Transform Trust and Academies

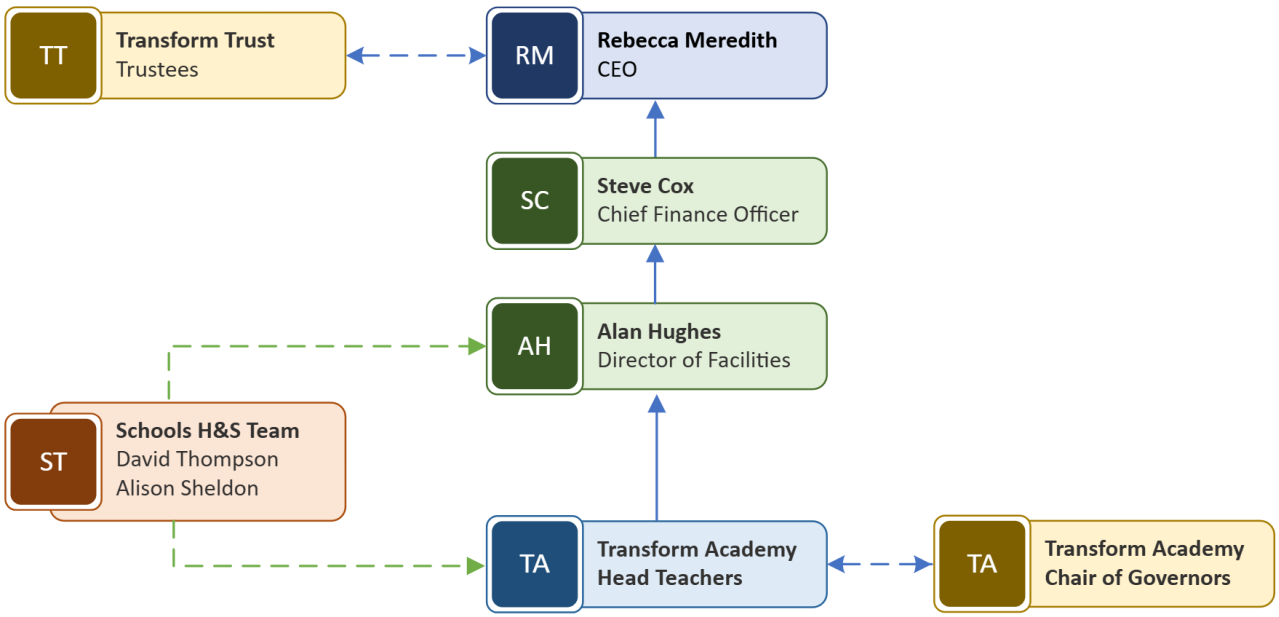
Health, Safety & Welfare Policy

Policy Number	Author	Publication Date	Review Cycle
003	Chief Finance Officer	v.3 October 2026	Every 2 years

TRANSFORM TRUST HEALTH AND SAFETY POLICY STATEMENT

Our statement of Trust policy is as follows:

- To promote an effective safety culture throughout the Trust.
- To be responsible for Health & Safety for all employees on school sites, and for all school employees away from school in the course of running the school
- Transform Trust will ensure each school and Trust Centre is audited by a suitably qualified individual in Health & Safety each year
- Transform Trust will check progress is being made in meeting audit points raised in the annual inspection, as part of a continuous improvement culture
- Each school will tailor the amber, red and green sections with the academy arrangements in this Health & Safety policy and school management will review this annually.
- Transform Trust will review school Health & Safety policy framework biennially or where there is a significant change.



SIGNED: ..... **DATE:** .....

(on behalf of Trust Board)

This policy has been brought to the attention of all employees and is kept readily available for employees on the Transform website.

SCHOOL HEALTH AND SAFETY POLICY STATEMENT

Our statement of School policy is as follows:

- To promote an effective safety culture throughout the school
- To maintain safe and healthy place of work for employees with safe access and egress
- To ensure that non-employees e.g. pupils, parents, visitors etc., are not exposed to a risk to their health & safety
- To promote effective risk management within play and sport so that an appropriate challenge is provided with an acceptable level of risk
- To provide adequate control of the health & safety risks arising from school activities, including educational off-site visits
- To consult with our employees on matters affecting their health and safety
- To provide safe plant and equipment
- To ensure safe use, handling and storage of substances
- To provide information, instruction, training and supervision for employees
- To ensure all employees are 'competent' to carry out their activities
- To provide adequate welfare facilities for employees and pupils
- To monitor the standards of health & safety performance and ensure continuous improvement in the management of health & safety
- To review the systems in place that manage health and safety and to revise it as necessary on an annual basis

SIGNED:..... **DATE:**.....
(Head Teacher)

This policy has been brought to the attention of all employees and is kept readily available on iAMCompliant,????? a printed copy is also kept: .....

Locations to be completed by the school.

RESPONSIBILITIES

Duties of the Academy Trust

The ultimate responsibility for health and safety rests with the employer although some functions under the Health and Safety at Work etc. Act 1974 are delegated to Headteachers (detailed below).

The Trust will:

- Establish mandatory health and safety policies/outcomes that schools follow/achieve;
- Monitor schools' compliance with legislation and policies;
- Monitor schools' health and safety performance;
- Provide direction/s as necessary to school management in the interests of health and safety;
- Ensure school management are appropriately trained in health and safety principles;
- Ensure any trust-wide purchasing and contracting procedures and arrangements that are in place consider health and safety compliance and performance;
- Consult with employees on matters affecting their health and safety according to the Safety Committees Regulations 1977 and Health and Safety (Consultation with Employees) Regulations 1996.

Responsibilities of the Chief Executive

The Chief Executive will:

- Ensure Health and safety regularly appears on the agenda for A&F Committee meetings, and features within the Trust Risk Register;
- Designate an Executive Team member with responsibility for Health & Safety;
- For the purpose of maintaining health and safety legal compliance and/or complying with Transform health and safety aims and objectives, accept advice and direct a school to take compulsory action;
- Ensuring that competent health and advice is readily available according to Regulation 7 of the Management of Health and Safety at Work Regulations 1999;
- Receive relevant training on their health and safety responsibilities.

Responsibilities of the Director of Facilities

The Director of Facilities will:

- Ensure the principles and details of the Trust's Health and Safety Policy are understood and implemented within Trust schools;
- Quality control Health & Safety support in place across Trust schools, and ensure a common standard is achieved;
- Ensure all schools maintain asbestos registers which are kept up-to-date;
- Manage and advise on Health and Safety requirements across the Trust, particularly in relation to Digital, Estates & Subcontracted Services;
- Liaise with external health and safety advisor;
- Receive relevant training on their health and safety responsibilities.

Responsibilities of School Governing Bodies

Governing Bodies are responsible for:

- Taking reasonable steps to ensure that the school is following the employer's policy and procedures e.g. through regular discussion at governance meetings;
- Receiving reports on staff training that enable them to carry out their responsibilities safely;
- Promote a sensible approach to health and safety, making use of competent health and safety advice when required;
- Work in close partnership with the Headteacher and senior management team to support sensible health and safety management and to challenge as appropriate;
- Integration of good health and safety management into business decisions;
- Approving the school's health and safety policy and other policies that relate to health and safety;
- Carrying out and recording a formal health and safety inspection of all parts of the buildings and site on at least an annual basis;
- Ensuring that adequate health and safety resources are made available to meet health and safety requirements;
- Ensuring health and safety is a fixed agenda item on Governor meetings;
- Considering immediate reviews in the light of major shortcomings or events.

Duties of Headteachers

The Headteachers are responsible for:

- Demonstrating visible, active commitment to health and safety improvement;
- The overall maintenance and development of safe working practices and conditions for all employees, pupils and other non-employees on site;
- Ensuring that the requirements of all relevant legislation, codes of practice and school policies are met at all times;
- Ensuring safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others;
- Consulting with employees, and safety representatives, on local health and safety issues;
- Ensuring effective means of communication with staff on health, safety and welfare issues;
- Ensuring that risk assessments are undertaken and reviewed annually or as necessary;
- Identify the training needs of employees and ensure that they are 'competent' to carry out their activities;
- Ensuring that arrangements are made for defects in the premises, its plant, equipment or facilities are reported and made safe;
- Ensuring that accident, work-related ill health and violent incidents are reported and investigated as necessary;
- Monitoring the standard of health and safety throughout the school;
- Ensuring that emergency procedures are in place;
- Ensure that staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy and have access to it;
- Authorise all Off-Site Visits; inform Trust of any non-routine Off-Site Visits;
- Contacting the Trust in the event that they are unable locally to remedy a structural, building or other matter which has either significant health and safety or business continuity implications.

Duties of Operation / Business Managers

Operation and Business Managers are focal point for the academy's health and safety management arrangements. Their school wide roles will include:

- Management and monitoring of purchasing and contracting procedures to ensure risks are effectively managed;
- Advising contractors of site specific risks and overseeing their activities on site;
- Ensuring staff and visitors are aware of the on-site procedures and the precautions to follow;
- Accident and incident reporting;
- Implementation, monitoring and review of training procedures;
- Preparation of reports and returns for the school leadership team.

Duties of Site Managers

The Site Manager's duties include:

- Keeping the building and site in good order and repair and free of waste / litter;
- Monitoring the maintenance of plant and equipment;
- Monitoring the provision and safe use of main services i.e. water, gas and electricity;
- Monitoring the inspections and maintenance of plant and equipment - including access equipment i.e. step ladders, ladders, mobile towers etc.;
- Monitoring and maintaining effective security arrangements;
- Maintaining safe storage of chemicals, hazardous substances and equipment;
- Ensuring that deliveries to school are made safely;
- Dealing with reported damage and defects;
- Monitoring the condition of known asbestos containing materials;
- Assisting the Head Teacher and Governors with the annual health and safety inspection;
- Undertaking duties as identified by then most recent legionella risk assessment.

Duties of All Employees

All employees are instructed to:

- Take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action;
- Co-operate with academy management on health and safety matters including compliance with Trust and school procedures;
- Not to interfere with anything provided to safeguard their health and safety;
- Report any health and safety concerns, e.g. hazards or defects etc. in line with local procedures;
- Ensuring that pupils are aware of the school's emergency procedures.

ACADEMY ARRANGEMENTS

	Minimum requirements
	Local arrangements
	Local responsible person
	Reference policies / documents

Accident Reporting and Investigation	
Accidents and work-related ill health (e.g. stress) to employees are recorded and investigate using the online incident reporting system. Employee accidents (but not stress) that result in either over a seven-day absence (including weekends) or a specified injury are reported to the HSE by the school under RIDDOR requirements. Pupil accidents are recorded as follows: • Minor pupil accidents as a result of play are recorded locally. • Pupil accidents where action needs to take place to avoid reoccurrence are recorded on the online incident reporting system. • Pupil accidents resulting in any injury that required outside medical attention or subsequent time off school should be reported on the online incident reporting system. • Pupil accidents where action needs to take place to avoid reoccurrence *and* they went directly to hospital for treatment (not as a precaution) are reported to the HSE by the school under RIDDOR requirements.	
Describe type of recording system for minor pupil accidents and where it can be found.	
Person responsible for managing accident reporting and investigations.	

Asbestos Management	
	All academies will have a Local Asbestos Management Plan (LAMP), register and monthly visual inspection sheet initially created for them by the Schools H&S Team and uploaded to iAMCompliant. Academies are responsible for the update of all these documents and the annual review of the LAMP and register. Assistance is available from the Schools H&S Team. The condition of asbestos in the building should be monitored by the Site Manager on a monthly basis and recorded on iAMCompliant. Their manager will need to have reassurance that they are undertaking these checks. Asbestos awareness is included within the Head Teacher/Operations Manager and Site Manager training package.
	Location of asbestos logbook: iAMCompliant
	Additional locations of asbestos logbook: digital copies: iAMCompliant, …. printed copy kept:
	Responsibilities are detailed within the LAMP.
	• Academy LAMP

Breakfast and After School Clubs		
	All academies that run breakfast and afterschool clubs will have general risk assessments in place. In the event that the afterschool activities are commensurate to day to day academy risk assessments then no further risk assessments are required. In the event that the activities introduce new significant risks then additional risk assessments will be required by whoever is running the club (either in-house by the school or bought in by the provider).	
	Describe the clubs that are run and include whether they are in-house or from an external provider.	
	Person responsible for coordinating the risk assessments:	
	• Parent/carer breakfast club / after school club agreement forms • Risk assessments	

Catering	
Academies that employ catering staff directly are responsible for ensuring their risk assessments and training are in place. The academy is responsible for the servicing and repair of catering equipment where it is the owner. Regardless of ownership all servicing records will be logged on iAMCompliant	
Describe catering arrangements.	
Person responsible for completing kitchen risk assessments:	
Person responsible for organising catering H&S training:	
Person responsible for kitchen food hygiene management:	

Claims	
When a letter of claim involving personal injury is received, schools will immediately inform the Director of Facilities and Chief Finance Officer	
Person responsible for dealing with claims when they arrive:	

Cleaning	
Academies that employ cleaning staff directly are responsible for ensuring their risk assessments, COSHH assessments and training are in place. If the cleaning is outsourced then evidence that the training is being provided and assessment are in place by the third party must be kept. (letter of assurance)	
Describe cleaning arrangements.	
Person responsible for completing cleaning risk assessments:	
Person responsible for organising cleaners' H&S training:	

Consultation with Employees	
The Nottingham City Schools Health and Safety Team consult with the Trade Unions before issuing any new schools generic risk assessment templates, policies and guidance and the Trust have consulted with the Unions via their JCC meetings. Health and Safety is a standing item on the agenda of school staff meetings. Any school local procedure, policy or decision that may have a significant effect on colleagues' health and safety should be brought to the attention of staff so that their views can be heard before implementation. The academy should consult with Trade Unions on local policies which have a health and safety element and that are not based on Trust model versions.	
Describe arrangements for sharing and consulting of health and safety documents with employees.	
Person/s responsible for sharing proposals with staff:	

Contractors	
As part of the tendering process for any building work, directly arranged contractors should be chosen who can prove their competence in the specific trade. Where CP Associates are involved they will provide this assurance, where you deal with contractors directly you must ensure this through completion of the Selection of Contractors form. Contractors should be asked to complete and sign an induction/local site rule type form before they commence work.	
Describe arrangements	
Person responsible for commissioning contractors:	
• Selection of Contractors form	

Creative Play Schemes	
The academy's creative play scheme is with a mentor supported school improvement programme.	
Mentor:	
Play Lead:	
• Academy Creative Play Policy	

Curriculum	
Guidance on science and design and technology is provided through the Schools H&S Team subscription with the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS). The academy subscribes on an annual basis directly with AfPE to access the online resource "Safe Practice in Physical Education, School Sport and Physical Activity"	
Person responsible for arranging individual CLEAPSS registrations (Science Lead)	
Person responsible for arranging AfPE subscription (PE Lead):	

Defect Reporting	
The academy has in place suitable arrangements for employees and visitors to report any maintenance or health and safety concerns.	
Describe the defect reporting arrangements: Staff log on the iAMCompliant HelpDesk	
Person responding to defects:	

Display Screen Equipment	
Risk assessments should be completed for all computer "users" and stored on iAMCompliant Assistance is available from the Schools H&S Team.	
The following persons are identified as DSE users:	
Risk assessments are coordinated by:	

Electrical Safety	
All portable electrical appliances in school should be checked by a “competent” person every year (PAT testing). This may be undertaken in-house if they have attended approved relevant training and have calibrated equipment. New electrical items purchased will be PAT tested at the next test. Employees must not bring in their own electrical items that require plugging in unless they are already charged or use power cables that have already been PAT tested. All fixed electrical installations MUST be subject to periodic inspection and testing at intervals not exceeding five years, carried out by a competent person, to confirm they remain safe, free from deterioration or defects, and compliant with BS 7671 (IET Wiring Regulations) and the Electricity at Work Regulations 1989. Any statutory requirement .remedial works identified must also be addressed	
Who completes the PAT Testing (external / in-house).	
Person responsible for arranging the PAT testing:	
Person responsible for arranging the 5 Year Mains Test:	
Person responsible for arranging any remedial action arising from the tests:	
• Electrical maintenance logbook • PAT testing inventory	

Emergencies	
Schools MUST have an emergency plan based on the template provided by the Trust. This should be reviewed on an Biennial basis.	
The emergency plan is located:	
Person responsible for completing the emergency plan:	
• Academy Emergency Plan • Transform Trust Severe Weather Guidance	

Fire Safety	
Fire risk assessments should be undertaken by persons who are competent. They should be completed by an external consultant at least once every 3 years or when there are significant changes and reviewed on an annual basis internally. All schools MUST have a Fire Safety, Red Box easily accessible with all necessary details inside (This will include: Site map, Fire Safety Policy, Fire Risk Assessment, Asbestos Register and confirmation that fire maintenance records are kept on iAMCompliant)Schools can request support from the Schools H&S Team. (how does this sit with iAMCompliant?)	
Fire evacuation plans are located:	On iAMCompliant
Fire evacuation plans are also located:	In Grab Bags Other?
Person responsible for arranging fire risk assessment:	
Person responsible for completing the actions resulting from the fire risk assessment:	
Person responsible for completing fire evacuation plans:	
• Academy Fire Risk Assessment • Academy Fire Logbook • Academy Fire Evacuation Plans	

Finger Guards	
Finger guards should be fitted and maintained where necessary according to risk assessment.	
Person responsible for completing the risk assessment:	
Person responsible for periodically checking the finger guards:	
• Risk assessment	

First Aid	
The academies will have suitable procedures in place to provide timely first aid to employees and pupils. This may include first aid at work (FAW or EFAW) and paediatric first aid. Early years staff attend the two day paediatric first aid course only.	
Describe local first aider provision: Describe general locations of first aid boxes: The names of first aiders are displayed: The defibrillator is located: The defibrillator is / is not registered with https://thecircuit.uk	
The person responsible for co-ordinating first aid training including monitoring expiry dates:	
The person/s responsible for ensuring first aid box contents are in date and replenished:	
• Risk assessment • First Aid training records	

Forest Schools	
Schools should consider the benefits of each forest school activity before they commence. Forest Schools should be led by an appropriately trained and qualified person (Level 3 Forest School practitioner). Assistants should be appropriately trained, either through accredited training (Level 2 Forest School Assistant) or by the Forest School leader themselves. There MUST be a Forest Schools Risk Assessment in place, this must be stored on iAMCompliant	
Local details of the forest school.	
Forest School Leader:	
Additional locations of the Risk Assessment:	
• Academy Forest School Policy	

Hazardous Substances (COSHH)	
Risk assessments should be carried out for the use of any hazardous substances used by school employees on site, i.e. chemicals bearing a hazard warning symbol. Contract cleaners are responsible for completing their own risk assessments and are responsible for ensuring control measures have been identified and are in place. All chemicals should be kept securely under lock and key to prevent unauthorised access.	
Describe cleaning arrangements (Council/Contract/In-house), training undertaken and storage in school.	
Person responsible for undertaking risk assessments, providing training:	
• Risk assessments • Safety Data Sheets • Safe method of work / Product user guide	

Health and Safety Advice
Competent advice is provided to Transform academies by the Schools H&S Team.

Infection Control
The academy follows the UKHSA guidance "Health protection in children and young people settings, including education". Posters are also available to share with parents/ carers.
This guidance is displayed:

Information	
The Health and Safety Executive (HSE) poster "Health and Safety Law- what you need to know" will be displayed in school. The name of the H&S Governor, contact details for the Schools H&S Team , the Director of Facilities and where to obtain details of the union safety representatives should be included	
The Health and Safety Law poster is located:	
Person responsible for updating the Health and Safety Law poster:	

Inspections	
The Schools H&S team will undertake school inspections on an annual basis and share their formal report with the Trust and the Head Teacher. The academy should organise formal local inspections as necessary to maintain a safe environment.	
Details of any other inspection schedules.	
Person responsible for arranging any remedial action arising from the inspection:	

Legionella	
Legionella risk assessments will be undertaken in all premises by a competent contractor and then reviewed on an annual basis by the academy. A new risk assessment will be required in the case of any significant changes to the water system or after a 5 year period. All records will be recorded on iAMCompliant	
Person responsible for the flushing of unused / infrequently used outlets:	
Person responsible for undertaking temperature checks of sentinel outlets:	
Person responsible for planning and undertaking the actions from the risk assessment:	
Person responsible for reviewing the risk assessment on an annual basis:	
Legionella risk assessment and water management logbook.	

Lettings / Use Premises Out of Hours	
Academies will complete conditions of hire contracts as necessary. Schools should acquire Temporary Event Notices as necessary.	
Details of letting agreements in place:	
Person responsible for managing lettings:	

Lone Working	
Potential lone working situations may include home visits, interviewing, responding to alarm activations, working late / early or at weekends or during holiday periods. Risk Assessments for lone working will be carried out and relevant employees, including peripatetic workers have been consulted and informed. Employees are instructed to avoid high risk activities whilst lone working e.g. working at height. Academies will have arrangements in place to ensure that site management staff do not attend to alarm call outs alone, e.g. with the use of a security company. Risk Assessment and procedure to be stored on iAMCompliant	
Details of local arrangements / procedures.	
Person/s responsible for undertaking and reviewing lone working risk assessments:	
• Risk assessment • School lone working procedures	

Manual Handling	
The safe manual handling of pupils, in schools will only be carried out by employees who have received specific training provided by a "competent' provider".	
Pupil handling training is available via:	
The person responsible for co-ordinating manual handling training including monitoring expiry dates:	
The following persons require training:	
Person responsible for undertaking and reviewing manual handling risk assessments:	
• Risk assessment	

New and Expectant mothers	
A risk assessment will be carried out as soon as the Head Teacher is made aware by the employee. This is a legal requirement. As part of that process, the assessment will be monitored and reviewed, taking into account possible risks that may occur at different stages of pregnancy.	
Person responsible for undertaking and reviewing the new and expectant mother risk assessment:	
Risk assessment	

Off-Site Educational visits	
The academy employs the services of a member of Association of Advisers for Outdoor Learning and Educational Visits (OEAP) to provide advice, guidance and support for educational visits and training packages. EVOLVE is used for all off-site visits, residentials, overseas and adventurous visits. Schools **should not** undertake visits in these categories without approval from the adviser: • Outdoor and Adventurous activity • School trips that require risk assessments and extra planning (i.e. not routine) Academies will appoint an Educational Visits Coordinator (EVC) and ensure they initially attend an appropriate training course and then at least every three years. The EVC is responsible to the Head Teacher for ensuring health and safety issues have been addressed and that all relevant risk assessments are completed. Each academy will have their own off-site visits policy. Transporting pupils in staff cars – there must always be 2 adults in the car for any journey with pupils (taking to events, collecting etc.). The staff member should have appropriate insurance. Mary Farmer and Claire McKendrick can provide support and advice on the Evolve system. The Trust will regularly review the use of Evolve to ensure that schools are submitting the appropriate documentation completed for all visits; that there are appropriate staff ratios and safeguarding arrangements in place.	
Name of off site visits advisor: Location of off site visits policy: Describe arrangements:	
Name of EVC:	
• Transform Trust Off Site Visits Guidance - Evolve • Academy off-site visits policy	

Pop Up Pools	
The academy will not hire the use of temporary swimming pools without the prior consent of the Trust, All risk assessments and method statements must be in place, including: - • Out of hours monitoring of the pool • Safe method of connection to a power source • Ability to drain the pool afterwards Proof of appropriate and up to date insurance from the provider MUST have been obtained. For those schools in Nottinghamshire County Council, Landlord's consent must be gained prior to the pool being on site.	
The person responsible for co-ordinating risk assessments, method statements, proof of insurance, Landlords consent	

Positive Handling / De-escalation	
The academy formally determine the need for this training dependent on the setting's risk. This is noted in the academy's behaviour policy.	
Training in de-escalation and positive handling is available via... Describe the job roles who receive training.	
The person responsible for co-ordinating training including monitoring expiry dates:	
The following groups of persons are trained in positive handling and de-escalation:	
• Transform Trust Positive Handling Guidance • Academy Behaviour Policy	

Play Equipment		
	The academy employs a company registered on the Register of Play Inspectors International (RPII) – Outdoor Annual (Register of Play Inspectors International - Making Play Safe)to undertake annual inspections of all fixed outdoor play equipment. The academy is responsible for the cost of the inspection and any remedial work identified. The inspection, reports and remedials are all to be recorded on iAMCompliant Monthly visual inspection will be carried out by the academy and recorded on iAMCompliant	
	Name of play inspection company:	
	Person arranging inspections:	
	Person responsible for arranging any remedial action arising from the inspection:	
	Person responsible for undertaking and reviewing the risk assessment:	

Premises Management		
	Academies are responsible for arranging and paying for the statutory testing required on site, determined by the equipment that they have. The academy is responsible for undertaking any remedial action following any service in a timely manner. Local health and safety checks are undertaken on a periodic basis according to the Trust Premises Management Policy and held on the iAMCompliant system. Condition surveys will be undertaken on a two-yearly basis. A prioritised programme of maintenance works based on statutory responsibilities and condition data is in place. The Trust receives direct School Condition Allowance (SCA) to invest in priorities across the schools for which they are responsible. Records and certificates of statutory testing are held on the iAMCompliant system.	
	Describe arrangement	
	Person responsible for premises management:	
	• Premises Management Policy • iAMCompliant System	

Pupil Medical Conditions and Medicines	
Schools should complete the risk assessment, have a policy for managing pupils with medical conditions. A model policy is available.	
The policy is available:	On iAMCompliant Other?
The policy is completed by:	
• Transform Trust Special Educational Needs and Disability (SEND) Policy • Academy Managing Pupils with Medical Conditions Policy • Academy Accessibility Plan	

Allergies	
Schools MUST have a separate Allergy policy in place and comply with the 2026 guidance, including: - • stock "spare" adrenaline auto-injectors for use in emergency situations • provide allergy awareness training for all staff — covering recognition of symptoms, emergency response and the use of adrenaline devices — alongside improved incident recording and lessons learnt processes • have a comprehensive policy for supporting children with medical conditions, including Individual Healthcare Plans to record specific arrangements for individuals like an allergy management plan	
The policy is available:	On iAMCompliant Other:
The policy is completed by:	
Training is organised by:	
Stocks of the necessary equipment is organised by:	
• The Natasha Allergy Research Foundation has launched Allergy School • Allergy UK has fact sheets and resources for schools covering a wide range of allergies. • The Allergy Team, Benedict Blythe Foundation and the ISBA co-created The Schools Allergy Code	

Risk Assessments	
Risk assessments should be completed by schools using the risk assessment checklist to determine which ones are applicable to their setting. They are completed with contributions and in consultation with employees and with support from the Schools H&S team where requested. Risk Assessments will be stored on iAMCompliant with all relevant staff requested to review and sign to say they have read them.	
The person responsible for maintaining the risk assessment register:	
• Academy Risk Assessment Register (on iAMCompliant)	

Security Arrangements	
Academies should complete the security risk assessment and have the Security Policy in place	
The risk assessment and policy are completed by:	
• Academy security risk assessment • Visitor protocol	

Stress (Work Related)	
The academy recognises the legal duty to protect workers from stress at work by completing risk assessments and acting on it.	
Detail local arrangements including wellbeing programme/training.	
Person responsible for controlling work-related stress issues and for carrying out a general risk assessment.	Head Teacher
• Trust Wellbeing Policy	

Training (General H&S)		
	All employees are given adequate health and safety training, which includes basic skills training, specific on the job training and training in health and safety or emergency procedures. New, temporary and supply staff are given basic induction training on health and safety, including the arrangements for first aid, fire and evacuation. This is recorded. The following employees attend general health and safety training shortly after commencement and on a five yearly refresher basis after this. • Chief Executive Officer • Nominated Executive Member • Director of Facilities • Head Teachers / Heads of School • Business Managers / Operations Managers • Site staff	
	Person/s responsible for completing staff / supply / students induction:	
	Person responsible for co-ordinating general H&S training and monitoring expiry dates.	
	• H&S Induction form • Transform Trust Staff Induction Policy	

Vehicles		
	Employees that use their vehicle for business purposes should be authorised by school management and they should have appropriate vehicle business insurance in place.	
	Describe local arrangements	
	Person responsible for checking insurance:	
	• Insurance check records	

Violence Reporting		
	All incidents of violence should be reported via the incident reporting system and investigated by school management.	
	Person responsible for managing violence reporting and investigations:	
	• Violence report forms	

Work Equipment	
All work equipment will be suitable for intended purpose, obtained from a reputable source, maintained in accordance with the manufacturer's instructions and subject to local inspection prior to use, e.g. for damage and to ensure that safety devices are in place. A small powered tools risk assessment will be completed which covers lower risk work equipment by use of site staff. If necessary, further risk assessments will be undertaken for the use of any higher risk work equipment and this may identify a training need. In the event that site management wish to use a chainsaw, a request for the risk assessment will be made from the Schools H&S Team. They will copy in the Head Teacher when responding. Chain saw use will only be permitted with authorisation from the Head Teacher with a completed risk assessment and necessary control measures in place. Completed Risk Assessment will be stored on iAMCompliant and marked as read and signed by relevant staff.	
Describe the power tools on site and local arrangements.	
Person responsible for undertaking risk assessments:	

Working at Height	
Employees should avoid working at height wherever possible, e.g. by arranging for stored items to be in reach from floor level, or by using contractors. Risk assessments will be carried out where working at height is proposed. If as a result if these risk assessments specific access equipment is the most appropriate, a further risk assessment will be undertaken on the use of these. Employees must **not** use chairs / desks / tables for working at height. Appropriate training will be provided in the use of access equipment. Arrangements are in place for access equipment to be inspected every 6 months by the Site Manager and recorded on iAMCompliant. Employees are instructed to report damage / defects immediately to the Site Manager / Head Teacher.	
Describe arrangements for working at height. What type of stepladders are teaching staff allowed to use. Are teaching staff restricted to put displays on boards only. Location of stepladders, ladders and kick stools. For example: Kick stools and sets of small stepladders will be provided for teaching / office staff to access items stored at height and displays. Larger stepladders will be for use of the Site Manager only and are secured when not in use.	
Person responsible for checking access equipment:	
• Ladder inspection log on iAMCompliant	