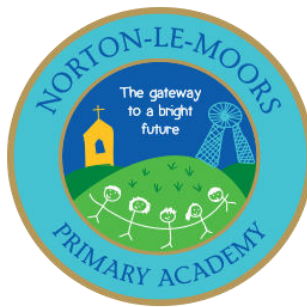


Health & Safety Policy



Approved by:	Alan Irving	Date: 02.09.2026
Last reviewed on:	01.09.2025	
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A. Introduction

This Policy statements the general statement of policy issued most recently by the Stoke on Trent City Council and the Education Department.

The Trustees and Academy Leadership Team at Inspirational Learning Academies Trust recognise and accept their responsibilities both under civil and criminal law to provide a safe and healthy working environment for all employees and obligations to non-employees.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Inspirational Learning Academies Trust Trustees recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

The Trustees will comply with all relevant health and safety legislation and ensure so far as is reasonably practicable that:

- all places and premises where employees and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in educational activities elsewhere.)
- all plant and equipment are safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- appropriate safe systems of work exist and are maintained.
- sufficient information, instruction, training, and supervision is available and provided to ensure that employees and pupils can avoid hazards and contribute in a positive manner towards their own and others health, safety and wellbeing.
- a healthy working environment is maintained including adequate welfare facilities.

In addition to the above the school will ensure as far as reasonably practicable the health and safety of other non-employees is not adversely affected by its' activities.

Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives form part of this policy. All employees are expected to accept their responsibility to work safely by ensuring that they take reasonable care of their own health, safety, and wellbeing and that of other people who may be affected by their acts or omissions.

The Trustees and the Inspirational Learning Academies Trust Leadership Team will draw this policy to the attention of all employees, and review annually.

This policy statement and the accompanying organisational arrangements supersede any previously issued.

C. Responsibilities (Delegation of Duties)

The Trustees are ultimately responsible for health and safety matters at a local level. They accept that the delegation of funds to them from the Education Funding Agency carries with it some power of and hence accountability. Where the spending decisions are controlled by the trustees they will accept a share of the responsibility for the way in which health and safety issues are addressed.

In addition to their general responsibilities:

The **Trustees** will:

- Provide strategic guidance.
- Consider health and safety related information, statistics and reports.
- Monitor and review health, safety and wellbeing issues.
- Ensure adequate resources for health and safety are available.
- Nominate a Link Governor for Health, Safety and Wellbeing.
- Review and monitor the effectiveness of this policy.

The **Executive Head Teacher** is responsible for implementing this policy and will:

- Promote a positive, open health, safety and wellbeing culture in the school.
- Report key health and safety issues to the Trustees.
- Seek advice from other organisations or professionals as required.
- Ensure that all employees co-operate with this policy.
- Appoint appropriate persons with areas of responsibility within the school to implement this policy.
- Develop and implement safety procedures.
- Ensure that risk assessments are completed and reviewed on a regular basis.
- Ensure employees have access to appropriate training for their role.

The Executive Business Manager is the nominated **Premises Manager** and is responsible for the day-to-day operations and maintenance of the buildings, grounds, and equipment. This includes ensuring that statutory inspections of equipment and systems are carried out.

Head Teacher within the school will support the Executive Business Manager and Head Teacher in their roles.

They will:

- Implement and monitor the school's health and safety arrangements.
- Manage any hazardous practices, equipment or building issues and report to the Head Teacher if they remain unresolved.
- Provide a good example, guidance and support to employees on health, safety and wellbeing issues.
- Ensure health and safety inductions are carried out for all employees and keep records of that induction.

Heads of Curriculum/Department Leads will within their area(s) of responsibility:

- Identify and control hazards.
- Instigate and ensure that safety procedures are developed and adhered ensuring that these are in line with curriculum best practice e.g. Science, Design Technology, PE, etc.
- Maintain current knowledge of specific health and safety legislation and official guidance relevant to the safe delivery of their specialism.
- Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are secured in a safe place.
- Ensure that all incidents (including near misses) are reported promptly and investigated.
- Notify the Headteacher/Senior Leaders of any proposed or impending changes affecting health, safety, and wellbeing such as in room allocation or usage, change of materials/equipment, new activities etc.

Teachers will:

- Carry out regular safety checks of their area of work and report any concerns.
- Supervise pupils and advise them on how to use equipment safely.
- Maintain current knowledge of specific health and safety issues within their specialisms.

All **employees** will:

- Comply with the school's health and safety arrangements, including the adherence to risk assessments, health and safety procedures and policies.
- Leave their area of work in a reasonably tidy and safe condition.
- Follow safety instructions when using equipment.
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate employee.
- Follow the accident reporting procedure.
- Contribute to and highlight any gaps in the school's risk assessments and health and safety procedures.

Where specific responsibilities for health, safety and wellbeing are allocated to employees these delegated responsibilities are detailed in Section D below.

D. Health and Safety Management Arrangements

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

1. Accident and Incident Reporting, Recording & Investigation

Accidents/incidents are recorded and investigated for pupils, employees and visitors.

The Executive Business Manager is the person responsible for reporting accidents under RIDDOR.

Accidents/incidents are reported to the Inspirational Learning Academies Trustees.

2. Asbestos

Asbestos registers are kept in a file in the main office to confirm that there is no Asbestos on the sites.

Contractors to view and sign the Asbestos register.

3. Communication

Health and Safety is communicated to all employees on induction. Visitors and contractors when signing into the building. This includes locations of nearest fire exits, fire assembly points, welfare facilities, first aid arrangements and reporting of accidents/incidents and health and safety issues.

Employees can make suggestions on improving Health and Safety by speaking to the

Executive Business Manager

4. Display Screen Equipment use (including PC's, laptops and tablets)

Display screen equipment assessments are completed by the School Business Managers annually for those employees who habitually uses DSE for a significant part of their normal work for continuous periods of an hour or more. Assessments are recorded and control measures required are managed by the Executive Business Manager.

5. Educational visits / Off-Site Activities

Educational visits are planned by the class Teacher where risks are assessed, transport is arranged and approved by the EVC (Educational Visit Co-ordinator). Information can be found in the Educational Visit policy.

6. Electrical Equipment [fixed & portable]

Fixed electrical equipment is tested every 5 years and portable electric equipment is tested annually. These tests are carried out by reputable/qualified company. Employees are required to visually inspect electrical equipment before use and asked not to bring personal electrical items onto the school site.

7. Emergency Preparedness

The school has a critical incident policy and arrangements for communicating emergency arrangements can be found in this.

8. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

Fire Risk Assessments are completed annually by WSG Fire Safety Consultancy Ltd, this is located in the Red Health and Safety files in the office.

The Executive Head Teacher or Head Teacher is responsible for calling the fire brigade if a fire was in the building.

Evacuation of all personnel on the premises proceeds through their nearest fire doors which are clearly marked, with doors being closed behind. Registers/visitors book and signing out book to be take with them in order that a roll call can be carried out at the Assembly point.

Instructions for evacuation in case of a fire are available in all areas of the school, with the fire door for the appropriate area and the assembly point clearly indicated. This is also communicated to employees on induction and visitors/contractors upon arrival to the building.

Fire/evacuation drills are carried out termly and reported in the Red Health and Safety file.

Fire alarm tests are carried out monthly by the caretaker.

Inspection of fire fighting equipment is carried out annually by Chubb.

All employees carry out fire safety awareness training and selected employees carry out fire marshal training.

Guidelines re. Bomb Alert can be found in the critical incident policy and communicated to employees on induction.

9. First Aid *see also Medication

A number of employees are First Aid trained and Paediatric First Aid trained, a list can be found in the office.

Training is reviewed by the First Aid Lead and booked accordingly.

First Aid boxes are located around the site and checked weekly by the First Aid Lead.

Accidents are recorded in accidents books or online and reported to the Executive Business Manager including infection control.

10. Hazardous Substances (COSHH)

Hazardous Substances are kept in correct storage locations with signage and risk assessments completed. Data safety sheets can be located in the red file in the school office along with the location sheet.

11. Health and Safety Law Poster

The Health and Safety at work poster can be found in the staff room.

12. Housekeeping, cleaning and waste disposal

All employees, pupils and visitors share the responsibility for keeping the school site clean, tidy and free from hazards.

Waste skips and bins are located away from the school building.

13. Lone Working

Lone working is Risk Assessed and Lone workers follow the Lone Working policy.

14. Manual Handling

Employees are aware of the requirements to avoid hazardous manual handling and risk assessments are in place for the task if necessary. Site supervisors are trained appropriately to carry out manual handling tasks.

15. Medication

Arrangements for Medication can be found in our Administering medicine policy.

16. Risk Assessments

The school has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce the risk are communicated to employees, pupils and others who may be exposed to the risk.

Appropriate training is provided for employees who are creating, reviewing or implementing risk assessments.

Risk assessments are reviewed annually or created or reviewed when something new is introduced or a change has occurred.

17. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the school or state locations where it is allowed.

18. Training and Development

The Executive Head Teacher is responsible for the training and developing of employees. All new employees receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.

Training records are retained and are located on the shared area.

19. Vehicles owned or operated by the school

Vehicles owned or operated by the school can be found in the minibus policy.

20. Violence and Aggression and School Security

The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to employees, pupils and visitors.

The school will not tolerate verbal & physical violence and employees and pupils must report incidents to the Head Teacher.

The Executive Head Teacher is responsible for the site security and the security Risk

assessment can be found on the shared area.

21. Water System Safety

Water Risk assessments are carried out every 2 years.

Water systems are checked biannually, temperature checked monthly and systems flushed weekly.

Records are kept in the file in the office and on the TAMS system.

The appropriate employees have carried out legionella awareness training.

22. Working at Height

Employees are aware of the requirements to avoid working at heights where possible and risk assessments are in place for the task if necessary. Site supervisors have completed training on working at heights if they are required to do so.

Appropriate equipment is provided for work at height where required and employees who carry out work at height are trained to use the equipment provided.