

drb Ignite Multi Academy Trust

Health & Safety Policy

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drb Ignite Multi Academy Trust Mission Statement

One Vision

The drb Ignite Multi Academy Trust has been established through a shared belief that lives can be transformed by what goes on in schools. We believe that the process of teaching and learning shapes futures. To this end our mission is to give every child learning experiences that excite them and give them the power to begin to shape their own lives.

One Aim

drb Ignite Multi Academy Trust will ensure that all pupils achieve the highest standard of educational outcomes regardless of circumstances or background.

Rationale

The Health and Safety at Work Act 1974 places a responsibility on all Employers to ensure that the health, safety and welfare at work of all employees, and all employees to take reasonable care of their own safety. Teaching staff have a responsibility in loco parentis for the safety of pupils in their care.

drb Ignite Multi Academy Trust accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

The arrangements outlined in this policy and the various other safety provisions made by the drb Ignite Multi Academy Trust cannot prevent accidents or ensure safe and healthy working conditions. drb Ignite Multi Academy Trust believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. drb Ignite Multi Academy Trust will take all reasonable steps to identify and reduce hazards within its control to a minimum, however all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on school premises or while taking part in school-sponsored activities.

Policy Aim

To provide a safe and healthy working and learning environment for staff, pupils and visitors.

Policy statement

The duties of drb Ignite Multi Academy Trust

The continuing success of the drb Ignite Multi Academy Trust relies on ensuring that it has safe and healthy employees. It therefore places a high priority on the provision of working environments that are safe and without risks to the health of all Trust employees, contractors, our Academies staff, our children and members of the public, insofar as they may be affected by our activities. In achieving this, the Trust will meet the

requirements of the Health and Safety at Work Act 1974, associated legislation and relevant industry standards.

While ultimate responsibility for health and safety within the Trust rests with me as the Chief Executive Officer, the school's senior leadership teams are to ensure that their schools are managed and adequately resourced to reduce the risks to the health and safety of their employees and children. In order to achieve this, they are to produce their own health and safety policy setting out their objectives to achieve high standards of health and safety throughout their school.

The continuing development of a positive attitude to safety within the drb Ignite Multi Academy Trust, requires the involvement of all employees. I therefore encourage a culture of open communication where employees can raise safety concerns, allowing for the efficient passage of information on all matters related to health and safety. All senior leaders are to ensure that they treat the concerns of employees seriously and respond accordingly.

The availability of competent personnel at all levels is critical to safe and healthy working. It is the responsibility of all levels of management to ensure that their personnel are trained to work safely and that they have access to competent health and safety advice.

While I will use my best endeavours to ensure that a safe and healthy workplace is provided, all employees are to be aware of their responsibility to comply with all requirements placed on them to ensure their own health and safety, and to bring to the attention of their manager any situation that they consider to be unsafe. I expect employees to work safely and have regard for the safety of others working around them and those who may be affected by their work. I also expect them to inform their supervisor or manager of any change in their physical or mental condition that may affect their health or safety while at work.

This policy is to be reviewed annually and any revisions will be brought to the attention of all employees.

Positive health and safety throughout the drb Ignite Multi Academy Trust is the responsibility of all employees and I look forward to your co-operation in developing a working environment where safe and healthy working is the routine.

Robert Bowater
CEO

1. Responsibilities for Health and Safety

Good management and positive leadership are necessary to realise a high standard of health and safety. To achieve this, it is necessary to detail the organisation within which health and safety will be managed and specify the responsibilities for health and safety management that exist. The responsibilities and arrangements below details how the drb Ignite Multi Academy Trust will manage health and safety.

2. Responsibilities – the Trust Board

- a. The Board member with responsibility for health and safety is the CEO Robert Bowater. He is to establish effective policies and procedures for the management of health and safety throughout the drb Ignite Multi Academy Trust.
- b. He is to ensure that senior leaders establish and maintain effective health and safety management systems.
- c. To meet these responsibilities, he is to be assisted by an appropriately qualified and experienced Head of Health, Safety and Environment. This role is fulfilled by Geoff Bagley, Asset and Compliance Manager.

3. Responsibilities – Headteachers

- a. Headteachers are responsible for ensuring that the drb Ignite Multi Academy Trust's general health and safety policy is followed.
- b. Headteachers are to utilise this health and safety policy expressing their commitment to achieving a high standard of health and safety and setting out their objectives for achieving this.
- c. A health and safety committee forum is to be established where issues affecting the health and safety of employees on a school-wide basis are raised and resolved.
- d. Additionally, each manager is to appoint a champion with responsibility for health and safety. The Trust's nominated champions are shown below:

Trust Asset and Compliance Manager

Geoff Bagley

Trust CEO

Robert Bowater

Their responsibilities are as follows:

- (i) To monitor the safety performance of the schools and to regularly report on this to the board. sufficient information, both routine and non-routine, should be provided.
- (ii) In conjunction with the school's health and safety representative, recommend and direct appropriate interventions when the safety performance is failing.
- (iii) Ensure the safety management system reflects the board's priorities for the management of health and safety and that it provides for effective monitoring and reporting of health and safety.
- (iv) Ensure that there is an appropriate health and safety audit system in place and report on the results of those audits as appropriate.
- (v) Keep informed of the progress of investigations into any significant health and safety failings and report on the underlying causes of the incident to the board. In addition, they are responsible for ensuring that appropriate actions are taken to prevent a recurrence.

(vi) To work with the school's Health and Safety Representative to ensure the continuous development of health and safety.

(i) In conjunction with the school's health and safety representative, ensure that specific training needs in relation to health and safety for all employees are identified and ensure that an on-going training programme, which identifies current and future requirements, is instituted.

4. Business Managers are responsible for ensuring the following:

- a. That adequate resources in terms of time, finance and personnel are available to implement and manage health and safety.
- b. That health and safety performance is monitored and reviewed on a regular basis at school level, and improvements are made where required.
- c. Monitoring the effectiveness of, school safety policies and recommending improvements where appropriate.
- d. Annual review of the school health and safety policy.
- e. Annual production of a health and safety action plan that outlines targets and objectives to be achieved to reduce incidents and occupational ill health in the school in support of the Trust's targets and objectives.

5. Employees are to:

- a. Ensure the school and Trust safety arrangements and procedures are followed at all times. Employees should also bring to the attention of their line manager, any apparent deficiencies in systems of work or equipment provided that expose them to unnecessary danger or risks to their health and safety.
- b. Use all work equipment and personal protective equipment properly and in accordance with training received.
- c. Report any safety deficiencies, incidents, near misses and cases of ill health to their line manager, or if necessary, the Trust's Health and Safety representative.
- d. Assist the Trust during investigations of incidents and safety related incidents.
- e. Work safely at all times giving due consideration for the safety of others.
- f. Notify line management of safety training needs.
- g. Assist the Trust in improving safety systems and performance through consultation, co-operation and communication.
- h. Inform their line manager of any physical or mental condition that affects their ability to work safely.
- i.

6. Site Managers are to:

- a. Assist and advise the Trust and the school's management team in meeting their responsibilities for health and safety and ensure that they are kept aware of their legal and management responsibilities for health and safety.
- b. Ensure that the requirements of this policy and management system are appropriately communicated to all employees and that they are, as far as possible followed. Where there are difficulties identified in meeting the requirements, they should be communicated to the Trust Asset and Compliance Manager.
- c. Assist line managers with the identification and development of practical and effective safe working procedures.
- d. Manage the health and safety function in order to reduce incidents and occupational ill-health in combination with the wider Trust/School senior leadership team.

- e. Carry out periodic inspections and audits of health and safety.
- f. Report any failings in health and safety performance to the Headteacher and the Business Manager.
- g. Ensure that all incidents and safety related incidents are appropriately investigated, reported and recorded.
- h. Report any communication or contact with any of the relevant enforcement authorities to the Business Manager and the Trust Asset and Compliance Manager.
- i. Ensure that they maintain their professional knowledge in order to fulfil their role in a competent manner.
- j. Ensure management are made aware of changes to internal and external requirements, procedures and standards.
- k. Set a good personal example of safety behaviour and positive leadership.
- l. Be aware of and proactively work towards the achievement of the drb Ignite Multi Academy Trust objectives and Health and Safety targets.

7. Health and Safety Performance Objectives

- a. In order to achieve continual improvement in our health and safety performance, the Executive Committee will, on a 6-monthly basis, carry out a review of the overall safety performance of the schools and set objectives for performance improvement. The objectives will be documented and appropriately communicated to each of the schools for action and implementation.
- b. Schools are to set their own targets and objectives to achieve the Trust's objectives and where necessary to achieve performance improvements in areas of particular concern to the CEO.
- c. All objectives need to be realistic and achievable. Base the objectives and targets on data generated from performance review and internal audit results.

8. Performance Monitoring

Performance monitoring is required to ensure compliance with legislative requirements for health and safety management.

9. Management Review

- a. The results of the internal audits are to inform the Trust Board of the status of the individual school management review.
- b. Management review of safety performance is to take place at least every 6 months.

10. Risk Assessment

Safe working can only take place if all of the hazards that exist in a work task are identified and evaluated. This process is called risk assessment and seeks to quantify the level of risk to which people are exposed. Once the risk has been quantified, it is possible to then determine what actions are necessary to either remove or reduce the risk. Special attention is required for the following:

- i. **Pregnant Workers.** Occasionally the work that the school's employees undertake can be potentially damaging to the health of a pregnant worker or their unborn child. Additionally, there is also a potential risk to the new child and a nursing mother from certain hazards in the workplace. Employees have a responsibility to notify us when they become aware that they are pregnant. Once we have been

notified, line managers are responsible for carrying out an additional risk assessment to evaluate the level of risk to a pregnant employee or nursing mother.

ii. **Young Persons.** Due to a lack of experience and occasionally a lack of maturity, young workers below the age of 18 represent an increased risk in the workplace. Therefore, where any company employs a young person, they are to carry out a specific risk assessment to address their needs and lack of experience.

iii. **Employment of Children.** It is the drb Ignite Multi Academy Trust policy that children under the age of 16 will not be employed by any school within the Trust. The one exception is where an individual is on a recognised and approved work experience scheme. In which case a young person's risk assessment is to be carried out.

b. The results of the risk assessment are to be communicated to the child's parents/guardians as well as the child and education authority.

c. All work tasks are to undergo an appropriate level of risk assessment prior to the task commencing.

d. Risk assessment is a line management responsibility and whoever carries out risk assessment for a task should have received the appropriate training.

e. The significant risks are to be identified and recorded on the appropriate form; the risks and the correct control measures should be communicated to the operatives who will carry out the task. Where operatives change over part way through a task, it is a line management responsibility to ensure that the risk assessment is appropriately communicated to the replacement personnel.

f. Specific guidance on carrying out risk assessments is provided for the following hazards.

- i. Noise
- ii. Manual handling operations
- iii. COSHH Assessments

11. Risk Control, Reduction and Removal

a. Risk control is the process of designing, implementing and maintaining measures that will reduce a particular risk. The primary purpose of risk assessment is to identify the measures necessary to either remove the risk completely or put in appropriate control measures to reduce the level of risk.

b. There are three possible ways to reduce the risk:

- i. Reduce the likelihood
- ii. Reduce the severity

iii. Reduce the likelihood and severity

c. Base the control measures on the hierarchy of control shown below:

- i. Eliminate the hazard at source
- ii. Reduce the hazard at source – substitution
- iii. Remove the person from the hazard
- iii. Contain the hazard by an enclosure
- iv. Reduce employee exposure

vi. Personal protective equipment (PPE). **This is always to be used as a last resort** and the use of PPE rather than any other control measure is to be justified on the risk assessment.

d. Some control measures will be better than others for a given situation, when identifying the required control measures, consider the following areas:

- i. **The number of people protected by the control measure** – it is better to use a control measure that will protect everyone, rather than relying on individuals to provide their own protection. For example, it would be better to put a physical barrier around a roof edge to prevent falls, rather than rely on people to use individual fall arrest systems and a harness.
- ii. **The extent to which the continuing effectiveness of the control measure** relies on human behaviour. Apart from routine maintenance, it is best to have a control measure that operates without human intervention. When a control measure relies on people, it is inevitable that on some occasions it will not be used, either deliberately or inadvertently.
- iii. **The cost of the control measure.** This should be calculated over the lifetime of the control measure since some control measures have a low installation cost but are expensive to maintain, while in some cases the opposite can be true. This aspect, along with the final point, will allow us to identify if we have met the legal obligation of “reasonably practicable”.
- iv. **The extent to which the control measure reduces the risk.** Ideally, the control measure will reduce the risk to near zero, often in practice this is not achievable, and it will be necessary to devise a detailed safe system of work.

12. Personal Protective Equipment (PPE)

- a. Only provide PPE as a last resort when other control measures are impractical or not possible. The nature of some of our activities dictates that on occasions PPE is the only acceptable control measure; its use is to be justified on the risk assessment.
- b. Prior to providing PPE to control a workplace hazard, line managers are responsible for its correct selection. The following points are to be considered when selecting PPE.
 - i. Is it appropriate for the risks involved and the conditions at the workplace where exposure may occur?
 - ii. Does it take account of any ergonomic requirements and constraints? iii. Consider the state of health of the person who will wear it.
 - iv. Is it capable of fitting the wearer correctly after appropriate adjustments?
 - v. As far as possible it is to effectively prevent or adequately control the risks without increasing the overall risk. For example, this could cover the provision of ear defenders that would prevent audible warning sounds being heard.
 - vi. Is it legally compliant?
- c. Use of PPE
 - i. Prior to using PPE, all employees are to be provided with information, instruction and training in its use.
 - ii. Information is to cover the hazards that the PPE is designed to protect against and any limitations in its effectiveness.
 - iii. Instruction is to cover how to use the PPE correctly, how to test it, any maintenance that is required and how to report faults.
 - iv. Training is to cover the effective use of the PPE including its cleaning and maintenance.
- d. Record the issue of any item of PPE on the appropriate form. This is to record the type of PPE supplied, the date of issue, frequency of maintenance required, frequency of cartridge/filter changes, training provided, and hazards protected against.

13. Communication and Consultation

- a. The development of a positive attitude to safety will only occur with the involvement of all of the school's employees. Critical to achieving this is the need to consult on all aspects of health and safety and communicate any new issues and how we intend managing them.
- b. The Trust are to establish formal means of consulting and communicating with their employees on matters of health and safety. Schools are to establish safety forums or committees where both the workforce and senior management is represented in order to bring forward and resolve safety issues. In addition, this forum is to be one means of communicating school or Trust safety initiatives, so that any difficulties with their implementation are identified. The results of the Trust Health and Safety reviews are to be used to inform the school safety forums. The Health and Safety Review forms are to be completed and forwarded to the Trust Asset and Compliance Manager
- c. Company senior management is to ensure that all employees are kept aware of all initiatives and developments that affect their health and safety. They are to inform them of the results of any incident investigations that may directly affect them. Senior management is to ensure that when information regarding their employee's health and safety is requested, it is provided in a timely manner.

14. Health and Safety Training

- a. Job, and where appropriate, task specific training in the hazards present in the workplace and the reduction of the associated risks is critical to successful health and safety management. All Trust and School employees are to receive relevant and timely training to ensure they are competent to carry out their role safely. The type and nature of the training will depend upon a person's prior knowledge, experience and any previous training they may have had, therefore there is a need to provide initial induction training, with periodic refresher and specialist training as appropriate.
- b. All training is to be provided by competent trainers and at the end of each training session the training is to be evaluated by the trainees for its value and effectiveness. Additionally, the trainees are to receive some form of testing appropriate to the training to validate it.
- c. Records of all health and safety training received by an employee are to be maintained within their personnel file. Line managers in conjunction with the Business Manager are responsible for periodically reviewing the training needs of their employees and ensuring appropriate refresher training is provided.

15. Occupational Health

- a. **New Employees.** The Headteacher, in conjunction with the respective line manager, is responsible for ensuring that the requirements outlined in the Occupational Health Policy are followed when employing new employees. This is to ensure that the individual concerned is fit for employment and that the work they will be involved in will not present a threat to their health and safety.
- b. **Sickness Absence.** Where an employee is either long-term sick, or suffers from recurrent short-term sickness absence, the Management of Sickness Absence Instruction is to be followed.

c. **Management of Injuries.** Where an employee has been injured through their work, an early occupational health intervention can increase the possibility of an early return to work and also reduce the possibility of a negligence claim.

d. **Health Surveillance.** Periodically there may be the need for employees to undergo health surveillance. This is usually likely in the following circumstances:

i. where they are using hazardous substances that are sensitisers that can lead to skin or respiratory irritation, high noise or vibration levels or hazardous substances that can damage the lungs or other parts of the body

ii. Determine the need for health surveillance from the information gained when the risk assessment is carried out. Additionally, conditions identified on the health declaration may also prompt the need for health surveillance. Where it is considered necessary for an employee to be placed under health surveillance, advice should be obtained from the business Health and Safety Manager or medical advisor.

16. First Aid

a. Occasionally incidents will happen to our employees or persons within our Schools, if this does happen, we need to ensure that appropriate first aid is readily available.

b. First aid provision is to be commensurate with the level of risk and guidance can be obtained in the Approved Code of Practice L74 – First Aid at Work which is available from Trust.

c. All schools are to nominate a responsible person to periodically check the first aid equipment and facilities. This should be in line with the nature of the site, the hazards present and the frequency of any incident reports. In any case, it should be no greater than monthly.

d. Peripatetic workers are to be provided with an appropriate first aid kit for their own use in the event of an emergency requiring the provision of first aid. They are also to receive relevant and appropriate first aid training.

e. No Trust employees, while at work, are to provide first aid above their level of competence. Line managers are to ensure their staff are aware of this.

17. Occupational Stress

a. Stress-related ill health is a growing problem. In many cases, the source of stress leading to ill health is not work related, but issues away from work that affect an individual's capacity for work. In the main, stress related illness can be prevented by good management practices.

b. Occasionally, an employee can be exposed to a greater level of occupational stress due to an increased workload, taking on additional responsibility or promotion. It is incumbent on senior management to identify the potential for this before appointing an employee to the position. Additionally, where employees believe they are suffering from increased levels of occupational stress, they have a responsibility to bring this to the attention of their line manager.

18. Fire Safety

a. Fire and the effects of fire is one of the areas that can potentially affect all employees within the drb Ignite Multi Academy Trust, regardless of whether they are site or office based. Depending of the seriousness and location of a fire it has the potential to kill if control and evacuation does not happen quickly.

- b. To reduce the likelihood of fires occurring and to minimise their effects should they occur in the workplace, a fire risk assessment is to be carried out prior to occupation of any office and when commencing a new contract.
- c. The purpose of the risk assessment is to:
- i. Identify potential fire hazards in the workplace.
 - ii. Decide who might be in danger in the event of a fire or while trying to escape from it.
 - iii. Evaluate the risks arising from the hazards and decide if the existing fire precautions are adequate.
 - iv. Identify the adequacy and suitability of the fire detection and fire warning systems.
 - v. Ensure that there are adequate and suitable means of escape from the building in the event of a fire.
 - vi. Identify the training needs of employees regarding evacuation and fire prevention.
- d. The Trust CEO is responsible for ensuring that fire risk assessments are completed and that there is an effective and workable emergency plan in place for all offices under their control.

19. Violence at Work

- a. The drb Ignite Multi Academy Trust recognises the potential for our employees and others working on our behalf to be exposed to violent behaviour. This type of behaviour is considered intolerable by the Trust and every effort will be made to prevent such exposure.
- b. The causes of violence are many and varied and it is difficult to identify all persons who may be potential assailants. Due to the complexity of the problem and the peripatetic nature of works undertaken by schools, especially interaction with the general public, it is not possible to ensure that all employees are protected against all potentially violent behaviour.
- c. However, it is possible, through good risk management to give employees the skills to identify potentially violent situations and implement control measures to ensure the safety of employees. Guidance is provided in the Violence at Work Instruction

20. Record Keeping

- a. Record keeping is an essential aspect of health and safety as it serves to demonstrate internally and externally that we have met the requirements of our policies and management systems. Additionally, records are critical to being able to defend the Trust and its' employees in any prosecution or civil claim. There are numerous records that we are required to keep, each serve different purposes which are outlined below and none of the examples are exhaustive:
- i. **Implementation.** This relates to risk assessments, method statements, health and safety contractual requirements, training needs analysis and training provided.
 - ii. **Injuries, ill health,** incident reports, RIDDOR reports, GP notes.
 - iii. **Statutory requirements.** Certain items of equipment require periodic tests and examinations; this includes pressure vessels, electrical equipment, fire alarms and vehicles.
 - iv. **Active monitoring.** In order to ensure that we are managing health and safety adequately, periodic visits to site will be carried out. The records will provide statistical evidence regarding our performance improvements over time.
 - v. **Reactive monitoring.** Records that result from incident investigations, these will be critical to managing improvements that may be required.

- b. The drb Ignite Multi Academy Trust will determine the type and nature of records required. Generally, a relevant form will be provided for the recording of the data and this is to be used for the purpose, this will ensure that the information is readily identifiable and traceable.
- c. The data collected is to be retained for various periods of time determined by its reason for collection. Examples of this are provided below; where necessary obtain guidance from the Trust's Asset and Compliance Manager.
- i. **Statutory Tests.** The records from statutory tests generally only need to be kept until they are replaced by a more recent test certificate.
 - ii. **Risk assessments.** If for a general risk assessment, they need to be kept for a minimum of 3 years. If for occupational health surveillance, it can be anything up to 40 years.
- d. Some of the data collected will be, by its nature, confidential. This is particularly the case with occupational health information. It is the Headteachers responsibility to ensure that all confidential information is stored appropriately with only appropriate and authorised access to it.
- e. While some of the information recorded may be confidential, a large proportion is not and where appropriate this should be communicated to employees, particularly if it is relevant to their health and safety at work. There are also occasions when employees or their representatives can ask for certain information to be provided and they have a right to that provision, when this does occur, advice is to be sought from the Trust Data Protection Officer, currently Alvin Walters.

21. Reporting and Investigation of Incidents

- a. All incidents involving the Trust's employees, or our operations are to be reported as soon as a possible after their occurrence and at least within 48 hours to the Trust Asset and Compliance Manager. It is the responsibility of all employees to report any incident involving them to their line manager: it is the line manager's responsibility to report the incident in accordance with the Reporting of Incidents Instruction
- b. All incidents are to be appropriately investigated in accordance with Investigation of Incidents Instruction. The level of investigation and the responsibility will depend on the seriousness of the incident.

22. Contact with Enforcement Authorities

- a. Periodically there may be a need to have contact with one of the enforcement authorities; in order to maintain a consistency of approach; any such contact is to be notified to the Health and Safety Manager at the earliest opportunity, particularly where enforcement action is a possibility.
- b. The Trust endeavours to maintain a close liaison with the HSE with regard to health and safety matters. To maintain a positive relationship with the HSE, any issues related to enforcement or the conduct of inspectors, both HSE and local authority, consult the Trust Asset and Compliance Manager before entering into dialogue at a local level.

23. Office Safety

- a. Within the drb Ignite MAT offices, currently at No. 3 Brindleyplace, there are many potential safety problems that need to be managed and controlled.
- b. In order to manage the risks in the office a relevant and competent person is to be nominated as the safety coordinator for the office.
 - i. Ensuring that relevant and appropriate risk assessments are carried out, particularly for DSE and manual handling.
 - ii. Periodic inspection of the office to identify any safety hazards.
 - iii. Coordination of safety training requirements for office-based staff.

- c. The Landmark Health and Safety Policy and Procedures are to be adhered to.

Review

drb Ignite Multi Academy Trust, or senior staff on its behalf, will review this policy statement from time to time and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils. This review will be a minimum of every two years and after any serious accident

Monitoring and review	Board of Trustees Asset Management and Site Officer
Links	Staff Code of Conduct Policy First Aid Policy Lettings Policy Risk Management Policy Medical Needs Policy Disciplinary Policy Records Management Policy
Staff responsible	Headteachers of all academy schools, School Business Managers Site Management staff
Committee responsible	Trust Board
Date approved	November 2018
Reviewed	November 2018
Next review	November 2019
Sign off by Chair of Trust	 Date: November 2018

*Please note that should there be any changes/further national guidance issued relevant to this policy, it will be updated accordingly prior to the review date shown above and referred to the next Trust Board meeting.

Change Management

Issue No.:	Change date:	Change description:
1.0	Sept'17	Initial release
2.0	Nov'18	Updated, signed off and released