Health & Safety Policy

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"Learning together, to be the best we can be"

1. Introduction

1.1. This policy applies to all academies, settings, employees, volunteers, contractors and other persons undertaking activities on behalf of Nexus Multi Academy Trust.

1.2. This policy establishes the Trust-wide minimum standard for health and safety management. Schools may implement local procedures and arrangements where necessary, provided they are consistent with this policy and any Trust-approved procedures.

1.3. As the employer, Nexus Multi Academy Trust has overall responsibility for the health, safety and welfare of employees and students in the academies. The Trust Board is the legally responsible body for compliance with health and safety legislation in all settings and academies. The Trust Board will – through the Chief Executive Officer's effective oversight – ensure that each setting has robust health and safety measures in place followed through into appropriate action. The Trust Board shall – through the Chief Executive Officer – ensure a suitably qualified and experienced Competent Person is appointed to advise them appropriately.

1.4. Nexus Multi Academy Trust will comply with all relevant health, safety and welfare legislation, regulations, approved codes of practice and statutory guidance. The Trust will review its arrangements regularly to ensure compliance with changes in legislation, statutory guidance and recognised good practice.

1.5. Although overall accountability for health and safety lies with Nexus Multi Academy Trust, supported by the central team. Day- to-day responsibility for the health and safety of employees and students in individual schools is delegated to the Headteacher, who in turn will/may delegate particular functions to other employees, such as the School Resource Manager or Site Supervisor.

2. Health & Policy Statement of Intent

2.1. The following is the formal policy statement of Nexus Multi Academy Trust which confirms the importance that we attach to the health and safety of our employees and those that can be affected by our organisation:

Nexus Multi Academy Trust recognises that one of its prime responsibilities, as far as reasonably practicable, is to provide facilities, safeguards and methods of working which, if properly used by employees and other authorised persons on its premises, will be conducive to their safety and health. In pursuance with its policy Nexus Multi Academy Trust will: -

- *Ensure that current legal standards are met as a minimum and to this end will ensure that legislative changes are communicated to all concerned.*
- *Ensure that the policy is reviewed on a regular basis, at least once in every twelve-month period, or in the event of changes to legislation, work practices or any other material change.*
- *Ensure that adequate financial and physical resources are available to enable the implementation of necessary health and safety procedures. People are a key resource within the organisation, and we will ensure their competency.*
- *Liaise with and obtain health and safety advice from our external health and safety advisors where necessary.*
- *Require acceptance by all employees of the need to act responsibly in relation to all matters which may affect the safety and health of themselves and other persons whilst on company premises.*
- *Require acceptance by all persons holding supervisory positions of their responsibility for ensuring the proper use of plant, facilities and proper control of the use of materials.*
- *Require the formulation and implementation of risk assessments and plans, which will achieve further improvements in the field of accident and health hazard prevention.*
- *Require the preparation and implementation of training programmes for employees in safe working and health hygiene practices and in the identification and elimination of potential hazards.*
- *Require the provision of specialist advice and assistance in providing a safe and healthy environment.*
- *Require the setting up of effective consultation procedures on safety and health according to needs and circumstances of our operations.*

Nexus Multi Academy Trust will ensure that appropriate arrangements are maintained for emergency preparedness, business continuity, premises compliance, educational visits, food safety, allergy management, medical needs, security and other activities where health and safety risks may arise. It is important that every employee contributes towards their own health and safety and that of their colleagues. Your help and co-operation are essential to achieve Nexus Multi Academy Trust's aim to provide a safe and healthy work environment for all employees and visitors.

Signed:  *Chief Executive Officer*

Signed:  *Chair of the Board of Directors*

2.2. This statement is signed by the Chief Executive Officer and displayed at our sites.

3. Organisation & Responsibility

3.1. **The Trust Board**: as a corporate body, the Trust Board has the responsibility to set the strategic direction and objectives of all health and safety matters across the Trust. The Board is responsible for ensuring that high standards of corporate governance are maintained. The Trust Board will seek assurance that effective health and safety arrangements are operating throughout the Trust through audit activity, statutory compliance monitoring, accident and incident reporting, risk management processes and periodic performance reporting. The Board discharges these responsibilities principally through the work of the Audit & Risk Committee. The overall aim is to ensure a positive health and safety culture is established and maintained across the Trust.

3.2. **Chief Executive Officer (CEO):** has overall responsibility for health and safety within Nexus Multi Academy Trust. The CEO is responsible for the overall arrangements and for ensuring that Nexus Multi Academy Trust's operations are executed at all times in such a manner as to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees and others who may be affected by its operations. The CEO will consider the impact of health and safety in all strategic and operational decision making. The CEO will monitor findings from Health and Safety audits, compliance audits, inspection audits, and Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports. The CEO will propose changes to policy and implement changes to procedures where required within a proportionate and prioritised risk management system for the Trust.

3.3. **Roger Nelson – Yorkshire Health & Safety Services Ltd**: is the nominated Competent Person for Nexus Multi Academy Trust delivering competent Health and Safety support and advice. The Competent Person will advise on health & safety policies, developing and publishing guidance and documentation to assist in meeting the requirements of the employer's duty. Implementing and advising

on systems for the planning, organisation, control, monitoring and review of the preventive and protective measures for health and safety. Monitoring compliance with health, safety, and welfare requirements across the estate by regular auditing. Investigating significant accidents or health and safety incidents across the estate to support the Health & Safety Officer. The nominated Competent Person shall hold, as a minimum, a NEBOSH National Certificate in Occupational Health and Safety (or equivalent qualification).

3.4. **Health & Safety Officer**: Leads in the day-to-day operational delivery of the Trust's health and safety management system, supporting the Executive Management Team in the promotion of health & safety culture. The Health & Safety Officer reports directly to the Operations Service Manager and is responsible for: carrying out and supporting school-level health and safety inspections and audits; maintaining and updating the Trust's asset management and compliance digital systems; assisting with accident and incident investigations and RIDDOR reporting; monitoring the implementation of risk assessments and remedial actions across the estate; providing first-line health and safety advice to school staff; and supporting the delivery of health and safety training and induction programmes. The Health & Safety Officer works within the Trust's central team and interfaces directly with Site Supervisors and School Resource Managers at academy level.

3.5. **Headteacher**: has day-to-day responsibility for ensuring compliance with health & safety law & policy within their school and associated premises and for the school's staff and pupils when off-site. The Headteacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school operations in line with this policy, periodically assessing the effectiveness of the local Health and Safety procedure ensuring that any necessary revisions are made and monitoring its implementation.

3.6. The Headteacher in each school will:

3.6.1. Ensure suitable local arrangements are maintained for emergency planning, evacuation, lockdown procedures and business continuity. The Headteacher is responsible for communicating the appropriate health and safety information (including within this policy) to all relevant people within the school.

3.6.2. Maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety are maintained at all times.

3.6.3. Ensure compliance information is accurately maintained within the Asset Management Digital System

3.6.4. Ensure that risk assessments are undertaken for any activity that has significant associated hazards and that a record of these assessments are kept and reviewed regularly. Risk assessments shall be reviewed at least annually, or immediately after any incident, near miss, or significant operational change, to ensure controls remain suitable and sufficient.

3.6.5. Ensuring that there are effective health and safety management arrangements for educational visits.

3.6.6. Ensuring that there is an adequate number of appropriately trained first aiders in the school.

3.6.7. Ensure suitable arrangements are maintained for the management of medical needs, allergies, food safety and welfare requirements relevant to the activities undertaken at the school.

3.6.8. Ensuring that Health and Safety arrangements & reporting systems within the school are aligned to this policy and Trust procedures.

3.6.9. Ensuring that all reasonable steps have been taken to reduce the possibility of accident or injury to employees, students and visitors.

3.6.10. Ensuring that Nexus Multi Academy Trust has been notified of any **RIDDOR reportable incidents within 24 hours of the incident occurring.** Note: statutory HSE reporting timelines are: fatal and specified injuries must be reported immediately (by the quickest practicable means); over-7-day injuries must be reported within 15 days of the incident. The internal 24-hour notification to the Assets & Health & Safety Lead is in addition to, and not a substitute for, these statutory deadlines.

3.7. **School Resource Manager (SRM)**: although the Headteacher is accountable overall for health and safety, School Resource Managers often have delegated responsibilities. SRMs manage the Site Supervisor and typically have a day-to-day responsibility for ensuring compliance with Health and Safety policies & procedures delegated from the Headteacher as above, ensuring compliance information is accurately maintained within the Asset Management Digital System

3.8. **Site Supervisor/Manager**: although the Headteacher is accountable overall for health and safety, Site Supervisors are responsible for managing health and safety arrangements pertaining to buildings and grounds - including building works, maintenance, and compliance in such areas as fire protection, asbestos management, electrical inspections and control of legionella. Site Supervisors ensure arrangements are in place for carrying out and recording compliance inspections, surveys and risk assessments, and recommending remedial action to the SRM/Headteacher. Site Supervisors ensure central trust Planned and Preventative Maintenance (PPM) contracts are in place to ensure that premises, plant and equipment are maintained in a safe working condition. Matrixed managed by the central team to carry out remedial work and prepare report information when required.

3.9. **Line Managers** of Nexus Multi Academy Trust will:

3.9.1. Ensure induction training is conducted as early as practicable for all new employees and employees will be informed immediately of the action to take in the event of an emergency and where to find relevant policies in the short term. This is the responsibility of the departmental Line Manager until a full Health and Safety induction has taken place. All health and safety training, including refreshers, shall be documented with the date, content, trainer's name, and attendees' signatures. Training records shall be retained for a minimum of five years and be available for inspection.

3.9.2. Support the culture of health & safety and ensure procedures/policies are embedded within their team.

3.9.3. Risk assessment is the responsibility of the academy Senior Leadership Team, teaching employees and other unqualified employees at a variety of levels.

3.9.4. Line Managers conducting the performance management process consider health and safety performance and address areas of concerns with employees.

3.10. **Employees and volunteers** of Nexus Multi Academy Trust must:

3.10.1. Comply with Nexus Multi Academy Trust Health and Safety Policy;

3.10.2. Report all accidents and incidents;

3.10.3. Report all defects in condition of premises or equipment and any health and safety concerns immediately;

3.10.4. Report immediately any shortcomings in the school's arrangements for health and safety;

3.10.5. Co-operate with the school's leadership and management on all matters relating to health and safety;

3.10.6. Inform the school's management if something happens that might affect their ability to work safely, for example suffering an injury, taking prescribed medication, or becoming pregnant;

3.10.7. Ensure that they only use equipment or machinery that they are competent / have been trained to use;

3.10.8. Make use of all necessary control measures and personal protective equipment provided for safety or health reasons;

3.10.9. Report all incidents of aggression and violence at work;

3.11. **Pupils:** in accordance with their age and aptitude, are expected to exercise limited personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the academy and in particular the instructions of employees given in an emergency, use and not wilful misuse, neglect or interfere with anything provided for their health and safety.

3.12. **Contractors:** Nexus Multi Academy Trust and its academies will only seek to engage with contractors who are competent to undertake work on our behalf. As part of the procurement process contracts will only be given to those contractors who are able to demonstrate an understanding of health and safety and the ability to manage their work safely. Where deemed appropriate, large or high-risk projects which may fall under the Construction and Design Management (CDM) regulations 2015 may be outsourced to a building consultant, who in turn would manage works on behalf of the Trust. All contractors' health and safety performance will be monitored during works through periodic site inspections and formal review meetings, with non-compliance recorded and addressed.

4. Monitoring

4.1. In order to demonstrate the effectiveness of this policy and ensure that standards are continually improved, Nexus Multi Academy Trust undertakes monitoring at prescribed intervals - or in the event of an accident or major incident - in order to establish causes and identify measures that can be taken to prevent a similar incident recurring.

4.2. Monitoring duties are allocated to specific individuals. Any deficiencies identified are reported to Nexus Multi Academy Trust for action. Deficiencies that cannot be rectified immediately are also recorded in an action plan and signed off when the necessary action has been taken.

4.3. Management demonstrate commitment to the process and ensure that systems are in place to report performance upwards so that Nexus Multi Academy Trust can review and be assured that legal compliance is achieved and maintained. Monitoring is proportionate and is determined by the risk profile.

4.4. **Arrangements**: are monitored and audited by the Assets & Health & Safety Lead and revised as new topics arise that may affect the process of managing health and safety for employees, pupils, contractors and other visitors. All contractors' health and safety performance will be monitored during works through periodic site inspections and formal review meetings, with non-compliance recorded and addressed.

4.5. **Safety Inspections**: are regularly carried out by nominated person/s in all academies. All hazards and risks associated with the premises/departments/grounds are monitored and controlled. The Assets & Health & Safety Lead audits schools at least annually. External audit is carried out at least annually by competent advisors specifically for the health & safety management of Nexus Multi Academy Trust.

4.6. **Performance Management**: results are used to improve health and safety performance, learn from human and organisational failures and share lessons learned within Nexus Multi Academy Trust. The objectives of the review are to make judgements about the adequacy of health and safety performance; ensure the system for managing health and safety is working; ensure the law is being complied with; set standards; improve performance; respond to change and learn from experience.

4.7. **Culture**: All academies endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and employees have access to competent advice. Nexus Multi Academy Trust involve the workforce in setting and monitoring health and safety performance measures. Employees are likely to have important information as to which measures make the difference when it comes to risk. Employees are encouraged to monitor their own work area, reporting any issues appropriately.

4.8. The arrangements contained within this appendix represent the Trust's operational health and safety management system and may be amended from time to time by the Chief Executive Officer or nominated Competent Person to reflect legislative changes, emerging risks, operational requirements or recognised good practice.

Appendix A – Management and Governance

A.1 Health and Safety Management Plan

The below health and safety management system has been developed and controlled by Nexus Multi Academy Trust with the help of our contracted provider.

This health and safety management system will be reviewed and revised at least every 12 months, or sooner if there is a material change. Management takes positive steps to encourage safe behaviour knowing that the prevailing health and safety culture is a major influence in shaping people's safety-related behaviour.

The necessary resources are made available to successfully implement procedures and arrangements. Resources include human resources and specialised skills, organisational infrastructure, technology and financial resources.

Documentation kept is proportionate to the complexity of the risks concerned and is kept to the minimum needed for effectiveness and efficiency. Realistic timescales are in place for implementation of this health and safety management system.

All concerned in procedures and arrangements are clear on their role and responsibilities and understand the steps they need to undertake to meet the objectives. It is clearly communicated who is responsible, accountable and competent to undertake specific tasks. Commitment to delivery is demonstrated at all levels within the organisation through visible behaviour, written material and face-to-face discussions.

People are kept informed of progress and are encouraged to participate in identifying the key risks and issues. Review meetings are used as a basis for helping to make further improvements. Progress of implementation is measured against clear milestones or performance indicators and necessary adjustments are made if there is early evidence that requirements are not being met.

Contributions and safe behaviours that help create or reinforce positive attitudes and behaviours are recognised. Arrangements give the assurance that employees and contractors are following workplace precautions and risk controls

RAAC (Reinforced Autoclaved Aerated Concrete)
RAAC is a lightweight concrete used in UK public buildings from the 1950s to mid-1990s and has been identified as a structural risk. All Trust premises built between 1950 and 1995 must have been surveyed by a competent structural engineer and the evidence held on site and centrally.

- Where RAAC is confirmed or suspected, the affected space must be vacated immediately and the CEO and Trust Board notified without delay.
- Where mitigation measures are in place, a structural engineer must carry out regular inspections and a management plan reviewed at least annually.
- Any building or roof work on pre-1995 premises must include a check for RAAC before works begin.
- RAAC survey status for all premises must be reported to the Trust Board annually.

A.2 Leading for Health and Safety

Leaders, at all levels, need to understand the range of health and safety risks in their part of the organisation and to give proportionate attention to each of them. This applies to the level of detail and effort put into assessing the risks, implementing controls, supervising and monitoring.

In order to lead for health and safety, leadership from the top of the organisation focuses on health and safety and ensures that this is visible to employees.

All members of the senior leadership team at all schools within Nexus Multi Academy Trust lead by example, always following school and trust procedures and rules. Health and safety is discussed with all employees to ensure they are all consulted on health and safety matters and included in decisions made that will benefit their health and safety at work. Weekly meetings are held to ensure a regular communication route is open and any additional training is identified and undertaken as necessary. All health and safety training, including refreshers, shall be documented with the date, content, trainer's name, and attendees' signatures. Training records shall be retained for a minimum of five years and be available for inspection.

All the risks of Nexus Multi Academy Trust have been assessed and control measures put in place. Weekly site inspections are carried out to ensure that the control measures put in place are adequately controlling the risks and the risk assessments are reviewed at least annually or if anything changes. Risk assessments shall be reviewed at least annually, or immediately after any incident, near miss, or significant operational change, to ensure controls remain suitable and sufficient.

When making business decisions, health and safety is considered. All health and safety information and data is responded or reacted to and if there is a problem in an area of health and safety action is taken to address this.

Nexus Multi Academy Trust have a health and safety policy in place advising of their commitment to keep people safe whilst at work. We also have arrangements in place

for each activity and risk the organisation faces to ensure these matters are addressed in the day to day running of the business.

Health and safety responsibilities have been allocated and communicated to specific people. Each person with responsibilities allocated knows what is expected of them and is committed to improving our health and safety performance.

The health and safety performance of Nexus Multi Academy Trust is monitored and reviewed as often as possible, but at least annually. We appoint an external contracted provider as our health and safety consultants to provide advice where it is necessary.

Contractors are controlled when on site and we ensure they only appoint competent contractors by carrying out sub-contractor approval checks prior to appointment. Where construction activities are undertaken, the Trust will fulfil its duties as a Client under the Construction (Design and Management) Regulations 2015.

Any unsafe behaviour is addressed as soon as practicably possible and all employees are aware of their responsibility to report if they see any working practice or procedure that they feel is not being carried out safely.

A systematic approach is used to manage health and safety underpinned by a digital system. People understand the risks and control measures associated with their work. Contractors adhere to the same standards. Appropriate documentation is available and is consistently current, organised, and relevant. People understand their roles and those of others. Performance is measured to check controls are working and standards are being implemented, and to learn from mistakes if things go wrong.

A.3 Risk Assessment

The Management of Health and Safety at Work Regulations require employers to carry out risk assessments. This means examining the activities of Nexus Multi Academy Trust to identify any hazards that could cause harm to employees, contractors, visitors or members of the public. Risk assessments are carried out by "competent persons", i.e., someone who has the relevant knowledge, skills and experience to be able to carry out the risk assessment process competently. Risk assessments shall be reviewed at least annually, or immediately after any incident, near miss, or significant operational change, to ensure controls remain suitable and sufficient. All contractors' health and safety performance will be monitored during works through periodic site inspections and formal review meetings, with non-compliance recorded and addressed.

Nexus Multi Academy Trust will:

- Provide a suite of risk assessments for schools to use.
- Identify the hazards of the company following a review of all areas and activities of the business.
- Decide who may be affected by the hazards and how and take this into consideration when assessing the risks of the business. Employees, contractors, members of the public, those using products and services and neighbours of the business will be considered.
- Carry out suitable and sufficient risk assessments, following the HSE's five step approach, which show that a proper check was made; the people affected were considered; the significant risks have been dealt with; the precautions are reasonable and reduce the remaining risk to as low as possible; and workers were involved in the completion of assessments.
- Evaluate the risks, considering whether the existing controls already in place are enough to prevent people being harmed by a particular hazard and if not put in place further controls to ensure the remaining risk is low.
- Record the findings of each risk assessment and bring these findings to the attention of all persons affected by them through information, instruction and training.
- Involve employees in the risk assessment process.
- Ask employees to report any reason, incidence or event which leads them to believe that the risk assessment is no longer workable or relevant.
- Review risk assessments should there be any material changes in the work practices, equipment, locations or personnel or adverse incident that renders the risk assessment invalid. If there are no material changes then the risk assessments are reviewed annually.

A.4 Training

The importance of training employees to enable them to carry out their work not only efficiently but safely cannot be underestimated and as such various pieces of legislation require employees to be trained on specific issues, e.g., manual handling, use of personal protective equipment, use of work equipment, etc.

In general terms both the Health and Safety at Work etc Act and The Management of Health and Safety at Work Regulations place a duty on employers to provide their employees with suitable and sufficient health and safety training.

Nexus Multi Academy Trust:

- Identify the training requirements for each job type
- Conduct an employee training gap analysis
- Implement training needs as required
- Arrange refresher training as necessary
- Ensure all new starters receive induction training and supervision, including agency workers and supply staff who must receive equivalent

health and safety information and site-specific induction in line with the Agency Workers Regulations 2010 and HSWA 1974
- Keep signed records of all training and competency records

Training in health and safety is provided to all employees. This training follows the form of organised training courses and also informal guidance and instruction in safe working practice whenever opportunity allows

A.5 Induction

For employees who are new to the organisation, their induction training is provided within one week of starting employment. Critical safety information — including fire evacuation procedures, emergency contacts, and any immediate site hazards — must be communicated on day one before the employee commences any duties. New recruits need basic induction training on how to work safely, including arrangements for first aid, fire and evacuation. Specific training will be provided for any particularly vulnerable employees.

When a new employee starts work, Nexus Multi Academy Trust identify the skills and knowledge needed for them to do their job in a safe and healthy way and communicate these to the employee. Induction training is provided by the new employee's Lead and consists of training on the risk assessments relevant to the work that the employee will be doing; the arrangements relevant to the new employee's role; and reading and understanding of the employees' Code of Conduct. The employee's signature is obtained on all training received to evidence that it has been provided and understood.

During the induction the line manager will consider any further training needs required for the employee and ensures any such training is arranged. In addition to general health and safety training and information, employees will be provided with information specific to their job.

Health and safety induction training is carried out under the direction of Nexus Multi Academy Trust and covers the following general areas:

- The safety policy, organisation and arrangements
- health and safety legislation
- health and safety duties and responsibilities of Leads, supervisors, operatives and others
- conditions of employment relating to health and safety
- fire and other emergency procedures
- first aid arrangements
- accident and near miss reporting
- hazard spotting, the importance of tidiness, correct working practices

- using electrical equipment safely
- using display screen equipment
- carrying out manual handling operations safely
- using specialised equipment/machinery safely

Training documentation is regularly reviewed to ensure it remains current. Feedback is sought on all training and the results of training are monitored to ensure it is achieving its aim of improving employee's competence.

Employees are instructed to advise their line manager should they feel they require training on any aspect of their work. All employees undergo an annual appraisal which provides an opportunity to consult with employees about what training may be necessary and highlighting all the training each employee has undergone. The final decision on an employee's competence rests with management.

A.6 Employee Information and Consultation

Nexus Multi Academy Trust provides employees with information on:

- The results of risk assessments and in particular any preventative methods that need to be implemented in order to work safely
- Emergency procedures, for example in the event of a fire
- Health and safety rules & health surveillance relating to their work area for example COSHH in relation to cleaning
- First aid arrangements
- Updates to relevant health and safety legislation/guidance
- The risks associated with any temporary works being carried out at the premises.

The requirement to consult with employees is met by regular meetings between managers and employees throughout Nexus Multi Academy Trust along with the use of e-mails, notice boards, and one-to-one discussions. Any items raised are then passed to management for action.

In addition, all employees are required to read the employees' Code of Conduct and health & safety policy which includes general health and safety information for all employees and where to find additional information on risk assessments and safe working procedures. The employee signs and dates (electronically if in place) to confirm that the information has been received and understood.

The following notices are displayed at locations where personnel and visitors can see them:

- The Health and Safety Law Poster – What you should know;
- A copy of the signed Health and Safety Policy statement;

- Emergency procedures and response e.g. fire procedures etc;
- A copy of the Employers' Liability Insurance Certificate
- Emergency contact numbers

The requirement to consult with employees is met by regular meetings between managers and employees throughout Nexus Multi Academy Trust along with the use of e-mails, notice boards, and one-to-one discussions. Any items raised are then passed to the Senior Management and the Trust Board, if applicable, for action.

In addition, all employees are required to read the Code of Conduct which includes general health and safety information for all employees and where to find additional information on risk assessments and safe working procedures.

Nexus Multi Academy Trust are committed to involving workers in health and safety matters. All managers are committed to consulting with employees on all matters that affect them, and resources are allocated to allow effective consultation to take place. Nexus Multi Academy Trust will consult with employee or trade union safety representatives should they be appointed.

A.7 Employee Responsibilities

The Health and Safety at Work etc Act 1974 stipulates that employees have specific duties whilst at work. Nexus Multi Academy Trust have an employees' Code of Conduct which covers the main standards of behaviour that we require from employees.

Employees are told what is expected from them at induction with regards to health and safety in relation to their role.

All employees are provided with instructions in the following areas:

- Taking care of their own Health and Safety
- Not putting at risk the Health and Safety of any other person
- Co-operating with duties relating to Health and Safety
- Not interfering with or misusing anything provided for Health, Safety or Welfare
- Complying with Nexus Multi Academy Trust's Health and Safety Policy
- Observing all method statements, risk assessments, safe systems of work and emergency procedures in place
- Observing all safety signage and information boards
- Not operating any item of equipment unless trained and authorised to do so
- Reporting defects in equipment to management without delay

- Reporting any activity, procedure or situation, which they consider to be a potential hazard without delay to management
- Complying with the safety regulations or safe working procedures relating to the task being performed and using the correct personal protective equipment such as clothing and tools provided for use when undertaking the task
- Avoiding improvisation and invoking unnecessary risks.
- Seeking further guidance from management if they are unsure of any aspect of the work which might affect the safety of themselves or others
- Reporting all accidents or near misses at work whether injury is sustained or not
- Assisting with the investigation of accidents, near misses or dangerous occurrences at work when necessary
- Maintaining a clean and tidy workplace
- Familiarise themselves when visiting other workplace premises i.e. being fully aware of the procedures for such visits with regard to Health and Safety
- Ensuring that access routes, corridors, and means of escape are kept clear from obstruction
- Not bringing, consuming or taking alcohol, drugs or any other illegal substances on premises.
- Not smoking/vaping on premises
- Informing management of any medication being taken that may affect the health and safety of themselves and others whilst at work
- Share best practice within the Trust and other applicable stakeholders.

These instructions are communicated to employees in the Code of Conduct and are reiterated where necessary in the Asset Management System, meetings and emails.

A.8 Health and Safety Meetings

Health and Safety must be a regular agenda item on whole-school employees' meetings. These meetings allow all persons within the school to raise issues and to discuss health and safety in a forum with decision makers present.

Senior Leadership Team Meetings

Senior Leadership Team meetings will have health and safety as a regular item upon the agenda. Items to be discussed at safety meetings include:

- Accidents, near misses and unsafe acts that have occurred since the last meeting;
- Progress on action points from the last safety meeting;
- Results of workplace safety inspections / risk assessment reviews
- Changes in health and safety rules or Regulations that affect the business;

- Changes in technology which may have health and safety implications in the business;
- Review competency of employees to discharge their duties safely;
- Relevant safety topics;
- Report and review of newly identified workplace / work task hazards;
- Agree an action plan for controlling identified hazards;
- Communicate controls to those affected by the hazards;
- Review action plans for controlling hazards and progress.

A.9 Communication

Health and safety information comes into the business from different sources on a regular basis. Nexus Multi Academy Trust subscribes to regular updates from statutory agencies including all relevant central government departments and agencies.

All updates are communicated throughout the business to all levels as soon as possible via regular meetings and email updates. Updates are also communicated from employees up through the organisation. Our externally contracted competent advisor provides us with updates as and when they discover relevant information.

Procedures are in place for documentation to be translated into another language or information is provided to them in pictorial form. Line managers ensure that time is allocated so that communications can take place. managers formulate plans for cascading information. Employees or their representatives are involved in planning communications activities to help identify and resolve barriers to communication within the company. Employees are able to give feedback and report their concerns.

A.10 Emergency Preparedness and Business Continuity

Emergency procedures will be fully integrated with the Trust's Business Continuity Plan to ensure a coordinated response and recovery.

Nexus Multi Academy Trust have established, implemented and maintained a procedure to identify the potential emergency situations that may arise and the appropriate response we would make to each of these.

This procedure includes control measures to prevent all possible emergency situations as far as possible. The procedures were drafted following consultation with all employees to ensure the solutions reached were practicable. The procedure considers the needs of all relevant interested parties, e.g. emergency services, neighbours, visitors, media crews, delivery vehicles, electricity, gas and water suppliers.

These procedures are tested on a rolling basis every term. The procedure is reviewed and revised as necessary following these tests and when an emergency situation occurs.

Contacts with external services

Nexus Multi Academy Trust have ensured that necessary contacts with external services are arranged, and procedures are in place, so employees know what to do in situations presenting serious and imminent danger, such as a fire.

Effective arrangements are in place for first aid, emergency medical care and rescue work.

Contacts and arrangements with external services are recorded and are reviewed and revised as necessary. These are displayed throughout the site.

Emergency procedures

All employees are provided with clear procedures to follow in the event of serious and imminent danger. Employees receive information on emergency procedures as part of their induction training.

Employees and others at work are aware of when they should stop work and how they should move to a place of safety. Drills are carried out on a regular basis. Emergency planning and co-operation with the emergency services

The emergency procedures reflect the responsibilities of police officers, fire-fighters and other emergency service employees and the fact that they may sometimes need to work in circumstances of serious or imminent danger in order to fulfil their commitment to the public. Work should not be resumed after an emergency until the emergency services advise it is safe.

A.11 Accident Investigation and Review

All accidents and incidents, whether they result in an injury or not, should be reported, depending on the nature and circumstances, a report may have to be made to the local enforcing authority (HSE or other). The Trust will investigate significant accidents, incidents and near misses in order to identify root causes, share lessons learned and promote continuous improvement across all academies..

Accident Arrangements

- Inform all employees that all accidents and near misses should be reported immediately.
- All accidents are recorded.(system arrangement locally)

- All records from the accident book are stored to ensure they remain confidential.
- Trained persons only to carry out investigations.
- Assistance from Competent Person/Advisor is provided when required.
- Remedial actions arising from accident investigations should be implemented as soon as practicably possible and a record to kept showing that they have been completed. All accident investigations shall include a documented root cause analysis to identify underlying system failures and to prevent recurrence.

Procedure in the Event of an Accident:

- Seek first aid assistance if required
- Appropriate first aid administered by trained First Aider
- Complete accident record (system arrangement locally)
- Review completed accident report and carry out investigation as necessary.
- Completed accident reports secured securely
- Ensure that Nexus Multi Academy Trust has been notified of any RIDDOR reportable incidents within 24 hours of the incident occurring. Note: statutory HSE reporting timelines are: fatal and specified injuries must be reported immediately (by the quickest practicable means); over-7-day injuries must be reported within 15 days of the incident. The internal 24-hour notification to the Assets & Health & Safety Lead is in addition to, and not a substitute for, these statutory deadlines.
- Accident data reviewed periodically by Senior Leads to establish trends.

Procedure for Carrying Out an Accident Investigation

- All relevant persons are interviewed as soon as practical after the incident. Ensure that facts are obtained rather than assumptions.
- Look at positions of people, equipment, machinery, etc. Take photographs or make a sketch.
- Ascertain who was in the area and why.
- Determine what activities were taking place immediately prior to the accident.
- Determine whether safe systems were being followed such as using the correct equipment including personal protective equipment.
- If the accident occurred outside, consider whether the weather had any influence.
- Collate relevant documentation such as risk assessments, written safe systems of work, maintenance records, training and authorisation records.
- Analyse findings of investigation in order to determine what reasonable steps can be taken to prevent a recurrence.

- Each Lead will ensure that all employees report any dangerous occurrences that could have resulted in any degree of injury to either a member of employees or a member of the public. These will be documented, and records kept on site with a copy sent to the health and safety advisor who will act accordingly.

A.12 Near Miss Reporting

- Near misses are defined as incidents that could have resulted in injury or loss in slightly different circumstances, e.g. items falling from height and narrowly missing someone.
- It is our policy to ensure that near misses are reported and investigated in order to identify causes and to prevent a recurrence that may next time result in an injury.
- The observer of the near miss reports verbally to the responsible person the details of the incident;
- This is then followed up within 24 hours with a written submission providing full details of the incident.
- The responsible person for reviewing the incident immediately acts following the verbal report to make the situation safe, and to prevent a recurrence.
- A near miss investigation is conducted following the procedure detailed in the Accident Reporting and Investigation Arrangements detailed earlier in this manual.
- Upon receipt of the written submission the responsible person details their actions already taken and plans to prevent a recurrence.
- If the incident falls under the criteria of a RIDDOR dangerous occurrence, then immediate contact is made with the health and safety advisor.
- A RIDDOR reporting submission is made as detailed below.
- All near miss reporting forms and associated documentation is made available for review at all times.

A.13 RIDDOR Reporting

- Employers have a duty under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations to report certain categories of dangerous occurrences. We have identified key persons centrally authorised to carry out this task in conjunction with advice from external competent advisors if required.
- Incidents that fall under the RIDDOR Regulations are categorised on the Health and Safety Executive website at https://www.hse.gov.uk/riddor/dangerous-occurrences.htm
- Types of reportable incidents
- The following injuries are reportable under RIDDOR when they result from a work-related accident:
    - The death of any person (Regulation 6)
    - Specified Injuries to workers (Regulation 4)

- The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):
  - fractures, other than to fingers, thumbs and toes
  - amputations
  - any injury likely to lead to permanent loss of sight or reduction in sight
  - any crush injury to the head or torso causing damage to the brain or internal organs
  - serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
  - any scalping requiring hospital treatment
  - any loss of consciousness caused by head injury or asphyxia
  - any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours
  - Injuries to workers which result in their incapacitation for more than 7 days (Regulation 4)
  - Injuries to non-workers which result in them being taken directly to hospital for treatment, or specified injuries to non-workers which occur on hospital premises. (Regulation 5)

Occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Dangerous occurrences

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person.

A.14 Continuous Improvement

Nexus Multi Academy Trust will ensure that we are continuously improving by learning lessons and acting upon:

- The findings of accident investigations and near-miss reports;
- Organisational vulnerabilities identified during monitoring, audit and review processes;
- Dissemination of best practice within the organisation.

Appendix B – Premises and Physical Safety

B.1 Fire Safety and Evacuation

Fire drills shall be carried out at least once per term in schools and a minimum of twice annually in non-school settings, with outcomes recorded and actions tracked. Fire safety across all Trust premises is governed by the Regulatory Reform (Fire Safety) Order 2005 (RRO). Under the RRO, each premises must have a designated Responsible Person (the Headteacher at academy level, supported by the Site Supervisor) who is responsible for ensuring a suitable and sufficient fire risk assessment is in place and that all fire safety measures are implemented and maintained. In addition, each academy must maintain Personal Emergency Evacuation Plans (PEEPs) for all pupils, staff, and regular visitors who may require assistance to evacuate, in accordance with both the RRO and the Equality Act 2010.

Fires in the workplace could potentially cause significant injury and even fatalities to a number of people, however with a few relatively simple precautions and procedures, the fire risk can be minimised.

Nexus Multi Academy Trust ensure that:

- Suitable fire extinguishers are placed at strategic locations throughout the premises;
- Fire escape routes are clearly marked with the appropriate fire safety signs and are regularly checked to ensure they are kept free of obstruction at all times;
- Persons working within the premises are asked to report any defects, damage or absence of any fire apparatus;
- Any defective fire safety equipment is replaced or repaired as soon as practical;
- Employees are instructed not to wedge fire doors open and in particular, to ensure they are closed on leaving the building at the end of work;
- Nexus Multi Academy Trust will ensure via audit that all of its premises have a fire risk assessment in place and that this is reviewed on an annual basis;
- The emergency lighting will be tested at regular intervals and subject to a formal inspection annually;
- The fire alarm will be tested weekly and records kept. An annual inspection of the fire alarm will be carried out;
- The fire doors and automatic door releases will be checked regularly;
- A fire log is kept of all the tests and maintenance carried out on the fire equipment and of the fire training and drills undertaken;
- Fire evacuation notices which advise people what to do in the event of fire are displayed in prominent locations throughout the premises;

- New employees and contractors are issued on induction with fire procedures which include the assembly point, nearest fire exits and action to be taken on hearing the alarm;
- All employees will then receive refresher fire training annually.

Fire Evacuation Procedure

The procedure details the arrangements in place following the discovery of a fire in one of our premises. This has been written following a risk assessment of our premises and to ensure the safety of our employees and residents. Nexus Multi Academy Trust ensures employees are fully aware of this procedure and this will be communicated through mandatory and ongoing training. Employees are provided with a condensed version of this procedure to refer to periodically.

Fire evacuation strategy

Ensure that clear access to the premises is maintained, as far as is reasonably practicable, to enable the emergency services to have unrestricted access to the site of the fire. Employees will have regard to contractors and visitors on the premises and these persons will be escorted and instructed where to assemble. Once the premises have been cleared, the evacuation Lead (usually Headteacher, Site Supervisor or SRM) will go to the Assembly Point with the employees and visitor register to enable these persons to be accounted for and await the arrival of the emergency services.

Action on discovering a fire – if no alarm is sounding

Should a fire be discovered or suspected no matter how minor the fire may seem; the person discovering the fire MUST immediately initiate or instruct a colleague to sound the fire alarm. This can be done by activating the nearest manual break glass call point.

If you are trained and competent to do so without putting your safety at unnecessary risk, you should consider tackling the fire with firefighting equipment provided. Extinguishers should not continue to be used if there is a risk that the escape route could become obstructed by smoke or fire, or if the fire continues to grow. In cases of doubt always raise the alarm, evacuate the premises and await the arrival of the fire brigade.

Action on hearing the fire alarm

When the alarm is raised occupants of the premises will leave the premises in an orderly manner and assemble at the designated assembly point. All persons will leave the premises by the nearest fire exit without stopping to collect their belongings. No person will not be allowed to re-enter the building under any

circumstances unless authorised to do so by the Senior Fire Officer of the Fire Authority.

Calling the fire & rescue service

Upon discovery of a fire or upon hearing of the fire alarm the fire service must be informed immediately by calling 999. Do not assume that someone else has done this – unless you are told otherwise.

B.1.1 Evacuation, Invacuation and Lockdown

All academies must have a written site-specific Emergency Response Plan covering fire evacuation, invacuation (bringing people inside when it is unsafe to leave), lockdown, and communication. Plans must be reviewed annually and after any incident or significant site change.

Procedures

- Each site must maintain distinct alarm signals for fire and for lockdown or invacuation, the same tone must not be used for both.
- Invacuation and lockdown drills must be carried out at least once per academic year. Results and any actions must be recorded.
- Fire evacuation drills must take place at least once per term in schools.
- Personal Emergency Evacuation Plans (PEEPs) must be in place for all pupils, staff, and regular visitors who may need assistance (see B.1.)
- A communication plan must be in place for notifying parents during any emergency, including a holding message, update, and all-clear.
- Visitors must be briefed on emergency procedures at the point of signing in.
- Drills must be age-appropriate and trauma-informed, particularly for primary and SEND pupils.
- Any lockdown or invacuation incident must be reported to the CEO, Executive Regional Director and Assets and Health and Safety Lead within 24 hours.
- The Headteacher is responsible for ensuring plans are in place, reviewed, and tested.

B.2 Asbestos Management

The duty to manage asbestos is included in the Control of Asbestos Regulations 2012. The duty requires you to manage the risk from asbestos. In order to manage the risk from asbestos Nexus Multi Academy has the specific procedures

- An overall Nexus Multi Academy Asbestos Management Plan
- Individual school asset management plans

Action on accidental discovery of asbestos:

Work must be stopped immediately, all unnecessary people must be prevented from entering the area; if any dust has contaminated clothing this must be removed, the person must shower or wash thoroughly and bag any contaminated clothing and quarantine the bag. It must be ensured that the suspected asbestos remains undisturbed or if already disturbed the contaminated area is quarantined to ensure no one enters the area. An analysis of the material should then be arranged.

B.3 Legionella Management

It is our policy to properly maintain our water systems so as to prevent the growth of legionella bacteria.

We are required by regulations to ensure that we evaluate the risk from legionella bacteria and where such a risk exists, we implement effective management arrangements to prevent the growth of these bacteria in our water systems. The primary piece of legislation of relevance is the Control of Substances Hazardous to Health Regulations 2002. Detailed arrangements required are set out within the HSE's Approved Code of Practice (L8) - Legionnaires Disease: The Control of Legionella Bacteria in Water Systems.

We have made arrangements to ensure that a "responsible person" has been appointed with responsibility for ensuring that the legionella prevention plan is implemented. They will ensure that a competent legionella management company undertakes a risk assessment of our hot and cold-water systems and other vulnerable systems for the purposes of identifying legionella risks. The assessment will be reviewed periodically and whenever there are changes which could invalidate the assessment, we will implement the recommendations arising.

Routine testing and maintenance will be carried out in accordance with the findings of the risk assessment. In any case this will include routine water temperature checks, de-scaling and cleaning of water equipment including showerheads and regular flushing through of outlets not in regular use.

This maintenance and testing programme will be undertaken by competent persons. In the event of difficulties in implementing the risk control programme or test results falling outside of the required limits appropriate action will be taken in consultation with our advisors.

All plumbing alterations are carried out by trained plumbers in order to ensure compliance with the Water Supply (Water Fittings) Regulations 1999. Maintenance and testing logs will be kept up-to-date and readily available for inspection. Risk assessments will be readily available at the premises to which they relate.

In the unlikely event of any employee contracting legionellosis or of the release of legionella bacteria we will make any statutory reports required under RIDDOR.

Additional Legionella Requirements
All premises must also comply with HSE Technical Guidance HSG274, which is the standard used by HSE in enforcement. Risk assessments must cover all water systems and be reviewed every two years or after any significant change.

- Thermostatic Mixing Valves (TMVs) must be included in the water safety programme where fitted, inspected and tested at least annually, and records retained.
- Cold water must be stored and distributed below 20°C. Hot water must be stored at 60°C and reach 50°C at outlets within one minute. Out-of-range readings must be investigated and resolved promptly.
- Any suspected case of Legionnaires' disease linked to Trust premises must be reported immediately to the local Health Protection Team and to the HSE under RIDDOR, and to the CEO, Executive Regional Director & Assets and Health and Safety Lead.

B.4 Electricity at Work

The risks associated with electricity have been considered in a suitable and sufficient risk assessment. The findings are used to reduce the risks from electricity in the workplace.

Only competent people work on electrical equipment, which is those who have received suitable training, skill, and knowledge for the task to prevent injury to themselves and others.

The electrical systems are installed to a suitable standard and are maintained in a safe condition and inspected every 5 years, or as specified by the inspecting electrician. The premises have enough socket outlets to avoid overloading socket outlets by using adaptors which can cause fire.

Nexus Multi Academy Trust will arrange inspection and testing of the electrical systems and equipment by competent persons. Appropriate documentation will be kept. The frequencies of test and inspection will be determined by the competent persons.

Nexus Multi Academy Trust will instruct all employees who use electrical equipment on basic electrical safety. This includes:

- not using any equipment that is obviously defective
- checking that the cable insulation is not damaged
- checking that the outer sheath of the cable is securely held in the cable grip within the plug
- checking that the plug and casing of the equipment is undamaged
- reporting any defective electrical equipment to their line manager or other responsible person

- switching off electrical equipment after use
- not tampering with or carrying out any repairs on electrical equipment unless authorised to do so
  not bringing in personal electrical equipment to work unless permission is obtained and the necessary electrical tests are undertaken

In addition to the electrical safety, employees should also use the equipment in such a manner to prevent trailing cables and should not use the equipment in wet conditions unless specifically designed for that purpose. Extra care should be taken when being used on pedestrian/traffic routes. Any equipment being identified as defective should be taken out of use and clearly labelled or if there is possibility that it could be inadvertently used, removing the plug to prevent operation.

B.5 Illuminated Decorations

All illuminated decorations, such as Christmas tree lights, must only be powered via an extra low voltage (12 or 24 volt) transformer and NOT directly from the electrical mains. All items must also be subjected to the Trust's PAT procedures. The suitability of lighting sets for external use must be assessed by an electrical engineer.

B.6 Lifting Equipment

The Lifting Operations and Lifting Equipment Regulations (LOLER) cover lifting equipment and associated accessories. Lifting equipment and accessories are not used unless it has either been thoroughly examined by a competent person or if not previously used, it has an "EC" declaration of conformity.

All equipment used for lifting is marked so that it can be easily identified and entered into a register to ensure that no items are missed during the maintenance and inspection programmes.

All lifting equipment and accessories are maintained in accordance with manufacturer's recommendations. In addition to the maintenance, all lifting equipment and accessories will be subjected to a thorough examination by a competent person. The frequency and nature of the thorough examination will be determined by the competent person along with any testing required. However, as a rough guide all lifting equipment is thoroughly examined every 12 months unless used for transporting people and then it is examined every six months. All lifting accessories e.g. chains and slings are examined every six months.

Thorough examinations will also be undertaken if the equipment has been subjected to any damage. Suitable storage facilities which protect the lifting accessories from damage are provided. Records are kept of the maintenance carried out on each item and of the details of the thorough examination.

All lifting equipment and accessories are marked with the safe working loads or provided with such information. Employees, as part of their training into the safe operation of lifting equipment, are instructed not to exceed the safe working load. Training will also include how to report any defects in the lifting equipment.

Nexus Multi Academy Trust will make sure that when using any lifting equipment, the requirements of LOLER are met. All lifting equipment is sufficiently strong, stable and suitable for the proposed use. Similarly, the load and anything attached are suitable. The lifting equipment is positioned or installed to prevent the risk of injury.

All lifting operations are planned, supervised and carried out in a safe manner by people who are competent; where equipment is used for lifting people it is marked accordingly, and is safe for such a purpose, e.g. all necessary precautions have been taken to eliminate or reduce any risk.

Where appropriate, before lifting equipment is used for the first time, it is thoroughly examined. Following a thorough examination or inspection of any lifting equipment, a report is submitted by the competent person and where appropriate action is taken to rectify any defects from the examination.

B.7 Working at Height

Falls from height are found to account for a large number of fatalities in the workplace each year. We recognise that it may be necessary to undertake work at height, and where it cannot be avoided, it will be strictly controlled.

Work at height activities include all work activities where there is a need to control the risk of falling a distance liable to cause personal injury. There are no minimum height requirements for work at height. This is regardless of the equipment being used, the duration of the work or the height of the work. It includes:

- Working from a mobile elevated platform
- Working on stages or trestles
- Using ladders, stepladders or kick stools
- Working on the back of a lorry (e.g. sheeting)
- Working at the side of an excavation
- Working on top of containers

Before an activity involving working at height is undertaken, the activity is properly assessed. Nexus Multi Academy Trust consider adequate supervision, carrying out the activity in a safe manner and planning for emergencies. The following hierarchy of control measures shall be considered:

Avoidance of working at heights is considered in all circumstances. Where this is not practical:

- Equipment is used which is designed to prevent falls. Such equipment includes guard rails, intermediate rails, & toe boards. Where this is not practical;
- Equipment is used to minimise the distance or consequences of the fall. Priority should be given to collective protective measures (safety nets, air bags) over personal protective measures (safety harnesses).

Nexus Multi Academy Trust ensure that no falling object can injure someone by:

- Preventing objects falling from height, or
- Ensuring that only essential items are carried by people at height and ensuring they are secured whilst not in use, and
- Ensuring that no materials are thrown from height

Work on fragile surfaces is properly controlled. Such work is only carried out if it is the only reasonable way to carry out the work. Where employees have to work on fragile surfaces, suitable platforms, coverings, guard rails etc. are provided and used; the distance and effects of a fall will be minimised using safety nets, air bags, safety harness etc.

Any employee involved in a working at height activity is specifically trained in the work and understands the potential risks related to the activity. Training records are maintained, and refresher training is given as necessary. Adequate supervision of the activity is maintained. All access work equipment is checked on a regular basis and before use to ensure it is in good condition.

Ladders

- All ladders on site must be recorded on a site ladder register maintained by the Site Supervisor, including type, identifier, date of last inspection, and condition.
- Ladders must be formally inspected at least every three months and before first use. Defective ladders must be immediately removed from use and destroyed or repaired.
- Users must carry out a pre-use check before every use. Ladders must not be used as a working platform for tasks lasting more than 30 minutes.

B.8 Confined Spaces

From time to time it may be necessary to undertake work in restricted areas or "confined spaces". We recognise that such work is potentially hazardous due risks of flooding, collapse of trenches, lack of oxygen and the potential for exposure to hazardous substances such as toxic gases and vapours.

Where practical, entry and work in confined spaces will be avoided and where it cannot be avoided, then the activity will be strictly controlled. All employees who

may be asked to work in confined spaces are specifically trained in such work. The training includes:

- the hazards and necessary precautions,
- safe systems of work,
- action to take in the event of an emergency,
- safe use of emergency equipment,
- testing of atmospheres and interpretation of readings,
- care and maintenance of PPE and rescue procedures.

Generally, the need to work in confined spaces will have been identified by Nexus Multi Academy Trust when evaluating the projects during the costings for the tenders. The documentation relating to confined spaces such as safe systems of work and risk assessments will be included in the Site Health and Safety file.

Risk assessments have been undertaken for activities which may have to be carried out in confined spaces by Nexus Multi Academy Trust. Where the risk assessment identifies risks of serious injury from work in confined spaces the Confined Spaces Regulations 1997 apply.

These assessments are made available to the Site Leads/Supervisors. If necessary to do so the risk assessments are amended to ensure the assessment reflects the current situations at the time of the work activity in the confined space.

If confined space work cannot be avoided, a safe system of work is implemented and communicated to all employees. This identifies the precautions that need to be taken. Emergency arrangements are also put in place before any confined space work begins. This includes how an emergency situation is communicated from inside the confined space to those outside and the provision and use of rescue and resuscitation equipment. Employees are informed of any changes to safe systems of work as a result of changes of the risk assessments.

Site Leads/Supervisors have been instructed that any changes necessary to the risk assessments or safe systems of work should be discussed thoroughly with Nexus Multi Academy Trust before being implemented.

For high-risk activities involving work in confined spaces a "permit to work" is used for example, entry into an area where there is potential for exposure to hazardous gases.

B.9 Noise at Work

The Noise at Work Regulations requires employers to take action to protect employees from exposure to noise. Assessments need to be undertaken to identify noise levels and the control measures needed to be taken to reduce the noise levels

to an acceptable level. There are certain action levels specified in the regulations, and depending on what level the noise reaches, "action" has to be taken by the employer to safeguard the hearing of the affected employees.

B.10 Noise and Vibration

Nexus Multi Academy Trust is committed to providing specific training and equipment for noise and vibration hazards and include regular monitoring for those exposed. Risk assessments for noise are a requirement of any maintenance work that involves heavy machinery.

B.11 Gas Systems

Nexus Multi Academy Trust ensures that all gas systems are inspected and maintained by qualified professionals. Procedures include:

- Annual gas safety checks by registered engineers.
- Immediate reporting and isolation of gas leaks.
- Safe installation and use of gas appliances.
- Staff training on gas safety measures.
- Clear protocols for emergency evacuation in case of gas leaks.

B.12 Swimming Pools

- Where Trust premises include swimming pools, the following requirements apply in addition to general premises management arrangements:
- A written Pool Safety Operating Procedure (PSOP) is in place for each pool, reviewed annually and following any incident
- Pool water quality is tested and recorded at the required frequency, with results retained
- All pool plant and mechanical systems are maintained by a competent person under a planned preventative maintenance programme
- Adequate qualified lifeguard cover is in place for all supervised swimming in accordance with the PSOP and current supervision guidance
- All staff involved in swimming supervision hold current, valid qualifications appropriate to their role
- Emergency action plans are in place, tested at least annually, and known to all relevant staff

Headteachers with pools on their premises are responsible for maintaining and implementing the PSOP.

Appendix C – People and Wellbeing

C.1 First Aid

Nexus Multi Academy Trust ensures that adequate first aid facilities are provided at the workplace dependant on the number of employees, the nature of the work and locations. Any employees allocated first aid responsibilities will be trained accordingly to enable them to competently fulfil that function. First aid personnel will be trained to one of the levels listed below.

First aiders are employees who have had training by an approved organisation and on completion of the training course were able to demonstrate an acceptable level of competence. A certificate is awarded that remains valid for three years after which time the first aider must attend a refresher course and show continued competence in order for the certificate to be re-issued. First aiders are able to administer "first aid" treatment in order to keep the injured person comfortable until the emergency services arrive.

Appointed persons take charge during a first aid emergency situation and summon the emergency services or arrange transport to the local hospital. Appointed Persons have attended an "emergency first aid" course. To ensure that all employees are informed of the arrangements that have been made in connection with the provision of first-aid, including the location of equipment, facilities and personnel.

First Aid Boxes

First aid boxes contain a sufficient quantity of suitable first aid supplies and nothing else. Medication and creams of any kind are not kept in a first aid box.

A typical first aid box contains the following items:

- a leaflet with general guidance on first aid
- individually wrapped sterile plasters of assorted sizes
- sterile eye pads
- individually wrapped triangular bandages, preferably sterile
- safety pins
- large and medium-sized sterile, individually wrapped, unmedicated wound dressings
- disposable gloves

The first aid personnel are responsible for the checking of the first aid boxes to ensure they are adequately stocked & compliant.

C.2 Manual Handling

The Manual Handling Operations Regulations require employers to avoid the need for employees to undertake any manual handling operations which involve a risk of

their being injured. Where this is not practical to do so, the employer must carry out an assessment of all risky operations and then take steps to reduce those risks.

A manual handling operation is any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving of a load) by hand or by bodily force. Where practical, manual handling operations will be mechanised by using trolleys or sack barrows. Trolleys, sack barrows, pallet trucks are available to move heavier items.

Any control measures identified through the risk assessment process need to be brought to the attention of employees involved in the manual handling operations. Employees training on manual handling techniques will also be carried out since it is recognised that many accidents and long-term injuries occur through incorrect manual handling operations, therefore training in correct procedures and techniques is essential.

- Identify all manual handling operations where there is a risk of significant injury.
- Avoid the need for manual handling so far as is reasonably practicable.
- Carry out a risk assessment on the manual handling activity that cannot be avoided.
- Mechanise the activity by using lifting equipment such as trolleys or sack barrows, where practical.
- Maintain any equipment provided for the use of manual handling operations.
- Ensure any control measures identified through the risk assessment process are brought to the attention of employees involved in the manual handling operations.
- Provide employees training on manual handling techniques.

How to lift

- Stand close to the object with feet apart.
- Don't twist your body.
- Squat down – back straight- knees bent.
- Grab the object firmly.
- Breathe in (inflated lungs activate the inner muscles and help support the spine).
- Lift slowly using the leg muscles – straighten up to vertical.
- Hold the object close to your body.
- Do not use jerky movements.
- If lifting with someone else talk to each other all the time to co-ordinate the movement – don't assume.

C.3 Moving and Handling of Pupils

The physical handling of pupils with disabilities, medical conditions or complex needs presents a significant risk of injury to both the pupil and the member of staff if not properly managed. This applies to any activity where a member of staff lifts, transfers, repositions or physically supports a pupil.

Nexus Multi Academy Trust will:

- Ensure that any pupil who requires regular physical handling has an individual Moving and Handling Plan, developed in conjunction with relevant professionals (SENCO, physiotherapist, occupational therapist, class teacher and parents or carers where appropriate) and reviewed at least annually or on any change in the pupil's needs or condition
- Ensure that no member of staff carries out physical handling of a pupil without a Moving and Handling Plan in place and without having received appropriate training
- Provide suitable equipment where required, including hoists, standing aids and transfer aids, and ensure it is maintained, inspected and used in accordance with manufacturer guidance
- Ensure all staff who carry out moving and handling of pupils are trained before undertaking such activities and that training is refreshed at regular intervals
- Ensure that Moving and Handling Plans are accessible to all staff who work with the relevant pupil, including supply and cover staff

Moving and Handling Plans are held at school level and are the responsibility of the Headteacher to maintain and review.

C.4 Lone, Alternative Location and Home Working

Some employees work activities involve them working away from the school, such as when undertaking home visits or training courses. Employees who regularly carry out such work use their own private vehicle for work.

Due to the nature of the work, it is unlikely that our employees will be subjected to verbal or physical abuse. However certain procedures are in place to help locate our employees should we need to in an emergency situation.

Employees sign in and out when leaving/arriving at the workplace.

Employees leave details of visits and expected time of return to their workplace. If they are delayed or their plans are altered, then contact should be made with the office to let them know of the changes.

If employees were in any doubt or were concerned about visiting a particular neighbourhood on their own, they are accompanied by a colleague.

Employees record any incidents of aggressive behaviour towards them whether it be from a student, parent or member of the public in the accident book whether or not it resulted in an injury.

When at any other premises, any health and safety rules such as visitor and fire procedures are followed.

Suitable footwear and clothing are worn having consideration for the type of premises to be visited. If personal protective equipment is required, such as at a construction site or workshop, then employees have been instructed not to enter unless they are able to be provided with appropriate clothing or equipment.

In the event of having to make visits in bad weather, an assessment is made as to whether it is safe to make a journey. Consideration should be given to the urgency of the visit, length of the journey, the seriousness of the weather and advice from the local police and automobile organisations when making the assessment.

Home working arrangements are covered by the Health and Safety at Work etc. Act 1974. This means that we have a duty to manage home employees' health, safety and welfare in exactly the same way that we would if these employees were based on our premises. This is because employees are still "at work" and all current health and safety legislation applies. We will require them to carry out the following at all times:

- Employees must identify a suitable location at home to work, ideally it should be a separate room. The room needs to be adequate to enable the employee to work productively and safely.
- It may be necessary to provide equipment to a home working employee, e.g. a legally compliant chair and a computer. Where this is the case, employees are expected to take reasonable care of the equipment provided.
- Maintain the working environment to previously agreed health and safety standards, including fire safety, and good housekeeping.
- Employees are expected to inform family and friends regarding their home working arrangements in order to ensure minimal disruption.
- Home working employees are expected to ensure the necessary confidentiality and to only use any equipment supplied by us, for our work. This will help protect against the introduction of viruses etc.

Where employees have been given permission to work at home, training and information on how to set up a workstation correctly is given if necessary.

C.5 Display Screen Equipment

In line with the Health and Safety (Display Screen Equipment) Regulations, Nexus Multi Academy Trust will:

These obligations extend to all home workers and hybrid workers who regularly use display screen equipment as a significant part of their role. DSE assessments must be completed for home workstation setups and reviewed whenever the home working arrangement changes significantly, in the same way as office-based workstations.

- Identify employees using DSE regularly.
- Conduct workstation assessments and provide ergonomic advice to prevent strain or injury.
- Offer regular eye tests to staff using DSE.
- Train staff on correct posture, workstation setup, and breaks to prevent discomfort.
- Monitor and review assessments to ensure compliance.
- Eye tests can be requested via the Nexus HR team

C.6 New and Expectant Mothers

Nexus Multi Academy Trust has a duty to protect the health, safety and welfare of employees who are pregnant, have recently given birth or are breastfeeding.

On notification of pregnancy, the Trust will carry out an individual risk assessment of the employee's role and working environment, considering risks such as heavy lifting, exposure to hazardous substances, prolonged standing, lone working and stress. The risk assessment will be reviewed at each trimester and immediately on any change in circumstances or medical advice.

- The Headteacher is responsible for initiating the risk assessment process on notification of pregnancy. Nexus Multi Academy Trust has a duty to protect the health, safety and welfare of employees who are pregnant, have recently given birth or are breastfeeding.
- On notification of pregnancy, the Trust will carry out an individual risk assessment of the employee's role and working environment, considering risks such as heavy lifting, exposure to hazardous substances, prolonged standing, lone working and stress. The risk assessment will be reviewed at each trimester and immediately on any change in circumstances or medical advice.
- Where a risk cannot be adequately controlled, suitable alternative duties will be offered. If no suitable alternative is available, the employee may be suspended on full pay on health and safety grounds.
- New and expectant mothers will not be required to carry out duties identified as presenting an unacceptable risk. Specific consideration will be given to night work, lone working, physical work involving lifting or prolonged standing, and any exposure to infection or hazardous substances. The Headteacher is responsible for initiating the risk assessment process on notification of pregnancy. The Assets and Health and Safety Lead provides guidance and support. All risk assessments are documented and retained.

C.7 Mental Health and Wellbeing

Nexus Multi Academy Trust recognises that everyone experiences reactions to stress at some time or another.

All employees and managers have a responsibility for managing stress in the workplace. Nexus Multi Academy Trust will:

- Be vigilant and act if we believe that a member of employees may be experiencing stress.
- Ensure that employees are adequately trained and able to carry out their work efficiently and competently.
- Ensure that all members of employees are treated fairly and consistently.
- Encourage employees to report if they feel under pressure or know of a colleague under pressure
- Deal with all reports of stress appropriately and without ridicule
- Ensure employees are aware that bullying and harassment will not be tolerated.
- Work with employees experiencing stress to find a suitable solution. If necessary, specialist assistance will be sought to help individuals deal with stress.

We will carry out a stress risk assessment if there is a reasonably foreseeable risk that our employees may be suffering from stress from their work or our organisational culture. We will seek to identify areas where we can minimise risk and implement suitable controls. We will make available resources to implement an improvement action plan and will monitor compliance.

C.8 Vehicles Used on Business

Nexus Multi Academy Trust will ensure that drivers of Trust-owned vehicles on company business:

- Hold the appropriate category of licence/insurance to drive the vehicle.
- Sign a vehicle assignment agreement that lays down rules of use of the vehicle on company business.
- Are instructed not to use mobile phones when driving unless the vehicle is fitted with a "hands free" kit. Even when using a "hands free" kit the driver's concentration may still be reduced and therefore should only be used if safe to do so
- Are covered by adequate business insurance.
- Drive vehicles that are maintained in a safe condition
- Are aware of any major changes in the Highway Code.
- Report any medical condition at the earliest opportunity if it affects their driving ability, such as a heart condition, epilepsy or eye condition.
- Are aware that some medications may cause drowsiness and therefore affect their driving ability temporarily.

- Carry out regular checks of tyres, oil levels, vehicle lights and washer bottle levels. The checks should be completed and recorded using an appropriate form.
- Found to be under the influence of drugs or alcohol will be dealt with in accordance with the Company's disciplinary procedures.
- Do not smoke or allow others to smoke in the vehicles whilst on company business.
- Driving when you are tired greatly increases your accident risk so to minimise this risk it is advised you:
    - Make sure you are fit to drive. Do not begin a journey if you are tired. Get a good night's sleep before embarking on a long journey.
    - Avoid undertaking long journeys between midnight and 6am, when natural alertness is at a minimum.
    - Plan your journey to take sufficient breaks. A minimum break of at least 15 minutes after every two hours of driving is recommended.
    - If necessary, plan an overnight stop.

C.9 Drugs and Alcohol

Nexus Multi Academy Trust is committed to ensuring a safe and healthy working environment. Misuse of drugs and alcohol impairs judgment, leading to increased risk. The Trust will:

- Prohibit alcohol and drug use in the workplace.
- Provide support services for staff with substance abuse issues.
- Implement disciplinary measures for policy violations.
- Carry out awareness training regarding the dangers of drug and alcohol misuse.

C.10 Use of Reasonable Force, Restraint and Seclusion

Nexus Multi Academy Trust has a behaviour policy in place and is applicable to all schools and settings within Nexus Multi Academy Trust (MAT) as the overarching policy for how behaviour management and the use of restrictive physical intervention is applied and administered on each site. However, all sites will have their own local policy statements and procedures, specific to their local context.

- Any incident resulting in injury requiring medical treatment may be reportable under RIDDOR. (see A.13)

C.11 Occupational Health

The Trust provides access to occupational health support where a health condition, workplace exposure or personal circumstance requires professional advice beyond standard HR and management processes. (see HR policy)

A referral should be considered where an employee has been absent for four or more weeks due to a health condition; has a recurring pattern of absence linked to

health; discloses a condition or disability that may affect their ability to work safely; or where a risk assessment identifies a need for specialist advice.

Referrals are managed through the Trust's HR function. Headteachers should contact HR when a referral may be appropriate.

Appendix D – Specific Activities and Hazardous Substances

D.1 Biohazards and COSHH

Hazardous substances include drugs and medicines, cleaning materials, disinfectants and maintenance products containing chemicals (e.g. pesticides). Infections and diseases can be caused by micro-organisms.

Nexus Multi Academy Trust assess the health risk to all employees, contractors and visitors, and decide on the action needed to prevent or control exposure to hazardous substances, infections and diseases.

COSHH assessments have been carried out to:

- establish what substances (e.g. cleaning agents) and biological hazards (e.g. hazardous waste or soiled laundry) are present and how they can cause harm;
- prevent exposure to hazardous substances by elimination where reasonably practicable. If this cannot be done; decide whether it can be substituted for something safer, e.g. swap an irritant cleaning product for something milder;
- if substitution is not possible, reduce the potential for exposure by ensuring safe systems for handling of the substance following manufacturer instructions, and by securely storing products (e.g. cleaning products), keeping them in their original containers, and providing the right personal protective equipment (PPE).
- PPE is provided if it is not reasonably practicable to prevent or otherwise control the risk.

Good communication and coordination are in place between all parties in the waste management chain to ensure that offensive/ hygiene waste is handled and treated in a way that will ensure the health and safety of employees.

Procedures are in place for the identification, segregation, storage collection, transport, handling and disposal of offensive/hygiene waste. There is a colour-coded segregation system in place for waste. There is robust segregation of materials to enable materials to be properly labelled, stored, transported and treated. Offensive/hygiene waste is stored in designated areas before treatment or disposal.

Procedures are in place for handling and packaging sharps and other contra-materials that have been incorrectly placed in the offensive/ hygiene waste stream.

This will include providing dedicated/labelled receptacles, tools and personal protective equipment.

The safe system of work includes bag/receptacle collection procedures and clear roles and responsibilities for all employees; frequent collection; effective recording of the receipt and transfer of waste materials; minimum handling of bags to prevent rupturing of bags; avoiding spillages during transportation.

Waste is recycled, incinerated (including energy from waste facilities) or landfilled in suitably permitted/licensed facilities.

Appropriate equipment is provided such as litter-picking tongs, hand brushes, shovels and rigid containers (for the removal of sharps and other hazardous/infectious waste) to deal with spills, unexpected waste etc. It may be necessary to implement procedures for cleaning and disinfecting equipment (e.g. picking tongs).

Good personal hygiene when handling offensive/hygiene waste is crucial and will reduce the residual hazards that can lead to ill health. This includes a clearly defined personal hygiene regime for all employees; adequate hand washing facilities and provision and use of appropriate protective clothing, especially gloves and safety boots. Appropriate personal protective clothing is selected for the job and it is ensured that employees use it.

Nexus Multi Academy Trust ensures that all employees and manager understand the risks through proper instruction, training and supervision. All employees are aware of the procedures to follow to minimise the risk of ill health and know what to do if unexpected hazardous waste is encountered. Awareness of the hazards and the need to exercise good personal hygiene are regularly be emphasised to employees and they are encouraged to keep vaccinations up to date.

D.2 Construction Design and Management (CDM 2015)

As our sites may vary in size and number of activities that take place there, our responsibilities and control may also vary depending on whether we are Principal Contractor, sole contractor or are working alongside others.

However, some basic principles will apply, and these are covered in the following safe working procedure. In order to maintain good health, safety and welfare standards at sites, contract managers and external health and safety advisors undertake regular site health and safety inspections. Records are kept of these inspections. All relevant documentation is retained in the file such as risk assessments, safe systems of work, checklists, plans, maps etc.

A Health and Safety File is put together for each project. This will include:

- A construction phase health & safety plan
- Insurance certificates
- Site inductions
- Applicable risk assessments & method statements
- COSHH risk assessments & safety data sheets
- An emergency fire plan (where applicable)
- Scaffold / excavation inspection register
- Plant & equipment inspection register
- Relevant permits to work

Site Rules

Site rules are issued and/or displayed at each site. All persons on site are expected to adhere to these rules. All site personnel will receive a site health & safety induction by the Leading Hand.

Supervision

Each site is under the direct control of a Site Lead/Supervisor. The Leading Hand is an experienced, knowledgeable person who has received adequate information, instruction and training to allow them to carry out this role competently. The Site Lead/Supervisor ensures that persons under their control are aware of and comply with the health and safety requirements of the site. The Site Lead/Supervisor carries out a regular documented inspection of the site.

Risk Assessments

All activities with a risk to health & safety are identified and a risk assessment carried out to determine the level of risk and to identify what precautions will be taken to reduce the risk to an acceptable level.

Instruction Information & Training

Nexus Multi Academy Trust ensure the Construction Phase Plan is available to all personnel on site. The company ensures the site rules are communicated at induction to personnel entering site. The Site Lead/Supervisor provides regular toolbox talks to site operatives, choosing a subject relevant to the current activity. Records are made of the operatives in attendance.

Duties of the parties involved with CDM

Client's Duties

- To appoint the right people at the right time (if more than one contractor is involved) they will need to appoint in writing a principal designer and a principal contractor.

- These people need to have the skills, knowledge and experience to identify, reduce and manage the Health & Safety risks. They should be able to give references from previous clients and to be able to explain how they can achieve the above.
- Ensure there are arrangements in place for managing and organising the project.
- Often the work involves high risk work from the list below; the Principal Designer should understand these and that the risks should be avoided where possible when designing the project.
- These high-risk issues are the biggest causes of accidents and ill-health in construction work.

The list is as follows: -

  - Falls from height
  - Collapse of excavations
  - Collapse of structures
  - Exposure to building dust
  - Exposure to asbestos
  - Electricity (buried services)
  - Protection of the public from construction activities

- Allow Adequate Time
- Work that is rushed is likely to be unsafe and of poor quality. Allow enough time for the design, planning and construction work to be undertaken properly.
- Provide information to the designer and contractor to allow them to plan, budget and work around the problems; (such as overhead cables, asbestos, buried services etc.) Putting together the clients brief, which includes as much information about the project, together with timescales and how the project is to be managed will set the standards for managing Health & Safety.
- Communicate with the designer and building contractor to ensure that everyone involved in the work communicates, co-operates and co-ordinates with each other. Meetings with the designer and contractor as work proceeds is advised as this will give opportunities to deal with problems as they arise and to discuss Health & Safety issues.
- Ensure that adequate facilities are on site. Make sure that the contractor has planned for adequate welfare facilities for their employees before the work starts (see Schedule 2 of the Regulations for the provisions expected).
- Ensure that a Construction Phase Plan is in place, the Principal Contractor has to draw up a plan explaining how Health & Safety risks will be managed and should be proportionate to the scale of the work and associated risks. Work should not start until the plan is in place and approved by the client.
- Keep the Health & Safety File
- At the end of the project, the Principal Designer should provide the client with the Health & Safety file. If the Principal Designer leaves the project before the end, then the Principal Contractor should undertake this task.

- The file is useful information which will help the client manage Health & Safety risks during future maintenance, repair, construction work or demolition.
- Protection of the Public and Employees

- As an employer, you are responsible for protecting the public and others such as visitors from the risks that come about due to the construction activities, such considerations may include: -
    - re-routing existing pedestrian routes
    - site security from unauthorised persons
    - adequate signage displayed
    - ensure that construction deliveries are organised properly.
    - Ensure that the work places are designed correctly and meet the Workplace (Health, Safety and Welfare) Regulations 1992.

Notifying Construction Projects

For some construction work (lasting more than 30 days with more than 20 employees working at the same time or involving 500 person days of work). The project needs to be notified to the HSE before construction work starts via an F10 form.

Duties of the Principal Designer

The Principal Designer is required to plan, manage and co-ordinate the planning and design work. They should assist the client to gather information about the project and ensure that the designers have done all they can to check that it can be built safely. Under CDM 2015, the Principal Designer assumes many of the responsibilities of the CDM Co-ordinator previously under CDM 2007. The intention is to ensure that Health & Safety is fully integrated into the design process, the Principal Designer will have the necessary designer skills, knowledge and experience to carry out their duties and will include key items such as:

- to assist the client with the project set up.
- to assist the client to identify, obtain and collate pre-construction information and this is passed on to those who need it.
- to co-ordinate Health & Safety during the pre-construction period.
- to ensure other designers comply with their duties and co-operate with each other.
- to liaise and communicate with the Principal Contractor for the duration of the project.
- To prepare the Health & Safety file.

Duties of the Principal Contractor

The Principal Contractor is required to plan, manage and co-ordinate the construction work and is the contractor in overall charge of the construction phase of the project. They should be involved with the Principal Designer about the work to be undertaken.

Their key responsibilities are: -

- to prepare the Construction Phase Plan
- implementing the plan including facilitating and co-ordinating between contractors
- ensure the site is secured
- provide compliant welfare facilities
- ensure the workforce and visitors receive a site induction.
- monitor Health & Safety on site.
- liaise with the Principal Designer to provide information to the Principal Designer for the Health & Safety file.

Duties of Contractors

Contractors' duties are to plan, manage and monitor construction work under their control so that it is carried out without risks to Health and Safety of their employees or others affected by their works. In essence they will prepare a method statement and risk assessment for their works and send this to the Principal Contractors for approval. For projects with more than one contractor, to co-ordinate their activities with others on the project, in particular, comply with directions given to them by the Principal Designer or Principal Contractor.

They must ensure that persons undertaking duties for them are trained with proof of such and co-operate with their employer for these works.

Duties of Contractor Employees

Are the people who work under the control of the contractors on a construction site.

They must: -

- be consulted about matters which affect their Health, Safety and Welfare.
- take care of their own Health & Safety and others who may be affected by their actions.
- report anything they see which is likely to endanger either their own or others Health & Safety
- co-operate with their employer, fellow employees, contractors and other duty holders.
- Work to the safe methods of work provided by their employer, if deviation is required get authorisation for the work with written intention.

D.3 Control of Contractors

Sub-contractors may have accidents when working on behalf of companies due to their lack of knowledge of the site, misunderstandings or poor working practices. Therefore, strict procedures have been introduced to safeguard our employees and sub-contractors carrying work on our behalf.

Sub-contractors who are not known to the Company will only be allowed to carry out work on site if they have been approved by The Health and Safety Lead (refer to Sub contractors health & safety appraisal)

Sub-contractors who successfully assure the company that they have sufficient systems in place to manage health & safety shall be entered onto an approved list, for further engagement in contracts. All information gathered from sub-contractors will be retained for the length of that contract and longer if it is likely that the same contractor will be used at a later date.

Sub-contractors who are unable to adhere to health & safety requirements should not be re-engaged. A reassessment of each contractor's work should be carried out if there is reason to believe that the work is not being carried out correctly in accordance with the specification or safe procedures.

Prior to any work commencing on site, the sub-contractor shall be provided with relevant parts of the construction phase plan to enable them to provide specific site risk assessments which are relevant to the project, specific to the site and proportionate to the risk. Any activities resulting in a high risk shall be accompanied by an appropriate method statement.

Sub-contractors must report to site management before carrying out work on site in order to sign in. At this time site management provide sub-contractors employees with a suitable health & safety induction.

Site management should ensure that regular checking of the sub-contractors takes place to ensure they appear to be working safely and are not posing any risk to others on site such as employees or public, etc.

In the event of any concerns being raised regarding the sub-contractors working practices, these will be notified to the sub-contractor and a record of the incident kept in the site diary and ensure that the necessary remedial action has been carried out. In the event of any dangerous practices being observed, the sub-contractors will be told to make the area safe and to stop work.

Sub-contractors are required to submit compliance documents through Nexus Multi Academy Trust to ensure they able to work under the approved supplier list process.

Documents requested include:

- Health and Safety Policy / Statement
- RAMS for work they are to undertake
- Accreditations
- Employers and Public Liability Insurances
- Training certificates

Health and Safety Information for Contractors

In order to fulfil our legal duty to provide contractors and their employees with information about health and safety and to safeguard their health, safety and welfare the following documents are available on site:

Nexus Multi Academy Trust's Health and Safety Policy Statement;

- Procedures covering:
- Fire Safety
- Accidents
- Risk Assessments and work procedures related to your work area;
- The document Health and Safety Rules for Contractors
- Asbestos register

D.4 Permit to Work

Permit-to-work systems are considered whenever it is intended to carry out work which may adversely affect the safety of personnel, plant or the environment

D.5 Control of Hazardous Substances

Nexus Multi Academy Trust will:

- Identify hazardous substances that are used, handled or produced on site.
- Obtain safety data sheets and make them available to employees
- Carry out risk assessments on activities involving exposure to hazardous substances
- Ensure control measures are put in place to reduce exposure to the hazardous substance. Including:
- Eliminating the hazardous substance, or if not practical
- Substituting the hazardous substance where practical do so
- Segregating the substance from employees if practical to do so
- Using extraction systems if practical to do so
- Proving training, information and instruction to employees
- Providing personal protective equipment
- Monitor control measures in place
- Review the use of hazardous substances including updating safety data sheets and information for employees

D.6 Food Safety

Nexus Multi Academy Trust is committed to ensuring that all food provided, prepared, served, or consumed on our premises meets the highest standards of hygiene and safety in accordance with:

- The Health and Safety at Work etc. Act 1974
- The Food Safety Act 1990
- The Food Hygiene (England) Regulations 2013 and related legislation
- The Food Information (Amendment) (England) Regulations 2019 ("Natasha's Law")
- Food Standards Agency (FSA) School Food Standards
- Applicable local authority guidance and HSE best practice.

Responsibilities – Contract Providers/School Leads will ensure that:

- Food safety hazards are identified, controlled, and monitored through a documented Hazard Analysis and Critical Control Points (HACCP) system (aligned with Safer Food, Better Business for Schools guidance).
- All legal temperature controls for hot, cold, and frozen foods are met and recorded.
- Staff handling food receive food hygiene training appropriate to their role (minimum Level 2 for direct handling). Refresher training must be completed at least every 3 years.
- All staff complete a Fitness to Work declaration before commencing food handling duties and self-report illnesses in line with Public Health England guidance (48-hour exclusion after diarrhoea or vomiting).
- Suitable facilities are provided for cleaning, handwashing, storage, preparation, cooking, and waste disposal.
- Pest control measures are in place, monitored, and recorded. Schools must retain a current pest control contract with a competent provider and carry out regular in-between visual checks.
- Daily opening and closing food safety checks are documented, including stock rotation using FIFO (first in, first out).
- Allergen matrices are displayed and accessible to parents, pupils, and staff, supported by an up-to-date school-level allergen and dietary needs register.

Employees must:

- Follow all training and procedures relating to food hygiene and safety.
- Use provided PPE such as aprons, gloves, or hair coverings.
- Immediately report any suspected food safety hazard, contamination, pest activity, equipment fault.

- Refrain from handling food when suffering from diarrhoea, vomiting, or other relevant illnesses and not return to work until 48 hours after symptoms cease.

Control Measures (minimum example)

- Refrigerators must operate at or below 5°C, freezers at –18°C or colder.
- Hot food must be kept above 63°C and cooled rapidly to below 8°C within two hours if to be stored.
- Temperatures to be checked and recorded at least twice daily. Probe thermometers must be calibrated weekly and records kept.
- Separate storage, preparation, and utensils for raw and ready-to-eat foods.
- Colour-coded chopping boards and knives in line with best practice.
- Handwashing with hot water, antibacterial soap, and disposable towels between handling raw and cooked foods.
- Documented cleaning schedules for all equipment, surfaces, and high-risk areas. Deep cleans must be scheduled at least termly and recorded.
- Use only approved cleaning chemicals, stored and used per COSHH assessments.
- Maintain and display an up-to-date allergen register in line with Natasha's Law.
- Train staff on allergen awareness and cross-contact prevention. Allergen awareness training must be refreshed annually.
- Clearly label pre-packed and served food with allergen content.
- No eating, drinking, or smoking in food preparation areas.
- Jewelry, watches, and nail polish not to be worn when preparing food.
- Cuts and grazes to be covered with blue waterproof plasters.
- Regular inspections by a competent pest control provider.
- Prompt action on any evidence of pests, with records kept of corrective measures.
- Waste must be stored in sealed, pest-proof bins and removed daily.
- Planned Preventative Maintenance (PPM) and PAT testing must be carried out for catering equipment; guards and interlocks must not be removed from slicers, mixers, or other high-risk machinery.
- Procedures for food recalls/withdrawals must be in place and followed in line with FSA alerts.

Monitoring and Record Keeping

- Maintain written logs for temperature checks, cleaning schedules, pest control visits, allergen management, and staff training.
- Review HACCP plans at least annually or sooner if there is any significant change in process, equipment, or legislation.

- Conduct internal audits and make records available for inspection by Environmental Health Officers.
- Schools must retain records for Environmental Health inspections and corrective actions taken.
- Monthly food safety compliance checks must be completed by site managers/catering leads, with an annual review by the Trust central team.

All health and safety training, including refreshers, shall be documented with the date, content, trainer's name, and attendees' signatures. Training records shall be retained for a minimum of five years and be available for inspection.

Food preparation areas can be hazardous areas as there are hot surfaces, hot food and liquids, potentially hazardous equipment and the risks of spillages which cause slips and falls.

All employees handling food are trained not only in Food Hygiene but also in basic health and safety procedures relevant to the food activities. This includes using the equipment, handling hot foods and liquids, manual handling, wearing appropriate footwear and clothing, procedures in the event of a fire, and using hazardous substances.

Additional School-Specific Requirements:

Pupil food activities (curriculum cooking, breakfast clubs, after-school provision, events) must follow the same standards as catering operations, with risk assessments in place.
Allergen and dietary needs registers must be maintained and regularly reviewed at school level to support individual pupils.
Packed lunches stored on site must be kept safely and monitored for allergen risk and temperature where necessary.
Contingency plans must be in place for power loss, equipment failure, or outbreaks of food-borne illness (reportable under RIDDOR where applicable).

D.6.1 Allergy Management

Schools must comply with statutory allergy requirements under the Children's Wellbeing and Schools Act 2026.

- Every school must have a published whole-school allergy and anaphylaxis procedure covering identification, day-to-day management, and emergency response.
- Every pupil with a known allergy must have an Individual Healthcare Plan (IHP) reviewed at least annually and shared with all relevant staff. New starters must have an IHP before their first day.

- Each school must appoint an Allergy Lead responsible for the allergy register, IHPs, and staff training.
- An allergy register must be maintained recording each pupil's allergens, reaction severity, emergency medication, and IHP location.
- At least one spare adrenaline auto-injector (e.g. EpiPen or Jext) must be held on site at all times, in date, clearly labelled, and accessible to trained staff. An AAI register recording expiry dates must be maintained.
- All staff with regular pupil contact must complete annual allergy awareness training covering: recognising allergic reactions and anaphylaxis; common allergens; individual IHPs; how and when to use an AAI; and when to call emergency services. Training records must be kept.
- Allergen risk must be managed across all food provision, school trips, events, and the school environment including animals (see D.8.)
- The school's allergy procedure must be communicated to parents and carers.
- Catering contractors must demonstrate compliance with allergen management requirements including Natasha's Law.
- Any anaphylactic emergency must be reported to the Trust CEO and Assets and Health and Safety Lead within 24 hours.

D.7 Educational Visits

Each school visit is planned carefully by school employees. Attention is paid particularly to the care of each young person during such visits. Headteachers are responsible for the risk assessment and planning process for their arranged educational visits and they are undertaken in line with the school policy and the DfE guidance Health and Safety on Educational Visits (1998, updated). Each academy must appoint a suitably trained Educational Visits Coordinator (EVC) who is responsible for supporting the Headteacher in planning, approving, and reviewing all off-site visits. High-risk and overseas visits must receive senior leadership approval before booking. All educational visits must be planned in accordance with the OEAP National Guidance, which forms the recognised framework for educational visit management in England. Risk assessments specific to each visit must be completed, reviewed, and retained.

D.8 Animals in School

Animals can bring real educational and therapeutic benefits to schools. All animals on Trust premises must be managed safely. A written risk assessment and authorised by the Headteacher & Trust must be completed before any animal is introduced, covering bites and scratches, allergic reactions, disease transmission, welfare, supervision, and emergency procedures.

- All pupils and staff must be checked for allergies or phobias relating to the species before introduction. Parents must be notified and given

opportunity to raise concerns. Any pupil or staff member with a confirmed allergy must have an IHP in place before the animal arrives.

- Only domestic animals may be kept as school pets. Wild animals must not be kept on premises.
- Any animal on site must be included in fire evacuation and emergency plans.
- Prohibited dog breeds under the Dangerous Dogs Act 1991 must never be present on school premises.
- Assistance dogs accompanying a person with a disability must be permitted on site. Any concerns must be managed through risk assessment, not blanket exclusion.
- Exotic or wild animals require a licence under the Dangerous Wild Animals Act 1976.

Dogs (including Therapy and Literacy Dogs)

Schools must give careful consideration to the risks before permitting any dog on site. The following applies to all dogs other than assistance dogs.

- Therapy and literacy dogs must hold a current accreditation certificate from a recognised organisation (e.g. Pets as Therapy, Therapy Dogs Nationwide), renewed annually.
- A written risk assessment authorised by the Headteacher & Trust must be completed before any dog is introduced on site.
- All dogs must be microchipped, vaccinated, and wear a collar with the owner's name and address at all times on site.
- Any dog that has previously shown aggression must not be admitted.
- The handler must be present and responsible at all times. Dogs must never be left alone with pupils.
- A designated welfare area must be identified for the dog's use with water, rest space, and a means of securing it away from pupils when needed.
- Dog allergens can persist on surfaces and clothing after the dog has left. All pupils and staff must be surveyed for dog allergies before a dog is introduced and at the start of each academic year.

D.9 Administering Medication

The Headteacher is responsible for managing medication in schools and ensuring compliance. School will arrange for employees to complete and sign a record each time they give medicine to a child. In some circumstances the dosage and administration will be witnessed by a second adult.

Every pupil with a medical condition requiring medication or specific health management must have an Individual Healthcare Plan (IHP) in place before they start at the school and if a new/condition is diagnosed. IHPs are produced in

consultation with parents, carers and relevant healthcare professionals and reviewed at least annually.

Staff required to administer specific medications or carry out clinical procedures must receive appropriate training before doing so.

Storage of Medicines

Employees should only store, supervise and administer medicine that has been prescribed for an individual child.

Medicines should be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed.

Employees should ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. The Headteacher is responsible for making sure that medicines are stored & administered safely. (see RiDDOR reporting for reporting of medication administration error)

D.10 Sun Safety and Heat Management

Nexus Multi Academy Trust recognises that exposure to ultraviolet radiation, high temperatures and heatwaves can present risks to the health, safety and welfare of pupils, employees, contractors and visitors. These risks must be considered as part of school-level risk assessments, particularly for outdoor learning, PE, sports days, educational visits, playtimes and other activities where exposure to sun or heat may occur.

Schools must give particular consideration to pupils and employees who may be more vulnerable to heat or sun exposure, including those with complex medical needs, mobility difficulties, sensory needs, communication difficulties, respiratory or cardiovascular conditions, medication which may affect hydration or temperature regulation, or those who rely on adults for hydration and personal care.

The Headteacher is responsible for ensuring suitable local arrangements are in place. This includes monitoring relevant weather forecasts and Heat-Health Alerts, ensuring reasonable adjustments are made where required, and authorising additional control measures during periods of hot weather or extreme heat.

Schools must ensure that proportionate control measures are implemented where required, including:

- maximising the use of shaded areas and reducing time spent in direct sunlight;
- adapting, shortening, moving indoors or rescheduling outdoor activities where temperatures or UV levels are high;
- encouraging suitable clothing, including hats and lightweight clothing that covers shoulders where appropriate;
- encouraging parents and carers to apply sunscreen before school and supporting reapplication during the day where this has been agreed with parents and is consistent with the pupil's care plan;
- ensuring regular access to drinking water and additional drink breaks during hot weather;
- monitoring vulnerable pupils who may be unable to communicate thirst, discomfort or symptoms of heat illness;
- improving indoor comfort where possible by using ventilation, blinds, relocation to cooler areas and other risk-assessed cooling measures.

Employees must remain alert to signs of heat stress, heat exhaustion and heatstroke, including lethargy, dizziness, headache, nausea, confusion, excessive sweating, hot skin, collapse or seizures. Where heat illness is suspected, staff must move the individual to a cooler area, seek first aid support, encourage fluids where safe to do so, begin cooling measures and seek medical advice where symptoms persist or worsen. Suspected heatstroke must be treated as a medical emergency and 999 must be called immediately.

Any significant incident relating to sun exposure, heat illness or failure of control measures must be recorded and escalated in line with accident and incident reporting procedures. Local arrangements should be reviewed annually, after any significant incident, or following changes to national guidance.

Appendix E – Safeguarding

E.1 Safeguarding Vulnerable Groups

Nexus Multi Academy Trust recognises the requirement for clear safeguarding procedure under the Children Act 1989 and the Safeguarding Vulnerable Groups Act 2006 (please refer to Nexus Multi Academy Trust safeguarding policy.) All safeguarding and child protection arrangements must also comply with the current statutory DfE guidance Keeping Children Safe in Education (KCSIE), which is updated annually and must be read and acted upon in its current form.