks of extinguishers and signage
- 6-monthly inspection of fire alarm panel by a competent person
- Awareness of the annual inspection of the whole detection system by a competent person
- Awareness of the annual inspection of the emergency lighting system (3 hour drain down test) by a competent person.

- Awareness of the annual inspection of the extinguishers and fire blankets by a competent person.
- Awareness of the annual inspections to fire roller shutters and automatic final exit doors by a competent person.

These checks and visits are logged by the Site Manager of their equivalent in the Premises Log Book and signed off by the School Business Manager or their equivalent. This log book is also checked in the annual H&S audit.

The training above is delivered by way of e-learning via the National College, in-house on site training and also by attending YMD Boon's Premise Management Training, which SBM's Headteachers and Site Managers attend.

A fire drill will be conducted termly to instil good training and must be done at least 6 monthly by law. The interval or number of drills may vary if it is considered that there is a need to provide additional training.

Emergency evacuation routes will be clearly marked and lit.

A record of persons will be maintained on the premises and on evacuation all persons will be accounted for. Personal Emergency Evacuation Plans (PEEPs) are produced by the school for any pupils and staff members that cannot evacuate the building by their own accord.

Maintenance and testing of fire safety equipment, plant and installations will be completed by a competent person in line with industry best practice and documented.

First Aid

The School/Trust for Central Team will conduct a risk assessment covering the number and type of First Aiders required, and the location of First Aiders and first aid equipment. The first aid provisions will be of the appropriate number, based on the risk level, number of employees and layout of the premises. Provisions for first aid will be reviewed on a regular basis and kits re-stocked as required.

In EYFS, school will ensure that there will be a Paediatric First Aider on the premises at all times and accompany pupils on visits (DfE Early years Foundation Stage Statutory Framework January 2024). All staff who obtained a Level 2 and/or Level 3 qualification since 30 June 2016 must obtain a PFA qualification within three months of starting work in order to be included in the required staff: child ratios at Level 2 or Level 3 in an early years setting. To continue to be included in the ratio requirement the certificate must be renewed every 3 years.

The Trust and its schools will ensure that where first aid training is given it is by persons or organisations qualified to do so. First Aid qualifications should be renewed every 3 years. At their induction employees will be given information and clear directions as to the location of first aid equipment, first aid room and the names and means of contacting first aid trained employees. Only trained employees will be considered First Aiders for planning and organising purposes.

Food Safety and Catering

The Trust and its schools recognise the importance of maintaining a high standard of Food Safety and Hygiene within the kitchen along with the provision of nutritious food for pupils. The Academy manages this by ensuring:

- All staff who work in the academy kitchen must have attended a Level 2 Award in Food Safety in Catering. The qualification should be renewed every 3 years
- Catering equipment is regularly maintained and inspected, and ventilation systems are inspected every 14 months and subject to a regular cleaning regime.
- A Hazard Analysis Critical Control Points (HACCP) management system as identified in the Food safety and hygiene (England) Regulations 2013 is in place and documented.
- The Food Standards Agency safer food better business guidance is followed.

Gas/Oil

Installations, maintenance and repair of gas/oil appliances, pipes, meters flues and other fixtures & fittings will only be completed by Competent Engineers. Regular maintenance and servicing will be completed on the system by an external Competent Engineer.

“Competent Engineer” must be on Gas Safe Register and be qualified to do the works required.

Emergency procedure for gas leak will be included in the school’s business continuity planning document

Glazing

In relation to glazing with its premises, The Trust will ensure that it complies with the Workplace (Health, Safety and Wellbeing) Regulations 1992 in existing buildings and the Building Regulations 2000 (as amended) which covers new buildings. All identified critical glazing will conform with EN12600.

The Academy will manage the risks associated with glazing safety by ensuring that:

- An up-to-date glazing audit and risk assessment conducted by a competent person has been completed.
- Any remedial actions identified are actioned as appropriate.
- Any broken glazing is made safe and repaired.

Hazard Identification & Risk Assessment

The Trust shall establish and maintain procedures for the ongoing identification of hazards, the assessment of risk and the implementation of necessary control measures. A suitable methodology shall be identified and implemented to ensure that suitable and sufficient risk assessments are undertaken for tasks/ activities/ substances where significant hazards have been identified or where there is a foreseeable risk of injury/ill health.

Appropriate staff are involved in the development of risk assessments prior to consultation with all staff to which they are relevant prior to sign off. Risk assessments are communicated to relevant staff and are accessible to staff at all times via the Trust / school’s internal storage system.

Information, instruction and training shall be provided to those authorised to conduct risk assessments and where it is deemed necessary, by risk, the site shall appoint a third-party competent person to conduct such risk assessments.

Risk assessments shall be documented and reviewed at least every two years. Other technical risk assessments (e.g. Legionella, Fire, DSEAR) shall be reviewed based on the assessment findings and advice from competent appointed person. Risk Assessments must be reviewed when significant changes occur, following accidents, incidents or serious near misses.

Health and Safety Management System

We recognise the business benefits that can accrue from the effective management of safety and health at work. To obtain these benefits for The Trust, we have recognised the need for an effective management system and have taken steps to put such a system in place detailed within this policy.

Those with responsibilities for implementing this safety management system are also detailed above.

Health Surveillance

Health surveillance aims to put in place appropriate processes to detect early signs of work-related ill health among staff exposed to specific health hazards and act upon any findings.

The site shall identify the need for health surveillance through the completion of risk assessment. Health Surveillance will be considered for tasks/areas where employees are at risk from (but not limited to):

- Noise
- Vibration
- Hazardous substances

Health surveillance may involve a range of checks carried out by a range of people including;

- The employee themselves
- A responsible person
- An Occupational Health Provider
- A Clinical Professional

Hybrid Working

Persons working from home are protected under health and safety legislation as if they were in The Trust's premises. As such, all health & safety policies & procedures apply. This includes reporting work related near misses, incidents and accidents.

Employees working from home will be provided with information to make sure they can work safely in accordance with the Hybrid and Home Working Policy. Managers will be responsible for keeping in touch with their teams and that they are working safely (with support from Central Team when required).

Employees will be responsible for their own safety while working from home and they are expected to raise any health and safety concerns with their Line Manager so they can be dealt with.

Work equipment provided to employees to use while working from home must be kept in good condition and any faults or damaged reported so repairs or replacements can be arranged. Those working from home are responsible for keeping the equipment in good condition and reporting any concerns.

Housekeeping Standards

One of the most practical and sensible ways to improve safety, and where everyone can play their part, is good housekeeping. Slips and trips are a common cause of injury in the workplace and to control this, everyone must contribute to ensuring the workplace is kept clear of obstructions and hazards where possible.

Good housekeeping is vital in all work areas and all employees are responsible for maintaining a clean and tidy workplace.

Induction

All new staff undergo a full programmed induction which covers all the basic and key Trust policies and procedures, including (but not limited to) safeguarding, health & safety and fire safety, which are found in the terms and conditions of employment. Employee inductions will be completed within one month of commencing employment. The Trust platform for e-learning is The National College.

A check sheet is signed by all staff to show that the employee has attended the induction and a signature is required against each document covered, this is counter-signed by the Trainer/Line Manager undertaking the induction.

Isolation of Energy Sources

A documented procedure must be implemented and active to fully isolate any equipment, both electrically and mechanically (pneumatic and hydraulic), inclusive of steam, water, gas etc, ensuring that the electrical circuit is ‘dead’ and any residual energy is dissipated, before any work is carried out near dangerous moving parts.

The isolation procedure must also apply when multiple people have to work on a system and must ensure safe hand over at shift changes. The isolation procedure must be capable of linking into the site permit to work system.

Emergency stop buttons shall be located near the hazard areas of equipment operation.

Where it is not possible to fully isolate using a local isolator (e.g. older style equipment), then a clear procedure for correct isolation and lock off shall be in place at the main power distribution panel(s).

No ‘Live’ work on electric’s shall be permitted by Trust employees.

Appropriate warning signage shall be used when equipment is isolated.

Legionella

The Trust will control, prevent and minimise the risk from legionella, to provide and maintain safe and healthy working conditions, equipment and systems of work for all staff, contractors and visitors, and to provide such resources, information, training and supervision as needed for this purpose. The Trust will do all that is reasonably practicable to manage the risk of legionella.

There are several situations, work procedures and equipment use that could give rise to the potential of legionella and other similar waterborne diseases. The Trust have trained employees to manage the legionella risk on site and use a competent third-party contractor to complete

servicing, maintenance and testing of water systems where conditions can promote growth of legionella.

Regular testing is completed on site to ensure systems are in good condition and growth promoting conditions are dealt with as soon as possible.

The site shall appoint a responsible person for the management of legionella (HSE Approved Code of Practice L8) who will be provided with suitable information, instruction and training to ensure that they are competent to manage the legal requirements.

Lifting Operations and Lifting Equipment

Lifting equipment should be of adequate strength for the purposes it will be used for and appropriate to lift loads expected of it.

Machinery, lifting equipment and accessories shall each be marked with their safe working load. Where applicable accessories shall be marked to identify specific lifting characteristics.

Any equipment used to lift people shall be designed to prevent crushing, trapping, being hit or falling from carrier.

Lifting equipment to carry people shall be marked to indicate both the safe number of people and the maximum safe load.

Lifting equipment shall be thoroughly examined and inspected after installation but before initial use.

Lifting equipment shall be thoroughly examined and inspected after re-assembly and installation at a new location.

Lifting equipment shall be thoroughly examined and inspected after any situation affecting safety.

Lifting Equipment used for lifting people; including lifts/elevators and associated lifting accessories used as part of the system, (for example hooks, eyebolts, shackles), shall be examined every 6 months, as per LOLER regulations

Other lifting equipment shall be examined every 12 months or following an examination scheme determined by a competent person and a risk assessment, as per PUWER regulations

A competent person shall undertake examinations; they shall also decide whether testing is necessary.

Examiners shall notify any defects verbally and in writing (within 28 days) to the site, to any leasing company and to the local enforcing authority if there is a safety risk, (in some countries). There must be no further use of equipment until the fault is fixed.

Lighting

Natural lighting is the best form of light and should be provided in preference to artificial light. Lighting should be installed which do not cast shadows or cause excessive glare. Care should be taken to avoid flickering or stroboscopic light, which can trigger epileptic fits.

Appropriate lighting should be provided in all areas including outside areas. Areas which need lighting include stairways and routes of exit in an emergency, which should have emergency (battery powered) lighting. Areas which are not lit by natural light will need lighting. Lux level requirements are ascertained for new extensions and lux measurements can be taken in any existing areas suspected to have insufficient lighting or lighting that is too bright.

During 2025 the Trust conducted an LED lighting roll-out programme, which many schools participated in. Existing lighting was replaced for 4000K LED lighting which is best for task based activities and therefore suitable for classrooms and office spaces. Warm light or 3000K lighting can be suitable for sensory areas.

Local Exhaust Ventilation

The site shall ensure that where employees are likely to be exposed to substances or agents that are a risk to their health, steps must be taken to reduce that exposure to as low a level as is reasonably practicable. Local Exhaust Ventilation (LEV) can help to reduce the level of exposure.

To achieve compliance, the site shall do the following:

- Reviewing our arrangements and procedures for the management of hazardous substances and risk to identify where existing controls are not sufficient to protect workers or others from the risk of ill health
- Identifying where LEV is required to reduce risk to an acceptable level or provide further protection
- Assessing the suitability and adequacy of the LEV supplied for use
- Explaining the need for and the correct use of LEV to the workforce
- Making sure that Managers and Supervisors know why and when LEV is required
- Providing facilities for the cleaning and maintenance of LEV

All identified LEV shall be subjected to a statutory inspection by a competent person in line with legal requirements.

Lone Working

The Trust acknowledges that there will be times that some staff work either alone or in what is considered an isolated environment. To manage the risk to staff of working alone the following arrangements are in place:

The Trust and its Schools/ will ensure that:

- The premises and grounds have robust security systems in place to prevent unauthorised persons from gaining access to the site or premises
- Local arrangements are in place for staff who are working alone so that they have regular monitoring visit/communication dependent on the situation. This is referred to as a ‘Buddy System’ whereby the person working alone informs another colleague/key holder when they have arrived on site and also when they have left the site safely.
- Staff advised to alert senior leadership team of any medical conditions that have the potential to increase the risks of working alone.
- Only tasks considered low risk will be undertaken when working alone, for example no working on roofs or high up on access equipment.
- Mobile phone to be nearby the lone worker at all times
- If lone working is required off site e.g., Home Visits specific risk assessments will be undertaken.

Management and Control of Contractors

The Trust and its schools use a number of Contractors for various tasks (including but not limited to maintenance and service, PE, Wrap-around care and transport). In order to ensure safe management of the risks associated with use of contractors, the Trust will:

- Have contractors complete pre-qualification questionnaires to ensure appropriate due diligence is completed on contractors to establish their competencies. This will include:
    - A copy of the contractors Health and Safety Policy.
    - Information concerning training of their operators or sub-contractors (competency certificates and qualifications)
    - Any information about enforcement action taken by regulatory authorities.
    - Any information about enforcement action outstanding.
    - Any information about serious or fatal accidents experienced.
    - Copies of their liability insurance policies (employee and public).
    - Method statements for the tasks expected to be carried out, plus relevant risk assessments (RAMS)
    - A list of the people expected to be used during the contract and if work is to be conducted in term time, then their enhanced DBS details which will include the Adults barred list for any work conducted in secondary schools
- Where the above information is not available, contractors will complete Declaration of Competency and agree to work within the Trusts
- Clear briefs will be provided to contractors ahead of works being completed and contractors will read and sign the organisation's Code of Conduct for visitors and staff.
- Where required, pre-start meetings will take place
- Key contacts will be identified and shared with contractors
- Appropriate supervision will be in place for contractors

Schools will:

- Plan in contractor's work out of hours or during weekends/holidays.
- Review the impact of contractors working will have on site and change processes where required.
- Ensure any changes to day-to-day operation of school impacted by contractor work are shared with staff to maintain a safe environment for the duration of the works.
- Hold a copy of relevant Risk Assessments and Method Statement to ensure works can be supervised and monitored by School/ staff
- Supervise contractors when on site
- Ensure works are visually monitored where required and any concerns immediately reported.
- Ensure works are signed off and any associated certification and documentation is obtained.

Manual Handling

Within the Trust and its schools there are a variety of manual handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. The Trust / school 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 risk assessed and completed 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 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.

Monitoring (Audits, Inspections and Checks)

Audits and inspections are important parts of health and safety arrangements and allows an organisation to check the effectiveness of the safety management system that is being introduced. The Trust will put in place measures to rate effectiveness and identify any exposures or opportunities to improve health, safety and well-being within the organisation. Any issues highlighted are to be allocated to the right level within the Trust who can ensure it is dealt with proportionately to the risk it poses.

Monitoring includes (but not limited to):

- Accident/incident investigation
- Accident statistics and trend monitoring
- Near miss reporting
- Planned Preventative Maintenance (PPM's)
- Health Surveillance
- Classroom inspections
- Health and Safety Inspections
- Health and Safety Management Audits
- Governor meetings

New, Expectant and Nursing Mothers

In the event of an employee becoming pregnant, the School/Trust shall make arrangements for a risk assessment to be completed; relating to the work operations of new and expectant mothers, and appropriate measures taken as a result, in compliance with the Management of Health and Safety at Work Regulations.

As far as reasonably practicable the Trust / School will make provision for pregnant and nursing mothers as dictated by the risk assessment's findings.

Noise

The Trust has a duty to protect the hearing of employees and other who may be exposed to excessive levels of noise from work activities. The noise level will be kept to a minimum during a typical day within the school/Trust with Noise levels unlikely to be injurious.

There is potential for site staff to be exposed to noise levels above 80dB (A) when using equipment and tools. Noise levels identified on equipment will be followed and appropriate controls followed to reduce exposure to injurious noise levels of users and others in the vicinity.

A full noise assessment would be carried out if there are significant increases in noise levels on site due to processes or equipment/plant changes. This assessment will indicate whether reasonably practicable noise reducing measures can be implemented or if other control measures are to be considered.

Pedestrian, Traffic and Vehicle Management

The movement of vehicles around the Trust / School carparks will be done in accordance with the relevant Trust / School specific carpark risk assessments and carpark management plan. Under no circumstances must the movement and storage of vehicles prevent access in an emergency. Vehicles must not be parked blocking any emergency exits at any site.

Maintenance of safe pedestrian walkways/routes should be a priority at all times. If pedestrian routes cannot be maintained, this should be raised immediately with Central Trust Team and Health and Safety Competent Person and advice sought.

Carparks used at start and end of school day should have appropriate level of supervision present when in use with staff members provided with adequate information, instruction, training and supervision to supervise carparks as expected.

Permits to Work

The requirement for a Permit to Work applies equally to employees, contractors and visitors. Those issuing permits shall be trained, validated and authorised by the Trust.

Contractors must formally register all work on site, and where applicable follow the Permit to Work system.

School shall ensure that it complies with the Trust permit to work system for controlling the following types of high risk activity;

- Hot works
- Work at height
- Electrical works
- Fire system works
- Gas works

Supervision will cover that the person(s) working under the PTW are:

- Only doing the work defined in the scope on the PTW
- Following the required controls defined on the PTW and related risk assessments and method statements
- Behaving responsibly
- Maintaining a safe and tidy work area

Tasks shall be stopped immediately in a safe manner if safety is compromised, and then reported to the appropriate supervisor, or line manager. Failure to comply with any Permit requirements or safe system of work will be reported to school/ SLT and Central Team may result in a contractor being removed from the site.

Pressure Systems

As a user of pressure systems, the Trust and its schools are aware of its responsibilities under the Pressure Systems Safety Regulations to ensure the correct use of systems including component parts. In addition to ensure a safe method of installation is adopted and that key information is displayed.

Thorough examinations of pressure systems and any associated pipework will be completed by a competent person in line with current legislation. This examination will also include a review of the written scheme for pressure systems. Safe operating limits will be decided and documented as part of the scheme.

Promotion of Health and Safety

All employees are expected to have a positive attitude to health and safety. The Board of Trustees has ultimate responsibility for promoting a positive and active attitude and will constantly enforce the need for safe working on the company's premises.

This Health and Safety Policy is designed to promote a Positive Safety Culture, where everyone in the company understands the benefits of good health and safety.

Radon

The Trust recognises its responsibilities and will reduce exposure to radon as low as reasonably practicable. It will do this by:

- Identifying and monitoring all Trust / School premises that may be affected by radon.
- Having clear procedures in place for the management of radon in affected buildings
- Developing and maintaining records of radon gas levels in Trust premises, including its schools
- Maintaining a central database of all records
- Providing suitable information and advice to employees and other persons likely to be exposed to radon gas in Trust premises
- Consulting, when required, with a recognised Radiation Protection Advisor (RPA)
- Ensuring that any remedial measures put in place to reduce the level of radon in a premises are monitored and maintained effectively
- Reviewing the policy and procedure as required.

Safety Signage

To protect the health, safety and welfare of our employees and others from the hazards and risks present in our workplace we need to use safety signs as a way of warning personnel that those hazards exist.

Signage is not to be used as the sole means of protection against a hazard. The hierarchy of control is to be followed to reduce the hazard to as low as reasonably practicable before signage is considered.

Security

The Trust / school actively ensures that the security of the site is assessed, and adequate arrangements are in place to control access into the Trust / school and its grounds. All visitors are required to sign in at reception and required to wear a visitor's badge.

The Trust safeguarding policy is to be followed at all times and information shared with those on site to ensure that any safeguarding or security concerns can be reported.

Stress

We recognise that we have a duty to take action to reduce and where reasonably practicable to eliminate ill health which is caused by work related stress. We will do this by:

- Developing and implementing a policy for identifying and managing work related stress.
- Involving our workforce in the development of this policy and our procedures.
- Providing information about the policy to all workers.
- Training the Management Team to recognise symptoms of work-related stress.
- Ensuring that the policy is adopted and followed.
- Ensuring employees know what to do if they suspect they, or a colleague, are suffering from stress.
- Monitoring and reviewing the policy and procedures; using our experience of operating these arrangements we aim to make improvements to the way we manage ill health caused by work related stress.
- Completing stress risk assessments for any staff members identified or diagnosed with stress in accordance with the Stress Management Policy.

Control of Vibration

While low risk, the Trust have a duty to protect our employees and others who might be affected from the ill health effects of hand arm vibration caused by the use of vibrating tools and equipment.

We will do this by:

- Assessing the risks to our workforce from vibrating tools used in the course of their work.
- Developing and implementing procedures, Safe Systems of Work and control measures where required.
- Ensuring that the management of the procedures, Safe Systems of Work and control measures relating to hand arm vibration is undertaken by competent, trained personnel.
- Managing our activities to ensure that employees and others use the control measures provided and follow our policies, procedures and Safe Systems of Work.
- Providing and recording relevant training.
- Undertaking Health Surveillance where necessary.
- Ensuring that all items of equipment are suitable for their task and subject to regular inspection by competent people.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage the risks from vibrating tools and equipment.

Training

The Trust and its schools are committed to ensuring that all members of staff shall be provided with skills, knowledge and training to be competent of the duties expected of them in their role. The Trust will ensure that standards and processes detailed in The Trust's policies and procedures are maintained for the Trust and its schools to follow.

Violence and Aggression

The 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 an individual pupil's physical intervention the following procedures are in place:

Staff are advised to:

- Avoid confrontation if possible.
- Withdraw from situation if safe to do so to get support.
- 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.
- Follow measures/ procedures identified in violence/ assaults and lone working risk assessments.
- Contact emergency services, as appropriate.
- Inform the Headteacher or a member of the senior leadership team if confrontation has taken place.

The Trust/School will:

- Ensure the Headteacher or member of the senior leadership team attend site on being informed of an incident, if considered necessary.
- Have in place procedures for the reporting of incidents.
- Offer counselling/ support through Occupational Health or the schools / Trusts EAP.
- Debrief individuals following any incident.
- Provision of training on how to manage conflict and aggression as required.
- Review specific risk assessment following any incident.

Visits by Regulatory Authorities

The Headteacher is responsible for all visits; if unavailable there shall be a nominated deputy. Where possible visits shall be arranged, agreed, in advance. Support will be provided by Trust Central Team as required.

The Executive Headteacher/Headteacher/Head of School shall communicate the results, or findings, of any visit.

If the School / Trust is being investigated, The Trust legal counsel shall be notified immediately, and advice obtained on how to proceed.

Trust / School contacts shall:

- Accompany the visitor at all reasonable times.
- Ensure the safety of the visitor at all times.
- Photocopy and retain any records the visitor may take offsite.
- Take duplicate photographs and retain on site, if applicable.
- Provide facts to visitor and not personal opinions.

Welfare at Work

The Trust and its schools will provide a safe place of work and working environment. The Trust and its schools will ensure that suitable welfare facilities, as well as a safe means of access and

egress to and from every place at which any of the facilities are provided. Welfare provisions provided include:

- Adequate ventilation
- Reasonable temperature including a means of heating
- Appropriate lighting, windows/glazing, skylights and ventilators
- Maintenance of cleanliness
- Adequate room dimensions and space
- Safe workstations and seating
- Managed risks from the potential for falls or falling objects
- The safe condition of floors and traffic routes
- Appropriate sanitary and washing facilities
- The provision of clean drinking water
- The provision of changing accommodation and drying facilities for clothing
- The provision of a rest room or other area to rest and to eat meals

Work at Height

The Academy will follow the principles of the HSE guidance *'The Work at Height Regulations 2005 (as amended) A brief guide' (INDG401).*

The Trust and its schools may use a variety of access equipment for working at height tasks, ranging from kick stools for short low risk access to step ladders and ladders for short duration works and will ensure that:

- Working at height is avoided whenever possible.
- If it cannot be avoided, working at height is properly risk assessed and is completed by competent staff and carried out in a planned 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) is identified and inspected annually.
- 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 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.

Work Equipment

The main objective is to ensure work equipment presents no health and safety risks, regardless of age, condition or origin.

It applies to all work equipment, including mobile and lifting equipment and equipment that is hired. For example; hammers, knives, saws, drills, photocopiers, lifting equipment, ladders, pressure water cleaners, scaffolding, company cars, and any equipment linked together to form an installation. It also applies to work equipment owned by the Trust and its schools, used by employees at home.

Equipment shall be suitable for intended purpose. Equipment purchased shall be designed and constructed to comply with European safety requirements with CE marking and a copy of the 'Declaration of Conformity' supplied.

Risk assessments will be completed on work equipment to ensure any hazards present are controlled and the risk level reduced to as low as reasonably practicable. The Trust shall prevent access to any dangerous part of machinery or stop the movement of any dangerous part of the machinery before any part of a person enters a danger zone and met the relevant standards including suitable training and instruction.

Work equipment shall be capable of being isolated from all of its energy sources. Isolation devices shall be easily accessible and identifiable.

Information, instruction, training and supervision will be provided to users of equipment to ensure they are able to use equipment provided for work tasks as it is designed and indented to be used.

Maintenance of Equipment

- Equipment shall be maintained in good working order and in good repair.
- Where equipment requires, or has, a maintenance log (high-risk equipment), the log shall be kept up to date, for example the machines in a Design Technology room
- Maintenance schedules shall follow manufacturer's instructions, industry best practice or legislative requirements.
- Frequency of maintenance depends on use, environment, variety of operations and the risks if it failed.
- Appropriate maintenance techniques shall be selected through risk assessment.
- If equipment is hired the Trust / School shall prepare a written agreement with the hire company which details who carries out the maintenance, and to what frequency.
- Only competent people shall carry out maintenance.
- Maintenance operations shall not pose a risk to health and safety.

Equipment Inspection

- Where a risk of significant injury exists to people, the equipment shall be regularly inspected (for example; visual, functional and testing).
- Inspection will include safety-related parts.
- Inspection shall be done by a competent person, avoiding danger to themselves.
- Trust / Schools shall also inspect prior to initial installation, after re-installation or re-assembly, major modifications or repairs, change of use, known serious damage, any condition causing deterioration of equipment.
- Frequency of inspections depends on equipment type, use and environment.
- Records shall include; type & model, identification mark, serial number, location, date, who inspected, faults found, action taken, who reported fault, date of repairs.

Young Persons

All risks to young persons (under 18 years and over the Minimum School Leaving Age (MSLA) will be assessed before they start work, considering their inexperience, lack of awareness of existing or potential risks, and immaturity, specific factors in the risk assessment will be addressed.

Information will be provided to the parents/guardians of children on Work Experience about the risks and control measures introduced. Account will be taken of the risk assessments to determine whether the young person should be prohibited from certain work activities, except when they are over MSLA, and it is necessary for their training and where risks are reduced so far as is reasonably practicable, and where proper supervision is provided by a competent person, in compliance with the Management of Health and Safety at Work Regulations 1999.

Policy Review

The DDAT Health and Safety Policy will be reviewed at least on an annual basis, or when there are significant changes to the organisations arrangements and updated accordingly.

Provision will also be made for review in the event of the introduction of new legislation, the amendment of existing legislation, Approved Codes of Practice (ACoPs) or guidance notes via the Trust's appointed Health and Safety Competent Person.

Appendix. 1 Relevant Legislation

Acts of Parliament

- The Corporate Manslaughter and Homicide Act - 2007
- Health and Safety at Work etc Act 1974
- Health and Safety (Offences) Act 2008
- Offices, Shops and Railway Premises Act 1963
- The Regulatory Reform (Fire Safety) Order – 2005
- The Fire Safety Act 2021
- Building Safety Act 2022

Regulations

- Confined Spaces Regulations 1997
- Construction (Design and Management) Regulations 2015
- Control of Asbestos Regulations 2012
- Control of Noise at Work Regulations 2005
- Control of Substances Hazardous to Health Regulations 2002
- Control of Vibration at Work Regulations 2005
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Electricity at Work Regulations 1989
- Gas Safety (Installation and Use) Regulations 1998
- Gas Safety (Management) Regulations 1996

- Gas Safety (Rights of Entry) Regulations 1996
- Health and Safety (Miscellaneous Amendments and Revocation) Regulations 2017
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (Enforcing Authority) Regulations 1998
- Health and Safety (First- Aid) Regulations 1981
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Health and Safety (Training for Employment) Regulations 1990
- Health and Safety Information for Employees (Amendment) Regulations 2009
- Health and Safety Information for Employees (Modifications and Repeals) Regulations 1995
- Health and Safety Information for Employees Regulations 1989
- Lifting Operations and Lifting Equipment Regulations 1998
- Management of Health and Safety at Work Regulations 1999
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Pressure Systems Safety Regulations 2000
- Provision and Use of Work Equipment Regulations 1998
- Radiation (Emergency Preparedness and Public Information) Regulations 2001
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Safety Representatives and Safety Committees Regulations 1977
- Work at Height (Amendment) Regulations 2007
- Work at Height Regulations 2005
- Workplace (Health, Safety and Welfare) Regulations 1992

Appendix. 2 Responsibility Matrix

DDAT School Responsibility Matrix (RACI)

RACI Key:

R = Responsible (does the work)

A = Accountable (owns the outcome)

C = Consulted (provides input)

I = Informed (kept updated)

Depending on the school's staffing structure the job titles could be like the ones below or could be an equivalent job title depending on what job functions are expected within the school

Task / Function	Headteacher	Head of School	Partnership Operations Lead	Site Manager	Teachers	EVC Coordinator	Governors	Support Staff
H&S Policy	A	R	R	R	I	I	C	I
Risk Assessments	A	R	R	R	R	R	I	C
Fire Safety Management	A	R	R	R	R	I	I	I
Asbestos Management	A	R	R	R	I	I	I	I
Legionella Management	A	R	R	R	I	I	I	I
Educational Visits	A	R	R	I	R	R	I	I
First Aid Arrangements	A	R	R	R	R	R	I	R
H&S Staff Training & Induction	A	R	R	R	R	I	I	R
Managing Contractors	A	R	R	R	I	I	I	I
Reporting Site Defects	A	R	R	R	R	R	I	R
Accident Reporting & RIDDOR	A	R	R	R	R	I	I	R
Incident Investigation	A	R	R	R	C	I	I	I
Communicating Significant Risks	A	R	R	R	C	I	I	I
Monitoring H&S Performance	A	R	R	R	I	I	C	I
PPM and Reactive Maintenance	A	R	R	R	I	I	I	I
Safeguarding	A	R	R	R	R	R	R	R
Single Central Record	A	R	R	I	I	I	I	I
Security	A	R	R	R	R	R	I	R

COSHH	A	R	R	R	R	I	I	I
DSE	A	R	R	C	C	C	I	C
Driving licence checks	A	R	R	C	C	I	I	C
Premise Checks	A	R	R	R	I	I	I	I
Gritting/Snow clearing	A	R	R	R	I	I	I	I

APPENDIX 3 - DDAT Staff Travel and Expenses Policy, the Driving for Work Reasons Risk Assessment and the Driver Document form.

Staff Travel and Expenses Policy

September 2025

Updated	Changes
	Section 3.2 updated with latest HMRC mileage rates

Approved by the Trust Board on: 24th October 2025

To be reviewed: October 2027

1 Purpose and Scope

Derby Diocesan Academy Trust ("the Trust", "DDAT") is committed to ensuring a fair and transparent expenses policy. This Policy outlines the central staff's entitlements for expense claims and the requirements to submit such expenses.

This policy applies to all central staff who work under a DDAT contract of employment. It also applies to secondees to the central team. Excluded from this policy are School Improvement Colleagues when they undertake Ofsted inspections. Please refer to the separate addendum at the end of this policy for expenses incurred during Ofsted inspections.

2 Travel and Expenses

2.1 Employees have a responsibility to ensure that travel costs to the Trust are kept to a minimum, for example when appropriate use the virtual meeting option, or co-ordinating travel with colleagues, where possible, to keep the number of separate car journeys to a minimum. Employees should always travel using the shortest mileage route unless they can justify the time efficiency of using a higher mileage route or to circumnavigate accidents and/or incidents.

2.2 Employees who are required to travel for business purposes and/or are required to work at various Trust locations must ensure that they:

- are in possession of a current full valid driving licence for the vehicle they are driving
- have a motor insurance policy which covers them for 'business use' including the carrying of passengers and indemnifies the Trust (as employer) against third party claims or policy excess charges
- ensure that the vehicle is in a roadworthy condition prior to the commencement of, and during the journey
- have a current MOT certificate, where appropriate
- have road tax for the vehicle, where appropriate
- produce on an annual basis, and on request, their current driving licence, motor insurance policy, and evidence of their MOT for their manager to check and confirm validity
- have read and understood the risk assessment for travelling for work purposes.
- have completed and signed the driver vehicle record document
- do not use a mobile phone when travelling on a business journey
- take a break when they have travelled for two hours or more

2.3 Any reasonable parking fees etc, incurred during the journey will be reimbursed. VAT receipts should be retained in support of any claim and must be agreed in advance.

2.4 Reasonable adjustments will be made for employees who incur additional parking expenses when linked to a disability.

3 Mileage Entitlements and Rates

3.1 Employees can claim mileage in excess of 10 miles in a single journey to any work location other than their normal place of work (school). Mileage in excess of 10 miles can also be claimed for your return journey. If more than one work location is visited in succession, then the full mileage of the journeys in between your first outgoing journey and your last return journey can be claimed.

3.2 Current mileage rates detailed below are based on HMRC rates and are not liable for tax and national insurance:

- 55p per mile for the first 10,000 miles
- 25p per mile after the first 10,000 miles
- 24p per mile for motorcycles (all distances)
- 20p per mile for bicycles (all distances)

3.3 An extra 5p per mile per person can be claimed for transporting Trust colleagues, in order to save additional mileage costs per person. The details of the passenger's name must be declared as part of their mileage claim.

4 Public Transport

4.1 Where it is reasonable and cost effective for employees to travel by public transport, they may do so and claim their expenses with a valid receipt.

4.2 Train travel should be booked in advance and as early as possible to ensure the lowest price is gained. Travel should always be in standard class unless there are exceptional circumstances that warrant first class travel, in which case prior approval must be sought from your Line Manager or the Chief Finance Officer.

5 Taxi Fares

5.1 The cost of hiring a taxi will only be reimbursed where it is absolutely necessary and in the interests of work purposes (value for money or time efficiency), or where it is otherwise reasonable e.g. if public transport is not available. Claims must be supported by receipts.

6 Fines

6.1 Fixed penalty parking fines or penalties will not be reimbursed. Under no circumstances will speeding or any other form of traffic violation penalty or fine be reimbursed.

7 Food/Meals

7.1 The Trust will not reimburse you for the cost of your meal at your normal place of work or whilst working away. There may be occasions where you are expected to dine out for business purposes and in these circumstances and with prior approval from the Chief Executive Officer (CEO) or the Chief Finance Officer (CFO) such costs will be reimbursed.

8 Hospitality and Entertaining Cost

8.1 Employees shall not engage in hospitality or entertaining of colleagues/clients or customers at the Trusts expense.

9 Accommodation

9.1 If you are required to stay away overnight, you must obtain approval from your Line Manager or CFO in relation to the CEO in advance for the cost of accommodation and meals and any other reasonable expenses. Every effort should be made to source the cheapest accommodation and expenses should be kept to a minimum. The maximum amount payable will be £5.00 for lunch and £15.00 for an evening meal.

10 Other Expenses

10.1 Whilst the Trust supports some flexible working the Trust is not obliged to provide resources e.g. stationary, printing and or equipment to those working at home. Therefore, no other expenses will be reimbursed including ink cartridges, reams of paper etc. Pens, pencils, paper and other stationary is available from the stationary cupboard at the School. As a Trust, we need to ensure that we meet our health and safety responsibilities whether staff are working at home or in a workplace as found here: https://www.hse.gov.uk/home-working/worker/index.htm and also in the DDAT Home Working Policy. There are facilities for you to do your printing at School alternatively, these will be printed at your own expense.

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11 Processing Expenses Claims

11.1 Employees must only submit claims for their own expenses and travel expenses payment will only be made for journeys actually undertaken.

11.2 All claims should be submitted at the end of each month and will be reimbursed within the following months' salary payment. Any claims submitted 6 months after they incurred may not be approved and this is at the discretion of the Chief Finance Officer.

11.3 A VAT receipt for fuel used on work journeys must be obtained and kept by the employee in an orderly fashion for a period of six years after the end of the tax year to which they relate. Receipts must be available for inspection during this period.

11.4 Valid VAT receipts must be submitted for all other expenses claims other than mileage claims.

11.5 All payment for expenses will be made through the monthly payroll, and where applicable the appropriate Tax and NI deductions will be processed.

11.6 Abuse of travel allowances will be managed under the disciplinary procedure. Any false claims will be appropriately investigated by the Trust or external bodies and appropriate action will be taken, this may include disciplinary action and/or police prosecution.

Ofsted & External Assignment Addendum

Travel and Expenses

A.1 All Travel and Expenses incurred in relation to Ofsted or external assignments can be reclaimed. All Ofsted inspection claims should be submitted on the DDAT Ofsted expenses claim form and not on the DDAT standard claim form.

A.2 Employees who are required to travel for Ofsted or external assignments purposes must ensure that they:

- are in possession of a current full valid driving licence for the vehicle they are driving
- have a motor insurance policy which covers them for 'business use' including the carrying of passengers and indemnifies the Trust (as employer) against third party claims or policy excess charges
- ensure that the vehicle is in a roadworthy condition prior to the commencement of, and during the journey
- have a current MOT certificate, where appropriate
- have road tax for the vehicle, where appropriate
- produce on an annual basis, and on request, their current driving licence, motor insurance policy, and evidence of their MOT for their manager to check and confirm validity
- have read and understood the risk assessment for travelling for work purposes
- have completed and signed the driver vehicle record document
- do not use a mobile phone when travelling on a business journey
- take a break when they have travelled for two hours or more

A.3 Any reasonable parking fees etc, incurred during the journey will be reimbursed. Receipts should be retained in support of any claim and must be agreed in advance.

A.4 Reasonable adjustments will be made for employees who incur additional parking expenses when linked to a disability.

Public Transport

B.1 Where it is reasonable and cost effective for employees to travel by public transport, they may do so and claim their expenses with a valid receipt.

B.2 Train travel should be booked in advance and as early as possible to ensure the lowest price is gained. Travel should always be in standard class unless there are exceptional circumstances that warrant first class travel, in which case prior approval must be sought from your Line Manager or the Chief Finance Officer.

Taxi Fares

C.1 The cost of hiring a taxi will only be reimbursed where it is absolutely necessary and in the interests of work purposes (value for money or time efficiency), or where it is otherwise reasonable e.g. if public transport is not available. Claims must be supported by receipts.

Fines

D.1 Fixed penalty parking fines or penalties will not be reimbursed. Under no circumstances will speeding or any other form of traffic violation penalty or fine be reimbursed.

Food/Meals

E.1 The Trust will reimburse you for the cost of your meal up to a maximum of £25 to demonstrate value for money at your location during the Ofsted inspection.

Hospitality and Entertaining Cost

F.1 Employees shall not engage in hospitality or entertaining of colleagues/clients or customers at the Trusts expense.

Accommodation

G.1 If you are required to stay away overnight, please complete the DDAT overnight stay request form and forward to the Central Team who will complete the booking on your behalf. Please add three venues to the form demonstrating value for money and your preference due to location and previous knowledge plus justification if not the best value option. We will ensure a private bathroom is allocated for each room booked.

Processing Expenses Claims

H.1 Employees must only submit claims for their own expenses and travel expenses payment will only be made for journeys actually undertaken.

H.2 All claims should be submitted at the end of each month and will be reimbursed within the following months' salary payment. Any claims submitted 6 months after they incurred may not be approved and this is at the discretion of the Chief Finance Officer.

H.3 A VAT receipt for fuel used on work journeys must be obtained and kept by the employee in an orderly fashion for a period of six years after the end of the tax year to which they relate. Receipts must be available for inspection during this period.

H.4 Valid VAT receipts must be submitted for all other expenses claims other than mileage claims.

H.5 All payment for expenses will be made through the monthly payroll, and where applicable the appropriate Tax and NI deductions will be processed.

H.6 Abuse of travel allowances will be managed under the disciplinary procedure. Any false claims will be appropriately investigated by the Trust or external bodies and appropriate action will be taken, this may include disciplinary action and/or police prosecution.

Name(s) of Assessor(s):	Date of assessment:

Location:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
Occupational road risk	Staff may be injured as a result of an accident while driving at work. Such accidents may result in bumps, blows, strains and potentially fatality	• All personal vehicles used for business have a valid MOT and are deemed to be roadworthy. • Staff members are responsible for ensuring their vehicles are suitable for the journey / route being undertaken e.g. enough water/oil/fuel/tyre pressures. • Seat belt always to be worn. • Authorised drivers (stated in job specification) - managers to ensure those applying for the post have the right driving qualifications and experience. • Upon appointment, all staff must complete a 'Driver/Vehicle Record Document' which includes a driving licence check and declaration that the staff member is medically fit to drive, has a valid MOT, insurance cover and road tax in place. All staff must declare changes to their driving licence, such as endorsements (penalties or prosecutions) immediately to Operations@ddat.org.uk thereafter. • Staff are aware of the Safe Use of Mobile Phones guidance https://www.gov.uk/using-mobile-phones-when-driving-the-law • Highway code including speed limits to be observed at all times. • Staff are responsible for reporting any potential problems they have that may affect driving e.g. if taking medication that causes drowsiness, if feeling unwell or significant deterioration in eyesight.			
Inability to summon help in an emergency e.g. accident or breakdown	Staff may risk their personal safety or health if they are unable to summon help in an emergency. Staff may suffer	• Staff have use of a mobile phone (either personal or works) to be used as a means of emergency contact which should be charged. • Signing in & out procedure will be adhered to so that colleagues are aware of other team members' whereabouts. • Staff keep a list of emergency contact numbers handy e.g. in			

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
	anxiety, serious injury or death	their car, or on their mobile phone. • Journey details to be left with colleague. • Details of recovery organisation to be to hand in the vehicle. Recovery to be called and office to be informed of situation. • If on rural or town road, lock car doors and remain in car until recovery vehicle arrives. • If on motor way/dual carriageway other busy road, switch off engine and wait in a safe place away from the hard shoulder e.g. behind the barrier, embankment.			
Moving and handling	Staff may be injured when loading items in and out of the vehicle. Such injuries may result in strains & sprains to the back and limbs	• It is ensured that any loads to be loaded and removed from vehicle are suitable for one person to carry if travelling alone; • A person to assist is available for 2 person loads; • Staff aware of appropriate manual handling techniques for loading and unloading.			
Transporting pupils	Safeguarding	• Trust / School policy is for <u>NO</u> children to be transported in a staff member's car/vehicle. • In exceptional circumstances, such as where there is a non 999 medical need, e.g. open wound needing A & E treatment, and medical assistance is not feasible (such as parents cannot be contacted) then two staff to accompany the child. One, known staff member to remain with the child during treatment until parents can be contacted. • The following conditions will apply to the staff member driving: business use insurance is verified; driving licence endorsements are checked; staff have confirmed their vehicles' road-worthiness & their fitness to drive.			
Signature of member of the Executive Team:			Date:		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
Date review required:		Date review required:	Date review required:		Date review required:

DRIVER/VEHICLE RECORD DOCUMENT

APPLICABLE FOR ALL DRIVERS AND VEHICLES

THE FOLLOWING CHECKS MUST BE CARRIED OUT - CHECK DOCUMENTS, DATE AND SIGN

NAME OF DRIVER: _____

DRIVING LICENCE - PAPER OR PHOTO CARD AND COUNTERPART

(COPY AT INDUCTION AND GIVEN TO HR@DDAT.ORG.UK FOR THE EMPLOYEES PERSONNEL FILE)

TO BE COMPLETED AT INDUCTION

Date Licence Copied and put on file	
Details of Categories/Restrictions: Endorsements? NO/YES If yes, state reason	
Will own car be used for Trust business? **YES / NO**	

TO BE COMPLETED ANNUALLY

Date Licence Copied and put on file	
Licence checked with driver (note: no need to copy)	Date:
Details of any changes to licence	

Has the Driver Risk Assessment been read? **YES / NO** **A signed copy must be kept on file and a copy given to the individual**

Have any additional risks been identified? **YES / NO** If yes, please record changed on risk

I am medically fit to drive and meet the required eyesight standard for driving. I will keep my vehicle well maintained and in a roadworthy condition with valid MOT, Road Tax and Insurance cover. I agree to comply with all appropriate legislation, government and safety guidelines and produce my documentation when requested by an authorised person.

I agree to inform the Trust via Operations@ddat.org.uk of any changes, restrictions or endorsements to my driving licence. I agree to inform the Trust via Operations@ddat.org.uk of any changes with regard to my fitness to drive.

Signed Driver _____ Line Manager _____

Date _____ Date _____