HEALTH AND SAFETY POLICY

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1 INTRODUCTION

Orchard Hill College and Academy Trust (OHC&AT) is a 'family' of providers, comprising Orchard Hill College (OHC) and Orchard Hill College Academy Trust (OHCAT), working together to benefit our pupils, students and communities. Proper management of health and safety issues is seen as an integral part of the efficient management of OHC&AT's activities, and critical to developing the educational and professional culture of the schools and College centres, establishing and maintaining a solid reputation with all stakeholders.

The purpose of this policy is to ensure a safe and healthy environment for pupils and students, apprentices, staff, visitors, contractors and the general public, in all OHC&AT settings, at all times; to provide information, training and supervision necessary to ensure the above as well as robust health and safety within all OHC&AT related activities; and to ensure full compliance with the Health and Safety at Work Act 1974 and other relevant legislation.

This policy applies to everyone who works, learns, visits, or otherwise engages with OHC&AT. This includes all employees, workers, Trustees, Members, Local Governors, agency staff, contractors, consultants, volunteers, students, parents / carers, and any other visitors to OHC&AT sites or activities.

2 DEFINITIONS (used throughout this Policy)

Responsible Person (Fire Order) – The individual who has control of the premises (e.g., Principal / Head of College for their setting) and must ensure general fire precautions are in place and maintained in accordance with the Regulatory Reform (Fire Safety) Order 2005.

Duty Holder (Asbestos) – The person or organisation with responsibility for maintenance / repair of non-domestic premises (and thus asbestos management) under the Control of Asbestos Regulations 2012 (Regulation 4). Operational duties are typically delegated to the Facilities Manager / Supervisor for the site.

Duty Holder / Responsible Person (Legionella) – The organisation / person in control of the premises / water systems (duty holder) who appoints a Responsible Person to implement the written scheme of control in line with HSE ACOP L8 (Legionnaires' disease).

Competent Person – Someone with the appropriate combination of training, knowledge, experience and other qualities to enable them to assist in undertaking the measures needed to comply with health and safety law (Management of Health and Safety at Work Regulations 1999, Regulation 7).

PPM (Planned Preventive Maintenance) – A scheduled programme of inspections, servicing and remedial actions to keep plant, equipment and safety systems in safe working order and compliant.

RAMS (Risk Assessment & Method Statement) – Documents that describe: (1) the risks of an activity and (2) the safe method for carrying it out, including controls, sequencing, permits and supervision.

FRA (Fire Risk Assessment) – A suitable and sufficient assessment of fire hazards, people at risk and control measures, with an action plan and review cycle.

EICR (Electrical Installation Condition Report) – The formal report of periodic inspection and testing of fixed electrical installations; typical frequency is 5-yearly (or as otherwise specified by the competent person's findings).

PUWER – The Provision and Use of Work Equipment Regulations 1998 (safe selection, use, inspection and maintenance of work equipment).

LOLER – The Lifting Operations and Lifting Equipment Regulations 1998 (planning, safe use and statutory thorough examination of lifting equipment / accessories).

LEV (Local Exhaust Ventilation) – Engineering control used to remove airborne contaminants at source; requires statutory examination / testing at defined intervals.

PEEP (Personal Emergency Evacuation Plan) – A plan for anyone who may need assistance to evacuate in an emergency, detailing agreed arrangements, equipment and roles.

EVC (Educational Visits Coordinator) – The trained member of staff who oversees visit planning, approval readiness and compliance with the Educational Visits Policy.

3 STATEMENT OF INTENT

Orchard Hill College & Academy Trust (OHC&AT) is committed to complying with the Health and Safety at Work etc. Act 1974 and all relevant statutory requirements, taking all reasonably practicable steps to provide a safe and supportive environment for learners, staff and visitors.

As a specialist provider for learners with complex needs, OHC&AT acknowledges that some pupils and students may become dysregulated and present with behaviours of concern. While risks are identified, assessed and controlled, not all risks can be fully eliminated through the hierarchy of control without compromising access to education or essential support. In this specialist SEND context, elimination, substitution and engineering controls may not always be achievable. OHC&AT will therefore apply the hierarchy of control so far as it is reasonably

practicable, using proportionate safeguards and professional judgement, informed by individual assessments and multi-disciplinary expertise.

To give effect to this commitment, OHC&AT will:

- Maintain safe and healthy premises, equipment and working environments, including suitable arrangements for pupils and students with complex needs.
- Provide clear information, instruction, training and supervision proportionate to role and risk, including specialist training where required.
- Identify, assess and control risks across all operations and curriculum. activities, review existing controls, and learn from incidents and near misses.
- Consult and communicate with staff and relevant stakeholders on health and safety matters.
- Secure competent advice and specialist input where needed to assess risks and determine appropriate precautions.
- Monitor, audit and report on health and safety performance to support continual improvement and informed decision-making.
- Implement arrangements in ways that are accessible, equitable and non-discriminatory.
- Uphold safeguarding and dignity, and adopt trauma-informed, person-centred approaches where behaviours of concern present risk.

OHC&AT and its employees work together to promote safe working practices, maintain prompt and accurate reporting, and support a shared understanding of individual and collective responsibilities under health and safety law. All staff are expected to follow policies, procedures and guidance, participate in relevant training, and contribute to a positive safety culture. Serious breaches of this Policy may be treated as disciplinary matters.

This Statement of Intent, together with the Organisation and Arrangements that support it, is reviewed annually or sooner where there are significant changes to OHC&AT's operations, structure, risk profile or applicable legislation.

Signed:	
Print Name:	
Date:	

4 HEALTH AND SAFETY ORGANISATION

4.1 Overview

As the employer of staff, Orchard Hill College (OHC) and Orchard Hill College Academy Trust (OHCAT) have overall responsibility for the health, safety and welfare of pupils and students, staff, volunteers, contractors and visitors across all their settings and fulfil the role of Duty Holder where required under relevant health and safety legislation. For the purposes of this policy, "OHC&AT" refers collectively to Orchard Hill College (OHC) and Orchard Hill College Academy Trust (OHCAT).

This policy sets out the overarching governance and strategic direction for health and safety, while individual academies and college centres may maintain local procedures aligned to this framework.

The OHC and OHCAT Boards of Trustees oversee health and safety compliance and receive assurance through established governance structures, including committees with responsibility for monitoring health and safety performance and strategic risk.

Local Governance Committees and leadership teams work in partnership with OHC&AT's central functions to promote strong health and safety practice across all settings. Day-to-day management of health and safety within each academy, school or college is delegated to the Principal / OHC Regional Leads / Head of College, supported by the Senior Leadership Team (SLT) and other designated staff.

This structure supports consistent standards across OHC&AT, while enabling each academy, school or college centre to address the specific needs of its learners, environments and activities.

Note: This section should be read in conjunction with job descriptions, contracts, and all relevant OHC&AT policies and procedures.

4.2 Within OHC&AT

4.2.1 OHC and OHCAT Boards of Trustees

The Boards of Trustees hold overall and final accountability for health and safety across the organisation.

Key responsibilities:

- Approve this policy.
- Keep health and safety central to strategic planning and decision-making.
- Receive assurance on health and safety performance via reports from the Executive Senior Leadership Team (ESLT) and relevant portfolio Trustees.

The Boards retain overall accountability for health and safety, but delegate executive responsibility for implementing this Policy to the CEO (OHCAT) and the Executive Principal (OHC), who provide leadership and oversight of health and safety across the organisation.

For the purposes of this policy, "executive responsibility" refers to the authority delegated by the Boards of Trustees to senior leaders to lead, direct and oversee the implementation of health and safety arrangements on behalf of the employer.

4.2.2 Chief Executive Officer (CEO)

Supported by the ESLT, the CEO provides strategic leadership and holds executive responsibility for health and safety management across OHCAT as delegated by the OHCAT Board of Trustees.

Key responsibilities:

- Establishing suitable organisational arrangements and management systems.
- Confirming that risks arising from activities are assessed and managed through appropriate control measures.
- Providing information, instruction, training and support proportionate to role and risk.
- Establishing systems and procedures and providing the resources needed to maintain effective standards.

The CEO retains responsibility for maintaining and continually improving health and safety standards across the organisation, delegating day-to-day operational responsibility within each academy and school to the relevant Principal.

4.2.3 The Executive Principal of College

Supported by the ESLT, the Executive Principal of College provides strategic leadership and holds executive responsibility for health and safety management across OHC as delegated by the OHC Board of Trustees.

Key responsibilities:

- Establishing suitable organisational arrangements and management systems.
- Confirming that risks arising from activities are assessed and managed through appropriate control measures.
- Providing information, instruction, training and support proportionate to role and risk.
- Establishing systems and procedures and providing the resources needed to maintain effective standards.

The Executive Principal of College retains responsibility for maintaining and continually improving health and safety standards across the organisation, delegating day-to-day operational responsibility within each college centre to OHC Regional Leads and Heads of College.

4.2.4 The Executive Senior Leadership Team (ESLT)

The ESLT supports the CEO and Executive Principal by providing strategic leadership for health and safety across OHC&AT.

Key responsibilities:

- Maintain up-to-date policies, procedures and guidance.
- Communicate relevant information to Senior Leadership Teams (SLT).
- Monitor health and safety performance across settings through structured reporting and assurance systems.
- Respond to concerns, feedback and emerging risks, driving continuous improvement.

4.2.5 The Chief Operating Officer (COO)

The COO oversees and champions health, safety, environment and sustainability (HSE&S) across OHC&AT.

Key responsibilities:

- Lead the HSE&S team and secure competent professional advice in line with legislation.
- Maintain the health and safety management system.
- Provide timely and accurate performance information to the ESLT and reports to the Finance and Resources Committee.

4.2.6 Director of Estates & Facilities

(Supported by the Estates and Facilities Team, including the Assistant Director and the Head of Capital Projects and Facilities Business Partners)

The Director of Estates and Facilities is responsible for the efficient management, maintenance and safe operation of all property and workplace facilities across OHC&AT, ensuring compliance with statutory requirements and organisational standards.

Key responsibilities:

- Manage and maintain the estate in line with statutory requirements and OHC&AT standards.
- Provide and manage suitably skilled facilities staff for day-to-day premises safety.
- Monitor estate condition, compliance and risk, escalating concerns as required.
- Appoint competent contractors and apply contractor management procedures, including compliance with the Construction (Design and Management) Regulations (CDM) and The Building Safety Act 2022.

4.2.7 Head of Health, Safety Environment and Sustainability

(Supported by the HSE&S team)

The Head of HSE&S acts as OHC&AT's Competent Person.

Key responsibilities:

- Provide professional health and safety advice, guidance and support across OHC&AT.
- Develop and drive continuous improvement of the Health and Safety Management System.
- Champion communication and consultation on health, safety and welfare matters.
- Lead the Health and Safety Forum.
- Develop training programmes to support health and safety competence.
- Liaise with regulators and manage RIDDOR (Reporting of Injuries, Disease and Dangerous Occurrences Regulations) reporting.
- Deliver an assurance programme including audits, inspections and compliance monitoring.
- Report key safety KPIs termly to ESLT.

4.2.8 Line Managers (Directors and Heads of)

Central Team Line Managers support implementation of health and safety arrangements within their teams and areas of responsibility.

Key responsibilities:

- Implement risk assessments and verify control measures are followed.
- Identify competence gaps and arrange training or support for their staff.
- Communicate relevant procedures and safe working practices and provide supervision.
- Communicate health and safety information effectively to employees through briefings, bulletins, meetings and training.
- Ensure the safety and care of visitors whilst on the premises.
- Ensure all incidents are reported, investigated proportionately and resolved in iAM Compliant.
- Notify the HSE&S team of any potential RIDDOR-reportable incidents.

4.2.9 Health & Safety Forum Members

Health & Safety Forum Members support effective communication and consultation on health, safety and welfare matters across OHC&AT and represent employees within their respective settings.

Key responsibilities:

- Raise health and safety issues and support information flow between staff and leadership.
- Participate in health and safety walks / inspections and report findings.
- Support consultation on updated policies and arrangements.

4.3 Within each OHC&AT provision

4.3.1 Health, Safety, Environment and Sustainability Link Governors *(Academy / School Local Governing Body Role)*

The Health, Safety, Environment and Sustainability (HSES) Link Governor provides local oversight and assurance on health and safety within their school, supporting the Local Governing Body (LGB) in fulfilling its duties.

Key responsibilities:

- Receive updates and raise health and safety matters at the LGB meetings.
- Undertake walk rounds with leaders and review compliance information.
- Seek assurance that statutory checks and required actions are completed.

4.3.2 Principals, OHC Regional Leads and Heads of College

Principals, OHC Regional Leads and Heads of College hold overall operational responsibility for ensuring compliance with OHC&AT health and safety requirements and for maintaining effective standards of health and safety within their setting or

area of responsibility. They may delegate specific health and safety tasks and day-to-day duties to competent members of staff; however, delegation does not remove their overall responsibility for ensuring that arrangements are implemented and effective (see 2.3.4).

Key responsibilities:

- Ensure that risks to employees, pupils and students, apprentices, volunteers and visitors are identified, assessed and appropriately controlled, with specific consideration given to young persons and those with specific needs.
- Provide induction, ongoing and role-appropriate training to ensure competence.
- Ensure appropriate health and safety equipment, systems and resources are in place, maintained and used correctly.
- Maintain safe premises, equipment and systems in partnership with the Estates and Facilities Team.
- Establish emergency procedures (e.g. evacuation, lockdown) and review after drills or incidents.
- Report performance through Local Governing Body (where applicable) and contribute to the Health & Safety Forum.
- Communicate health and safety information effectively to employees through briefings, bulletins, meetings and training.
- Ensure the safety and care of visitors whilst on the premises.
- Ensure all incidents are reported, investigated proportionately and resolved in iAM Compliant.
- Review incident trends and ensure resulting actions are completed, verified and escalated where necessary.
- Notify the HSE&S team of any potential RIDDOR-reportable incidents in a timely manner.

4.3.3 Facilities Managers / Supervisors

(Supported by the Facilities Business Partners and the wider Central Estates and Facilities Team)

Facilities Managers and Supervisors manage day-to-day safety and maintenance of buildings and facilities within their assigned setting.

Key responsibilities:

- Oversee planned preventive maintenance (PPM), statutory inspections, servicing and remedial actions; maintain records.
- Supervise facilities staff (where applicable) and contractors; apply safe systems of work and site rules.
- Undertake delegated day-to-day duties for asbestos and legionella management in line with OHC&AT policy and under the direction of the Principal.
- Identify and escalate defects, unsafe conditions, non-compliance and resource gaps promptly.
- Support emergency preparedness and response arrangements (e.g., fire safety, business continuity) and site security.

- Monitor buildings and facilities and provide assurance back to the Principal / OHC Regional Lead / Head of College.

4.3.4 Senior Leadership Team (SLT) / Managers / Supervisors

(This includes any staff with responsibility for leading teams or overseeing activities)

SLT, managers and supervisors act under delegated authority from the Principal / OHC Regional Lead / Head of College to implement health and safety arrangements within their teams and areas and must be competent for the tasks they are assigned.

Key responsibilities:

- Communicate relevant procedures and safe working practices and provide supervision.
- Implement risk assessments and verify control measures are followed.
- Review incidents in their area, complete actions and escalate recurring issues.
- Identify competence gaps and arrange training or support for their staff.
- Monitor implementation within their area and provide assurance back to the Principal / OHC Regional Lead / Head of College.

4.3.5 Parents and Carers

Parents and carers play an important role in supporting a safe environment for pupils and students by:

- Following health and safety guidance provided by the academy, school or college when at the setting or attending activities.
- Informing the academy / school / college of any health or well-being issues that may affect safety.
- Reporting concerns or incidents to a member of staff.

4.3.6 Contractors *(Including subcontractors and visiting tradespeople)*

Contractors working on OHC&AT premises must comply with all relevant health and safety legislation, OHC&AT policies and setting procedures.

Key responsibilities:

- Agree health and safety arrangements with the Principal, Head of College and / or the Estates and Facilities Team before starting any work; provide RAMS where required.
- Use competent, trained and authorised personnel; follow site rules, safeguarding and emergency procedures.
- Bring only safe, maintained equipment; obtain and follow permits (e.g., hot works, isolation, working at height, lock-out tag-out)
- Report any incidents, hazards or unsafe conditions immediately; stop work if conditions are unsafe.
- Leave work areas clean, safe and secure, with all waste managed appropriately.
- Cooperate with monitoring, inspections or audits conducted by the Estates and Facilities Team or the HSE&S Team.

4.4 All employees (including volunteers and agency workers)

Everyone has a duty to cooperate with OHC&AT to meet statutory health and safety obligations.

Key responsibilities:

- Follow relevant policies, procedures, risk assessments and safe systems of work.
- Take reasonable care of their own health and safety and that of others.
- Seek guidance where health and safety responsibilities or procedures are unclear.
- Use only equipment they are trained / authorised to use.
- Not interfere with, or misuse, anything provided for health, safety or welfare purposes.
- Participate in training and apply learning in practice.
- Report all accidents, incidents and near misses, hazards and damaged equipment promptly.

5 HEALTH AND SAFETY ARRANGEMENTS

NB: This section is a high-level summary. Operational requirements and detailed responsibilities are set out in risk assessments, RAMS, policies, procedures, safe systems of work (including permits to work), and site-specific rules.

5.1 Accident and Incident Recording and Reporting

Duties under Regulation 5 of the Management of Health and Safety at Work Regulations 1999 and Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (as amended) (RIDDOR) are met through effective arrangements for reporting, investigating and reviewing accidents, incidents and near-misses. Responsibilities and key points:

- All incidents that cause, or have the potential to cause, injury, ill-health or property damage are reported through iAM Compliant, the H&S on-line reporting system.
- The *HSE&S Team* submits RIDDOR notifications and keeps records for, any incidents that are notified to the team and that they are retained per the OHC&AT records schedule / UK GDPR and are auditable.
- *Principals / Heads of College / OHC Regional Leads / Central Team* Line Managers put processes in place to identify potential RIDDOR-reportable incidents and notify the HSE&S team promptly.
- *Principals / Heads of College / OHC Regional Leads / Central Team* Line Managers ensure all incidents (including near-misses and cases of work-related ill-health) are investigated, lessons learned captured, and actions implemented and monitored.
- *HSE&S Team* reviews incident data and trends and escalates to the *ESLT* for oversight and improvement.

- *Principals / Heads of College / OHC Regional Leads / Central Team Line Managers* ensure their staff receive role-appropriate training in incident reporting and investigation.

Detailed arrangements: refer to the OHC&AT Incident and Investigation procedures.

5.2 Adverse Weather and Environmental Conditions

Procedures are in place to safeguard pupils and students, staff and visitors during periods of adverse weather.

Responsibilities and key points:

- *Principals / Heads of College / OHC Regional Leads / Central Team Line Managers* monitor local conditions; maintain safe access, egress and on-site operations through risk assessment and direct the *Facilities Team*, to keep routes and welfare areas safe.
- *CEO / Executive Principal / Deputy CEO* take final decisions on partial or full closure in line with policy.

Detailed arrangements: refer to the OHC&AT Adverse Weather Procedure.

5.3 Communication

Clear, accessible, and timely health and safety communication is provided so employees are informed, consulted, and engaged.

Mechanisms:

- *HSE&S Team*-led Health and Safety Forum (employee representation and consultation).
- The *HSE&S Team* 'Hub' (iAM Compliant, policies, forms and resources).
- *Principals / Heads of College / OHC Regional Leads / Central Team Line Managers* bulletins and internal briefings; INSET, away days and team meetings.
- *HSE&S Team* Alerts (urgent / important issues).
- Induction and training programmes.
- Direct enquiries to the *HSE&S team*.
- *Principals / Heads of College / OHC Regional Leads / Central Team Line Managers* display the Health and Safety Law Poster or provide the approved leaflet alternative.

5.4 Community Use of Premises

Facilities may be made available for community use where practical, appropriate and consistent with safeguarding, security and health and safety requirements. Community use is managed in line with the OHC&AT Community Use Policy and local Lettings Agreements.

Responsibilities & key points:

- *Principals / Heads of College* manage and oversee letting arrangements on behalf of OHC&AT under delegated authority, ensuring compliance with safeguarding, security and health and safety requirements.
- All hirers complete the Lettings Request Form and accept the associated Terms & Conditions, including responsibilities for supervision, conduct, first aid, insurance, and adherence to OHC&AT policies.
- Safeguarding: Hirers providing services involving children, young people or vulnerable adults demonstrate appropriate safeguarding arrangements, including DBS checks for relevant staff.
- Health and Safety:
    - Hirers are responsible for the safe conduct of their activities, for completing any required risk assessments, and for ensuring all participants are aware of site rules.
    - Hirers must report defects, damage or incidents to the Principal or Site Manager and leave the premises in a safe and clean condition.
    - Use of specialist equipment or academy / school / college resources requires prior approval and may incur charges.
- Restricted practices: Smoking, vaping, alcohol, illegal substances and unsafe behaviours are prohibited across all OHC&AT premises.
- Priority of use: School / College events, planned or essential maintenance: Planned or essential maintenance take priority over external bookings; where necessary, bookings may be rescheduled or cancelled in line with the Community Use Policy.

Detailed arrangements: refer to the OHC&AT Community Use Policy and local Lettings Agreements.

5.5 Control of Substances Hazardous to Health (COSHH)

Duties under the Control of Substances Hazardous to Health Regulations 2002 (COSHH) are met through effective arrangements for identifying, assessing and controlling risks from hazardous substances, including the safe use, storage and management of all COSHH-regulated materials.

Responsibilities and key points:

- *Principals / Heads of College / OHC Regional Leads / Central Team Line Managers* ensure Safety Data Sheets (SDS) are obtained and COSHH assessments completed before substances are introduced or used and that the hierarchy of control is applied.
- *HSE&S Team* completes COSHH assessments on request and maintains a central index of submitted assessments.
- *Staff* follow local COSHH assessments and training, use SDS to inform safe use and maintain controls (storage, access, labelling / signage, LEV, PPE, spills).
- Contract cleaners provide SDS and COSHH assessments for all products they bring onto OHC&AT premises and are responsible for ensuring appropriate training and provision PPE.
- Health surveillance (where required by COSHH) is arranged via *Occupational Health (via HR)* with the *HSE&S Team* where required.

- Where medical oxygen is used, settings complete and follow a setting-specific oxygen risk assessment and comply with the OHC&AT Medical Oxygen Procedure (storage, handling, transport, training and emergency arrangements).
- All COSHH matters relating to external contractors will be managed in accordance with the OHC&AT Policy on the Safety Arrangements for Building Contractors.
- Curriculum-specific requirements (Science, DT, Art and related subjects): CLEAPSS membership is available to all OHC&AT settings and CLEAPSS guidance is used and adapted where appropriate for curriculum activities. *Curriculum leaders / subject leaders* are responsible for ensuring that:
    - CLEAPSS guidance and model risk assessments are followed and locally adapted.
    - CLEAPSS Hazcards may be used as suitable and sufficient COSHH assessments where they have been appropriately reviewed and personalised to reflect the specific circumstances of the setting. All curriculum-related chemical / technical processes have COSHH assessments in place.
    - Safe systems of work are developed, communicated and monitored
    - Curriculum staff receive appropriate training and instruction;
    - Relevant curriculum-specific equipment (e.g., LEV, tools, materials, substances) is managed in line with COSHH and subject guidance.

Detailed arrangements, medical oxygen: refer to the OHC&AT COSHH Procedure and the OHC&AT Medical Oxygen Procedure.

Refer to: https://www.cleapss.org.uk/ where applicable.

5.6 Curriculum Safety

Certain curriculum areas present increased health and safety risks. These areas have specific subject-based arrangements, including CLEAPSS guidance where applicable, which are reviewed regularly and communicated to relevant curriculum leaders and staff.

Responsibilities and key points:

- *Subject teachers / leaders* ensure risk assessments are in place and safe practices are maintained (monitored by the *Principal / Heads of College / OHC Regional Leads* via learning walks / observations).
- All workplace / DT / Motor Mechanics / workshop equipment is registered on the central insurance register; items are inspected annually by the insurer and serviced according to manufacturers' recommendations and statutory checks completed.
- CLEAPSS membership is available for science / DT / art guidance. Risk assessments should be adapted locally as appropriate.

Refer to: https://www.cleapss.org.uk/

5.6.1 Educational Visits

All visits follow the OHC&AT Educational Visits Policy, with Principals / Heads of College and Educational Visits Coordinators (EVCs) ensuring that approval, risk assessment and safeguarding requirements are completed and communicated to relevant staff.

Responsibilities and key points:

- Visits planned with regard to participants' age, needs and capabilities. Risks are assessed and consents and approvals obtained.
- The provision's *Educational Visit Coordinator* (EVC) is consulted and maintains up-to-date training.
- Activities categorised as adventurous, residential or overseas are submitted to the *Outdoor Education Adviser* (OEA)
- Residential visit risk assessments are reviewed by the *OHC&AT Director of Safeguarding & Wellbeing*.
- *Principal / Head of College* is informed of all planned educational visit activity
- The *Local Governing Body (LGB)* is notified of any visit categorised as residential, adventurous or overseas.

Detailed arrangements: refer to OHC&AT Educational Visits Policy

5.6.2 Food Safety (Food Technology, Life Skills and Hospitality)

(This section covers food prepared as part of curriculum activity).

Curriculum activities involving food preparation, cooking or handling are managed safely in line with food hygiene requirements and recognised good practice. These activities are supported by suitable risk assessments and appropriate supervision.

Responsibilities and key points:

- *Curriculum Leaders* ensure that risk assessments and schemes of work reflect safe food-handling practices, hygiene controls and individual student needs.
- Staff delivering food-based curriculum activities complete basic food hygiene training and follow CLEAPSS guidance where applicable.
- Suitable controls are in place for
    - Handwashing and personal hygiene.
    - Cross-contamination prevention.
    - Safe storage, preparation and serving of food.
    - Temperature control (including cooking, reheating, cooling and storage).
    - Allergen management in line with student care plans.
    - Use of knives and sharp utensils.
    - Safe operation of ovens, hobs, microwaves and other food-related equipment.
    - Cleaning, disinfection and waste disposal.
- Pupils / students are supervised at a level appropriate to risk, competency and individual needs.

- Any food prepared for consumption within curriculum sessions is handled, stored and served safely.
- *Staff* follow individual allergy, anaphylaxis and medical need plans and implement agreed control measures (e.g., avoidance, equipment segregation, cleaning protocols).
- Curriculum areas maintain appropriate equipment hygiene, cleaning regimes and (where relevant) refrigeration or temperature control procedures.

Detailed arrangements: CLEAPSS food technology guidance.

Links available via iAM Compliant: Food Safety & Hygiene Level 2 (Overview) - iAM Compliant

5.6.3 Keeping Animals

Where settings keep small animals (e.g., chickens, rabbits) to support learning, this is managed safely and in line with DEFRA requirements and CLEAPSS guidance. Therapy dogs are fully risk assessed; dog-handler training / qualification and insurance are verified.

Responsibilities and key points:

- A competent person is identified who is experienced in housing, feeding, handling and care of the animals.
- Continuous care is always available, including weekends and holidays.
- Funding for setup and ongoing care (including veterinary costs) is secured and sustained.
- The duration of keeping animals is planned; suitable re-homing or end-of-care arrangements are identified.
- Potentially affected parties (pupils and students, staff, neighbours) are consulted and concerns addressed.
- Secure housing and containment is provided; welfare needs are met and monitored.
- Health and safety arrangements protect pupils and students, staff and others; CLEAPSS guidance is followed for animals in schools.
- DEFRA registration is completed where required (anyone keeping poultry is encouraged to register) and DEFRA guidance is checked regularly for current requirements.
- School dogs: a setting-specific risk assessment is completed (temperament, handler competence, insurance, hygiene, allergies, phobias, space management), and local protocols cover access, supervision, exclusions, grooming, toileting and cleaning.

5.7 Display Screen Equipment (DSE)

Duties under the Health and Safety (Display Screen Equipment) Regulations 1992, are met through effective arrangements for identifying DSE users (using DSE most days >1 hour), assessing risks, and implementing appropriate control measures to protect employees who use display screen equipment regularly.

Responsibilities and key points:

- *DSE users* complete DSE training and a DSE assessment on iAM Compliant to ensure their workstation is set up correctly and review after significant workstation changes, or if they experience musculoskeletal or other health concerns that could be related to DSE use.
- *Line managers* verify completion and encourage good practice.
- *HSE&S Team* reviews DSE assessment forms completed on iAM Compliant, following up where appropriate and offering support.
- OHC&AT provides eye tests and corrective lens vouchers (where applicable), *Occupational Health* referral (via HR), and *HR* support.

Links available via iAM Compliant: DSE & Computer Workstations - iAM Compliant Browse Forms - iAM Compliant

5.8 Estate Management Inspections and Safety Systems

All building, refurbishment and maintenance activities across OHC&AT are managed, organised and supervised by the *Central Estates and Facilities Team*, who coordinate works and support the *on-site Facilities Teams* in delivering safe, compliant estate operations. In the case of a PFI school, the maintenance of the site is managed under the terms of the PFI contract. *Principals / Heads of College* retain overall responsibility for the safety of occupants within their setting and maintain oversight of compliance, working in partnership with the Central Estates and Facilities Team.

5.8.1 Asbestos

Duties under the Control of Asbestos Regulations 2012 are met through effective arrangements for identifying, managing and controlling asbestos risks where asbestos is present.

Responsibilities and key points:

- Asbestos surveys are completed by OHC&AT-approved, accredited surveyors. Asbestos Containing Materials, ACMs, are reinspected at a frequency determined by risk (typically every 12 months).
- Each relevant setting maintains a current and up-to-date Asbestos Management Plan and Asbestos Risk Assessment. The *Principal* is responsible for ensuring these are implemented, with designated competent staff undertaking monitoring, maintaining records and supporting compliance.
- Staff who may encounter or disturb ACMs (e.g. facilities staff, tradespeople) receive appropriate information, instruction.
- The *Director and Assistant Director of Estates & Facilities* arrange asbestos training for Facilities teams and support compliance across OHC&AT.
- The Facilities Manager carries out delegated day-to-day asbestos management duties, including providing accurate asbestos information to contractors, in line with OHC&AT procedures and under the direction of the Principal.
- Where asbestos has been removed or remediated, internal registers and management plans are updated.

- Asbestos-containing materials (ACMs), are kept in a safe condition and adequately assessed and managed using suitable and sufficient control measures, including clear labelling where required.
- Before any building, refurbishment or maintenance work starts, a suitable risk assessment is completed and the Asbestos Management Plan checked to determine the presence and condition of ACMs. There is a legal requirement for all ACMs to be removed, as far as reasonably practicable, before major refurbishment or demolition. In these cases, before works can commence, an asbestos R&D survey must be carried out to locate and identify ACMs, including those hidden within the building fabric.
- The *Facilities Team* provides accurate information on the location and condition of ACMs to contractors and others who may disturb asbestos before work begins.
- If asbestos is disturbed, damaged, suspected to be damaged, or discovered during works, all work stops immediately, the area is evacuated and secured, and the incident reported through iAM Compliant. A specialist licensed contractor is engaged as required, and appropriate control measures and exclusion zones put in place. The *Director or Assistant Director of Estates and Facilities* and the *Head of HSE&S* are informed immediately.

5.8.2 Building Refurbishment and Maintenance Work

All building, refurbishment and maintenance activities are managed by the *Estates and Facilities Team* through effective arrangements that ensure compliance with legal requirements, including the Construction (Design and Management) Regulations 2015 and The Building Safety Act 2022.

Responsibilities and key points:

5.8.2.1 Central ownership and appointments

- The *Central Estates and Facilities Team* organise, plan and procure all building, refurbishment and maintenance works across OHC&AT, and make required CDM 2015 appointments (e.g. Principal Designer / Principal Contractor) where applicable.
- The *Director or Assistant Director of Estates and Facilities* is informed of all proposed works at the earliest opportunity and authorises commencement.
- The *Head of HSE&S* is consulted on scope and risk proportionate to the work.

5.8.2.2 Pre-work checks and risk assessment

- *Central Estates and Facilities Team* ensure a suitable and sufficient risk assessment is completed, considering impacts on asbestos management, fire safety, gas safety, electrical safety and other relevant risks and commission additional surveys (e.g., refurbishment / demolition) as required, by accredited surveyors.

5.8.2.3 Contractor competence and documentation

- *Central Estates and Facilities Team* verify contractor competence and require submission of RAMS (risk assessments / method of work statements) and apply permit-to-work controls to high-risk activities (e.g. hot works, isolations, roof work, intrusive works). They provide contractors with pre-construction

information, including relevant drawings, asbestos information, site rules and emergency arrangements.

5.8.2.4 Role of settings

- Settings do not independently procure or instruct building, refurbishment or maintenance works. They cooperate with *Central Estates and Facilities Team* (refer to organisation section above).
- The *Principal / Head of College* facilitates access, providing local induction, supporting segregation arrangements and planning and scheduling to protect pupils and students, staff and visitors. They will stop or pause works where risks to pupils, students, staff or visitors cannot be adequately controlled, escalating immediately to *Central Estates and Facilities Team* and the *HSE&S Team.*

5.8.2.5 Site control, monitoring and completion

- Work areas are appropriately segregated and interfaces with academy / school / college operations controlled. Live services are only worked on under formal isolation and permit controls.
- *Central Estates and Facilities Team* (and where appropriate *HSE&S Team*) monitor works against RAMS and permits and may stop unsafe work.
- On completion, areas are left safe and all required documentation (e.g., test certificates, commissioning records, O&M manuals, statutory records, updated asbestos information) provided and that they are retained.

Detailed arrangements: refer to OHC&AT Contractor Management and Permit-to-Work Procedures.

5.8.3 Electrical Safety

Duties under the Electricity at Work Regulations 1989 are met through effective arrangements for managing electrical safety in line with OHC&AT requirements and relevant statutory obligations.

Responsibilities and key points:

5.8.3.1 Fixed Electrical Systems

- Fixed electrical installations are installed, maintained and inspected by approved contractors / competent persons.
- A five yearly Electrical Installation Condition Report (EICR) is completed for each setting.
- Recommendations from the EICR, including C1 (Danger Present), C2 (Potentially Dangerous) and FI (Further Investigation), are acted upon promptly.

5.8.3.2 Portable Appliance Testing (PAT)

- Portable electrical equipment is subject to a planned programme of inspection and testing, coordinated by the *Facilities Team.*
- Items display a valid PAT test label.
- *Staff* carry out a basic visual check of electrical equipment prior to use.

5.8.3.3 Preventing Electrical Accidents

- Only approved contractors / competent persons work on electrical systems or undertake PAT

- *Staff* do not bring personal electrical appliances to settings.
- Gifts or second-hand electrical equipment are not accepted unless checked and approved through PAT and Facilities processes.
- Any accident, incident or near-miss involving electricity is reported through iAM Compliant and may be subject to RIDDOR reporting.

5.8.4 Gas Safety

Duties under the Gas Safety (Installation and Use) Regulations 1998 are met through effective arrangements for managing, maintaining and monitoring gas appliances, systems and installations across all OHC&AT settings.

Responsibilities and key points:

- Work on gas appliances, pipework, fittings or flues is only carried out by Gas Safe Registered engineers who hold the correct qualifications for the specific type of work.
- The *Central Estates and Facilities Team* coordinates planned maintenance, annual servicing and statutory checks of all gas appliances and associated systems, ensuring compliance with regulatory and manufacturer requirements.
- The *Facilities Team* supports access for contractors, reports suspected defects immediately and ensures plant rooms and gas installations remain unobstructed, ventilated and secure.
- Ventilation openings, combustion air inlets and flues must not be blocked or obstructed at any time.
- Any suspected gas leak or smell of gas is treated as an emergency. The setting:
    - Evacuates the affected area or building.
    - Avoids the use of electrical switches.
    - Calls the National Gas Emergency Service on 0800 111 999.
    - Reports the incident immediately to the Central Estates and Facilities Team and log through iAM Compliant.
- Gas appliances are not repaired, adjusted or interfered with by OHC&AT staff under any circumstances.

5.8.5 Premises and Building Inspections

Arrangements are in place for the routine inspection and monitoring of the physical estate to identify hazards promptly and maintain safe building and site conditions. Inspection activity is coordinated by the *Central Estates and Facilities Team*, with day-to-day checks undertaken by the *on-site Facilities Team*.

The *Estates and Facilities Team* maintains a record of inspection activity, including:

- Date and time of inspection.
- Name of the person completing the inspection.
- Area or activity inspected.
- Issues identified.
- Required actions and assigned responsibility.

Inspection records form part of the annual audit process and that they are retained per the OHC&AT records schedule / UK GDPR and are auditable.

5.8.5.1 Inspection Frequency

- Daily: Opening checks undertaken by the *Facilities Team* to identify any new hazards or changes in condition.
- Weekly or Monthly: More detailed review of the premises, typically completed by the *Facilities Team* or *Facilities Business Partner*.
- Termly: Comprehensive check involving senior staff (e.g., *Principal, Deputy Principal, Head of College, Governors*) including a review of site documentation and monitoring records.
- Annual: Full site audit, undertaken by the *HSE&S Team* and / *Central Estates and Facilities Team* or as part of OHC&ATs assurance programme.

Any major infrastructure failure or safety system defect is reported immediately to the *Director or Assistant Director of Estates and Facilities.*

5.8.6 Legionella

Duties under the HSE Approved Code of Practice L8 (Legionnaires' disease) and relevant legislation are met through the effective arrangements for identifying, managing and controlling risks from Legionella bacteria.

Responsibilities and key points:

- Each setting maintains an up-to-date Legionella Risk Assessment and written scheme of control.
- Day-to-day Legionella management duties are delegated to on-site Facilities staff, who carry out operational tasks and complete appropriate Legionella training. The Director and Assistant Director of Estates & Facilities coordinate training and provide compliance support.
- Legionella monitoring and checks form part of the OHC&AT Buildings Compliance Programme, coordinated and performance-monitored by the *Central Estates and Facilities Team.*
- Issues or non-compliances identified through monitoring (e.g., out-of-parameter temperatures, asset defects, sampling results, or conditions that may encourage bacterial growth) are escalated promptly to *Central Estates and Facilities Team* and, where appropriate, the *HSE&S Team*, with actions tracked to completion.
- Accurate records of checks, contractor reports, remedial works and updates to the risk assessment are maintained and retained for audit by the *Facilities Team.*

Detailed arrangements: refer to OHC&AT Legionella Policy and Procedures.

Links available via iAM Compliant: Legionnaires Awareness - iAM Compliant and Legionnaires Awareness - iAM Compliant

5.8.7 Tree Safety

Duties under the Health and Safety at Work etc. Act 1974 and the Occupiers Liability Acts 1957 and 1984 are met through effective arrangements for managing tree safety in line with the Management of Health and Safety at Work Regulations 1999.

Responsibilities and key points:

- Each setting has a suitable and sufficient tree risk assessment, completed by a competent person and reviewed in accordance with the assessment's recommended frequency.
- Formal inspections by a competent arboriculture contractor take place every three years (or as otherwise advised).
- *Facilities Team* undertakes daily, weekly, and monthly monitoring, record-keeping, noting defects, hazards and required actions. They coordinate local tree-safety requirements with support from *Central Estates and Facilities;* report concerns to the Principal and update the risk assessment.
- Identified remedial works are programmed in and completed in a timely manner to maintain safety. Where possible these works are carried out during holiday periods or when the site is closed to pupils.
- Competent arboriculture contractors are used for all tree works, including inspection, maintenance, pruning or felling. Felling or pruning is undertaken only where necessary.
- Significant damage to trees (e.g., from vehicles, utilities work, or adverse weather) are reported promptly in iAM Compliant and trigger re-inspection where required.
- Trees subject to a Tree Preservation Order are managed in accordance with relevant legal requirements.
- Enquiries or concerns raised by neighbours regarding trees should be reviewed against the most recent survey; works will only be undertaken where there is a clear safety need, in line with the OHC&AT's tree management approach

5.9 Fire

Duties under the Regulatory Reform (Fire Safety) Order 2005 are met through effective arrangements for preventing fire, protecting life and ensuring the safe evacuation of pupils and students, staff, apprentices, contractors and visitors in line with the OHC&AT Fire Prevention Policy.

5.9.1 Fire Risk Assessment (FRA)

Each setting maintains a suitable and sufficient Fire Risk Assessment (FRA). FRAs are:

- Completed by a competent assessor
- Reviewed annually or earlier if necessary.
- Accompanied by an action plan that is monitored locally and by the *Central Estates and Facilities Team*

The *Facilities Team* ensures a copy of the FRA and action plan is kept in the Fire Logbook / on iAM Compliant.

5.9.2 Responsible Person

The *Principal / Head of College* is the Responsible Person for their setting, with OHC&AT retaining overall responsibility as Duty Holder and the Director / *Assistant Director of Estates and Facilities* for Copthall House ensures that:

- Fire risks are identified and controlled.
- Means of warning, detection and escape are maintained.
- Staff are trained and understand fire procedures.
- Emergency plans and evacuation arrangements are current and effective.
- FRA actions are completed within agreed timescales.

5.9.3 Emergency Evacuation

Each setting has a current Emergency Plan and Fire Evacuation Plan, reflecting their individual layout and needs. These plans outline:

- How to raise the alarm
- Evacuation routes and assembly points
- Roles and responsibilities (including Fire Marshals)
- Arrangements for contacting the Fire Service
- Procedures for supporting individuals requiring assistance

Evacuation drills take place termly, as a minimum, with outcomes recorded on iAM Compliant and reviewed by the *HSE&S Team*.

Links available via iAM Compliant: Fire Drill Checklist - Send - iAM Compliant

Links available via iAM Compliant: Developing Emergency Procedures - iAM Compliant

5.9.4 Fire Logbook and Checks

The *On-site Facilities Team* maintain an up-to-date Fire Logbook containing:

- FRA and action plans
- Fire alarm, emergency lighting and equipment testing
- Maintenance records
- Evacuation drill logs

Routine checks are carried out daily, weekly, monthly and annually, as defined and monitored by the *Central Estates and Facilities Team*.

5.9.5 Fire Marshals / Fire Wardens

Each setting appoints trained Fire Marshals who support the Responsible Person by:

- Supervising evacuation
- Sweeping allocated zones
- Assisting staff, students and visitors to leave safely
- Checking that areas have been cleared
- Liaising with the Fire & Rescue Service
- Supporting post-drill evaluation

Links available via iAM Compliant: Fire Warden Safety Training - iAM Compliant and Fire Warden Safety Training - iAM Compliant

5.9.6 Training and Competence

All staff complete fire safety induction training and annual refresher training. Each setting has an appropriate number of trained Fire Marshals to support evacuation.

Links available via iAM Compliant: Fire Safety Awareness - iAM Compliant

5.9.7 PEEPs

Personal Emergency Evacuation Plans (PEEPs) are completed for staff, pupils and students or regular visitors who require assistance to evacuate during an emergency. PEEPs are reviewed regularly and communicated to relevant staff. PEEPS drills are completed where reasonably practicable.

5.9.8 Visitors and Contractors

All visitors sign in, receive relevant fire information and are escorted or supervised as required. Visitors should be asked whether they require assistance in the event of an emergency when signing in using the electronic sign in system. Contractors are monitored to ensure their work does not compromise fire safety or evacuation routes.

5.9.9 Central Oversight

Central Estates & Facilities and the *Health, Safety, Environment & Sustainability Teams* provide policy oversight, support compliance monitoring and maintain assurance across all provisions.

Detailed arrangements: refer to OHC&AT Fire Prevention Policy and associated appendices.

5.10 First Aid

Duties under the Health and Safety (First Aid) Regulations 1981 are met through effective arrangements for assessing first-aid needs, providing suitable resources and ensuring that first-aid provision is clearly communicated so that pupils and students, staff, apprentices, contractors and visitors can access assistance when required.

Responsibilities and key points:

- A First Aid Needs Assessment is completed for all settings to determine the level of provision required.
- Adequate and appropriate first-aid equipment, facilities and trained personnel are provided, in line with the findings of the assessment.
- A termly check of first aid equipment is carried out by the relevant member of staff with Managing Medicines in Schools training. First aid boxes are checked and replenished.

- All staff are informed of the first-aid arrangements during induction and through clearly displayed notices identifying designated first aiders at each setting.
- First-aid rooms and first-aid equipment are clearly signposted and maintained in suitable condition.

Detailed arrangements: refer to OHC&AT First Aid Policy and Procedures.

5.11 Food Safety

(This section applies to kitchens, lunch service and non-curriculum food handling)

Food safety arrangements ensure that the handling, preparation, storage and serving of food across OHC&AT settings is carried out hygienically and in line with recognised good practice and legal requirements.

Responsibilities and key points:

- Employees involved in handling or preparing food complete food hygiene training and follow local safe-food-handling procedures.
- A suitable and sufficient cleaning regime is in place for all food storage, preparation and serving areas, including daily and scheduled deep cleaning.
- Segregated food storage is maintained to prevent cross-contamination, including appropriate separation of raw and cooked foods where applicable.
- All food is clearly marked with use-by dates, and expired items removed promptly.
- Adequate pest control arrangements are maintained and monitored by the *Facilities Team*.
- Where required, colour-coded cutting boards, utensils and equipment are used and kept clean.
- Temperature control and (where appropriate) temperature records are maintained for refrigeration, hot holding and food preparation, in line with local risk assessments.
- Allergen controls are followed, including the safe storage, labelling and communication of allergen-containing foods, and adherence to individual pupil / student dietary / allergen plans where relevant.
- Any employee who has experienced sickness or diarrhoea will not return to food handling duties for at least 48 hours after symptoms have ceased, in line with national hygiene guidance.

Detailed arrangements: Catering provider requirements.

5.12 Health and Safety Forum

A structured and representative Health & Safety Forum is in place to ensure effective consultation with employees on health and safety matters. The forum enables staff voices to be heard, supports collaborative problem-solving, and fulfils consultation duties under the Health and Safety (Consultation with Employees) Regulations.

Responsibilities and key points:

- The Forum operates under an agreed Terms of Reference and includes representatives from each academy, school, college, and from central team.

- Meetings are held at least termly, with minutes recorded, approved by members, and reported to the COO.
- The Forum provides a formal route for raising concerns, sharing good practice, reviewing incidents and trends, and contributing to the development or review of policies, procedures, and risk controls.
- HSE&S Team organise, administer, and chair the Forum; maintaining the Terms of Reference; issuing agendas and papers; recording and circulating minutes; and ensuring actions are monitored and completed.
- Forum Members attend meetings, actively participating, feeding back to their setting, and nominating a suitable delegate if they are unable to attend.
- Chief Operating Officer (or senior representative) attends at least annually to provide leadership oversight, receive formal updates, and support escalation or strategic decision-making where required.

5.13 Home and Hybrid Working

Duties relating to home and hybrid working under relevant health and safety legislation are met through effective arrangements for assessing, monitoring and supporting homeworking so that employees can carry out their duties safely and effectively.

Responsibilities and key points:

- Employees working from home complete a homeworking risk assessment and take appropriate action to address any identified risks.
- *HSE&S* and *HR Teams* review homeworking risk assessments.
- Employees have access to suitable equipment and support to work safely or in hybrid arrangements and complete a Display Screen Equipment (DSE) assessment where required.
- *Line managers* maintain regular communication with their staff working from home, monitoring and managing the impact of homeworking on stress, mental health and wellbeing.
- *Employees* report accidents, incidents, ill-health, or safeguarding concerns while homeworking.
- Guidance on homeworking is available from the *HSE&S Team.*

Detailed arrangements: refer to OHC&AT Lone Working Policy and Procedures

5.14 Infection Prevention and Control

Duties relating to infection prevention and control (IPC) are met through effective arrangements delivered in line with national guidance (UKHSA/NHS England). Where IPC risks involve exposure to biological agents or cleaning and disinfection chemicals, the requirements of the Control of Substances Hazardous to Health (COSHH) Regulations are applied.

Responsibilities & key points:

- *Principals / Heads of College* / *Central Team Line Managers* implement local processes that reflect national guidance and recognised good practice.
- *Staff* follow IPC requirements relevant to their roles, including those relating to hygiene, waste handling, cleaning, and personal protective equipment.

- Personal hygiene is promoted across all settings and appropriate resources made available to support good practice.
- Waste materials, including offensive and clinical waste, are managed safely and disposed of in accordance with relevant regulations, including the Waste Framework Directive.
- Responses to infection control issues, including suspected or confirmed outbreaks, follow current national guidance issued by the UK Health Security Agency (UKHSA), including measures to reduce transmission, apply universal precautions and implement additional controls where intimate care or exposure to bodily fluids is involved.

Detailed arrangements: refer to the OHC&AT Infection Control Policy.

5.15 Lone Working

Duties relating to lone working are met through effective arrangements for planning, managing and monitoring lone working activities so that staff working without direct supervision are supported, risks are controlled and appropriate safeguards are in place.

Responsibilities & key points:

- Lone working activities are assessed for risk, either as standalone assessments or as part of a wider risk assessment.
- When determining suitability for lone working, line managers take account of individual circumstances, including relevant medical conditions.
- Lone working occurs only where operational need exists and the risks can be adequately controlled.
- Emergency procedures are established and regular contact is maintained between lone workers and their line managers.
- *Line managers* provide lone workers with the training, equipment, and support required to undertake their work safely.
- Arrangements are in place for reporting and recording any incidents, accidents, ill-health, or safeguarding concerns.
- *Line managers* confirm lone workers are trained, competent and capable of undertaking their duties without direct supervision.
- *Lone workers* complete relevant training.

Detailed arrangements: refer to the OHC&AT Lone Working Policy.

Links available via iAM Compliant: Lone Working - iAM Compliant

5.16 Manual Handling

Manual handling activities involving people or objects are managed in accordance with the Manual Handling Operations Regulations 1992, the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998, the Provision and Use of Work Equipment Regulations (PUWER) 1998 and the Health and Safety at Work etc. Act 1974.

All staff are expected to be familiar with the OHC&AT Manual Handling Policy and follow guidance relevant to their role. This includes understanding safe techniques, using equipment correctly, applying good practice when moving objects, and supporting pupils and students in ways that protect both safety and dignity.

Responsibilities & key points

- Manual handling activities are planned, controlled and carried out in accordance with relevant risk assessments.
- Suitable and sufficient risk assessments are carried out for manual handling tasks, including those involving pupils and students who require mobility or physical support.
- Staff involved in manual handling receive the appropriate training, including refresher training, and undertake only the tasks for which they are trained and competent.
- Staff apply safe manual handling techniques, use equipment correctly, follow individual Manual Handling Profiles, and support pupils and students in ways that maintain dignity and meet communication needs.
- Manual handling equipment is serviced and inspected in line with manufacturer guidance, LOLER / PUWER requirements and OHC&AT maintenance arrangements, with records maintained.
- Incidents, near misses, concerns and equipment defects are reported promptly so appropriate action can be taken.
- Manual handling equipment is used only for the individuals for whom it has been assessed; damaged or unsafe equipment is taken out of use immediately.
- Staff consider their own capabilities and circumstances when undertaking manual handling tasks and seek advice where needed.

Detailed arrangements: refer to the OHC&AT Manual Handling Policy.

5.17 New and Expectant Mothers

Duties under the Management of Health and Safety at Work Regulations 1999 (Regulation 16) are met through effective arrangements for identifying and managing risks to new and expectant mothers.

Responsibilities & key points:

- A risk assessment is completed where a new or expectant mother may be exposed to additional risks in accordance with Regulation 16.
- *Occupational Health* provides an initial assessment and advises on required controls.
- *Principals, Heads of College, Central Team Line Managers* implement the Occupational Health assessment, considering any further risks specific to the individual's role or working environment.

Links available via the Hub: 2025 HR Pregnant Worker Risk Assessment from for Staff.docx

5.18 Personal Protective Equipment (PPE)

Duties under the Personal Protective Equipment at Work Regulations 1992 are met through effective arrangements for identifying when PPE is required and ensuring it is suitable, properly used, and maintained as part of the wider hierarchy of controls. PPE is considered a last-resort control measure, eliminating or reducing risks at source is prioritised wherever reasonably practicable before relying on PPE.

Responsibilities & key points:

- Local risk assessments identify where PPE is required and specify the type appropriate to the task or hazard.
- PPE is used whenever required by risk assessments or safe systems of work and only where the risk cannot be adequately controlled by other means.
- PPE is suitable, fit for purpose, compatible with the user and assessed before use.
- *Line managers* complete or coordinate relevant risk assessments and arrange appropriate PPE training for their staff.
- PPE is maintained in a safe condition, stored appropriately and replaced when damaged, defective or no longer effective.
- Any concerns, defects or issues with PPE are reported promptly so remedial action can be taken.

5.19 Pupil and Student Safety, Welfare and Behaviour

OHC&AT is committed to safeguarding the health, safety and wellbeing of all pupils and students. Duties are met through effective arrangements for managing medical needs, safety-critical support, behaviour, supervision and welfare in line with national guidance and OHC&AT safeguarding policies.

Responsibilities & key points:

- Arrangements for asthma management follow the OHC&AT Asthma Policy and Supporting Students with Medical Conditions Policy.
- Delegation of healthcare tasks is carried out in line with the Delegation of Duty Policy and competency requirements.
- Eating, drinking and swallowing (EDD) needs are supported in accordance with the EDD Policy and clinical guidance from Speech and Language Therapists.
- Missing student procedures follow the OHC&AT Missing Student Policy & Procedure and safeguarding requirements.
- Safeguarding duties are met in accordance with the Child Protection, Adult Protection & Safeguarding Policy, which takes precedence in all safeguarding matters.
- Students with medical conditions are supported in line with the Supporting Students with Medical Conditions in Education Policy, including medication management and emergency arrangements.
- Suspension, exclusion and associated behaviour decisions are made in accordance with statutory guidance and the OHC&AT Suspension and Permanent Exclusion Policy.

5.20 Risk Management and Risk Assessment

Effective risk management supports safe working and learning environments. Risks are identified, assessed, controlled and monitored so that pupils and students, apprentices, staff, contractors, volunteers and visitors are protected, and the organisation can operate safely and sustainably.

Risk management arrangements are guided by OHC&AT Risk Management Framework, which sets out how risks are identified, assessed, escalated and monitored at organisational, setting and functional levels. The framework also defines expectations for risk ownership, review processes and organisational risk appetite.

All activities, environments and operations are supported by suitable and sufficient risk assessments.

5.20.1 Risk Assessment Requirements:

- Are proportionate to the work or activity.
- Identify hazards, who may be harmed and how.
- Describe control measures and any special precautions needed.
- Are recorded clearly using approved templates or on iAM Compliant.
- Are reviewed when changes, incidents or new information occur, with timings proportionate to the level of risk.
- Risk assessments may cover (but are not limited to):
    - Estates and facilities management.
    - Classroom and curriculum activities.
    - Individual pupil, student or staff needs.
    - Operational tasks.
    - Events, visits and other activities where hazards may be present.
- *Staff* are expected to:
    - Engage with risk assessment processes.
    - Report hazards promptly.
    - Apply identified control measures in practice.

5.20.2 Monitoring, Investigation and Oversight

- Incident investigations are carried out by designated *Principals, Heads of College and designated SLT* with support from the *HSE&S Team* where required.
- Monitoring, audit activity and termly reviews help confirm that controls remain effective and support continual improvement.
- Learning from incidents, audits and reviews is shared through established governance and reporting processes.

5.20.3 Roles, Responsibilities and Governance

- Risk management activity follows the OHC&AT Risk Management Framework and the OHC&AT Risk Assessment Policy.

- All *staff* must be familiar with these documents and carry out their responsibilities accordingly.
- *SLT and Central Team Line Managers* lead local risk assessment activity and coordinate updates following incidents, changes or new information.
- The *HSE&S Team* provides specialist advice, support and assurance.

Detailed arrangements: refer to, OHC&AT Risk Assessment Policy and OHC&AT Risk Management Framework

5.21 Security

Effective arrangements are in place to maintain the security of each setting, safeguard pupils and students, and provide safe access for staff, contractors and visitors.

Responsibilities & key points:

- Clear opening and closing arrangements are in place, with a designated member of staff or contractor responsible for securing the premises at the start and end of each day.
- Each setting has a lockable key safe, clearly labelled keys and location in the key safe. A master key set is provided to the Estates & Facilities Central Team along with the lock / unlock procedures to be held at the OHC&AT head office. Alarm codes are included in these procedures.
- CCTV: staff follow the correct procedures for accessing and sharing CCTV should it be requested. Each site has a list of staff who have authority to access the CCTV footage. The retention of CCTV footage is in line with our GDPR and data retention requirements.
- All visitors sign in on arrival and sign out on departure using the local system. Visitors are required to wear a visible visitor badge and be accompanied or supervised by a member of staff while on site.
- Staff and other stakeholders remain vigilant and report any concerns about unidentified adults or visitors who do not appear to have appropriate identification.
- OHC&AT does not tolerate violence, intimidation or abuse towards pupils and students, staff, visitors or any member of the OHC&AT community. Concerning behaviour is reported and managed in accordance with safeguarding and health and safety procedures.
- Each setting maintains an up-to-date Site Security and Safeguarding Risk Assessment, including relevant checklists. This assessment is reviewed at least annually and supports the implementation of the Shelter in Buildings (Lockdown) Procedure.

Detailed arrangements: refer to: OHC&AT Families & Visitors Code of Conduct, OHC&AT Child Protection, Adult Protection & Safeguarding Policy and Shelter in Buildings (Lockdown) Procedure. CCTV?

5.22 Stress and Wellbeing

Duties relating to the management of work-related stress are met through effective arrangements for identifying, assessing and supporting staff who may be

experiencing stress, in line with the OHC&AT Stress Risk Assessment and wider mental health and wellbeing policies.

Responsibilities & key points:

- An organisational Stress Risk Assessment sets out the controls in place to help staff manage stressful situations and signposts to further support. The assessment is reviewed at least annually.
- A range of mental health and wellbeing support measures are provided for employees including access to:
    - Occupational Health.
    - Trained Mental Health First Aiders.
    - Signposting to external resources.
    - Employee Assistance Programme.
    - Targeted CPD and HR policies that promote work–life balance.
- *Line managers* complete a stress risk assessment for individual members of staff identified as experiencing stress, with support available from the *OHC&AT HR Team*.
- *Managers and staff* are expected to engage with stress risk assessment processes, communicate concerns early and access support where needed.

Detailed arrangements: refer to: OHC&AT Staff Mental Wealth, Health and Wellbeing Policy and / or contact OHC&AT HR Team.

5.23 Substance Misuse, Smoking and E-Cigarettes

A safe, healthy and positive learning and working environment is maintained through effective arrangements for preventing, responding to and managing substance misuse in line with safeguarding and statutory guidance.

Responsibilities & key points:

- All forms of alcohol, illegal drugs, controlled substances, psychoactive substances, tobacco and e-cigarettes are prohibited on OHC&AT premises, grounds and vehicles.
- *Staff, volunteers and visitors* follow the OHC&AT Substance Misuse Policy, which sets out expectations, definitions and procedures relating to alcohol, drugs, vaping and associated behaviours.
- Any suspicion or evidence of substance misuse, drug-related activity or concerns involving pupils and students is treated as a safeguarding matter, with staff following safeguarding procedures and involving the *Designated Safeguarding Lead (DSL).*
- Engagement with *parents / carers*, Safer Schools Police Officers and external agencies takes place where required in line with the Substance Misuse Policy and safeguarding guidance.
- Smoking and vaping are not permitted in all the internal and external areas of OHC&AT premises and grounds, including the site perimeter and in all OHC&AT vehicles. Smoke-free signage is displayed in accordance with legislation.
- Search, confiscation, disposal and any medical response relating to substance misuse follow the OHC&AT Substance Misuse Policy, the DfE

Searching, Screening and Confiscation guidance, and the OHC&AT Child Protection, Adult Protection & Safeguarding Policy.

Detailed arrangements, refer to: OHC&AT Substance Misuse Policy, OHC&AT Child Protection, Adult Protection & Safeguarding Policy and DfE: Searching, Screening and Confiscation

5.24 Training

In accordance with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, staff receive information, instruction, training and supervision appropriate to their role, experience and the risks associated with their work.

Training supports the development of competence, understood as the combination of knowledge, skills, experience and behaviour, together with the ability to apply these safely in practice. Training is delivered through induction, mandatory learning modules, role-specific instruction and refreshers, with content tailored to the needs of individual roles and settings.

5.24.1 Health and Safety Induction

All new starters, role-changers and staff returning from extended absence receive a health and safety induction appropriate to their role. Inductions typically include:

- Access to health and safety policies, procedures and guidance.
- Local roles and responsibilities, including how to raise concerns.
- First aid arrangements (locations of first aiders and equipment).
- Incident, accident and near-miss reporting procedures.
- Fire and emergency arrangements (fire wardens, routes, signage, assembly points).
- Welfare facilities and accessibility arrangements.
- PPE requirements (where applicable).
- Key local risks relevant to the individual's role.

Completion of induction is recorded and acknowledged.

5.24.2 Mandatory Training (All Employees)

All employees complete mandatory online health and safety training within agreed timescales and refresher cycles. Mandatory training requirements are set out in the Training Needs Analysis (TNA).

5.24.3 Role-Specific and Task-Specific Training

Where a role involves particular risks, staff receive additional job-specific or task-specific training. The specific training requirements for each role and their refresher cycles are detailed within the TNA.

Staff do not undertake tasks for which they are not trained or competent.

5.24.4 Supervision, Refresher Training and Changes

Staff receive supervision proportionate to their competence and risk profile. Refresher training is completed at intervals specified in the TNA or by legislation / industry standards.

Additional training is provided following:

- Changes to equipment, systems of work or work environment.
- Introduction of new risks.
- Incidents, near misses or audit findings.

5.24.5 Responsibilities

5.24.5.1 HSE&S Team

- Maintains the Training Needs Analysis (TNA).
- Advises on standards, content, refresher cycles and compliance monitoring.

5.24.5.2 Principals, OHC Regional Leads, Heads of College and Central Team Line Managers

- Monitor completion within their teams.
- Allocate time for training and schedule refreshers
- Arrange local or role-specific training

5.24.5.3 Line Managers

- Identify role-specific and task-specific requirements
- Provide local instruction and supervision
- Confirm competence before allocating higher-risk tasks

5.24.5.4 Staff

- Complete required training within timescales
- Maintain personal competence
- Seek clarification where needed and apply learning in practice
- Undertake CPD relevant to their professional role

5.24.6 Records and Evidence of Training

- Training platforms automatically record online completions.
- Certificates / attendance sheets for face-to-face or external courses are retained locally and by the individual.
- Induction records are stored in personnel files or local systems.
- Training records are reviewed periodically to monitor compliance and identify upcoming refresher requirements.
- The central Training team maintains and actively monitors a training compliance dashboard, enabling oversight of completion rates and follow-up of any non-compliance.

5.24.7 Information and Instruction

Information and instruction may be provided through:

- Policies, procedures and guidance
- Signage and notices

- Team briefings and toolbox talks
- SharePoint and digital platforms
- CPD sessions
- External regulatory or professional body updates
- Manager-led instruction and supervision

Materials and methods are selected to suit the risk, role and context.

5.25 Transport

All pupil and student journeys in OHC&AT vehicles are supported by a suitable and sufficient risk assessment, and pupils and students may only travel in authorised and risk-assessed vehicles. Any other journey is approved by the *Principal or Head of College.*

Responsibilities and key points:

- OHC&AT vehicles are for business use only and may be driven only by authorised staff or volunteers who hold the appropriate driving licence (including D1 where required) and have completed any necessary training, such as tail-lift operation.
- Drivers complete pre-use checks to confirm vehicles are roadworthy, complete the required journey log and report defects immediately to the Facilities Team / School Business Manager Unsafe vehicles are not used.
- Vehicle use, pupil transport and on-site traffic movements form part of each setting's traffic-management arrangements, including safe drop-off / pick-up procedures, designated pedestrian routes and delivery restrictions.
- Staff using OHC&AT vehicles, supervising pupil journeys or supporting on-site traffic movements follow the OHC&AT Vehicle and Driver Policy and OHC&AT Traffic Management Policy
- Vehicle keys are signed out by the driver and returned to the individual responsible for securing the keys in the Key Safe. Spare keys are separated from the main key and stored securely.

Detailed arrangements: refer to the OHC&AT Vehicle and Driver Policy and OHC&AT Traffic Management Policy.

5.26 Violence and aggression within the workplace

Under current health and safety legislation, including the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, risks related to violence and aggression in the workplace, including associated stress must be assessed. These risks may arise within OHC&AT provisions, in the vicinity of academies, schools and college centres, or during organised off-site activities.

Responsibilities and key points:

- OHC&AT removes risks from violence where reasonably practicable and, where risks cannot be eliminated, adopts suitable control measures to reduce them to the lowest practicable level.

- *Staff* assess the potential for violence or aggression as part of routine risk assessment processes, including for relevant workplace activities, teaching sessions and off-site visits; findings are recorded and reviewed as required.
- Local risk assessments, reference supporting documents including:
    - Site Security and Safeguarding Risk Assessment.
    - Shelter in Buildings (Lockdown) Procedures.
- All incidents of violence, aggression or physical assault are reported through iAM Compliant. Incidents meeting the specified criteria may require reporting under RIDDOR; the *HSE&S Team* can provide advice on reporting requirements.

5.27 Visitors and Contractors

Safe arrangements for managing visitors, volunteers and contractors are essential to maintaining security, safeguarding and health and safety across OHC&AT.

Responsibilities and key points:

- All visitors, including contractors and volunteers, sign in on arrival and sign out on departure using the local system. The member of staff organising the visit makes sure the visitor is met, accompanied where required, and supported during their time at the setting, including during any emergency.
- Visitors, volunteers and contractors are expected to report any safety concerns or unsafe practices to the designated OHC&AT representative. Concerns are investigated and addressed in line with local procedures.
- Contractors may only access OHC&AT premises in accordance with the Safety Arrangements for Building Contractors. Contractors receive relevant information and sign the associated Acknowledgement and Undertaking form before work begins. Records are held by the relevant *Facilities Team* and made available for inspection by the *Director or Assistant Director of Estates & Facilities*, *or the Head of HSE&S*.
  The staff member commissioning or coordinating the contractor work is responsible for completing these steps.
- Safeguarding requirements apply to all contractors in line with Keeping Children Safe in Education (KCSIE). Contractors provide evidence of the appropriate level of DBS check. Identity is always be verified at reception on arrival.

Detailed arrangements: refer to Keeping Children Safe in Education and Safety Arrangements for Building Contractors.

5.28 Work equipment

The Provision and Use of Work Equipment Regulations 1998 (PUWER) set out the legal requirements for the safe selection, installation, use, inspection and maintenance of work equipment. All work equipment is suitable for its intended purpose, safe to use, maintained in good condition and used only by competent and authorised staff.

Responsibilities and key points:

- Work equipment is installed, inspected and maintained as part of scheduled maintenance programmes and supported by relevant risk assessments.
- Maintenance and testing records are retained and available for inspection.
- *Staff* check equipment before use and withdraw any damaged or defective items from service immediately, reporting concerns through iAM Compliant. Faulty equipment is not used under any circumstances.
- New work equipment is reviewed for health and safety compliance at purchase. Testing regimes are established for all relevant equipment, including statutory inspections where required.
- Equipment is isolated and locked off if it becomes unsafe or inoperable.
- Staff receive appropriate information, instruction and training to use equipment safely.
- Workshops and specialist areas containing work equipment are secured when not in use.
- Work equipment not subject to statutory inspections is maintained in accordance with manufacturer guidance; clarification should be sought from the manufacturer where needed.

These arrangements reflect PUWER requirements that work equipment is:

- Properly assessed before being brought into use.
- Used only by competent persons.
- Fitted with suitable protective measures (e.g., isolation points, warning devices and emergency stop controls).
- Maintained in an efficient state, in efficient working order and in good repair.

5.29 Working at Height

Working at height involves any activity where a person could fall a distance liable to cause injury. Such activities are planned, supervised and carried out by competent staff using suitable equipment, in accordance with the Work at Height Regulations 2005. Working at height is avoided wherever reasonably practicable. Where it cannot be avoided, risks are assessed in advance and appropriate control measures are implemented.

Responsibilities and key points:

- *Staff* who have not received working-at-height or ladder safety training do not work at height or use ladders, step-stools or similar access equipment.
- *Staff* use only the equipment for which they are trained, inspect equipment before use, follow safe procedures at all times, and report any defects immediately.
- Ladders, step-stools and other access equipment are included on a ladder register, maintained by the *Facilities Team* and are subject to routine inspection, maintenance and safe storage.
- Working at height tasks are supported by a suitable and sufficient risk assessment that is kept up to date.
- Local risk assessments determine when ladders are appropriate and when alternative access equipment (e.g. towers, platforms) is required.
- Access equipment such as towers is only be assembled or used by appropriately trained staff (e.g., PASMA-trained personnel, where applicable).

- Working at height is not undertaken during periods of lone working.
- *Principals / OHC Regional Leads / Heads of College / Central Team Line Managers* confirm that staff who are required to work at height have completed the relevant training and refresher training, and that safe systems of work are followed.
- *OHC&AT Central Team* provide or commission suitable and sufficient working-at-height training, recognising that training needs vary between settings and job demands.

5.30 Young and Vulnerable Persons

Additional consideration is required when work activities present increased risks to young or vulnerable individuals. In accordance with the Management of Health and Safety at Work Regulations 1999, particularly Regulation 19 (Protection of young persons), a suitable and sufficient risk assessment is completed where a young person may be exposed to additional or specific risks.

Responsibilities and key points:

- *Principals / Heads of College / OHC Regional Leads / Central Team Line Managers*, confirm the relevant risk assessment has been completed and that any additional risks relating to age, experience, medical needs, or other vulnerabilities have been fully considered.
- Control measures reflect the nature and severity of the risks, the individual's capabilities, the work environment and supervision levels.

6 LOCAL HEALTH & SAFETY ARRANGEMENTS

Legal responsibility for health and safety rests with OHC&AT as Duty Holder; the Principal / OHC Head of Region / OHC Head of College is accountable for site-level implementation, with named individuals undertaking delegated duties as set out below.

Enter Academy / School / College Name:

Enter Name of Principal / OHC Head of Region / OHC Head of College:

The following local arrangements support the OHC&AT Health & Safety Policy.

Each area must have a named responsible person **or** be marked N/A.

6.1 Accident & Incident Reporting

Incident lead(s) (iAM Compliant)	Insert name(s) and / or role(s)
Incident Investigations carried out by	Insert name(s) and / or role(s)

6.2 Adverse Weather

Local lead for adverse weather arrangements	Insert name(s) and / or role(s)

6.3 Asbestos

Asbestos Accountable Person	Principal / Head of College
Competent Person	Insert name(s) and / or role(s)
Location of asbestos register	Insert location

6.4 Behaviour / Violence Risk Assessment

Behaviour-related risk assessments completed by	Insert name(s) and / or role(s)
Location of behaviour-related risk assessments	Insert location

6.5 Building & Maintenance (Contractors, CDM)

Day-to-day contractor coordination and site access	Insert name(s) and / or role(s)
Statutory inspections including EICR arranged by	Insert name(s) and / or role(s)
Portable appliance testing arranged by	Insert name(s) and / or role(s)

6.6 Communication (H&S Information)

Local method for staff communication led by	Insert name(s) and / or role(s)
H&S communication methods	Insert name(s) and / or role(s)

6.7 Community Use / Lettings (where applicable)

Local lettings managed by	Insert name(s) and / or role(s)

6.8 COSHH (Hazardous Substances)

COSHH assessments are completed by	Insert name(s) and / or role(s)
COSHH information and assessments held by	Insert name(s) and / or role(s)
Location of COSHH assessments	Insert name(s) and / or role(s)

6.9 Curriculum Safety

Curriculum risk assessments completed by	Curriculum Subject
Insert name(s) and / or role(s)	Insert curriculum subject
Insert name(s) and / or role(s)	Insert curriculum subject
Insert name(s) and / or role(s)	Insert curriculum subject
Insert name(s) and / or role(s)	Insert curriculum subject
Insert name(s) and / or role(s)	Insert curriculum subject
Location of curriculum risk assessments	Insert location

Curriculum COSHH assessments completed by	Curriculum Subject
Insert name(s) and / or role(s)	Insert curriculum subject
Insert name(s) and / or role(s)	Insert curriculum subject
Insert name(s) and / or role(s)	Insert curriculum subject
Location of curriculum COSHH assessments	Insert location

6.10 Display Screen Equipment (DSE)

DSE assessment coordinated by	Insert name(s) and / or role(s)

6.11 Educational Visits

Educational Visit Coordinator (EVC):	Insert name(s) and / or role(s)

6.12 Fire Safety

Responsible Person	Principal / Head of College
Fire risk assessment lead	Insert name(s) and / or role()
Evacuation drills coordinated by	Insert name(s) and / or role(s)
Fire safety checks completed by	Insert name(s) and / or role(s)
Location of PEEPs	Insert location

6.13 First Aid

First Aid Needs Assessment completed by	Insert name(s) and / or role(s)
First aid lead	Insert name(s) and / or role(s)
Trained first aiders	Insert name(s) and / or role(s)
Paediatric first aiders	Insert name(s) and / or role(s)
First aid checks completed by	Insert name(s) and / or role(s)
Location of first aid kits	Insert location

6.14 Food Safety

Local food safety coordination (non-catering):	Insert name(s) and / or role(s)

6.15 Home / Hybrid Working

Homeworking risk assessments coordinated by	Insert name(s) and / or role(s)
Location of homeworking risk assessments	Insert location

6.16 Infection Prevention & Control

IPC lead	Insert name(s) and / or role(s)

6.17 Legionella

Legionella Accountable Person	The Principal / Head of College
Competent Person	Insert name(s) and / or role(s)
Location of Legionella assessment	Insert location

6.18 Lone Working

Lone working risk assessments overseen by	Insert name(s) and / or role(s)
Location of lone working risk assessments	Insert location

6.19 Manual Handling

Manual handling risk assessments completed by	Insert name(s) and / or role(s)
Location of manual handling risk assessments	Insert location
Statutory inspections of manual handling equipment (PUWER / LOLER) arranged by	Insert name(s) and / or role(s)

6.20 Medical Needs & Medication

Local medical needs are managed by	Insert name(s) and / or role(s)

6.21 Personal Protective Equipment (PPE)

PPE requirements assessed / managed by	Insert name(s) and / or role(s)

6.22 Premises Inspections

Daily / weekly premises checks completed by	Insert name(s) and / or role(s)
Termly walkarounds completed by	Insert name(s) and / or role(s)

6.23 Risk Assessment (General)

Overall Risk Assessment coordinator	Insert name(s) and / or role(s)
New / expectant mothers – RAs coordinated / completed by	Insert name(s) and / or role(s)
Young & Vulnerable Persons RAs coordinated / completed by	Insert name(s) and / or role(s)
Buildings RAs coordinated / completed by	Insert name(s) and / or role(s)
General Risk Assessors are	Insert name(s) and / or role(s)

6.24 Pupil and Student Safety, Welfare and Behaviour

Individual student risk assessments are completed by	Insert name(s) and / or role(s)
Location of individual student risk assessments	Insert location

6.25 Security

Security checks and visitor procedures overseen by	Insert name(s) and / or role(s)

6.26 Stress & Wellbeing

Local wellbeing contact / assessor	Insert name(s) and / or role(s)
Mental health First Aiders are	Insert name(s) and / or role(s)

6.27 Training

Training delivery coordinated by	Insert name(s) and / or role(s)
Induction delivered by	Insert name(s) and / or role(s)
Training records held by	Insert name(s) and / or role(s)

Training compliance monitored by	Insert name(s) and / or role(s)
Positive Behaviour Support trainers are (if applicable)	Insert name(s) and / or role(s)
Team Teach trainers are (if applicable)	Insert name(s) and / or role(s)
Manual Handling Trainers are (if applicable)	Insert name(s) and / or role(s)

6.28 Transport & Vehicles

Vehicle checks and transport coordination by	Insert name(s) and / or role(s)
OHC&AT vehicle driver training and information coordinated by	Insert name(s) and / or role(s)
Location of OHC&AT vehicle driver information	Insert location
OHC&AT vehicle drivers	Insert name(s) and / or role(s)

6.29 Tree Management

Formal tree inspection contractor	Insert name(s) and / or role(s)
Location of formal tree inspection	Insert location
Local monitoring by	Insert name(s) and / or role(s)

6.30 Visitors & Volunteers

Visitor management overseen by	Insert name(s) and / or role(s)

6.31 Work Equipment (PUWER)

Equipment checks and defect reporting lead / arranged by	Insert name(s) and / or role(s)
DT Equipment checks and defect reporting lead (if applicable)	Insert name(s) and / or role(s)
Statutory inspections (PUWER / LOLER / LEV/etc.) arranged by	Insert name(s) and / or role(s)
Statutory inspection of play equipment arranged by	Insert name(s) and / or role(s)

6.32 Working at Height

Working-at-height equipment register and oversight:	Insert name(s) and / or role(s)

7 RELATED POLICIES & DOCUMENTATION

Behaviour policies (academies/OHC)
Child Protection, Adult Protection and Safeguarding Policy
Community Use Policy
Critical Incident/Business Continuity Plan
Educational Visits Policy
Emergency Procedures
Family and Visitors Code of Conduct
Fire Safety Management Policy

First Aid Policy
Infection Control Policy
Legionella Risk Management Policy and Procedure
Lone Working Policy
Manual Handling Policy
Missing Child Policy (Academies)
Missing Student Policy (OHC)
Positive Behaviour Support (PBS) and Restraint Reduction Policy
Risk Assessment Policy
Risk Management Policy
Safety Arrangements for Building Contractors
Staff Code of Conduct
Staff Mental Wealth, Health & Wellbeing Policy
Student Mental Wealth, Health & Wellbeing Policy
Supporting Students with Medical Conditions in Education Policy
Vehicle and Driver Policy
Visiting Speaker Policy
Whistleblowing Policy

8 RELATED LEGISLATION AND GUIDANCE

- The Health and Safety at Work Act 1974, advice from the Department for Education and the following additional legislation to the original Health & Safety at Work Act 1974
- Classification, Labelling and Packaging Regulations (GB CLP), as retained in UK law: require suppliers to classify, label and package dangerous chemicals and provide safety data sheets for them.
- Control of Substances Hazardous to Health Regulations 2002 (COSHH): require employers to assess the risks from hazardous substances and take appropriate precautions.
- Construction (Design and Management) Regulations 2015: cover safe systems of work on construction sites.
- Control of Major Accident Hazards Regulations 1999: require those who manufacture, store or transport dangerous chemicals or explosives in certain quantities to notify the relevant authority.
- Dangerous Substances and Explosive Atmospheres Regulations 2002: require employers and the self-employed to carry out a risk assessment of work activities involving dangerous substances.
- Electricity at Work Regulations 1989: require people in control of electrical systems to ensure they are safe to use and maintained in a safe condition.
- Employers' Liability (Compulsory Insurance) Act 1969: require employers to take out insurance against accidents and ill health to their employees.
- Gas Safety (Installation and Use) Regulations 1998: cover safe installation, maintenance and use of gas systems and appliances in domestic and commercial premises.
- Health and Safety (Display Screen Equipment) Regulations 1992: set out requirements for work with Visual Display Units (VDUs).

- Health and Safety (First Aid) Regulations 1981: cover requirements for first aid.
- The Health and Safety Information for Employees Regulations 1989: require employers to display a poster telling employees what they need to know about health and safety.
- Management of Health and Safety at Work Regulations 1999: require employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.
- Manual Handling Operations Regulations 1992: cover the moving of objects by hand or bodily force.
- Noise at Work Regulations 2005: require employers to take action to protect employees from hearing damage.
- OHC&AT follows the UK Health Security Agency and Office for Health Improvement and Disparities when responding to infection control issues.
- Personal Protective Equipment at Work Regulations 1992: require employers to provide appropriate protective clothing and equipment for their employees.
- Provision and Use of Work Equipment Regulations 1998: require that equipment provided for use at work, including machinery, is safe.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (as amended) (RIDDOR): require employers to notify certain occupational injuries, diseases and dangerous events.
- Workplace (Health, Safety and Welfare) Regulations 1992: cover a wide range of basic health, safety and welfare issues such as ventilation, heating, lighting, workstations, seating and welfare facilities.