



Warrington Primary Academy Trust

Health and Safety Policy

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Introduction

This Health and Safety policy is for Warrington Primary Academy Trust (WPAT) and incorporates the Parago, Medical Tracker, SSS CPD, Evolve plus other electronic and paper based systems used across WPAT to ensure compliance.

WPATs compliance programs are cloud-based management systems that monitor health and safety compliance for the school when implemented and followed in accordance with their guidance. Parago, Medical Tracker, SSS CPD, Evolve plus other systems are designed with the purpose of keeping WPAT compliant with health and safety law.

From Spring 2026 WPAT aims to align our electronic compliance systems further, by replacing the current mix of electronic and paper records, across WPAT, be that Parago, I Am Compliant or another.

Please note that the boxes that are greyed out will change following implementation of more centralised compliance systems.

The following documents, and more are accessed to ensure Health and Safety compliance across WPAT:

- Generate compliance reports
- Detailed compliance breakdown to address and fix deficiencies
- e-learning courses – centrally schedule and allocate employee training
- Download training certificates and access employee training history
- Access to risk assessment templates
- Record risk assessments and audits
- Record and track all work-related accidents and incidents
- Track assets, inventory, equipment, licenses and service certificates
- Schedule and log all checks and tests e.g., fire alarms, PAT, NICEIC, emergency lighting, fire and water risk assessments, asbestos and water checks, fire drills, defect log, inspections.

Terms used throughout the document to be interpreted as table below.

Term	Refers to
Headteacher	Headteacher or (if relevant) Executive Headteacher
SLT	School Leadership team
Compliance System	Parago
Training System	SSS
Medical tracker	Medical Tracker
Preventative Maintenance Service	DBE
Health and Safety Advisors	SafeSchool
IT Support	EDAC

1. Communication of this Health and Safety Policy

Each revision of this policy approved by Audit and Risk Committee will be circulated to all employees to read and sign to say they have received it. This may be captured in writing or electronically.

2. Statement of Intent

WPAT is committed to ensuring, so far as is reasonably practicable, that all activities are carried out with the highest regards for the health, safety and welfare of all our students and of any others who may be affected by our undertakings such as contractors working on the school sites.

Our aim is excellence in health, safety and welfare, by means of continuous improvement of standards, systematically removing the causes of accidents/incidents and ill health. Within the scope of this policy reference to procedures are made in order to support consistency of practice on all sites.

WPAT Board recognises its duties under the Health and Safety at Work Act 1974 and the regulations made under that Act. WPAT will comply with this legislation and accepts its responsibilities for the health, safety and welfare at work of all its workers, students and visitors.

WPAT Board believes that ensuring the health, safety and welfare of workers, students and visitors is essential to the success of WPAT and its schools.

WPAT Board will ensure that health, safety and welfare Management Systems are put in place across WPAT to ensure that commitments below can be met. All Trustees, Local Governing Committees, workers, students and visitors will play their part in implementation. For example, each school has a Health, Safety and Welfare Policy ratified by its Local Governing Committee.

This policy will be brought to the attention of, and/or issued to all members of staff on induction and with an annual refresher at the start of each school year.

WPAT is committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses as far as is reasonably practicable.
- Compliance with all statutory requirements.
- The use of our compliance and medical tracker systems to aid compliance.
- Minimising risks from curriculum and non-curriculum activities via assessment and policy.
- Providing effective information, instruction, and training.
- Providing safe working equipment and ensuring safe working methods.

- Monitoring and reviewing our systems to ensure effectiveness.
- Developing and maintaining a positive health, safety and welfare culture through communication and consultation with workers and their representatives on health and safety matters.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Including all staff and representatives in health and safety decisions.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

3. Legal Framework

WPAT is committed to complying with all relevant health and safety legislation, regulations, and approved codes of practice applicable within the United Kingdom. This policy is developed and implemented in accordance with, but not limited to, the following key statutory instruments and their associated regulations and guidance:

- **The Health and Safety at Work etc. Act 1974 (HSWA):** This foundational legislation places general duties on employers (WPAT), employees, and others to ensure, so far as is reasonably practicable, the health, safety, and welfare of all persons affected by their activities. It forms the bedrock of health and safety law in Great Britain.
- **The Management of Health and Safety at Work Regulations 1999 (as amended):** These regulations expand upon the HSWA, requiring employers to carry out risk assessments, implement preventative and protective measures, appoint competent persons, provide information and training, and establish emergency procedures.
- **The Workplace (Health, Safety and Welfare) Regulations 1992:** These regulations cover a wide range of basic health, safety, and welfare issues in the workplace, including ventilation, temperature, lighting, cleanliness, workstations, and facilities.
- **The Provision and Use of Work Equipment Regulations 1998 (PUWER):** These regulations require employers to ensure that work equipment is suitable for its intended use, maintained in a safe condition, and inspected regularly.
- **The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER):** These regulations apply to any lifting equipment used at work, requiring it to be strong enough, stable, and marked to indicate its safe working load.
- **The Control of Substances Hazardous to Health Regulations 2002 (COSHH):** These regulations require employers to assess the risks from hazardous substances, prevent or control exposure, and provide health surveillance where appropriate.
- **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR):** These regulations mandate the reporting of certain serious workplace accidents, occupational diseases, and specified dangerous occurrences to the Health and Safety Executive (HSE).

- **The Regulatory Reform (Fire Safety) Order 2005:** This order requires employers to carry out a fire risk assessment and implement appropriate fire safety measures to protect occupants of their premises.
- **The Equality Act 2010:** While not solely a health and safety act, it has implications for health and safety, particularly concerning reasonable adjustments for disabled staff and pupils.
- **Education (Independent School Standards) Regulations 2014 (for relevant academies):** These regulations include requirements for the welfare, health, and safety of pupils in independent schools, which may apply to academies within WPAT.
- **Health and Safety Executive (HSE) Guidance and Approved Codes of Practice (ACOP):** WPAT will also refer to and, where appropriate, follow the guidance and ACOPs issued by the HSE, which provide practical advice on how to comply with legal requirements.

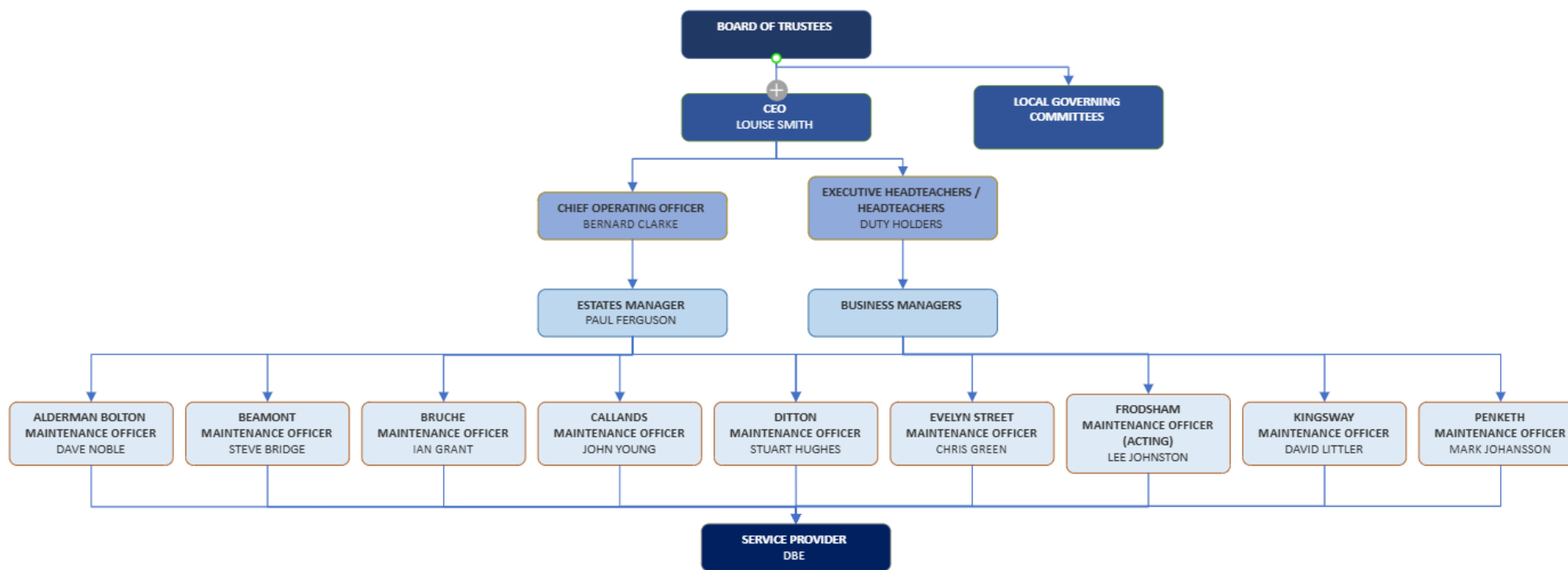
WPAT recognises that health and safety legislation is dynamic and subject to change. It is committed to monitoring these changes and updating its policies and procedures as necessary to ensure ongoing compliance.

This policy also has due regard to national guidance including, but not limited to:

- DfE Health and safety: responsibilities and duties for schools
- HSE Sensible health and safety management in schools

4. Roles and Responsibilities

The organisational chart below shows WPAT's arrangements for managing health and safety. This document is provided purely for health and safety purposes and does not necessarily represent the organisation for other business activities. It is supported by the specific responsibilities detailed in this section of the policy.



4.1 Trust Board

The overall responsibility for Health and Safety in WPAT is that of WPAT Board.

The day-to-day responsibility for ensuring that this policy is implemented is delegated to the MAT Strategic Leadership Team and to the Headteacher of each academy. Each Academy works to this Health and Safety Policy, with site specific delegated responsibilities clearly communicated and documented. The Local Governing Committee are responsible for monitoring and quality assuring health and safety systems in their own academy.

Responsibilities across WPAT are assigned as follows: -

4.2 CEO

The CEO, as the accountable officer, is responsible for ensuring that WPAT complies with health and safety legislation such as the Health and Safety at Work etc. Act 1974. The CEO sets the vision, ensures strategic compliance, and reports to the board. This includes ensuring WPAT's duty of care to staff, pupils, and visitors is fulfilled.

4.3 COO

Chief Operating Officer (COO) supports the CEO by managing the operational delivery of WPAT's functions of health and safety. While the CEO retains overall accountability, much of the day to day responsibility and operational oversight is delegated to the COO. The COO implements, manages, and assures operational compliance across WPAT. The COO acts as the operational engine room for health and safety, allowing the CEO to maintain oversight without being mired in the day-to-day details.

4.4 Governing Committee

The Governing Committee has a responsibility to ensure that:

Information on statutory requirements and best practice with regards to health and safety policy and supporting documents is taken into account through liaison with the Headteacher and WPAT's nominated Health and Safety Advisory Service.

- a) A clear written policy statement is developed, promoting the correct attitude / behaviour to support a positive safety culture within WPAT.
- b) Responsibilities for health, safety and welfare are allocated to individuals and that those individuals are informed of their responsibilities.
- c) Individuals have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Procedures are developed which comply with legislative requirements, identify hazards, and assess the risk that staff and pupils may be exposed to.
- e) Suitable control measures to control risks are implemented.
- f) Suitable resources are allocated to develop and implement safe systems of work.
- g) Health and safety performance of WPAT schools is monitored.

- h) The Health and Safety Policy and performance is reviewed annually.

4.5 Headteacher

The Headteacher is responsible for the day-to-day management of the School and shall be responsible for:

- a) Showing commitment to the Governing Committee's Statement of Intent.
- b) Promoting and implementing this Health and Safety Policy.
- c) Ensuring that the Policy is communicated to all relevant people.
- d) Ensuring that there is ongoing assessment of hazards and measures put in place to reduce those risks as far as is reasonably practicable.
- e) Ensuring appropriate information on significant risks is given to staff, pupils, visitors and contractors.
- f) Ensuring appropriate consultation arrangements are in place for staff, students and their trade union representatives.
- g) Providing sufficient resources to enable staff and students to comply with the Health and Safety Policy.
- h) Reporting on Health and Safety matters to the Governing Committee

4.6 School Business Manager

The School Business Manager with Health and Safety responsibility is responsible for supporting the Headteacher in the implementation of the Policy and shall be responsible for:

- a) Reporting all RIDDOR activities on site/potential
- b) Ensuring that all staff are provided with adequate information, instruction and training on health and safety issues.
- c) Making suitable arrangements for the identification of hazards and the completion of risk assessments.
- d) Ensuring safe systems of work are in place to protect staff, pupils and others affected by their actions.
- e) Ensuring that emergency procedures are in place and are tested on a regular basis.
- f) Ensuring that equipment is inspected and tested to ensure it remains in a safe condition.
- g) Ensuring records are kept of all relevant health and safety activities, for example, risk assessments, inspections, accidents, etc.
- h) Ensuring arrangements are in place to monitor Health and Safety performance.
- i) Ensuring that accidents are investigated and that remedial action is completed.
- j) Reporting to the Headteacher on the health and safety performance of the School.
- k) Ensuring that adequate evacuation procedures are in place (including for persons who require assistance during an emergency evacuation)
- l) Ensuring the adequate provision of appropriately trained staff across the site in line with WPAT Training Matrix.
- m) Maintain the Risk Register.

4.7 Estates Manager

The Estates Manager is an operational enabler of health and safety compliance in our sites by: setting expectations, providing support, and, following up on incidents and patterns to ensure continual improvement.

They ensure that legal, safe and functional environments are maintained across all premises in WPAT at all times. The Estates Manager ensures all school sites are safe, legally compliant, and well maintained through planned, preventative maintenance as well as emergency response when needed. They ensure building safety checks; risk assessments and contractor compliance are in place and understood by all. They ensure that health and safety procedures are consistently applied on the ground. Reporting to the COO, they ensure operational delivery of estates compliance across WPAT.

Monthly water temps, monthly emergency lighting, PAT testing. Microwave leakage test, RAG reports each term.

4.8 Maintenance Officers

The Maintenance Officers is responsible for:

- a) Ensuring the safety, security and maintenance of the premises occupied by the School.
- b) Ensuring that fire safety equipment is adequately maintained and tested.
- c) Ensuring compliance with legislation for the management of asbestos containing materials on School premises.
- d) Ensuring compliance with the management of legionella controls on School premises.
- e) Acting as the main point of contact for all school site Health and Safety issues and provide suitable resources where appropriate.
- f) Ensuring that all risk assessments for their work are followed.
- g) Ensuring that all premises related plant and equipment are adequately maintained and tested in accordance with statutory requirements.
- h) Ensuring that records are maintained of all inspections, maintenance and servicing for equipment in School.
- i) Ensuring that the fixed electrical system and portable electrical equipment are adequately maintained and tested in accordance with statutory requirements and School Policy
- j) Ensuring that competent contractors are appointed for work on School premises.
- k) Monitoring contractors whilst on School premises.
- l) Maintaining COSHH records

4.9 Trust Health and Safety Advisors - SafeSchool

WPAT Health and Safety Advisors have responsibility for:

- a) Advising the SLT Member with responsibility on Health and Safety issues.
- b) Advising on methods of resolving Health and Safety issues.
- c) Supporting all staff and pupils in the implementation of the Health and Safety Policy
- d) Advising the SLT Member with Health and Safety responsibility on updates in Health and Safety legislation.
- e) Providing Health and Safety advice which is specific to WPAT School's needs.

- f) Providing practical support by responding to incidents, monitoring data, reviewing risk assessments, auditing systems/processes and premises.

4.10 Senior Leadership Teams

The SLT have responsibility for:

- Applying the school's Health and Safety Policy or relevant national guidance and best practice to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements
- Carrying out regular health and safety risk assessments of the activities for which they are responsible following national guidance and best practice. (See section 6.3.5. for further information).
- Ensuring that all staff under their control are familiar with the health and safety arrangements for their area of work
- Resolving health, safety and welfare problems with members of staff who are referred to them, or refer to the School Business Manager who may consult WPAT Health and Safety Advisers any problems to which they cannot achieve a satisfactory solution within the resources available to them
- Carrying out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety
- Contributing to the investigation of any accidents that occur within their area of responsibility.

4.11 Teachers and TA Staff

Classroom staff and teachers are responsible for:

- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Exercising effective supervision of their pupils, knowing the procedures for fire, first aid and other emergencies and carrying them out.
- Following the health and safety measures to be adopted in the own teaching areas as laid down in the relevant risk assessments, and to ensure that they are applied
- Giving clear oral and written instructions and warnings to pupils when necessary.
- Following safe working procedures
- Carrying out health and safety risk assessments for the activities for which they are responsible following national guidance and best practice.

- Integrating all relevant aspects of safety into the teaching processes and, where necessary, give special lessons on health and safety in line with curriculum requirements for safety education
- Avoiding bringing in personal items of equipment (electrical or mechanical) into the school without prior authorisation
- Reporting all accidents, near misses, defects and dangerous occurrences in accordance with the school's reporting procedure

4.12 Business Support Staff

All employees have individual legal responsibilities to take reasonable care of the health and safety of themselves and or others who may be affected by their acts or omissions. In particular, employees must:

- Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies.
- Co-operate with school management in complying with relevant health and safety law.
- Use all work equipment and substances in accordance with instruction, training and information received
- Report to their immediate line manager any hazardous situations and defects in equipment found in their workplaces
- Report all incidents in line with current incident reporting procedure
- Act in accordance with any specific health and safety training received
- Ask for advice and guidance on and health and safety or welfare matters when in any doubt of difficulty
- To make constructive suggestions on health, safety and welfare matters and assist in eliminating hazards
- Exercise good standards of housekeeping and cleanliness and store equipment and materials in a safe and orderly manner
- Co-operate with appointed Trade Union Health and Safety Representative(s)

4.13 Pupils

All Pupils are expected to, as relevant to their age and context:

- Understand their responsibilities within the Health and Safety Policy.
- Exercise personal responsibility for their own Health and Safety and that of others.
- Report all accidents /incidents to staff immediately.
- Observe all Health and Safety rules of the School and the instructions of staff given in an emergency.
- Not willfully misuse, neglect or interfere with things provided for the interests of health and safety.

4.14 Contractors

Contractors are responsible for:

- Providing documentation on insurance, required competence and appropriate training/ certification.
- Adhering to WPATs policies and procedures
- Always following WPATs site safety rules.
- Ensuring that any equipment used on School premises is in safe working condition and has up to date PAT testing.
- Providing documented risk assessments and safe systems of work including method statements or work instructions.
- Providing evidence of the competence of their employees to carry out activities in WPAT school's when requested
- Liaising with the Estates Manager before work is commenced.
- Arranging site specific or School-required inductions prior to works commencing
- Reporting defects or health and safety issues to the Estates Manager immediately.
- Reporting accidents on School premises to the School Business Manager or Headteacher.

4.15 Academy Health and Safety Representatives

- The Governing Committee recognises the role of Health and Safety Representatives appointed by a recognised trade union, Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time, but wherever practicable, outside teaching time. They will be consulted on health and safety matters affecting all staff.
- They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Committee.

4.16 School Health and Safety Representatives

Workplace Health and Safety Representatives have functions rather than duties. WPAT will support Health and Safety representatives in carrying out their functions. Their functions include:

- Investigating accidents and potential hazards
- Pursuing employee complaints
- Carrying out School inspections within directed time but, wherever practicable, outside teaching time.
- Consultation with management on health and safety matters affecting all staff.

4.17 LGC Link Governor

The Link Governor meets once a term, and a schedule is forwarded to all members at the commencement of the academic year. The minutes of meetings are recorded, and copies are distributed to the link governor members. The link governor has the following functions.

- To consider information, statistics, reports, health and safety training and risk assessments, relating to Health, Safety and Welfare matters affecting WPAT Schools generally, and to make recommendations or observations to WPAT and Governing Committee accordingly.
- To make recommendations to WPAT and Governing Committee regarding the effective application and development of the Health and Safety Policy.
- To review health and safety aspects of new initiatives and changes in procedures.
- Advice on safety rules, practices, etc. affecting WPAT Schools generally and adherence to safety policy.
- To consider reports submitted by Safety Representatives to the SLT
- To consider reports from SLT where necessary.
- To consider training at all levels (i.e. School Leaders, Teachers, Estates and Maintenance Officers, Safety Representatives, and other employees).
- To consider reports from the Health and Safety Executive.
- Look into the effects of new health and safety legislation, enforcing authority reports and releases of information.
- To carry out inspections of a specific workplace termly when necessary.
- To co-ordinate the development and implementation of planning processes that are consistent and aligned with WPATs strategic planning in order to ensure a proactive approach to occupational health and safety management across all its operations.
- To keep WPAT informed at all times of the work of the link governor.
- Refer important issues of the School's to the Board of Governors.

5. The Health and Safety Management system

WPAT's Health and Safety Policy identifies the framework of safety goals and objectives which is central to the Health and Safety Management System as depicted in Managing for Health and Safety (HSG65) the recognised legislative guidance model issued by the Health and Safety Executive.

It is essential that all members of staff are familiar with the Policy and Procedures and understand their own role within it. Access to all documents is available to staff via the School network and policy files stored in the staff room.

5.1 Performance Monitoring

Throughout WPAT delivery planning is required to ensure that the use of resources is effectively managed and monitored to deliver service standards and local performance targets which effectively translate the strategy, policies and objectives into practical ways of providing a service.

The Estates Manager will monitor Health and Safety adherence using active and reactive processes.

Active monitoring consists of:

- Inspections, monitoring the health and safety performance of employees.
- Identification on noncompliance via audits and inspections.

- Evaluation of the effectiveness of accident, incident reports and subsequent investigations.
- Monitoring of the operation and inclusion of policy and procedure.
- Evaluation of safe working practices, the quality of risk assessments and suitability of control measures.
- Estates Manager termly inspections of each school with action plan.

Reactive monitoring consists of:

- Accident, incident, near miss and patterns of activity analysis.
- Analysis of ill-health situations with appropriate recommendations.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.
- Responses to insurance claims and subsequent lessons learned.
- Improvements to current operations due to legislative change, enforcing authority guidance, safety alerts, Improvement and Enforcement Notices.

The auditing framework analyses the level of achievement and monitors the performance standards to determine that the policy is designed to meet its strategic aims and objectives. Performance reporting makes the accountability process transparent and encourages the development within the organisation of a 'culture' of continuous improvement.

5.2 Audit

WPAT is committed to maintaining a safe working and learning environment. To achieve this, an annual health and safety audit is carried out on each school. These audits are crucial for identifying, monitoring, and eliminating potential risks arising from unsuitable equipment, processes, procedures, or the work environment itself. Every audit is fully documented, including clear recommendations for improvement.

We ensure a structured approach to auditing our health, safety, and welfare management system, carried out by competent auditors. An established auditing framework helps us prioritise a systematic approach, and we use key performance indicators (KPIs) to benchmark future audits and track progress against our safety standards.

Our performance indicators will be expanded further in the new Business Plan and may include:

- Completion and review of risk assessments.
- Implementation of actions identified in risk assessments.
- Number of employees trained in core health and safety.
- Numbers of accidents, incidents, and near misses reported.
- Number of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reportable injuries.

Each school's Governors regularly receive comprehensive reports on health and safety performance. This ensures they are fully aware of the strengths and weaknesses of health and safety within their school and can review termly reports on accident and incident statistical trends.

5.3 Review

WPAT systematically reviews all health and safety documentation to ensure the adequacy of performance and in making decisions about the nature and timing of the actions necessary to remedy deficiencies.

Reviewing is based on information from 'measuring' and 'auditing' activities to verify that the health and safety management system is working effectively as designed to achieve the overall direction and objectives.

The Health and Safety Policy will be constantly reviewed as improvements are made and achievements reached to maintain a consistent approach for effective planning.

Practice and Policy development is an important activity of the Headteacher. Changes to existing legislation, the introduction of new legislation and the publication of new information will be assessed on an on-going basis to determine if existing policies and procedures should be changed or new ones introduced.

5.4 Competent Assistance

The **Management of Health and Safety at Work Regulations 1999, regulation 7**, requires that every employer appoint one or more competent persons to assist them with the implementation and provision of health and safety measures.

Jeanne Fairbrother Associates (as SafeSchool) has been contracted to ensure that WPAT and each of WPAT schools is provided with the necessary information, advice and assistance to comply with current Health and Safety Legislation.

Annual audits of WPAT schools will be carried out to review each school's Health and Safety Management System and documentation to measure health and safety performance.

5.5 Duty Holder

Throughout this document the term duty holder is used, and it is worthwhile defining exactly what is meant by this term. Often the duty holder is the person or organisation that has clear responsibility for the maintenance or repair of the premises (non-domestic) through an explicit agreement such as a lease or contract. The actual extent of the duty will depend on the specific details of the agreement. However, where there is no agreement or contract or where one exists, but it is silent on such matters, the duty is placed on whoever has control of the premises, or part of the premises.

In Multi-Academy Trusts with a growing number of schools it can often be unclear as to who the 'duty holder' is and to avoid such confusion the duty holder post at each establishment will be the Headteacher or the role acting with the authority of a Headteacher (i.e. the Executive Headteacher).

6. Arrangements for Health and Safety at Work

6.1 Accident / Incident Recording and Reporting.

All accidents, near misses, diseases, and dangerous occurrences are reported as legally required in the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**. All persons completing an accident record must do so accurately and promptly.

All accidents and incidents must be reported to the appropriate person without undue delay (or as soon as is practicable) by completing an official accident/incident recording paper or online form in the medical tracker.

The processing of personal data on these forms must comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, ensuring that data is collected, processed, and stored lawfully, fairly, and transparently, and only for legitimate purposes related to health and safety management.

Accident statistics will be monitored for trends and a termly report made to the governors/senior management team.

The Headteacher or their nominee will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc. must be reported and attended to as soon as possible.

a) Accident investigation

All accidents, however minor, will be investigated by the health and safety coordinator/Headteacher. The length of time dedicated to each investigation will vary depending on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment will be amended. Changes will be made to the current safe systems of work and refreshed training to avoid recurrence of accidents.

b) Reporting to the Health and Safety Executive

If an incident occurs at school from the table below, it will require reporting to the HSE. The Headteacher will contact the school's Health and Safety advisers as soon as is reasonably possible for advice and next steps.

RIDDOR (Staff) Certain injuries and absence MUST be reported to the Health and Safety Executive. Consult with SafeSchool.	Work related deaths, Specified, reportable injuries to workers: fractures (Any fracture (except fingers, thumbs or toes), loss of sight, any amputation or dislocation, any injury from electric shock or electric burn), work related diseases (must have a doctor's note which confirms the diagnosis)
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<p>RIDDOR (Non-staff)</p> <p>Where a pupil, visitor, contractor or other non-employee is injured on school premises or elsewhere and is taken from the scene to a hospital. Consult with SafeSchool.</p>	<p>The guidance requires <u>that in addition to being taken to hospital</u>, the accident must arise 'out of or in connection' with work. The factors determining this are whether the accident was caused by:</p> <ul style="list-style-type: none"> • <i>A failure in the way a work activity was organised (e.g. inadequate supervision);</i> • <i>The way equipment or substances were used (e.g. lifts, machinery, experiments etc.); and/or</i> • <i>The condition of the premises (e.g. poorly maintained or slippery floors).</i>
<p>Over-7-day incapacitation of an employee</p>	<p>Work-related accidents must be reported where they result in an employee (or self-employed person) being away from work, or unable to do their normal work duties, for more than 7 consecutive days as the result of their injury.</p> <p><i>Business Manager to Contact Health and Safety Advisors (SafeSchool) for assistance.</i></p>

c) Reporting Process

The following must be completed within any required timelines for reporting as listed above.

i) Accident Recording:

All accidents involving employees, pupils, or visitors, regardless of severity, must be recorded on **Medical Tracker**. This is the first step in our accident management process and ensures a centralised record of all incidents.

ii) RIDDOR Assessment and Consultation

The default position for school leadership in regard to accidents is to check reporting requirements. There should be a clear and documented reason for not checking on the appropriate course of action.

Therefore, if a school leader is in any doubt as to whether an accident should be reported to the Health and Safety Executive (HSE), or if an investigation is needed, the school must as soon as possible send the completed Medical Tracker accident form to SafeSchool at: info@jeannefairbrotherassociates.com.

SafeSchool will provide guidance and recommendations. This ensures that no reportable incidents are missed across the Trust and that could be a possible civil claim.

iii) Reporting Requirements

To assist SafeSchool in their review, the following types of accidents must be forwarded immediately:

- **Employees:** All serious employee accidents, including **specified injuries** and those leading to incapacitation for more than **7 consecutive days** (not including the day of the incident).
- **Pupils:** All serious accidents where the injured pupil was taken to a hospital for treatment.
- **Visitors:** Any serious accidents where the injured person was taken to a hospital for treatment or that the school considers to be more than trivial.

iv) **Review and Feedback**

Upon receiving an accident form, SafeSchool will review the details and provide feedback to the school. This may include a recommendation for a full investigation using the F09 Accident Investigation Form or an equivalent, monitoring time off work, and advice on whether the incident is reportable under RIDDOR.

This process is set to maintain a consistent and compliant approach to health and safety across the Trust.

d) Near miss incidents

Recording non-reportable near misses is not a statutory requirement but doing so and using the information provided is good safety management practice as reviewing the report (at the time and/or periodically) may help to prevent a re-occurrence.

- Compliance Systems - medical tracker
- Accident reporting and accident investigation documents.
- Run termly accident statistics reports to analyse trends
- Using medical tracker to provide termly accident data to report to governors.

6.2 Administration of Medication

WPAT is deeply committed to supporting pupils with medical conditions, ensuring their health, safety, and full participation in school life. This commitment fully aligns with Section 100 of the Children and Families Act 2014 and all other relevant health and safety legislation. Detailed procedures for managing medical conditions and administering medication are comprehensively set out in the school's supporting pupils with medical conditions procedures and administering medication procedures, which all staff must rigorously adhere to. In line with statutory guidance, the school ensures that any staff member providing medical support receives sufficient and suitable training, achieving the necessary level of competency before undertaking this vital responsibility.

The person responsible for overseeing the administration of medicine and support for pupils with medical conditions is the Business Manager.

Key Arrangements

- The school will obtain clear, up-to-date medical information and consent from parents regarding any medication or support pupils require. This includes details of

long-term illnesses such as asthma, diabetes, or epilepsy, and any daily medication prescribed.

- Parents are responsible for ensuring all prescribed medicine is clearly labelled with the pupil's name, medication name, dosage, and frequency, and is provided to a member of staff.
- Only appropriately **trained staff** will administer medication or provide medical support. Staff will receive regular, relevant training to ensure they are competent in their responsibilities.
- There is a list of pupils with relevant health issues described on a poster, located on the noticeboard in the staff room.
- The SLT review pupil medication needs twice per year and this includes, but is not limited to, use of EpiPen, response to epileptic fits or asthma attacks and gastrostomy feeding (refer to medication procedure).

Medication Management

- All medication will be stored securely and recorded upon receipt and administration. This includes ensuring it is stored in accordance with the medication procedure.
- The administration of medication will be witnessed and counter-signed by a second member of staff (where practical and appropriate) to ensure accuracy and accountability.

Allergens and Anaphylaxis

- Parents and staff are required to provide the school with up-to-date allergy information for pupils. This data is collated and stored securely to inform risk assessments and daily practice.
- In compliance with The Human Medicines (Amendment) Regulations 2017, the school is able to purchase and hold spare Adrenaline Auto-Injectors (AAIs) for emergency use on pupils at risk of anaphylaxis, even without a specific prescription for that child.
- Natasha's Law (Food Information (Amendment) (England) Regulations 2019) will be strictly followed for all Pre-Packed for Direct Sale (PPDS) foods made on school premises. This ensures products display the name of the food and a full, emphasised allergens list.
- The catering team will work diligently with external providers to ensure their full compliance with Natasha's Law and all other relevant food safety regulations.
- Staff receive appropriate training and support to assist pupils in managing their allergies and responding effectively to allergic reactions, including the use of AAIs.

- Compliance Systems - medical tracker, training and school network
- Upload the school's administration of medicines policy
- Upload risk assessment

- Upload staff training records
- Log two-year training reminder for training refresher.

6.3 Air-Conditioning Systems

Under The Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007 an air conditioning system should be inspected by an energy assessor at regular intervals not exceeding 5 years, although biannual checks and an annual maintenance schedule as described above should continue as best practice, see Appendix A for WPATs Estate Maintenance Schedule.

Once the inspection has taken place, the Maintenance Officer should retain a copy of the report.

6.4 Asbestos Management

WPAT is committed to preventing asbestos exposure and managing asbestos-containing materials (ACMs) safely across all its premises. This is in full compliance with the Control of Asbestos Regulations 2012 (CAR 2012), particularly the "Duty to Manage" requirements under Regulation 4, and the general duties under the Health and Safety at Work etc. Act 1974.

Duty to Manage Asbestos

The Duty Holder (as defined within WPAT's Health and Safety structure) for each site will ensure:

Asbestos Surveys and Assessments:

- A suitable and sufficient asbestos survey is undertaken to identify the presence and condition of any ACMs on the premises.
- A demolition/refurbishment survey is conducted before any intrusive works.
- These assessments are reviewed at least annually, or sooner if there are significant changes to the premises or if ACMs are disturbed.

Asbestos Management Plan (AMP):

- A comprehensive Asbestos Management Plan (AMP) is developed, implemented, and maintained. The AMP will:
 - Determine the risk from identified ACMs.
 - Outline measures for managing the asbestos risk (e.g., monitoring condition, planning for maintenance or safe removal).
 - Detail emergency procedures if ACMs are damaged or suspected deterioration occurs.
- The AMP and its implementation measures are recorded and reviewed annually.

Information Sharing:

- Clear information identifying the location and condition of ACMs is readily available to all employees, contractors, and emergency services (as per the Business Continuity Plan) who might disturb them.
- All staff will read and acknowledge understanding of the Asbestos Management Plan annually and after any significant review. All staff in schools, including mid –day assistants, cleaners and kitchen staff must sign the Asbestos register annually. Contractors attending site will also sign a register confirming awareness.
- Office staff must ensure that when a contractor arrives at reception they must sign the Asbestos Register before entering the building.
- The Maintenance Officer must sign the Asbestos Register weekly.
- The condition of identified or suspected ACMs is regularly monitored.

Control of Exposure and Work with Asbestos

- If employees are liable to be exposed to asbestos through their work (Regulation 5, CAR 2012), a specific health risk assessment will be carried out to identify the type of asbestos, assess exposure levels, evaluate control effectiveness, and determine necessary measures to prevent or reduce exposure to the lowest reasonably practicable level.
- A detailed **written plan of work** (Regulation 7, CAR 2012) will be prepared by the Duty Holder or appointed competent person prior to any work commencing that may expose employees to asbestos.
- Work involving asbestos that requires a licence under CAR 2012 (Regulations 8 and 9) will only be carried out by **HSE-licensed contractors**.
- When external contractors are engaged for asbestos-related work, the Duty Holder will ensure their competence and adherence to required standards.

6.5 Training

WPAT will ensure that all employees liable to be exposed to asbestos, those who supervise asbestos work, or those involved in asbestos management duties (Regulation 10, CAR 2012) receive adequate and regular information, instruction, and training. This includes:

- Duty to Manage Training for the Duty Holder.
- Asbestos Awareness Training for Site Managers, School Business Managers, and other staff who may come into contact with ACMs (e.g., cleaners, maintenance staff).
- Toolbox talks - Asbestos Training for all staff including teachers, TAs, reception staff, and kitchen teams, appropriate to their potential for disturbance.
- Training will be refreshed periodically (e.g., every two years).

- Compliance Systems – training and school network

- Upload AMP's, asbestos survey, any subsequent asbestos RAG reports, air clearance certification, consignment notes for the disposal of asbestos material
- Training records
- Asbestos exposure risk assessment and annual inspection of ACMs
- Reviewed by Headteacher
- The Maintenance Officer in each school is aware of the emergency steps to take if asbestos is believed to be disturbed
- All schools have the schools asbestos information on InVentry for contractors to sign not sure that this is the case

6.6 Business Continuity and Disaster Recovery Plan

WPAT is committed to assuring the continuity and recovery of its operations following any critical disruption. This involves maintaining and evolving the robust Business Continuity Plan and Cyber Response Plan based on a risk-based analysis, preparing for potential loss of premises, systems, personnel, or other critical resources.

- Business Continuity: Focuses on maintaining essential business functions and services during and after a disruptive incident. This includes strategies for relocating operations and personnel to minimise disruption to teaching and learning.
- Disaster Recovery: Specifically addresses the recovery and restoration of the critical technical infrastructure and IT systems vital to supporting all school functions.

Training and Readiness

To ensure the Business Continuity Plan is fit for purpose and procedures can be carried out effectively:

- Staff will be briefed on the contents of the plan including their specific roles and responsibilities, during their induction and through an annual refresher at the start of each school year.
- Regular training and exercising will be conducted.
- The school will conduct a table top exercise, simulating an emergency scenario, at least once per year to test readiness and refine procedures.

This Business Continuity and Cyber Recovery plans will be activated to manage the response to any incident causing significant disruption to normal service delivery. It is designed to facilitate recovery from a range of scenarios, from short-term localised disruptions to the permanent loss of buildings and technology. This also links with schools specific Lock Down Policy and the testing of scenarios based on external training such as ICE Cats and Lisa Broad.

- Compliance System – Internal network - Critical Incident Management Plan updated a minimum September and January each year
- Documents on M drive/school grab bags
- Training records

6.7 Chemical Safety- Control of substances hazardous to health (COSHH)

The Control of Substances Hazardous to Health Regulations 2002 (as amended) require the employer to adequately control exposure to materials in the workplace that cause ill health.

Harmful Substances Many materials or substances used or created at work could harm your health. These substances can include dusts, gases, vapours, mists, or fumes that you breathe in, or liquids, gels, or powders that come into contact with your eyes or skin. Harmful micro-organisms (biological agents) that can cause infection, an allergic reaction, or are toxic may also be present.

Harmful substances can be found in anything from paints and cleaning products to flour dust, solder fume, blood, or waste. Ill health caused by these substances used at work is preventable. Many substances can harm health but, when used properly with appropriate controls, they almost never do.

Some substances can cause serious and long-term health effects such as asthma, other respiratory diseases, or cancer. Many can damage the skin, and some can cause immediate effects such as dizziness, stinging eyes, or nausea. The effects can be immediate, or can take many years to develop, and many chronic effects are irreversible once they develop.

WPAT will prevent or adequately control workers' exposure to hazardous substances by:

- **Identifying Health Hazards:** Determining what the health hazards are (e.g., through safety data sheets and product information).
- **Risk Assessment:** Deciding how to prevent harm to health through a suitable and sufficient COSHH risk assessment.
- **Control Measures:** Providing effective control measures to prevent or reduce harm to health, following the hierarchy of control (e.g., elimination, substitution, engineering controls, administrative controls, personal protective equipment).
- **Ensuring Use:** Making sure control measures are properly used and followed by workers.
- **Maintenance:** Keeping all control measures in good working order, including regular maintenance, examination, and testing where required.
- **Information, Instruction, and Training:** Providing adequate and regular information, instruction, and training for workers and others who may be exposed.
- **Monitoring and Health Surveillance:** Providing monitoring of exposure and/or health surveillance in appropriate cases, as identified by the risk assessment.
- **Emergency Planning:** Plan for emergencies, accidents, and incidents involving hazardous substances.

Manufacturers' Safety Data Sheets (SDS)

Relevant Manufacturers' Safety Data Sheets (SDS) are available for substances used in cleaning, education, and maintenance. Information from these SDSs must be communicated to those employees who use them, with records of this information sharing maintained. While full paper copies may be held centrally or electronically, critical information such (e.g., emergency first aid) should be readily accessible to users of the substances.

Inventory of all hazardous substances

The Maintenance Officers will create a COSHH register and the necessary Risk Assessments. This inventory should be reviewed and updated regularly (e.g., annually) or if there are significant changes to the substances used. This will then be checked by the Estates Manager on each RAG report.

- Compliance System – cloud and paper based
- Upload all safety data sheets, an inventory of substances held in school and COSHH risk assessments
- Records in place indicating these have been communicated to those employees who use them
- Where are records of training in COSHH for – cleaners, maintenance officers and other employees who use these products e.g. middays etc?
- Training is refreshed in line with WPAT Staff Training Requirements V6
- Maintenance Officers are responsible for writing COSHH risk assessments.
- COSHH risk assessments are stored for each school on a file in the Maintenance Officers office/store.
- The COSHH inventory and storage of hazardous materials for each school is checked by the Estates Manager on his RAG inspection
- RAG Action plans are monitored by the School Business Manager
- RAG inspections and action plans are filed on the M drive and reported to the LGC
- See Appendix A for WPAT Estate Maintenance Schedule.
- Log an annual inventory of all substances held in school.

6.8 Communicable Diseases

WPAT is committed to actively preventing the spread of infection across all its school sites, ensuring the health and safety of staff, pupils, and visitors. These arrangements comply with relevant health and safety legislation, including general duties under the Health and Safety at Work etc. Act 1974 and specific requirements under the Control of Substances Hazardous to Health Regulations 2002 (COSHH) for biological agents.

Key Control Measures

WPAT, through its schools, implements the following key control measures to manage the risks associated with communicable diseases and infection:

- A suitable infection control risk assessment is in place for each school. This identifies hazards (including infectious/contagious diseases), people at risk, and necessary control measures.

- High standards of personal hygiene are maintained, including frequent and effective handwashing and promoting good respiratory hygiene. A consistently clean and hygienic environment is ensured through regular cleaning and disinfection of premises and equipment. Cleaning arrangements are designed to prevent cross-contamination.
- Procedures are established for the immediate, safe clean-up of all bodily fluid spillages (e.g., blood, faeces, urine) by competent employees/contractors. This involves:
 - Cordoning off the area until disinfected (e.g., barriers, signage).
 - Treating the infected area with suitable disinfectants as directed by the manufacturer.
 - Ensuring a COSHH assessment and Manufacturer's Safety Data Sheets (MSDS) are in place for cleaning products, with control measures implemented.
 - Proper disposal of waste material.
- Safe disposal procedures are in place for discarded needles, syringes, and other sharps. A disposal kit, including purpose-made gloves and a sharps box, is provided. Arrangements are made with a local authority or contractor for the removal of used sharps boxes, which are kept in a safe place, inaccessible to pupils.
- Suitable PPE is provided to employees for their duties, with arrangements for its proper storage, maintenance, and replacement.
- Employees receive adequate information, instruction, and training on infection risks, control measures, and emergency/first aid procedures in case of accidental infection.
- Staff and pupils displaying signs of infection (e.g., rashes, vomiting, diarrhoea) will be sent home and advised to seek medical attention. All cuts and abrasions will be covered with waterproof dressings.
- If an employee may have been exposed to infected material, they will be sent to the local accident and emergency department or GP immediately for medical assessment.
- The school stays up to date with national and local immunisation schedules and advice, encouraging parents to ensure their children's immunisation status is maintained.

6.9 Compulsory Display of Notices

WPAT is committed to ensuring that essential health and safety information is readily accessible to all employees and relevant persons within each school. While specific display requirements vary, the following notices and documents must be prominently displayed or made easily accessible in accordance with legal requirements and Trust policy:

- **HSE Health and Safety Law Poster:** The current, approved Health and Safety Executive (HSE) "Health and Safety Law: What you need to know" poster must be displayed in a prominent position where it can be easily read by all employees.

- **Employer's Liability Insurance Certificate:** A copy of the current Employer's Liability Insurance certificate, as required by the Employer's Liability (Compulsory Insurance) Act 1969, must be displayed in a prominent place accessible to all employees.
- **First Aid Arrangements:** Clear information on first aid arrangements, including:
 - The names and contact details (where relevant) of trained first aiders and/or appointed persons.
 - The locations of first-aid equipment (e.g., first-aid boxes).
 - Procedures for calling for first aid.

This information should be displayed in multiple, easily accessible locations around the school.

- The names of designated Fire Wardens/Marshals for specific areas.
- Clearly displayed information regarding the school's safeguarding arrangements, including:
 - Names and contact details of the Designated Safeguarding Lead (DSL) and Deputy DSLs.
 - Procedures for reporting safeguarding concerns.
- Details of where the full policy is located/available, should be available to all employees.
- Details of where relevant risk assessments and COSHH assessments pertinent to their work can be accessed. A general statement on a notice board directing employees to this information is good practice.
- Annual Display Energy Certificate.

The Estates Manager checks each school noticeboard 3 x RAG inspection to ensure all information is up to date.

6.10 Construction (Design and Management) Regulations 2015 (CDM 2015)

The Construction (Design and Management) Regulations 2015 (CDM 2015) regulations apply to all construction work in Great Britain, regardless of size or duration.

Under CDM 2015, WPAT acts as a Client for any construction project it commissions, irrespective of whether the work is carried out by external contractors or in-house.

The Client has crucial duties under CDM 2015, including:

- **Making Suitable Arrangements:** For any project, WPAT (as the Client) has an overriding duty to ensure that suitable arrangements are made for managing the project. These arrangements must be designed to ensure, so far as is reasonably practicable, that the project is carried out without risks to the health and safety of any person. The Estates Manager should be notified of any planned construction works prior to commencement to ensure these duties are met.

- **Welfare Facilities:** The Client must ensure that the arrangements for the project include suitable welfare facilities for workers on site. While the direct provision and maintenance of welfare facilities typically falls to the Principal Contractor or contractor, the Client has an overarching responsibility to ensure these arrangements are in place and effective.
- **Future Use as a Workplace:** If the construction work involves a building that will be used as a workplace, the Client must ensure that, once completed, it complies with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992.
- **Information Provision:** The Client must provide pre-construction information to designers and contractors.

For projects that are notifiable under CDM 2015 (i.e., those lasting more than 30 working days and having more than 20 workers simultaneously at any point, or exceeding 500 person-days), the Client's duties are enhanced and include:

- The Client must appoint a Principal Designer to plan, manage, monitor, and coordinate health and safety during the pre-construction phase. This role
- The Client must appoint a Principal Contractor to plan, manage, monitor, and coordinate health and safety during the construction phase.
- The Client must ensure that the HSE is notified of the project.
- The Client must ensure a comprehensive Health and Safety File is prepared for the project and kept available for future use.

It is important that those managing premises within WPAT understand the requirements of CDM 2015 Regulations. All construction works, regardless of size, require appropriate Risk Assessments and Method Statements to be completed by those undertaking the work.

- Compliance System
- Estates Manager - has oversight across all the WPAT schools
- Liaises with contractors – Maintenance Officer for each school or requested in writing to be Estates Manager
- Risk assessments for schools when contractors on site are Maintenance Officer or Estates Manager dependent on point above and ensure RAMS from contractors.
- When undertaken by Maintenance Officer can request that these are reviewed by the Estates Manager.
- Maintenance Officer carries out regular inspections of areas under the contractor's control.
- File all documentation from contractors regarding any onsite work i.e., risk assessments,
- Permits to Work, copies of schedules of work and any additional work-related documentation are to be stored for each job.
- Monitor then file risk assessments for bespoke work completed by premises team such as a large painting scheme.

6.11 Contractor Qualification Checks

WPAT is committed to ensuring that all contractors appointed to work on its premises are competent to carry out their work safely and without risks to health.

Where a contractor is to be appointed, this process will align with WPAT's procurement procedures and, where applicable, utilise existing call-off contracts. Where this is not possible, the person responsible for appointing the contractor will verify the contractor's competence by confirming they possess:

- A suitable and sufficient health and safety policy with effective arrangements for managing Health and Safety risks relevant to the scope of work. These will be reviewed as part of the selection process.
- Current and appropriate insurances for the work, including:
 - Employer's Liability Insurance (legally required).
 - Public Liability Insurance, with a minimum of £10 million cover for high-risk activities such as "hot works" and civils/major construction projects.
- The necessary qualifications, accreditations, and certifications for the specific work, including, but not limited to:
 - **Gas Safe Register** for all gas installation and maintenance.
 - **NICEIC** (or other recognised competent person schemes like ELECSA or NAPIT) registration for electrical installations.
 - Other specific qualifications or memberships of relevant trade bodies where applicable (e.g., FENSA, OFTEC).
- Assurance that all their employees likely to disturb the fabric of the buildings have received Asbestos Awareness training. Where the work involves planned disturbance of asbestos-containing materials (ACMs), evidence of specific training for non-licensed or licensed asbestos work, as applicable, must be provided.

For detailed procedures on assessing, appointing, and managing contractors, please refer to Appendix B: Appointing and Managing Contractors on WPAT School Sites.

- Compliance System – cloud and paper based
- Maintenance Officer, or with written request Estates Manager, to undertake contractor check
- Maintenance Officer to provide contractor induction at each school.
- Maintenance Officer to monitor and check RAMS and contractor competence, and safe working practices.
- The Estates Manager checks this when carrying out his RAG inspections – is this post the contractors working in school to check correct procedures are in place?
- See Appendix B Appointing and Managing Contractors on WPAT School sites

6.12 Control of Contractors

WPAT understands its responsibilities to ensure the health, safety, and welfare of all individuals on school premises. This arrangement details the practical procedures for managing external contractors to uphold these commitments.

All contractors must report to reception on arrival and departure from the school. This is to ensure that the Headteacher / Deputy Headteacher or Maintenance Officer can make necessary

arrangements to ensure the safety of staff and pupils and to ensure that contractors have been provided with the necessary health and safety site induction.

Contractors may include:

- Grounds person
- Cleaners
- Tradespersons (plumbers, electricians etc.), i.e. supplied by our preventative maintenance service.
- Supply staff
- Extra Curriculum Activity instructors
- Caterers
- IT Support

And any other persons working on the premises and not directly employed by the School.

We understand that the controls must protect the contractor from any risk themselves and from any hazards that may arise because of our school activities.

Prior to contractors (excluding those supplied by our preventative maintenance service) carrying out work at our school premises or elsewhere on our behalf, the contractor should produce or complete the following where possible:

- A copy of their current Employer and Public liability insurance.
- Copies of any accreditations applicable to the job they may have.
- A method statement for the task they are to carry out.
- Copies of all risk assessments relevant to the job.
- Any other information that may affect the health and safety of anybody involved.
- DBS Certificate (NB only required if working unaccompanied on the premises during school hours)

Exclusions to the above may apply to the discretion of the Maintenance Officer with agreement from the Headteacher. The person responsible for the control of contractors is the Maintenance Officer.

At all times maintenance work is carried out with consideration of employees and pupils where activity takes place. Contractors attending site will be appropriately scheduled "out of hours" and where applicable security checked. All contractors and visitors will be escorted and advised of restricted areas.

Permit to work

All maintenance work will be coordinated through the Maintenance Officer. Where applicable, permits to work will be issued, appropriately controlled and monitored by the Maintenance Officer or nominated competent person. All maintenance work will be assessed to ensure that the activities have appropriate risk assessments and method statements. When engaging contractors who are Principal Contractors, their permit to work system must work alongside that of WPAT.

- Compliance System – cloud and paper based
- Maintenance Officer carries out above checks with advice from Estates Manager

- Maintenance Officer to provide contractor induction at each school.
- Maintenance Officer manages contractors on site for day-to-day activities

6.13 Display Screen Equipment (DSE)

The **Health and Safety (Display Screen Equipment) Regulations 1992** require that an assessment of all Display Screen Equipment (DSE) workstations is carried out to identify and control any risks present for DSE users. A DSE user is defined as an employee who habitually uses DSE as a significant part of their normal work.

A DSE self-assessment checklist will be completed to help identify the presence of any significant risks. See Appendix C.

WPAT recognises its responsibility to provide adequate DSE guidance for all identified DSE users. This guidance will enable employees to understand the risks associated with DSE use and to conduct a basic self-assessment of their workstation, which will then inform the full DSE risk assessment process and identify any necessary improvements or reasonable adjustments.

Employees who have declared a disability or existing upper limb disorder will receive an individual, in-depth DSE assessment by a suitably trained member of staff. This will ensure all necessary adjustments are made to their workstation and job tasks to allow them to continue working safely and comfortably, in line with our duties under the Equality Act 2010.

All DSE assessments will be reviewed regularly, at least annually, or whenever there is a significant change to the workstation, equipment, working practices, or if an employee reports new health issues related to DSE use.

Eyesight Tests and Corrective Glasses

WPAT accepts its responsibility under the DSE Regulations. Should an employee classified as a DSE user under the regulations experience difficulty with their eyesight specifically whilst using display screen equipment for their work, WPAT will pay for an eyesight test by a qualified optician.

This test will determine if the employee requires corrective glasses prescribed specifically to reduce the health risks involved in the use of computer screens.

If corrective eyewear is required specifically for DSE work, WPAT will provide basic spectacles, which must be used whilst the employee is engaged in DSE activities.

WPAT will not pay for any other type of eyewear, such as bi-focal or varifocal lenses, unless specifically prescribed as the basic, necessary corrective appliance solely for DSE work. If an employee opts for more advanced or multi-purpose lenses, or more expensive frames, they will be responsible for the cost difference.

- Compliance System – paper based system on internal network
- School Business Manager to file all habitual computer users DSE self-assessments and ensure any new starters complete a DSE self-assessment form
- Log an annual review and upload new forms.

6.14 Driving

WPAT recognises its responsibility to manage the foreseeable risks associated with employees driving on Trust business, whether in their own private vehicles, Trust-owned vehicles (including minibuses), or hired vehicles. This includes journeys between Trust sites, attending meetings, or any other activity where driving is undertaken for work purposes.

To manage these risks, WPAT will ensure:

- Comprehensive risk assessments are undertaken to identify the hazards associated with driving for work, covering both the use of private vehicles and the operation of Trust-owned vehicles (e.g., minibuses). These assessments will consider factors such as journey planning, driver competence, vehicle suitability, and environmental conditions.
- For all employees who drive for work purposes, and for all Trust-owned vehicles, the following checks will be undertaken and recorded:
 - Verification of the driver's current and valid driving licence for the class of vehicle being driven, including any applicable endorsements or restrictions.
 - For private vehicles used for work, annual checks of a valid MOT certificate (where legally required by vehicle age). For Trust-owned vehicles, a robust schedule of maintenance and inspections will be implemented to ensure ongoing roadworthiness.
 - For private vehicles used for work, confirmation that the employee's motor insurance policy includes appropriate business use cover. For Trust-owned vehicles, WPAT will ensure suitable comprehensive insurance is in place.
 - Assessment of the vehicle's suitability for the journeys and loads involved (e.g., ensuring appropriate safety features, maintenance, and capacity).
 - Declaration by employees regarding their fitness to drive, including any medical conditions or medications that may affect their driving ability, in accordance with DVLA requirements.
- Employees authorised to drive Trust minibuses will be required to hold the appropriate driving licence category (e.g., D1 or grand-fathered D1 for vehicles over 9 seats) and will undergo additional training and assessments as deemed necessary by WPAT (e.g., MiDAS training).
- Drivers will receive appropriate information and, where necessary, training on safe driving practices, vehicle checks, and emergency procedures.

All relevant records pertaining to driver and vehicle checks will be maintained securely. Further detailed procedures for appointing and managing drivers and vehicles are outlined in New Driving for Work Procedure. See Appendix D

- Compliance System – paper based system in each school
- New Driving for Work procedure see appendix D
- Risk Assessment
- Driver Declaration Form
- School Business Manager to ensure Internal Form Name, e.g., Vehicle Pre-Use Check Form, log an annual checklist of driving documents including driving license, insurance, MOT and road fund tax.

6.15 Educational visits

WPAT views educational visits as an essential part of a broad education. We plan and organise all outdoor educational activities and school trips to effectively manage and minimise risks to pupils, staff, and volunteers.

This includes:

- Realistic journey planning that considers personal safety.
- Ensuring suitable risk assessments are carried out and recorded.
- Implementing specific control measures for children or staff with known illnesses or additional needs.

Overseas Educational Visits Policy

All overseas educational visits must be planned and approved through the Evolve system. This is the platform for all trip leaders to submit detailed plans, risk assessments, and documentation

Key Requirements:

- All overseas travel plans, including itineraries, risk assessments, and staff details, must be fully completed and submitted via Evolve.
- A comprehensive risk assessment must be uploaded to Evolve, addressing specific risks of the destination, activities, and travel logistics.
- Submissions will be reviewed and approved by the Educational Visits Coordinator (EVC), the Headteacher via the Evolve system.
- All trip leaders must be aware of and plan for the latest travel rules, including post-Brexit passport and visa requirements for all pupils.
- This policy ensures that all overseas trips are planned, thoroughly checked and approved, with a record maintained through the central Evolve system.

Educational Visits Coordinator (EVC)

Each school will appoint a competent Educational Visits Coordinator (EVC), this can be the Headteacher or their delegated named officer. The EVC oversees the planning, management, and approval of all educational visits, including adventurous activities led by school staff. Group Leaders will work closely with the EVC for their specific visits.

The EVC's responsibilities include:

- Assigning and assessing the competence of visit leaders and supervisors.
- Using Evolve where appropriate, and ensuring relevant risk assessments are completed, reviewed, and approved.
- Facilitating parental consent, ensuring full details are provided for informed decisions.
- Overseeing emergency arrangements and ensuring clear emergency contacts are in place.
- Keeping records of visits, including accidents and near misses.
- Reviewing systems and monitoring practices.

Planning and Emergency Procedures

For all educational visits, especially adventurous or residential activities, we ensure:

- **Contingency Planning (Plan B):** Group Leaders, with EVC oversight, develop a plan for potential disruptions like staff illness or changes to routes/activities.
- **Clear Emergency Procedures:** Schools have robust emergency procedures for major incidents on visits. These are regularly reviewed by staff and communicated in writing to pupils (where appropriate), parents, and supervisors.
- **Prompt Parental Communication:** A clear procedure is in place to quickly inform parents about incident details via the designated school contact, avoiding misinformation.
- **Trust Approval Process:** All visits follow WPAT's established approval process, which may include internal review or use of online management systems.

- SafeSchool do not provide advice and guidance on school trips, unless additionally contracted.
- All WPAT schools use Evolve all risk-benefit assessments are available
- All non-Evolve assessments (times where school staff are responsible for pupils), or individual pupil / staff risk assessments that relate to an educational visit.
- Log annual review of risk assessments

6.16 Electricity

WPAT recognises its responsibility to ensure that all electrical equipment (both portable and fixed installations) used across its schools is safe for use by employees, pupils, and visitors, in compliance with the Electricity at Work Regulations 1989 and relevant standards such as BS 7671 (IET Wiring Regulations).

Fixed Electrical Installations

- **Periodic Inspection:** The fixed electrical wiring and systems in all Trust schools will be inspected and tested periodically by a qualified electrical contractor, typically on a **five-yearly basis** for educational establishments.

- **Remedial Actions:** All findings from inspection reports, including any identified remedial actions, will be reviewed, prioritised, and completed promptly by competent persons to maintain safety standards.

Portable Electrical Equipment

- Each school has a two-year PAT schedule in place.
- WPAT will implement a risk-based approach to the maintenance and inspection of all portable electrical equipment. This means the type and frequency of checks will be determined by a specific risk assessment for each item or group of items, considering factors such as:
 - The type of equipment (e.g., Class I, II, III).
 - How often it's used.
 - The environment it's used in (e.g., harsh, damp).
 - The user's capabilities.
 - This risk-based maintenance system may include:
 - User visual checks before use (e.g., checking leads, plugs, casings).
 - Formal visual inspections by a competent person
- Combined inspection and electrical testing (Portable Appliance Testing - PAT) by a competent contractor or trained in-house person (Estates Manager), where the risk assessment indicates it is necessary.
- An inventory of portable electrical appliances will be maintained, and comprehensive records of all formal inspection and test results will be kept.

General Electrical Safety and Responsibilities

- All electrical equipment must be used in accordance with manufacturer's instructions and safe working practices.
- No person shall interfere with, tamper with, work on, adapt, or assemble any electrical equipment or machinery unless they are competent to do so. The required level of competence for a task will be determined by a specific risk assessment.
- Personal electrical equipment (including charging devices) must not be brought into any school within WPAT for use without prior authorisation from the Headteacher or School Business Manager. Such items will be subject to the same safety checks and standards (based on risk) as Trust-owned equipment.
- All electrical defects, damage, or concerns must be reported immediately to the Maintenance Officer/School Business Manager for prompt assessment and repair.

Further detailed procedures for electrical maintenance and PAT schedules are available in WPAT's Estate Maintenance Schedule (Appendix A).

- Compliance system
- Estates Manager has WPAT oversight across all WPAT schools

- Copies of risk assessments for PAT frequency held in each school, master copies stored in Kingsway Server room stored.
- Written by Estates Manager
- Insert where inspections, certificates are kept for each school
- Are remedial actions complete for each school
- Estates Manager checks on each RAG inspection
- RAG Action plans are monitored by -Insert Title
- RAG inspections and Action plans are filed-insert details
- where are PAT records stored for each school
- insert details of defect reporting

6.17 The Equality Act 2010 (Relevant to Health and Safety)

WPAT is committed to complying with its duties under The Equality Act 2010. This includes ensuring that all reasonable adjustments are made to the school's physical features and environment to eliminate barriers, prevent discrimination, and ensure the health, safety, and accessible use of our premises and facilities for all disabled persons, including pupils, staff, contractors, and visitors.

WPAT school its duty to make reasonable adjustments to ensure that disabled individuals can use the School's services effectively and safely, as far as reasonably practicable.

Accessibility Planning and Implementation

To fulfil this duty:

- **Access Audits:** Regular access audits of the school premises will be conducted by competent persons to identify physical features that create barriers or make access unreasonably difficult for disabled individuals.
- **Action Plan Development:** The findings of these audits will form the basis of an Accessibility Plan and Action Plan (refer to WPAT's dedicated Accessibility Plan for full details). This plan will identify necessary adjustments, considering the type and size of WPAT/school, the cost, practicality, and the benefit to disabled persons.
- **Implementation and Review:** The Headteacher, supported by the Maintenance Officer, is responsible for implementing the identified reasonable adjustments. The Accessibility Plan and its actions will be regularly reviewed, particularly following any alterations to the premises or changes in their use.
- **Alternative Provision:** Where a physical feature cannot be reasonably altered or removed, alternative methods of providing access to the service or facility will be considered and implemented as far as reasonably practicable.

6.18 Critical Incident Management Plan

WPAT recognises the potential for a range of emergencies and critical incidents to occur within its schools. To ensure the safety and well-being of all pupils, staff, visitors, and contractors, WPAT has a robust Critical Incident Management Plan (CIMP) in place.

The CIMP is designed to identify potential emergencies (e.g., fire, flood, utility failure, hazardous substance release, serious security threat, bomb threat, major accident) and outline the actions required to manage them effectively.

The CIMP includes, but is not limited to:

- Defined actions and responsibilities in the event of various emergencies or disasters.
- Procedures for out-of-hours incidents.
- Clear evacuation procedures, designated assembly points, and arrangements for first aid.
- Details on the location of services and isolation points (e.g., gas, electricity, water) and procedures for their safe shut down.
- Methods for raising the alarm within the school and notifying relevant authorities.
- Protocols for cooperation with emergency services and communication with surrounding communities.
- Guidance on internal and external communications, including media handling.
- Contact information for key personnel, including school leadership, Trust contacts, and the Chair of Governors and Trustees.
- Specific procedures for managing particular threats, such as a bomb threat, including search plans and phased evacuation considerations.
- Lockdown procedures for situations requiring internal security measures.

Implementation and Review of Critical Incident Management Plans

WPAT, through its Headteachers/delegated responsible persons, will ensure that:

- Each school maintains a comprehensive Critical Incident Management Plan (CIMP) that is regularly reviewed, at least twice annually, or immediately following any significant incident or change in circumstances.
- The CIMP is clearly communicated to all staff on induction and through annual refreshers at the start of each school year.
- Staff are briefed on their specific roles and responsibilities within the CIMP.
- Regular training and exercising (e.g., table top exercises, drills) are conducted at least once per year to test the effectiveness of the CIMP and ensure staff proficiency in emergency procedures.
- Effective communication channels are established to inform contractors, visitors, pupils, and employees who may be affected by an incident.
- Clear procedures are in place for liaising with emergency services and preventing unauthorised re-entry into premises until the all-clear is given.

Further detailed emergency procedures for specific incidents are contained within each school's Critical Incident Management Plan document, which is available at

- Compliance System – M drive and grab bags
- Training records
- Log of table top or other drills dates and debrief
- Log an annual review

6.19 Fire Safety

WPAT is committed to ensuring the highest standards of fire safety across all its schools and premises, in full compliance with the **Regulatory Reform (Fire Safety) Order 2005 (FSO)**.

Under the FSO, WPAT, as the employer, is deemed the "Responsible Person" for the premises under its control. WPAT recognises its duty to protect all employees, pupils, visitors, and contractors from the risks of fire.

To meet its statutory duties, WPAT will ensure that:

- A suitable and sufficient fire risk assessment is carried out biennially for each school/premises within WPAT by a competent person. These FRAs will identify fire hazards, persons at risk, and the necessary fire precautions. FRAs will be reviewed regularly, at least annually, and immediately following any significant changes to the premises, processes, or occupancy, or after any fire incident. All actions identified in the FRA will be completed promptly.
- Comprehensive arrangements are in place for the effective planning, organisation, control, monitoring, and review of all fire preventive and protective measures. This includes:
 - Maintaining clear and unobstructed emergency routes and exits which lead directly to a place of safety.
 - Providing appropriate fire-fighting equipment (e.g., extinguishers) and ensuring it is easily accessible, simple to use, and clearly indicated by signs.
 - Providing suitable fire detection and alarm systems that are regularly tested and maintained.
 - Establishing clear procedures for serious and imminent danger in the event of fire or other emergencies.
 - Ensuring all fire safety facilities, equipment, and devices are maintained in an efficient state, working order, and good repair by regular inspection, testing, maintenance by Maintenance Officers and competent contractors
- One or more competent persons (e.g., Fire Wardens/Marshals) are appointed at each school to assist in undertaking fire preventive and protective measures, including supporting evacuations.

Fire Safety Equipment and Systems: WPAT will ensure that all school premises are equipped with appropriate and well-maintained fire safety features, including:

- Fire detection and alarm systems to provide early warning of fire.
- Emergency lighting to illuminate escape routes in the event of power failure.
- Fire-fighting equipment (e.g., extinguishers) suitable for the types of fire risks present. These systems and equipment will be regularly inspected, tested, and maintained by competent persons in accordance with relevant British Standards and manufacturer guidelines, with records kept.

Information, Instruction and Training:

- All employees receive comprehensive and relevant fire safety information, instruction, and training upon induction and regularly thereafter (e.g., annual refreshers).
- This training will cover fire hazards, the fire risk assessment, preventive measures, the school's emergency evacuation procedures, and the use of fire-fighting equipment for identified staff.
- Employees from outside undertakings (contractors and other third parties) working on the premises will be provided with comprehensible information on fire risks and relevant procedures.
- Where two or more responsible persons share duties in respect of the premises (e.g., shared sites, contractors), effective cooperation and coordination arrangements will be established to ensure overall fire safety.
- All employees are expected to take reasonable care for their own safety and that of others who may be affected by their acts or omissions at work, including adherence to fire safety procedures and reporting any fire hazards or defects immediately.

Further detailed fire safety procedures, including specific evacuation plans, fire drills, and roles of fire wardens, are contained within each school's Fire Safety Management Plan.

Explanation of Terms:

- **PEEP (Personal Emergency Evacuation Plan):** A bespoke plan for an individual who may not be able to evacuate a building safely on their own during an emergency without assistance (e.g., wheelchair users, visually impaired, hearing impaired, pregnant individuals, those with temporary injuries). It covers their specific needs, how assistance will be provided, and designated safe routes/areas.
- **General Emergency Evacuation Plan (GEEP):** A general emergency evacuation plan is a general PEEP and should be available for any temporary occupants of a school such as a visitor with mobility restrictions.

- Termly RAG Report and compliance system
- Upload annual fire risk assessment
- Upload service documentation including extinguishers, alarm, emergency lighting
- Upload school emergency fire evacuation plan
- Fire training records for staff maintained by School Business Manager

- Records of drills
- Fire Logbook for each school is kept in the main office. The Fire Logbook will contain all fire records for each school – Fire risk assessment, training records, inspections, maintenance and servicing, records of fire drills, plans of the site with fire service facilities and shut-offs clearly marked.
- Estates Manager checks Fire logbooks up to date on 3X yearly RAG inspection
- RAG Action plans are monitored by the Headteacher
- RAG inspections and Action plans are filed on the M drive

6.20 First Aid

WPAT is committed to providing appropriate and effective first aid provision across all its schools, in full compliance with the **First Aid Regulations 1981 (as amended)**. This ensures the health and safety of all individuals on school premises and during school activities. WPAT, through its Headteachers and delegated responsible persons at each school, will ensure the following:

First Aid Needs Assessment

A comprehensive First Aid Needs Assessment will be carried out and regularly reviewed for each school. This assessment considers factors like:

- The nature of work, hazards, and specific areas (e.g., classrooms, kitchens, outdoor areas).
- The number of employees, pupils, and visitors.
- Working patterns, including before/after school clubs and off-site activities.
- Specific needs of pupils and staff (e.g., existing medical conditions).
- The school's proximity to emergency medical services.

The assessment's outcomes will determine the required number of trained First Aiders and Appointed Persons, the type and quantity of first aid kits, and the need for additional equipment like Automated External Defibrillators (AEDs). Each school will have a specific risk assessment detailing these provisions.

Designated First Aiders and Appointed Persons

An adequate number of **competent persons** will be designated at each school to render immediate first aid. These individuals will hold current, HSE-approved First Aid at Work (FAW) or Emergency First Aid at Work (EFAW) certificates. Where relevant, they will also be trained in the use of AEDs and Epi-pens. Their training records, including refresher training (at least every three years), will be centrally maintained.

First Aiders are appointed staff trained to provide treatment strictly in accordance with their certification. Any matters outside their training will be referred to a competent medical professional.

First Aid Facilities and Equipment

- At least one suitable first aid box will be provided at each school, clearly marked and accessible.

- First aid box contents and AEDs will be checked regularly (e.g., weekly and after use), replenished as necessary, and kept in date.
- First aid boxes will NOT contain medications (e.g., headache pills) or treatments for minor illnesses.
- Appropriate travel first aid kits will be provided for off-site activities and school trips, carried by a designated, suitably trained staff member.
- For life-preserving purposes, schools include AEDs in their first aid provision. Authorised users of AEDs will have successfully completed relevant training and be identified on the first aid list.

Emergency Procedures and Communication

- Clear procedures are in place for summoning emergency medical services, contacting parents/guardians, and for the safe transportation of injured or ill individuals to hospital if required. These procedures prioritise the welfare of the injured person, ensuring an additional responsible adult accompanies them if school transport is used.
- Details of designated First Aiders/Appointed Persons and the locations of first aid facilities and AEDs will be clearly displayed and communicated to all.
- Arrangements will be made to maintain adequate first aid cover during periods of temporary staff absence.

Duties of a First Aider

Designated First Aiders will:

- Administer treatment in accordance with their training.
- Provide written confirmation of first aid treatment given.
- Ensure first aid boxes are stocked, regularly checked, and refilled, coordinating with school leadership for supply procurement.

*Further detailed first aid procedures, including specific responsibilities, first aid kit contents, and emergency response protocols, are outlined in the school's **First Aid Procedures***

- Compliance System – internal records
- Maintain training matrix for first aiders
- Maintain first aid needs risk assessment
- Termly RAG review
- Names and locations of first aiders are displayed in each school
- School has identified responsible person(s) on site to re-stock first aid boxes
- All first aid boxes in each school are checked by the Estates Manager when carrying out the RAG inspection to ensure these are stocked and items in date.
- RAG Action plans are monitored by School Business Managers
- RAG inspections and Action plans are filed on the M drive

6.21 Food Safety

WPAT is committed to ensuring all food handling activities comply with relevant food safety legislation and best practice to protect the health and safety of all individuals on school premises. This arrangement details our approach to managing food safety.

General Food Safety Management

A dedicated Food Safety Policy is maintained for all food handling activities, complementing this overarching Health and Safety Policy. This includes requirements for housekeeping, cleaning, equipment maintenance, and the layout and condition of food preparation areas. Guidance on food safety is sought from the local Environmental Health Department as needed.

Food is prepared, handled, and/or served in various school contexts, including:

- Teaching areas (e.g., food technology room)
- Dining halls
- Areas for packed lunch consumption by pupils and staff
- Staffrooms
- Food brought from outside school but consumed on premises
- School visits and field trips.

Packed Lunches and Personal Hygiene

Pupils' packed lunches, often prepared in advance, should be stored in a cool place whenever practicable. They must not be left in warm environments (e.g., in bags near radiators or sunny windowsills) to prevent bacterial growth.

Pupils consuming packed lunches must do so in a hygienic environment. This includes:

- Adequate supervision.
- Ensuring eating surfaces are clean.
- Reminders for hand washing before eating.

All school staff who handle food will receive appropriate food safety / hygiene training and are responsible for maintaining a high degree of personal hygiene and housekeeping in food preparation and consumption areas.

Catering and Records

The Catering Staff at each WPAT school will ensure the main eating areas are cleaned before and after lunch. The Catering Manager will retain essential records, including cleaning schedules, food temperature logs, and kitchen equipment maintenance logs. All staff working in the school canteen will hold a minimum of a Food Hygiene Level II training certificate.

Food Allergens

Food allergies are treated with extreme seriousness. Parents/guardians are responsible for informing the relevant WPAT school of their child's known allergies. The school will ensure designated staff are trained to manage allergic emergencies according to agreed individual pupil care plans.

Pupils are advised:

- Not to swap or 'trade' food.
- To avoid foods with unknown ingredients or known allergens.
- To immediately notify an adult if they suspect they've eaten something they shouldn't.

The Catering Manager will maintain lists of pupils and staff with food allergies. All menus provided by catering will clearly identify the EU Top 14 allergens within dishes, in compliance with current food information regulations.

- Breakfast clubs

6.22 Gas Safety Arrangements

WPAT ensures that all work carried out on gas fittings and appliances meets the requirements of the Gas Safety (Installation and Use) Regulations 1998.

No person shall interfere with any gas appliance, gas fitting, or pipework unless they are qualified and competent to do so.

All gas appliances, pipework, and flues across WPAT are maintained in a safe condition, with annual servicing by a Gas Safe registered engineer.

WPAT records all gas safety inspections, servicing, and any remedial works undertaken by Gas Safe registered engineers.

The main gas isolation controls are clearly marked and easily accessible so that the supply can be quickly isolated in an emergency.

To ensure the safety of gas-fired appliances, WPAT take these key actions:

- Identify all gas-fired appliances and create a maintenance schedule for each one.
- Arrange for servicing according to the schedule and keep detailed records.
- Prepare a clear gas leak emergency procedure and ensure all staff are aware of it.
- Clearly highlight all gas shut-off points throughout the school.

Gas Emergency Procedure

In the event of a suspected gas leak:

Immediately call the 24-hour gas emergency service on 0800 111 999.

Evacuate the buildings and move all staff, pupils, and visitors to a safe distance of at least 250 metres away. Designated staff members, if safe to do so and it doesn't delay evacuation, may stay at a safe distance to prevent access to the site and await the emergency National Grid engineer.

If it is safe to do so:

- Put out any naked flames.
- Open doors and windows.
- Turn off the gas supply at the main isolating control.

DO NOT TURN ELECTRICAL SWITCHES ON OR OFF.

If the area around school is at risk, contact the police on 999.

6.23 Glazing Safety

WPAT ensures that all glazing on its premises complies with Regulation 14 of the Workplace (Health, Safety and Welfare) Regulations 1992. This regulation places a duty on the employer and those in control of the premises to ensure that where necessary for reasons of health or safety, transparent or translucent surfaces in walls, partitions, doors, or gates are of safety material, protected against breakage, and appropriately marked.

To comply with this, and to ensure the highest standards of safety, we also refer to British Standard BS 6262: Part 4: 2005 (Glazing for buildings - Code of practice for safety related to human impact) and Section N1 of Approved Document K of the Building Regulations (Protection from falling, collision and impact), which replaced the previous Approved Document N for England in 2013. These standards outline that all glazing fitted in 'critical locations' within a building should either:

- If broken, break in a way that is unlikely to cause injury; or
- Resist impact without breaking; or
- Be shielded or protected from impact.

Critical locations include low-level glazing (generally below shoulder height) and windows and glazing that are adjacent to doors. Given the nature of a school environment, it is our policy that in locations of special risk, such as school halls, gyms, sports halls, or areas with high foot traffic, safety glazing is strongly recommended for all glass panes, exceeding the minimum requirements where appropriate.

Glazing Risk Assessment and Control Measures

Headteachers, working in conjunction with WPAT's Estates Manager or a designated competent person, are responsible for ensuring that a comprehensive risk assessment is carried out for every window, door, and glazed panel to identify potential hazards. These assessments take into account all relevant factors, including:

- The location of the glazing (e.g., in classrooms, corridors, sports areas).
- The activities taking place in the vicinity.
- The volume and flow of traffic and pedestrians.
- Any previous incidents or near misses involving glazing.

Where a risk is identified, reasonably practicable measures are taken to rectify the situation. Our control measures include:

- Preventing people or objects from coming into contact with the glazing, for example, by re-organising heavy traffic routes or installing physical barriers.
- Upgrading existing glazing to meet safety standards. This may involve replacing the glazing with safety material (e.g., toughened or laminated glass) or applying a **safety film** to the existing glass.
- Marking large expanses of glazing (often referred to as 'manifestation') to ensure they are clearly visible and prevent collisions.

- Compliance system for all records: glazing surveys and risk assessments.
- Glazing across WPAT schools has been assessed, and the glazing in schools that do not meet the required standard has had a safety film applied.
- The Estates Manager carries out 3X a year RAG inspection NOTE the last RAG has identified mirrors to have safety film fitted.
- RAG Action plans are monitored by- Insert Title
- RAG inspections and Action plans are filed-insert details
- See Appendix A

6.24 Inspections

Inspections (Proactive Monitoring) Arrangements

WPAT is committed to proactively identifying and rectifying hazards and risks before they can cause harm. The Headteacher, on behalf of the Governing Committee at each school, will ensure a comprehensive schedule of proactive monitoring is in place, which includes the following as a minimum standard:

- **General Workplace Inspections:**
 - A general site inspection will be conducted termly by the Estates Manager (RAG inspection).
 - The person(s) undertaking the inspection will complete a written report and action plan, which will be submitted to the Headteacher.
 - Responsibility for following up on items detailed in the safety inspection report will rest with the Headteacher.
- **Departmental/Area-Specific Inspections:**
 - Monitoring inspections of individual departments or specific areas (e.g., Early Years, PE storage, catering) will be carried out by relevant staff (e.g., Middle Leaders) or nominated personnel.
 - Pro forma inspection checklists and specialist advice will be utilised where available (e.g., for specific equipment or activities).
- **Annual Strategic Inspection:**

- An annual inspection will be undertaken by the Estates Manager.
- An action plan will be created from this inspection, and findings will be reported to the full Governing Committee meetings.

6.25 Lettings

WPAT is committed to ensuring the health and safety of all users of its premises, including those accessing facilities under a Lettings Agreement. The Headteacher, on behalf of the Governing Committee, will ensure that all lettings are managed safely and in compliance with relevant health and safety legislation, such as the Health and Safety at Work etc. Act 1974, the Regulatory Reform (Fire Safety) Order 2005, and the Occupiers' Liability Acts 1957 and 1984.

Management of Lettings

- Lettings will be managed by the Business Manager following a formal Lettings Agreement.
- The school will request and review risk assessments from all third-party hirers specific to their planned activities. The school's own fire risk assessment and relevant site-specific safety information will be provided to hirers.
- The Lettings Agreement will clearly define the health and safety responsibilities of both the school (as the occupier) and the hirer, including, but not limited to:
 - Emergency procedures (fire, first aid, evacuation points).
 - Access and egress arrangements, especially outside school hours.
 - Supervision requirements for users.
 - Use of school equipment vs. hirer's own equipment.
 - Reporting of accidents, incidents, and hazards.
 - Safeguarding and DBS check requirements where the hirer's activity involves children.
 - Verification of hirer's insurance cover.
- Hirers will receive appropriate information and, where necessary, a site-specific induction to ensure they understand relevant safety procedures and controls.
- For regular or significant third-party users, formal meetings (e.g., termly) may be held to discuss safety arrangements and any changes, with minutes kept.
- Any contractors brought onto site by a hirer must comply with WPAT's Contractor Qualification Checks arrangements and follow relevant school procedures.

- | |
|---|
| <ul style="list-style-type: none"> • Compliance System • Upload risk assessments from third parties • Upload insurance details |
|---|

6.26 Lifts and Hoists

WPAT is committed to ensuring the safe operation and maintenance of all lifting equipment on its premises, primarily lifts and hoists, in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and other relevant health and safety legislation.

Statutory Examinations and Maintenance

We will ensure that all lifts and hoists used by our employees, pupils, or visitors for work or to carry people, are safe to use and maintained in good working order.

Thorough Examinations (LOLER): All lifts designed for carrying people will undergo a thorough examination by a competent person (e.g., a qualified engineer from our insurance provider or specialist inspection body) every six months.

Other lifting equipment will be thoroughly examined at intervals specified by LOLER, manufacturer's instructions, or as determined by risk assessment. These examinations involve a systematic and detailed assessment of the equipment and its associated components. The competent person may require supplementary testing to support the thorough examination.

Routine Maintenance: In addition to LOLER examinations, all lifts and hoists will be subject to a regular planned preventative maintenance programme carried out by qualified contractors. This ensures ongoing operational reliability and addresses wear and tear. Records of all maintenance and thorough examinations will be kept.

Safe Operation and Emergency Procedures

To ensure the safety of all users, we will:

- Conduct comprehensive risk assessments for the use of all lifts and hoists to identify potential hazards and determine appropriate control measures.
- Ensure all users are aware of safe operating procedures and any specific instructions for the lift or hoist.

Emergency Response:

- Maintain a breakdown response contract with a reputable provider to ensure prompt assistance in the event of a lift breakdown or entrapment.
- Equip all lifts with a suitable means of raising an alarm, such as alarm call buttons or emergency telephones, which are regularly tested.
- Ensure lifts have emergency lighting that activates in the event of a power failure.
- Provide training for designated staff in emergency procedures, which may include manual lift lowering or emergency door opening, only where such procedures are designed into the lift system and are safe to perform.

Fire Evacuation: Lifts will not be used for evacuation during a fire unless they are specifically designed and designated as "firefighting" or "evacuation" lifts, which will be clearly marked and have specific operational procedures.

Load Limits: Ensure that the safe working load (SWL) for each lift or hoist is clearly marked and strictly adhered to.

Reporting Defects: Establish a clear procedure for reporting any defects, malfunctions, or concerns with lifts or hoists, ensuring that defective equipment is immediately taken out of service until repaired by a competent person.

We will regularly refer to guidance provided by the Health and Safety Executive (HSE) regarding lifting equipment and LOLER to ensure our arrangements remain current and effective.

6.27 Lone working how the Maintenance Officers carry out their works over the holiday times

WPAT recognises that lone working can present unique risks to staff members. While we encourage collaborative work and aim to minimise situations where staff work alone, we acknowledge that it is sometimes necessary. In such instances, WPAT is committed to ensuring that risks associated with lone working are effectively managed in accordance with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

The Headteacher, on behalf of the Governing Committee and WPAT, encourages employees not to work alone in the school or off-site where it can reasonably be avoided. Where lone working is necessary, it will be subject to robust controls.

- Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary and to identify any potential hazards.
- Employees planning to work alone in the school outside of normal operating hours must obtain permission from the Headteacher (or delegated senior leader) in advance.
- Staff must notify the designated person (e.g., Headteacher, Site Manager, or an agreed colleague) on each occasion when lone working will occur, including the expected start and end times.
- A system will be in place to confirm the safe completion of lone working.
- Employees must have a reliable means to summon help in an emergency. This may include:
 - Access to a working landline telephone.
 - A charged mobile telephone with adequate signal.
 - Dedicated lone worker devices or apps where appropriate.
 - Emergency contact numbers prominently displayed.
- When working off-site (e.g., when visiting homes, attending off-site meetings, or accompanying pupils on trips):
 - Staff must notify a designated colleague of their whereabouts, the purpose of the visit, and the estimated time of return.
 - A check-in/check-out system will be used (e.g., calling when arriving and leaving).

- It is good practice to obtain relevant background information about the individuals or premises being visited and to pre-plan the route, especially if the premises are unfamiliar.
 - Consideration will be given to the need for a two-person visit where risks are elevated.
- Employees will be provided with appropriate information, instruction, and training on the risks associated with lone working and the procedures to follow. Staff are expected to be aware of the lone working policy and not to put themselves or others at undue risk.
- All incidents, near misses, or concerns related to lone working must be reported in accordance with WPAT's incident reporting procedures.

WPAT will regularly review its lone working arrangements and risk assessments to ensure they remain effective and reflect current legislation and best practice.

6.28 Manual Handling

WPAT is committed to preventing injuries and ill health caused by manual handling (not to be confused with Team Teach Guidance, found in WPAT's Behaviour Policy). We recognise that manual handling, which includes transporting or supporting a load (including a person) by hand or bodily force, can present significant risks to our staff, pupils, and others. Our arrangements comply with the Manual Handling Operations Regulations 1992 (MHOR) and associated Approved Codes of Practice and guidance.

The Headteacher, on behalf of the Governing Committee and WPAT, will ensure that all manual handling activities which present a significant risk to the health and safety of staff, whether involving the handling of objects or the moving and handling of people, are effectively managed.

When a risk assessment indicates that employees may be lifting loads above the recommended safe lifting levels, a specific assessment must be carried out identifying suitable control measures following the hierarchy of control (eliminate, reduce, reorganise, provide equipment, train, inform).

- The assessment must be recorded in writing and shared with employees.
- Specific training will be provided to employees whose roles require them to carry out manual handling of loads and/or the moving and handling of people. This training will cover safe techniques, the use of equipment, and risk awareness.
- All employees have a duty under health and safety law to take reasonable care of their own safety and cooperate with the employer by using equipment provided, following training.
- All employees will receive Information, instruction and training the health risks associated with manual handling and how to minimise them in their daily duties.
- Employees are not expected to carry out manual handling operations which they deem unsafe or beyond their individual capabilities. Managers must take account of

employees' concerns with regards to manual handling, reviewing risk assessments if necessary, and taking appropriate action.

- Where necessary to eliminate or reduce manual handling risks, suitable equipment will be provided (e.g., trolleys, sack barrows, hoists, slide sheets).
- Any such equipment, particularly lifting equipment like hoists, will be inspected and maintained in accordance with the manufacturer's recommendations and relevant regulations, such as the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

- Compliance System – training provider and internal records
- Training records for school staff and Maintenance Officers
- Manual handling risk assessments for any significant manual handling operations in school
- WPAT ensures that there are also specific Risk Assessments in place for moving large items.

6.29 Mobile Buildings

WPAT ensures the health and safety of all occupants and users of mobile buildings on its school premises. These arrangements comply with the Health and Safety at Work etc. Act 1974, the Workplace (Health, Safety and Welfare) Regulations 1992, and the Regulatory Reform (Fire Safety) Order 2005.

Management Principles

- A site-specific risk assessment is completed before installation, considering location, ground conditions, and impact on site operations. Only competent contractors are used for procurement and installation, with all utility connections professionally installed and certified.
- Mobile buildings are included in the school's routine safety inspection programme, checking structural integrity, external features (steps, ramps), and internal conditions (lighting, heating, ventilation).
- Integrated into the school's overall Fire Risk Assessment, mobile buildings have appropriate fire detection, alarms, and firefighting equipment. Clear emergency escape routes are established and communicated.
- Adequate heating, lighting, ventilation, and welfare facilities are maintained. Accessibility is addressed in line with the Equality Act 2010. Security measures are in place. Water systems are included in the school's Legionella risk assessment and control scheme.
- A specific risk assessment is carried out when decommissioning or removing mobile buildings to ensure a safe process.

- Compliance System
- Two schools in WPAT have had Forrest school building installed on site
- The Estates Manager includes these structures in 3 x annual RAG inspection.
- RAG Action plans are monitored by the Headteacher

- RAG inspections and action plans are filed on the M drive
- The Maintenance Officer files the inspection reports kept in each school with mobiles
- See Appendix A for detailed schedule

6.30 Occupational Health

WPAT is committed to minimising the risk of ill-health or injury arising from school activities and premises. This commitment extends to the physical and mental well-being of all staff, pupils, contractors, and visitors.

Staff Health Management

Staff are encouraged to inform the Headteacher of any ill-health that may impact their work or require emergency safety measures.

Medication:

- Medication required during the school day must be stored securely and where possible, should be administered away from pupils.
- Only bring the required daily dose onto premises. Report any missing medication to the Headteacher immediately.
- For courses of medication, the school may request GP evidence of fitness for work.

Staff Well-being and Support

School Management will proactively develop positive health promotion initiatives for staff within available resources, utilising both in-house and external expertise (including training, information, and counselling). Employees are encouraged to raise concerns with their Headteacher or line manager and have access to a confidential counselling service. Sickness absence and health concerns will be managed under the school's absence policy.

Pupil Mental Health and Training

All WPAT schools recognise that mental health issues can significantly affect pupil well-being and attainment, often beginning at a young age. A dedicated Mental Health Policy addresses the mental health of pupils, staff, and parents. The Headteacher will ensure all relevant parties are aware of available support, both within and outside school hours.

Staff receive regular training (at least annually) in child mental health to recognise warning signs of common mental health problems. All concerns regarding pupil mental health will be taken seriously and communicated to the Designated Safeguarding Lead (DSL) as appropriate. Additional training will be supported as required by developing situations. The Senior Mental Health Lead provides strategic oversight in this area.

WPAT ensure that the following details are available:

- OH support through UKIM Occupational health and Wellbeing
- Business Managers keep records of referrals on HR files
- OH reports inform support for employees

6.31 Personal protective equipment (PPE)

WPAT is committed to protecting the health and safety of its employees, pupils, and visitors. In accordance with the Personal Protective Equipment at Work Regulations 1992 (as amended), the Headteacher, on behalf of the Governing Committee and WPAT, will ensure robust arrangements for the provision and management of PPE where required.

We recognise that PPE is a last resort in the hierarchy of control measures. Preference will always be given to collective protective measures (such as engineering controls like guarding or ventilation, or safe systems of work) to eliminate or reduce risks at source before considering individual protection through PPE.

A comprehensive risk assessment is carried out to identify specific hazards and the most appropriate risk controls.

PPE is provided as a last resort; collective measures are preferable over individual measures (engineering controls, safe systems of work).

- Where PPE is identified as necessary, it will be provided free of charge to the employee, including any required replacements.
- A signed record is available for issuing PPE to employees.
- A system is in place for the maintenance, testing and cleaning of PPE that follows the manufacturers/supplier's instructions.
- Suitable storage facilities will be made available for PPE to protect it against damage, sunlight, heat, loss, and contamination, ensuring its continued effectiveness.
- All employees who are required to use PPE will be provided with comprehensive information, instruction, and training on:
 - The specific risk(s) that the PPE is designed to protect against.
 - The correct application and removal of the PPE.
 - The proper use, maintenance, cleaning, and storage of the PPE (referencing manufacturer's guidance).
 - The limitations of the PPE.
- Employees are supervised to ensure they wear PPE, if PPE has been identified as a risk control measure, then it must be always worn.
- Employees are required to cooperate with WPAT's PPE arrangements by:
 - Using PPE provided in accordance with the training and instructions given.
 - Taking reasonable care of the PPE.
 - Reporting any defects, damage, or loss of PPE to their line manager or designated person promptly.

6.32 Play Equipment, Play Educational, Continuous Provision EYFS and Forrest School

WPAT recognises that playground and indoor equipment present foreseeable hazards within a school environment. We are committed to ensuring the safety of all pupils, staff, and visitors when using such equipment.

Risk Assessment and Supervision

The Headteacher, on behalf of the Governing Committee, will ensure that risk assessments are undertaken for all playground and sports equipment. These assessments identify potential hazards and establish appropriate control measures. Key findings and control measures from these risk assessments will be shared with all staff supervising in the playground and gymnasium.

External play equipment will only be used when supervised by a responsible adult.

Inspection and Maintenance Regime

To ensure the ongoing safety and good condition of all play and gymnasium equipment, a rigorous inspection and maintenance regime is in place:

- As part of the daily general site inspection, the Maintenance Officer will carry out visual checks of all play and gymnasium equipment.
- All supervising adults, including mid-day staff and teaching staff on playground duty, will conduct a pre-use inspection of the equipment before children are permitted to use it.
- All equipment has a deep clean every two weeks.
- A formal inspection will be carried out at least half-termly by a suitably competent member of staff (e.g., the Maintenance Officer or a trained individual). The findings of these inspections will be recorded.
- An annual inspection will be carried out by a suitably competent external contractor, specializing in play equipment safety, in accordance with relevant standards such as BS EN 1176 and BS EN 1177.

All inspection frequencies will, as a minimum, align with or exceed the recommendations provided by the installer or manufacturer of the play equipment.

Record Keeping and Remedial Action

Records of all inspections (daily, pre-use, formal internal, and annual professional) will be kept on site. Any identified defects or hazards will be reported immediately to the Headteacher and/or Site Manager. Where a defect poses a risk, the equipment will be **immediately taken out of use** (e.g., by fencing off, locking, or removing parts) until it can be safely repaired or replaced by a competent person.

- Compliance System
- Maintenance Officer carries out checks
- Upload risk assessments
- Upload inspection reports
- Log frequency reminder
- Log annual inspection reminder

6.33 RAAC Concrete

WPAT is committed to ensuring the structural safety of its buildings and protecting all occupants from potential risks associated with RAAC concrete.

Comprehensive surveys have been completed across all existing Trust sites. Local Authority surveys found no RAAC. As a further assurance, WPAT commissioned an independent private consultancy to conduct more invasive surveys at all schools. No RAAC concrete was found at any of the nine sites across WPAT following these extensive investigations.

For any new schools joining WPAT in the future, or any new builds/significant refurbishments, a thorough RAAC assessment and survey by a competent, independent structural engineer will be a mandatory part of the due diligence and pre-acquisition/construction process. No new school will be admitted to WPAT, nor will any new building project proceed, without confirmation of its RAAC status in line with current DfE guidance and Trust safety standards.

All nine schools were subject to a type 1 survey in February 2024. It was confirmed that no RAAC concrete was found in any of the schools.

6.34 Radon

WPAT manages the potential health risks from naturally occurring radon gas in its buildings. Radon is a colourless, odourless, and tasteless radioactive gas that can enter buildings from the ground.

Risk Assessment and Monitoring

The Headteacher, on behalf of the Governing Committee and WPAT, will ensure an initial assessment is conducted to determine if any school premises are located within a 'Radon Affected Area' as identified by the UK Health Security Agency (UKHSA). This assessment includes ground floor areas, basements, and cellars.

If a school is in a Radon Affected Area, or if initial assessments suggest elevated levels, radon surveys will be conducted. Measurements are typically taken over three months to accurately determine average annual levels.

All WPAT schools have had radon levels checked with the Environment Agency and no action was required.

For any new schools that join WPAT, radon levels will be checked as part of the due diligence and onboarding process.

Control Measures and Compliance

If radon levels are found to exceed the workplace Action Level (200 Bq/m³ annual average) under the Ionising Radiations Regulations 2017 (IRR17), WPAT will:

- Implement appropriate remedial measures (e.g., improved ventilation, radon sumps, sealing entry points) by competent persons to reduce concentrations.
- Monitor the effectiveness of these measures through follow-up testing.

Records of all radon assessments, measurements, and remedial actions will be maintained. Further information on radon can be found on the Health and Safety Executive (HSE) and UK Health Security Agency (UKHSA) websites.

WPAT schools are all in low risk areas.

6.35 Risk assessment

WPAT is committed to protecting the health and safety of its employees, pupils, visitors, and others affected by its activities. In accordance with Regulation 3 of the Management of Health and Safety at Work Regulations 1999, the Headteacher, on behalf of the Governing Committee and WPAT, will ensure that suitable and sufficient assessments of all risks are carried out.

The School recognises its responsibilities under the Apprenticeships, Skills, Children and Learning Bill 2008-2009 to ensure, "so far as is reasonably practicable," that all learning takes place in a safe, healthy, and supportive environment.

Scope of Risk Assessment

Risk assessments will cover all relevant areas and activities across the school estate, including:

- The building and grounds (e.g., general site, playgrounds, MUGGA pitches, ponds, car parks).
- Workplace tasks and occupations (e.g., cleaning, maintenance, administrative duties).
- Curriculum activities (e.g., Design and Technology, Science, Art, PE, outdoor learning).
- Non-curriculum activities (e.g., extra-curricular clubs, events, school trips).
- Equipment used within the school.

Process and Responsibilities

The Headteacher holds overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas within the school.

Risk assessments will be carried out by staff appropriately trained for the task, always considering the safety and welfare of the learner. Assessments will be conducted in the following systematic way, following the HSE Five Steps to Risk Assessment:

1. Identify the significant hazards involved in the activity being assessed.
2. Decide who might be harmed and how.
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if further control measures are required, adopting the hierarchy of control measures (eliminate, substitute, engineering controls, administrative controls, PPE).
4. Record the findings of the assessment and communicate findings to all persons affected by the risk.
5. Review the assessment when circumstances change, after an accident, or when there is reason to believe that it is no longer valid. On all other occasions, they will be reviewed annually.

All risk assessments are stored and accessible to staff via each schools Risk Assessment Register central repository, maintained by the Business Manager.

- **Specific risk assessments** relating to individual persons (e.g., employees with medical conditions, expectant mothers, young person's/pupils with specific needs) will be held confidentially within that person's file.
- For **curriculum activities**, relevant Heads of Department or Subject Leads will conduct assessments using appropriate Health and Safety Codes of Practice (e.g., CLEAPSS for Design and Technology, Science, Art, and PE). Lesson-specific safety considerations should be incorporated into Schemes of Work or Lesson Plans, and safety within lessons should be included in lesson observations.
- For **site and maintenance activities** are held on the compliance system by the Maintenance Officers and Business Managers informed of their updates for the schools Risk Assessment Register.

Senior Leadership Team Responsibilities

Each Senior Leadership Team member will ensure compliance and application of safe working practices within their areas of responsibility and will:

- Undertake and document risk assessments as required by current and future legislation for all activities.
- Adopt and apply the hierarchy of control measures.
- Ensure safe systems of work are implemented, adhered to, and effective.
- Introduce new or review existing procedures that ensure safe working practices.
- Provide appropriate and ongoing instruction, information, and training to staff, pupils, and any others affected, in consultation with the Manager for Health and Safety, Trade Union Representatives, and Line Managers.

Review and Communication

Risk assessments are dynamic documents and will be reviewed:

- On an **annual basis** as a minimum.
- Whenever there is any reason to suspect that they are **no longer valid**.
- When there has been a **significant change** in location, equipment, people, or procedures.
- **Immediately after a reported accident or near miss** related to the assessed activity or area.

Staff carrying out activities must be made aware of the relevant risk assessments and any changes made to them. The Governing Committee will be informed of significant risk assessment findings and control measures, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

- Monitor the effectiveness of these measures through follow-up testing.

6.36 School environment management procedure

This arrangement details the procedures for managing the school environment to ensure the health, safety, and welfare of all staff, pupils, contractors, and visitors, in compliance with relevant legislation and guidance (e.g., Workplace (Health, Safety and Welfare) Regulations 1992, DfE Standards for School Premises).

General Responsibilities and Maintenance

Headteachers are responsible for ensuring their school workplace is designed and maintained to prevent injury, considering environmental factors (temperature, lighting, ventilation) for safety and comfort.

Workplace Design and Maintenance:

- All areas must be organised for safe circulation.
- Workstations must be arranged for safe and comfortable task execution, considering individual needs (seating, access, material location, disability access).
- Floors, traffic routes, and ground surfaces must be well maintained and free from obstructions. Hazards will be cordoned off, repaired, or removed immediately.
- An ongoing arrangement for inspecting the building fabric (walls, architectural features, external cladding) will be in place, including:
 - Regular observation.
 - Annual visual inspection by a suitably qualified person.
 - 5-yearly full inspection by a competent person.
 - A procedure to record identified defects and corresponding remedial actions.

Hazard Management

- **Slip, Trip Hazards and Head Obstructions:** Unremovable hazards will be clearly highlighted (e.g., tape, signage). Protrusions will be padded. Cables will be secured to prevent tripping. Anti-slip mats of sufficient size will be provided at doorways. Grit/salt will be stocked and applied to external pedestrian routes in icy conditions.
- **Spillages:** A procedure for promptly dealing with spillages will be followed:
 - Report immediately.
 - Cordon off affected area using cones/signs.
 - Prominently display wet floor signage.
 - Cleaners, Maintenance Officer, or trained staff will remove spillage using correct equipment and chemicals.
- **Lighting and Temperature:** All work areas and traffic routes will be well lit, ideally with natural light. Workplaces will maintain a reasonable temperature, generally 16°C

or above (13°C for strenuous physical effort), as per the Workplace Regulations. Schools will provide thermometers for monitoring. Staff should notify the Headteacher or Maintenance Officer if temperatures fall significantly below recommended standards.

Falls and Falling Objects

The school is committed to protecting staff and pupils from injuries due to falls or falling objects. This includes risks from:

- Using inappropriate equipment (e.g., chairs, desks) for working at height.
- Falls from high shelving (e.g., retrieving books/files).
- Falls during display changes or decoration hanging.
- Falls by contractors (e.g., window cleaners, maintenance staff accessing roofs).

Staff will be provided with suitable equipment for accessing items from shelving or displays and are actively discouraged from standing on tables or chairs. Suitable storage facilities will be provided to minimise the need for high-level storage where possible. The Maintenance Officer will monitor contractor safety during high-level work to ensure appropriate control measures are implemented.

Building Features Safety

- **Windows and Glazed Surfaces:** Windows, and transparent/translucent surfaces in walls/partitions, will be constructed from safety material or protected against breakage, and appropriately marked. Windows below waist height will have restricted openings (e.g., to 100mm). Windows will be capable of being safely cleaned (e.g., cleanable from inside, firm ladder access surfaces).
- **Doors and Gates:** Self-closing devices will be in good repair and operate at a suitable speed. Transparent panels will be installed in doors/gates on main traffic routes or that open from either side to provide clear views. Powered doors/gates will operate automatically on power failure or be manually operable. Control pads for power-assisted doors will be accessible (e.g., for wheelchair users).

Staff and Pupil Welfare Facilities

Suitable welfare facilities will be provided for all staff and pupils, including:

- Clean, well-ventilated washing and toilet facilities appropriate for the number of users.
- Hot water at washbasins between 45–50°C to prevent scalding. If unable to control, warning signs ('Caution - Very Hot Water') will be provided.
- Storage for staff clothing.
- Rest facilities for staff to rest and eat.
- Rest facilities for expectant and nursing mothers (First Aid rooms may be used).
- Wholesome drinking water with suitable utensils (non-drinking water sources clearly marked).

- All welfare facilities will be clean and in good repair.

The school adheres to the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 and the Department for Education's guidance on Standards for School Premises (2013) regarding welfare facilities for educational environments.

- Monitor the effectiveness of these measures through follow-up testing.

6.37 Security Arrangements

WPAT is committed to creating a safe and secure environment for all staff, pupils, and visitors, and to protecting Trust property across all its schools. We recognise that security breaches, including vandalism, arson, and theft, can severely disrupt daily school operations and result in significant loss.

WPAT implements robust security measures designed to minimise risks from intruders and protect assets.

General Security Measures Restricted Access Areas

To prevent unauthorised entry into hazardous areas, each school will:

- Identify all hazardous areas, including (but not limited to):
 - Roof areas.
 - Canopies and other high-level glazed areas.
 - Plant rooms and boiler rooms.
 - Storage areas containing hazardous materials.
 - Areas where hazardous equipment is stored (e.g., maintenance workshops, chemical stores).

Implement the following controls:

- Prohibition safety signs will be displayed at the entrance to all restricted areas.
- Restricted access areas will be locked when unoccupied.
- The Site Manager (or delegated staff) will periodically check that doors to restricted access areas are kept locked.

Visitor Management:

Visitors must:

- Sign the Visitors Book in reception on InVentry
- Be issued with a Visitors Pass and wear it.
- Be informed of relevant school safety procedures and any additional risks to their health and safety as appropriate for the visit.
- Return to reception on completion of their business, sign out in the Visitors Book and return their pass.

Operational Procedures and Vigilance

School security is of paramount importance. All staff are responsible for being vigilant and acting decisively and quickly should they notice a breach of security or security risk e.g. stranger on or near premises without identification etc.

The Headteacher, SLT and governors regularly review the physical security arrangements for the site.

- Each school within WPAT operates controlled access points, typically through a main entrance, with secure fencing around external areas.
- Each school within WPAT has a site specific Lockdown Policy.
- Access is via the main entrance only once the school day has begun. Staff may open external doors for lunchtimes and breaks. These doors, once open are monitored at all times and locked when not in use.
- Signs point out the main entrance and detail the need for staff, visitors and contractors to register with Reception.
- Pupils arriving late or needing to leave the school before the end of the day must be registered at Reception.
- All postal mail will be delivered to the Reception area.
- Any suspicious packages received will be left unopened, and the Headteacher and/or Site Manager will be immediately notified.
- Staff must look after their own property and use the correct storage facilities to keep personal items safe during the day.
- The Maintenance Officer ensures that buildings are secure
- CCTV cameras are installed, in some schools, around the site to minimise the risk of staff suffering abuse/physical assaults.
- Any suspicious packages that are received in Reception will be left unopened and the Headteacher and / or Maintenance Officer will be called.

Community Involvement

WPAT encourages the whole school community to contribute to maintaining a safe and secure environment by:

1. Notifying police immediately of any trespassers on the premises in or out of school working hours or of any unauthorised use of any part of the premises.
2. Notifying police if the alarm siren is sounding.
3. Reporting any unusual suspicious sightings of cars or persons in the close proximity to the school.
4. Reporting of incidents that happen to their child or themselves e.g. asked to get in a car, offered sweets, asked questions about school routines, etc.

- Compliance System
- Upload the security risk assessment

- Site inspections by the Maintenance Officer and any safeguarding concerns raised with the Headteacher immediately

6.38 Slips, Trips and Falls

WPAT is committed to preventing slips, trips, and falls, a leading cause of accidents. Our approach aligns with the Health and Safety at Work etc. Act 1974 and Regulation 12 of the Workplace (Health, Safety and Welfare) Regulations 1992, ensuring floors and traffic routes are safe and clear.

Risk Management

The Headteacher ensures risks from slips, trips, and falls are identified and assessed through regular site inspections and by reviewing accident reports.

Control Measures

We implement the following to reduce risks:

- Maintaining clear floors and traffic routes, free from obstructions and trailing cables.
- Regular inspection and maintenance of all internal and external surfaces.
- Promptly cleaning all spills and displaying clear 'wet floor' signs until surfaces are dry.
- Implementing safe cleaning schedules that prevent floors from becoming excessively wet or slippery.
- Regularly clearing external paths and playgrounds of debris and managing hazards like ice or snow with gritting.
- Ensuring steps have non-slip nosing, suitable handrails, and consistent heights/widths, with regular inspections for wear.
- Ensuring all areas are adequately lit, with prompt repair of defective lighting.
- Encouraging staff to wear appropriate and safe footwear.

Responsibilities and Review

The Maintenance Officer oversees maintenance and cleaning safety. All staff are responsible for good housekeeping, reporting hazards, and taking immediate action to make areas safe. Cleaning staff follow safe cleaning practices.

These arrangements are monitored through inspections and incident reports, and risk assessments are reviewed annually or after significant changes/incidents.

6.39 Stress Management

WPAT is committed to promoting the mental well-being of all staff and recognises the importance of managing work-related stress. We also understand that stress originating outside of school, including personal or home life issues, can significantly impact an individual's well-being and performance at work. We encourage staff to raise stress-related concerns with their line manager or Headteacher, or to access available confidential support

services, so that appropriate support can be offered. The Headteacher ensures arrangements are in place to manage work-related stress, aligning with HSE guidance and the Management of Health and Safety at Work Regulations 1999.

Identifying and Assessing Risks

- Organisational stress risk assessments are carried out periodically (e.g., annually) using the HSE Management Standards framework (Demands, Control, Support, Relationships, Role, Change).
- When an employee reports work-related stress, an individual role-related risk assessment is promptly conducted in consultation with them.
- Data such as absence records and staff surveys are monitored to identify potential stress issues.

Support and Control Measures

WPAT implements measures to prevent and mitigate stress:

- Immediate and appropriate support is offered to any employee reporting or absent with work-related stress.
- A single point of contact typically provides consistent support.
- Prompt access to Occupational Health (OH) support is facilitated where beneficial, especially for those experiencing work-related stress.
- All employees have access to confidential counselling and advice, signposted to the Employee Assistance Programme (EAP) or equivalent.
- Job roles and workloads are reviewed, with reasonable adjustments discussed and recorded to support the employee.

Responsibilities and Review

- Headteachers and Line Managers are responsible for fostering a supportive environment, conducting risk assessments, and implementing controls. All employees are encouraged to communicate concerns and engage with support. Arrangements are reviewed regularly, or sooner if significant changes occur or data indicates increased stress.

- OH UKIM Occupational Health and Wellbeing Team portal and paper based records
- The Business Manager maintains referrals and records on HR files
- Business Managers to ensure that individual stress risk assessments are carried out and implemented where needed.

6.40 Swimming and Hydrotherapy Pools

WPAT is committed to ensuring the highest standards of health and safety for any swimming pools or hydrotherapy pools within its schools. We recognise the significant risks associated

with pool operations, particularly the potential for serious incidents, and will ensure risks are managed in accordance with relevant health and safety legislation.

Schools must consult specialist advice to complete a risk assessment from Evolve before use of pop up pools. A copy of all risk assessments must be sent to SafeSchool (but they do *not* provide specialist advice on this activity) before a pop up pool is used.

Risk Management and Compliance

The Headteacher, on behalf of the Governing Committee, will ensure that a suitable and sufficient risk assessment is carried out for all swimming and hydrotherapy pool operations. This assessment will:

- Take account of the entire user population (pupils, staff, external users) and the inherent risks.
- Identify all necessary control measures to prevent harm, recognising that fatal incidents can occur very quickly in aquatic environments.

Operational Safety and Maintenance

To ensure safe operation and maintenance, each school with a pool will adhere to:

- HSE's guidance on 'Managing Health and Safety in Swimming Pools'.
- Guidance from the Pool Water Treatment Advisory Group (PWTAG), including standards for water treatment, pool maintenance, and operation. This also informs requirements for suitable training and qualifications for school pool operators.
- Legionella risk assessments, which will explicitly include swimming and hydrotherapy pools as part of the overall water system management.

Key Operational Safeguards

Specific arrangements will include, but are not limited to:

- Always ensuring adequate and appropriately trained supervision when pools are in use.
- Establishing and regularly practicing robust emergency action plans, including rescue and resuscitation procedures.
- Implementing strict regimes for water testing and treatment to maintain safe water quality.
- Regular inspection and maintenance of all pool plant, filtration, and heating equipment.
- Maintaining clean, safe, and slip-resistant surfaces in changing rooms and pool surrounds.

- Compliance System – paper based systems
- Ensure swimming pool risk assessment is approved by SafeSchool before proceeding

- Log copy of NOP and EOP
- Log water testing information
- Log reminder of annual review of risk assessment
- A named school based staff member to be assigned to ensure Risk Assessments are being fully implemented.

6.41 Training

Training Arrangements

WPAT is committed to ensuring all employees and relevant persons receive appropriate health and safety training. The Headteacher, on behalf of WPAT, will ensure:

- Essential safety training needs, including refreshers, are identified through the risk assessment process and delivered as required.
- Staff will not use equipment unless they have received appropriate training to do so.
- Suitable health and safety awareness training is provided to those in management or leadership roles.
- A formal health and safety induction is conducted for all permanent, temporary, supply, and volunteer employees. This induction will cover their health and safety responsibilities, the school's arrangements, and relevant risk assessments for their activities.
- Comprehensive training records/training matrix are maintained for all employees.

Definition of Training

Health and safety training may not solely involve attendance at formal courses. It can include:

- Providing basic instructions and information about health and safety in the school.
- Instructions on the safe operation of specific equipment (manufacturer's instructions).
- Review and understanding of relevant risk assessments for activities.

- Compliance System – training system and WPAT Staff Training Requirements V6
- Business Manager to maintain training matrix
- Business Manager to log annual review in training system

6.42 Tree Safety

WPAT recognises that trees within school grounds can present significant hazards if not appropriately managed. We are committed to ensuring the safety of all individuals on our premises from risks posed by trees, in compliance with the Health and Safety at Work etc. Act 1974, the Occupiers' Liability Act 1957 and 1984, and the Management of Health and Safety at Work Regulations 1999. We acknowledge the specific duty of care owed to children, who may behave less carefully than adults.

Risk Assessment and Inspection Regime

- The Headteacher, on behalf of the Governing Committee, will ensure a robust system for assessing and managing tree safety, guided by **HSE guidance on 'Management of the risk from falling trees'** and the **Forestry Commission**. This system will include:
- Categorising trees by their proximity to areas of public access (e.g., frequent access zones around playgrounds and buildings, and less frequently accessed zones).
- Regular visual inspections of trees, particularly those in frequently visited zones, by a person with a working knowledge of trees and their defects. These checks will look for obvious signs of instability or decay.
- Commissioning professional arboricultural surveys and maintenance where applicable, especially for trees identified as high risk or as part of a scheduled programme. Such work will only be carried out by suitably **competent contractors**.
- Maintenance Officer to check after high winds and record inspection

Control Measures and Maintenance

- A system will be in place to promptly report any identified defects or damage to trees (e.g., from severe gales or vehicle collisions) and to trigger necessary checks or remedial action.
- Any identified structural faults or elevated risks will be addressed by planned and timely remedial action, carried out by competent arboriculturists.
- Comprehensive records of all tree inspections identified defects, and remedial actions will be maintained.
- Risk assessments will also cover general grounds maintenance activities (e.g., leaf blowing, mowing, strimming), ensuring employees only use equipment for which they are trained, in line with the Provision and Use of Work Equipment Regulations 1999.

- Compliance System
- Maintenance Officer to upload latest tree survey and remedial actions
- Maintenance Officer to log a two-yearly reminder of survey
- Estates Manager to ensure surveys are up to date on RAG reports

6.43 Traffic Management

WPAT is committed to ensuring the safety of staff, visitors, and pedestrians while entering, moving within, and leaving school premises. Each Headteacher, on behalf of their Governing Committee, will implement a controlled traffic management system in compliance with the Workplace (Health, Safety and Welfare) Regulations 1992 and other relevant health and safety legislation. Traffic management should be in place at each school.

Risk Assessment and Compliance

A suitable and sufficient risk assessment will be carried out for traffic management, encompassing:

- Traffic movement within the site, including vehicle types and speeds.
- Pedestrian and vehicle segregation, noting where existing layouts may limit full separation, requiring application of "so far as is reasonably practicable."
- Car parking arrangements and their impact on safety.
- Signage and its clarity.

This risk assessment will specifically consider different key times of the day (e.g., pupil arrival/departure). It will be reviewed annually, or sooner if there are changes to the site layout, or after any accident or near miss.

WPAT will ensure that:

- Workplaces are organised for the safe circulation of pedestrians and vehicles.
- Traffic routes are suitable, sufficient in number, well-positioned, and of adequate size.
- All traffic routes are suitably indicated with signage where necessary for health and safety reasons.

Key Control Measures:

- Car parking facilities and site layouts will prioritise the minimisation of contact between pedestrians and vehicles, utilising designated pedestrian routes and separate access points where practicable.
- Artificial lighting will be provided in car parks and loading areas to ensure adequate visibility during darkness.
- **Traffic Flow and Parking Management:**
 - On-site staff, led by the Maintenance Officer, will ensure adherence to designated 'No Parking' areas and keep fire exit routes clear at all times.
 - Grit or salt will be available and applied to traffic and pedestrian routes during icy conditions.
- Regular checks will be conducted on road surfaces, gullies, drainage channels, and pavements to identify and rectify hazards such as slipping/tripping risks and potholes.

Maintenance Work Procedures

Where maintenance work impacts traffic or pedestrian routes, the following will be ensured:

- Work is carried out outside normal school hours wherever possible.
- Tasks are carefully planned, considering traffic and pedestrian movements, busy times, and other site activities.

- Compliance System
- Maintenance Officers to update car park risk assessment
- Maintenance Officers to log car park inspection termly

- Estates Manager to undertake reviews as part of RAG

6.44 Violence and Aggression

WPAT recognizes that violence and aggression in the workplace, though unacceptable, is a potential hazard within the school environment. This includes incidents involving dysregulated pupils. The Headteacher, on behalf of the Governing Committee, will ensure proactive measures are in place to manage these risks in accordance with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

Risk Assessment and Prevention

- A specific risk assessment will be carried out to identify potential situations and tasks where violence and aggression may occur, including those involving dysregulated pupils (e.g., lone working, responding to intruder alarms, managing pupils with challenging behaviour). This assessment will:
 - Recognise the risk from violence.
 - Give commitment to reducing these risks.
 - State responsibilities for action.
 - Explain expectations for individual employees.
 - Provide support for those affected by assault or verbal abuse.
- The risk assessment will be reviewed as and when required, but at least annually.
- Suitable preventative precautions will be implemented, including clear 'zero tolerance' messaging, effective means of communication, and the use of CCTV where available.

Training and Support

- Where identified by risk assessment, employees will receive appropriate information, instruction, and specific training for dealing with aggressive situations, including those involving dysregulated pupils (e.g., de-escalation techniques, Team Teach, MAPA training). Refresher training will be provided at recommended intervals.
- Counselling and support will be offered to employees following incidents of violent, aggressive, or abusive behaviour.

Incident Reporting

- All incidents of physical assault by pupils (including dysregulated pupils) where an injury is sustained by a member of staff or another pupil must be recorded on the designated F01 accident form.
- Any incidents of violence and aggression directed by third parties towards staff must be reported following WPAT's incident reporting procedures.

Review: The policy, risk assessments, and associated procedures regarding violence and aggression will be reviewed annually, or if there is any significant change.

- Compliance System – training system, manual records and internal reporting to SLT
- Business Manager to maintain the risk assessment for staff exposed to violence and aggression
- Business Manager to update training matrix of staff training records for Team Teach or equivalent
- Business Manager to log a reminder for refresher training in training system

6.45 Water Hygiene and Legionella

WPAT is committed to protecting all individuals from risks associated with water systems, particularly Legionella bacteria. This commitment aligns with our duties under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and the Control of Substances Hazardous to Health Regulations 2002 (COSHH), adhering strictly to HSE's Approved Code of Practice L8 ('Legionnaires' Disease: The Control of Legionella bacteria in water systems').

Trust-Level Responsibilities

The Headteacher, on behalf of the Governing Committee, will ensure a robust system is in place for managing Legionella risks across all school sites. This includes:

- **Risk Assessment:** Conducting suitable and sufficient Legionella risk assessments for all water systems (including hot and cold-water systems, showers, and any pools), identifying potential sources of risk. These assessments will be reviewed at least every two years, or sooner if there are significant changes to the water system or premises. External assistance will be sought where necessary.
- **Responsible Person:** Appointing a competent 'Responsible Person' for WPAT, with sufficient knowledge and experience to manage the Legionella control scheme effectively. This individual will receive appropriate, regular training.
- **Written Scheme:** Developing and maintaining a written scheme of control that details how Legionella risks are to be managed, including operational procedures, control measures, and monitoring frequencies.
- **Implementation and Monitoring:** Implementing and regularly monitoring the control scheme to ensure its effectiveness. Ensuring any necessary water treatment or maintenance is carried out by competent, verified contractors.
- **Record Keeping:** Maintaining comprehensive records of risk assessments, the written scheme, monitoring results, and details of any control actions taken. These records will be kept for a minimum of five years.

School Implementation

Each school within WPAT is responsible for effective daily management to minimise Legionellosis risk. The Maintenance Officer at each school will ensure adequate control of water systems by:

- Appointing the Headteacher as the nominated Statutory Duty holder for their site.
- Appointing themselves as the nominated Responsible Person for their site, providing site-specific oversight.
- Appointing competent, accredited contractors to provide planned preventative maintenance for their school's water systems.
- Systematically identifying and assessing risks associated with Legionella bacteria proliferation within their school's systems.
- Allocating appropriate resources to maintain the reduction of risk.
- Implementing and recording effective control measures, such as thermal disinfection and ensuring consistent water flow through the system to prevent bacterial growth in buildings and services.

The school attaches the greatest importance to the health, safety, and welfare of staff, pupils, and visitors, ensuring an environment where health hazards are minimised so far as is reasonably practicable.

- Compliance System
- Upload the school water risk assessment
- Maintenance Officers to log two-year reminder for review of water risk assessment
- Estates Manager carries out temperature checks
- Upload monthly temperature checks to the compliance system
- Upload of weekly checks of seldom used outlets to the compliance system

6.46 Work Equipment

WPAT recognises that all work equipment poses a foreseeable hazard in the school environment. The Headteacher, on behalf of the Governing Committee, will ensure the safe provision and use of all machinery, appliances, apparatus, tools, and installations used at work, in compliance with:

- The Provision and Use of Work Equipment Regulations 1998 (PUWER)
- The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- The Pressure Systems Safety Regulations 2000 (PSSR)

General Principles for Work Equipment

The Headteacher and Estates Manager will ensure that for all work equipment:

- A suitable and sufficient risk assessment is undertaken, considering the individual hazards, appropriate selection for the task, use, inspection, maintenance, and user training.
- All equipment is suitable for its intended use and conforms to relevant safety standards (e.g., CE marked).

- Employees will only use equipment for which they have received adequate information, instruction, and training.
- Specific Tool Use:
 - Only basic DIY tools (e.g., drills, sanders, jigsaws) will be used by non-specialist staff where assessed as safe.
 - Prior permission from the Headteacher is required for operational staff to use higher-risk tools (e.g., angle grinders, circular saws, chainsaws, ride-on mowers).
- Only trained and competent persons will undertake maintenance, repairs, or modifications of work equipment.
- All dangerous parts of machinery/equipment are guarded or protected as per manufacturer's instructions.
- Documented local safe systems of work are in place, and relevant warning signs are displayed.
- If an employee brings their own tools to use on site the following must be carried out:
 - PUWER register for the tools.
 - Estates Manager to check:
 - PAT testing, any signs of damage,
 - Individual is capable of using the equipment,
 - A Risk Assessment is in place.

Inspection and Maintenance

- At each school the Maintenance Officer will be responsible for:
 - The supply, procurement, and repair of work equipment and machinery
 - Maintaining an equipment (PUWER) register, detailing risk assessments,
 - Keeping servicing/maintenance regimes
 - Records of training needs, PPE requirements, and authorised users.
- Trained users will carry out pre-use inspections.
- Employees are required to report any problems, damage, or defects with plant or equipment immediately. Defective equipment will be clearly marked and taken out of service pending repair or disposal.
- Scheduled and Statutory Inspections:
 - Regular and documented user checklists will be used for equipment inspections.

- All plant and equipment requiring statutory inspection and testing (e.g., steam boilers, compressors, lifting equipment, pressure cookers) will be inspected by appropriate competent contractors/insurance companies at specified intervals.
- Lifting equipment will undergo thorough examinations every 6 months for lifting accessories and equipment lifting people, and every 12 months for other lifting equipment.
- Pressure systems will have a whole-system maintenance programme detailed in a written scheme of examination, with statutory inspections repeated every 12 months where required.
- Maintenance and inspection of work equipment will be carried out as required by manufacturer's/supplier's instructions.
- Heads of Department or relevant lead staff are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

- | |
|---|
| <ul style="list-style-type: none"> • Compliance System, Risk Assessment Register and paper records • Upload all servicing records, statutory inspection certificates, inspection records, staff training to operate equipment • Log reminders for servicing, inspection, maintenance, and staff training |
|---|

6.47 Work at height

WPAT is committed to managing risks associated with working at height to protect all individuals on its premises. In accordance with the Work at Height Regulations 2005, the Headteacher, on behalf of the Governing Committee, will ensure:

- Work at height will be **avoided** wherever reasonably practicable.
- **Ladder/Stepladder Use Justification and Limits:**
 - A ladder or stepladder will only be used for work at height if the risk assessment demonstrates that the use of more suitable work equipment is not justified, either because the risk is low and for short duration, or due to existing site features that cannot be altered.
 - For such tasks (e.g., putting up displays, changing light fittings), a risk assessment will confirm use only for:
 - Low-risk activities.
 - Light work (up to 10kg).
 - Short duration (less than 30 minutes).
 - The Estates Manager (or delegated competent person) will ensure these assessments are carried out.
- **Site-Specific High-Risk Assessments:**

- For more hazardous or complex work at height (e.g., cleaning gutters, accessing fragile roofs), site-specific risk assessments will be conducted before work begins.
- The Estates Manager will ensure these assessments address measures for fragile roofs, guard rails, and planning for emergencies and rescue, reducing risks as far as reasonably practicable.
- **Training:**
 - All relevant staff, including teachers and TA's who use small stepladders and "elephant's feet," will receive appropriate training, refreshed at least every two years.
 - Copies of relevant risk assessments will be provided to authorised employees.
- **Equipment Provision and Management:**
 - Employees will have access to appropriate equipment for the task (e.g., foot stools for teaching/support staff; stepladders, ladders, platforms for the site team).
 - Employees using this equipment will carry out pre-use inspections.
 - Regular formal inspections of all work at height equipment will be conducted by the Estates Manager (or a competent contractor).
 - All equipment will be tagged/numbered, and a ladder/equipment register will be maintained with inspection records.

6.48 Window Cleaning

In addition to the Work at Height Regulations 2005, the Workplace (Health, Safety and Welfare) Regulations 1992 require that windows and skylights are designed or constructed to enable them to be cleaned safely. This may involve incorporating safety devices such as anchorage points, suitable points for tying ladders, or windows that can be cleaned from inside.

- A risk assessment will determine the safest method for window cleaning, prioritising avoiding working at height where possible.
- Where working at height is necessary for window cleaning, the hierarchy of control measures specified by the Work at Height Regulations 2005 will be applied.
- When engaging independent window cleaners, as with any other contractor, WPAT will take measures to verify their competence and ensure they operate in a safe manner, only engaging those who demonstrate safe working practices.

- Compliance System
- Ladder registers held on each site
- Reminders for ladder checks set in the compliance system
- Staff refresher training every 2 years - premises and teaching staff

Appendix A - WPAT Estate Maintenance Schedule

NB: This Schedule provides an outline of the specific areas, their service requirements and inspection regimes it is important that cognizance is taken of the requirements of the overarching Health and Safety legislation as described in the 'Introduction to Legislation' section of this document.

Recommended Guidance

DfE Good estate management for schools

This provides advice for schools and responsible bodies to help manage their school buildings and land. This manual is useful if you have responsibility for overseeing or managing the estate of a school or schools, including buildings, grounds and infrastructure.

Aspect	Service Requirement	Statutory/ Recommend	Frequency/Regularity	Relevant Legislation/British Standard/Approved Code of Practice
Air Conditioning Systems	Inspection.	Best Practice Statutory	Annual or bi-annual (the current SLA provides for annual). Not exceeding five years.	Under The Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007 The Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007 No. 991
Asbestos register	Asbestos survey. Asbestos demolition survey when carrying out intrusive works. Update Asbestos management plan every 12 months. All staff to sign register every 12 months. All contractors attending site must sign a register.	Statutory	Monthly/When circumstances dictate e.g. if changes to the premises have been made. Monthly inspections by Estates Team.	Control of Asbestos at Work Regulations 2012 http://www.hse.gov.uk/asbestos/schools.pdf

Aspect	Service Requirement	Statutory/ Recommend	Frequency/Regularity	Relevant Legislation/British Standard/Approved Code of Practice
	All relevant staff to receive asbestos training every 2 years.			
Car Parking and Vehicle / Pedestrian Segregation	Risk Assessment to be updated every 12 months or after changes to the area, equipment etc. and always after an accident or Near Miss.			The Workplace (Health, Safety and Welfare) Regulations 1992 (regulation 17).
Compulsory Display of Notices	To be displayed: <ul style="list-style-type: none"> • HSE poster with correct information. • Insurance certificates. • Energy Certificate. • Fire Wardens. • First Aid. • Safeguarding. • Health and Safety Policy. 	The display of most information Statutory	Regular checks to ensure information is still on display and is current.	Various
Construction (Design and Management) Regulations 2015	On vetting of a construction project. <ul style="list-style-type: none"> • Risk Assessment. • Method Statement. • Appropriate level of Public Liability Insurance. • Employees Insurance. • Estates team must be notified before any CDM works commence. 	Statutory	As required – on letting of a construction project.	Construction (Design and Management) Regulations 2015 http://www.hse.gov.uk/construction/cdm.htm
Contractor Qualification Check	Each RAG inspection checks: <ul style="list-style-type: none"> • Checks made on contractor's qualifications i.e. NICEIC, ECA, Gas Safe Asbestos Awareness for 	Statutory or good practice	On appointment of contractor. Where contractors are appointed directly by the	This is covered by various pieces of legislation, such as Electricity at Work Regulations 1989, Gas Safety Regulations 1998 etc.

Aspect	Service Requirement	Statutory/ Recommend	Frequency/Regularity	Relevant Legislation/British Standard/Approved Code of Practice
	contractors working on fabric of the building.		School Business Manager then checks should be made to ensure that they have the appropriate qualifications to carry out the specified work.	Control of Asbestos Regulations 2012.
Control of Substances Hazardous to Health (COSHH) Risk Assessment	Each RAG inspection checks : <ul style="list-style-type: none"> Storage and use of hazardous materials Maintenance Officer to update file every 12 months on all items used in the school with Manufacturers Safety Data Sheet (MSDS). Ensure COSHH training for employees who use hazardous substances is up-to-date. 	Statutory	Annual (Best Practice) Each RAG inspection checks : <ul style="list-style-type: none"> Storage and use of hazardous materials. 	The Control of Substance Hazardous to Health Regulations 2002 (as amended) COSHH A Brief Guide to the Regulations COSHH Approved Code of Practice (NB this is a priced publication).
Disabled persons	Inspection.	Statutory	Checks to be made whenever alteration /changes are made to the building or the external environment.	Equality Act 2010 and BS8300.
Duct Hygiene (Air Cond., Plenum Heating)	Inspection and Testing (conducted through SLA).		6 monthly inspection and testing – thorough cleaning routine determined from testing/inspection results	Workplace (Health, Safety and Welfare Regulations) 1992 and COSHH LEV Testing.
Electrical - PAT	Portable appliance testing as per risk assessment for each school based on risk of items and use.	Statutory	Every 2 years.	Electricity at Work Act 1989 The Provision and Use of Work Equipment Regulations 1998 (PUWER)

Aspect	Service Requirement	Statutory/ Recommend	Frequency/Regularity	Relevant Legislation/British Standard/Approved Code of Practice
Electrical - Fixed Electrical Installations	Schematic of supply route and primary distribution	Best Practice	Annual Update RCDs are tested every 3 months on schools SLA Each RAG inspection checks: <ul style="list-style-type: none"> Any remedial actions completed for each school 	Electricity at Work Regulations 1989 and BS 7671 IEE Wiring Regulations Simple precautions - Work on electrical equipment machinery or installations
Electrical - Fixed Electrical Installations	Inspection of fixed wiring and all distribution boards and safety devices	Highly recommend	Annual (currently on SLA).	Electricity at Work Regulations 1989 and BS 7671 IEE Wiring Regulations Electrical Safety Council's Best Practice Guide on Periodic Inspection Reporting
Electrical - Fixed Electrical Installations	Testing of all fixed wiring and all distribution boards	Statutory	5 yearly (or more frequently as determined by competent person). (Currently on SLA).	Electricity at Work Regulations 1989 and BS 7671 IEE Wiring Regulations
Electrical Stage Lighting (if relevant)	Inspection and testing		Annually inspected and tested by competent person	
Electrical Stage Lighting (if relevant)	Inspection and testing of portable dimmer racks with no fixed cabling, plugs, sockets, flexible leads		Every 3 months and after every alteration	
Emergency Lighting	Inspection and testing of system 3 hour run down test every 12 months by service provider (including smoke alarms).	Statutory	Monthly by Estates Manager. Check functionality Device [Circuit Breaker] test. To include stop button functional test. Every 3 months - 1 hour duration test	Electricity at Work Regulations 1989 and Regulatory Reform (Fire Safety) Order 2005

Aspect	Service Requirement	Statutory/ Recommend	Frequency/Regularity	Relevant Legislation/British Standard/Approved Code of Practice
			3 -hour duration test every 12 months. Annual inspection and 3-hour test by competent contractor	
Fire Risk Assessment and Management Plan	Fire Risk Assessment If there are changes to the structure, layout, fire equipment on a site the FRA must be reviewed immediately. WPAT are currently tendering for a new supplier and SLA.	Statutory	Every 12 months including actioning any required works. Each RAG inspection checks fire log book is up-to-date	Regulatory Reform (Fire Safety) Order 2005
Fire Detection and Alarm Systems	Weekly fire alarm test and check mag. Locks drop by Maintenance Officer. 6 month hard wire inspection by service provider. Termly full school fire drills.	Best Practice	Weekly test with formal six monthly and annual inspections by competent person Each RAG inspection checks fire log book is up-to-date	Regulatory Reform (Fire Safety) Order 2005
Fire Doors	Inspection	Best practice	Weekly visual by maintenance officers 6 monthly full check of all fire doors – records kept Each RAG inspection checks fire log book is up-to-date.	Regulatory Reform (Fire Safety) Order 2005
Fire Fighting Equipment	Inspection and maintenance extinguishers (conducted through SLA).	Best practice	Annual by service provider and weekly by maintenance officers. Records kept.	Regulatory Reform (Fire Safety) Order 2005

Aspect	Service Requirement	Statutory/ Recommend	Frequency/Regularity	Relevant Legislation/British Standard/Approved Code of Practice
First Aid Equipment	Weekly Inspection (including defibrillator) by named person. Record to be kept.		Regular checks to ensure no equipment is outside of expiry date Checked by the Estates Manager on each RAG.	Health and Safety (First Aid) Regulations 1981
Gas Appliances	(Conducted through SLA).	Statutory	Annual.	The Gas Safety (Installations and Use) Regulations 1998 2018 amendment Gas Safety (Installation and Use) (Amendment) Regulations 2018.
Gas Pipe Work	Gas Safety Inspections and certificates Identification and location (conducted through SLA).	Statutory	Annual updating.	The Gas Safety (Installations and Use) Regulations 1998 2018 amendment Gas Safety (Installation and Use) (Amendment) Regulations 2018.
Gas Pipe Work	Servicing for efficient operation, combustion.	Statutory duty on Landlords.	Annual Servicing to include check on ventilation, adequate flues, heat input combustion conformance, appliance is stable and safety devices working	The Gas Safety (Installations and Use) Regulations 1998. 2018 amendment Gas Safety (Installation and Use) (Amendment) Regulations 2018.
Gas Pipe Work	Visual condition inspection and testing if required.	Recommended .	Annual.	The Gas Safety (Installations and Use) Regulations 1998] 2018 amendment Gas Safety (Installation and Use) (Amendment) Regulations 2018.
Glazing	Daily checks by the maintenance officers and three times per year on RAG reports.	Statutory.	Initial survey of building to identify areas where safety glazing should be in place, ongoing checks that any	Workplace (Health, Safety and Welfare Regulations 1992) and Building Regulation Part M.

Aspect	Service Requirement	Statutory/ Recommend	Frequency/Regularity	Relevant Legislation/British Standard/Approved Code of Practice
			glazing replacements are with safety glass as required. Each RAG inspection checks.	
Hydrotherapy Pools and Swimming Pools	Risk Assessment.		The Health and Safety Executive publication HSG179 Managing health and safety in swimming pools (HSG179) WPAT school have no permanent swimming pools however 2 schools use an outside contractor for a pop up pool and 1 school is looking to put in a pop up pool under their own supervision.	Health and Safety Act Work Act 1974.
Kitchen Equipment	Cleaning and Servicing.	Statutory Best Practice	Kitchen equipment serviced every 12 months. The canopy is cleaned and serviced every 6 months.	
Lifts and Hoists	Thorough examination, full maintenance and Inspection (conducted through SLA). Insurance inspection every 12 months.	Statutory	Every 6 months minimum for passenger lifts Every 12 months for goods lifts After substantial and significant changes have been made	Lift Operations and Lifting Equipment Regulations 1998 Thorough examination and testing of lifts
Lighting Conductors	Inspection and testing (conducted through SLA).	Best Practice.	Every 11 months full test to assess adequacy of	BS 6551, 1992.

Aspect	Service Requirement	Statutory/ Recommend	Frequency/Regularity	Relevant Legislation/British Standard/Approved Code of Practice
			earthing, evidence of corrosion, alterations to structure (by competent persons to BS 7430).	
Manual handling			Each RAG inspection checks: <ul style="list-style-type: none"> • Check any significant manual handling activities have risk assessments • Check training is in-date for Maintenance Officers. 	
Mobiles – Stability of	Structural inspection of mobile accommodation.	Best Practice.	Subject to daily visual checks by Maintenance Officers. Annual. 2 schools have recently installed 2 Forrest school building.	
Playground and Gymnasium equipment - Fixed	Inspection and testing (conducted through SLA).	Best Practice	Annual by service provider. Playground – daily by Maintenance Officer. Gym equipment (fixed and portable) – by teacher before use. Action should be taken for any repairs as required. Outside contractor to check both internal and external equipment every 12 months	BS 5696, BS 7188, BS7044,BS 1892 Part 1 2003

Aspect	Service Requirement	Statutory/ Recommend	Frequency/Regularity	Relevant Legislation/British Standard/Approved Code of Practice
Radon	Risk Assessment.		All WPAT schools in low risk areas.	Ionising Radiation Regulations 1999. Statutory Instrument 1999 No. 3232
Shared Premises	Risk Assessment.		Lettings policy or lease for each site plus risk assessment carried out.	Reg. 11 of the Management of Health and Safety at work regulations 1999.
Slips and Trips	Risk Assessment.		Daily by Maintenance Officer.	The Workplace (Health and Safety and Welfare) Regulations 1992. www.hse.gov.uk/slips/index.htm
Tree Safety	Risk Assessment The school use 2 tree survey companies to carry out the tree survey every 2 years.		Every 2 years by service provider. Following high winds by maintenance officer (seeking specialist advice if required). Daily by Maintenance Officers and after periods of high winds.	Health and Safety at Work etc. Act 1974 Occupiers Liability Act 1957 and 1984
Water Hygiene and Safety (Legionnaires' Disease etc.)	Risk Assessment reviewed annually conducted through SLA).	Statutory	Weekly full school run off by Maintenance Officer. Monthly full school water temperature by Estates team. Monthly shower cleaner by Estates Team. Tank clean as per risk assessment. Water samples as per risk assessment. Records kept of all of the above.	Health and Safety Act Work Act 1974 Control of Substances Hazardous to Health Regulations 2002 (COSHH) The Notification of Cooling Towers and Evaporative Condensers Regulations Legionnaires' Disease – The Control of Legionella Bacteria in Water Systems Approved Code of Practice

Aspect	Service Requirement	Statutory/ Recommend	Frequency/Regularity	Relevant Legislation/British Standard/Approved Code of Practice
Water Hygiene and Safety Legionnaires' Disease Water Systems Cold water Systems	Plan of Primary pipe work and main isolation points. Visual Condition and Compliance inspection Tank condition and compliance inspection. Water Quality Check (Conducted through SLA).	Best Practice Recommended Statutory By exception from supply company	Annual Updating Annual Annual By exception	Health and Safety Act Work Act 1974 Control of Substances Hazardous to Health Regulations 2002 (COSHH) The Notification of Cooling Towers and Evaporative Condensers Regulations Legionnaires' Disease – The Control of Legionella Bacteria in Water Systems Approved Code of Practice
Water Hygiene and Safety Legionnaires' Disease Water Systems – Low pressure hot water systems	Visual condition inspection Maintenance checks on all pipe work devices (strainer, valves, blending valves, pumps etc. (Conducted through SLA).	Recommended Best practice	Annual Annual updating	
Water Hygiene and Safety Legionnaires' Disease	Water Systems Risk Assessment Water Quality checks (Conducted through SLA).	Statutory Statutory	Bi-annual review, any change to the system to initiate a review or user can initiate. Subject to risk assessment.	Health and Safety Act Work Act 1974 Control of Substances Hazardous to Health Regulations 2002 (COSHH) The Notification of Cooling Towers and Evaporative Condensers Regulations Legionnaires' Disease – The Control of Legionella Bacteria in Water Systems Approved Code of Practice
Water Systems	Water and Surface Temperature (Conducted through SLA).	Statutory	Risk Assessment	Education (School Premises Regulations) 1999

Aspect	Service Requirement	Statutory/ Recommend	Frequency/Regularity	Relevant Legislation/British Standard/Approved Code of Practice
Workstation Assessment	Analysis of workstation to assess any health and safety risks (Self-assessment). (Conducted by Estates Manager)		Change of employee or relocation of workstation. Self-assessment unless a concern or issue requiring support,	Health and Safety (Display Screen Equipment) Regulations 1992
Working at Height	<ul style="list-style-type: none"> • Work at height risk assessments for Maintenance Officers and other staff who use ladders in school. • Ladder register for each school. • Training records for each school to include other staff who use step ladders etc. for putting up displays etc. 	Statutory	Ladder checks- pre-use visual and formal recorded 6 monthly Training at induction and every 2 years.	Work at Height Regulations 2005
Working at Height – safety Eyes Bolts and Cradles	Inspection and testing (Conducted through SLA).	Statutory	Annual	Lift Operations and Lifting Equipment Regulations 1998

Appendix B – Appointing and Managing Contractors on WPAT School Sites

Appointing and Managing Contractors on WPAT School Sites

School:

Description of Works:



Quotes received from:

Successful company:

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I am assured this is best value for money for the school

Signed: _____ Business Manager Date: _____

Assurances checked before work starts:

Professional body membership seen		
Competence checked - relevant and in-date for the work being carried out		
Risk assessments suitable		
Safe Systems of work provided		
Insurance certificate seen		
School day/working practice agreed		

I agree that work can now commence

Signed: _____ Maintenance Officer Date: _____

On first site visit/work commencing:

Sign asbestos register		
DBS certificates or supervised?		
Fire evacuation procedure		
Copy of Contractors Guidance given		

I agree that work can be undertaken

Signed: _____ Maintenance Officer Date: _____

While on site for example:

Check working to own safe practices: Working at height? Electricity isolation at source? Sign in and out of building? Maintaining security on site? Do the tools look in good condition? Tools not left unattended? Is PPE needed and is it being worn?	<i>Please circle</i> Yes / No / Not applicable Yes / No / Not applicable Yes / No / Not applicable Yes / No / Not applicable Yes / No / Not applicable Yes / No / Not applicable Yes / No / Not applicable	<i>Note of action</i>
Other observations		

I agree that work can continue

Signed: _____ Maintenance Officer Date: _____

Review of work:

Were there any Health and Safety problems? Would you employ them again? Has the work been completed in full? Has the original brief been fully met?	Yes / No / Not applicable Yes / No / Not applicable Yes / No / Not applicable Yes / No / Not applicable	
--	--	--

I agree that the work was undertaken sufficiently and the invoice can be paid when presented

Signed: _____ Maintenance Officer Date: _____

Appendix C - Health and Safety (Display Screen Equipment) Regs 1992

WORKSTATION RISK ASSESSMENT CHECKLIST

Please note: this document forms a first review of the DSE Assessment Form. Its content will be updated in the light of feedback from users and risk assessors.

INTRODUCTION

The following checklist is designed to allow an assessment of individual Display Screen Equipment (DSE) workstations to be carried out, in terms of the Health and Safety (Display Screen Equipment) Regulations 1992, and associated guidance.

Users should be encouraged to carry out their own risk assessment, which will then be checked by their Line Manager. A new risk assessment needs to be carried out if there is a change of user, a change in equipment, or in location/set up.

Work through the checklist, ticking either the "yes" or "no" column against each risk factor:

- "Yes" answers require no further action.
- "No" answers will require investigation and/or remedial action by the workstation assessor. They should record their decisions in the "Action to take" column. Assessors should check later that actions have been taken and have resolved the problem.

Please note that, though a characteristic of the workstation may not precisely match the advice given in the Local Authority Health and Safety Management Arrangements for Display Screen Equipment, remedial action will not require to be applied if the user in question is satisfied with the item, and desires no change, providing it does not present a risk to the health and safety of the individual.




Remember the checklist only covers the workstation and work environment. You also need to make sure that risks from other aspects of the work are avoided, for example by giving users health and safety training, and providing for breaks or changes of activity. Advice on these is given in the main text of the guidance.




Workstation location: (School, Department etc., building, room no and floor)
Name of user:
Assessment completed by:
Assessment checked by:
Date of assessment:
Any further action needed? Yes/No <i>Please specify action(s) required:</i>
Follow up action(s) completed on:

ASSESSMENT CHECKLIST

<i>Risk Factors</i>	<i>Tick answer</i> <i>Yes no</i>		<i>Things to consider</i>	<i>Action to take</i>
1. DISPLAY SCREENS				
Are the characters clear and readable?			<p>Make sure the screen is clean, and cleaning materials are made available.</p> <p>Check that text and background colours work well together.</p>	
Is the text size comfortable to read?			Software settings may need adjusting to change text size.	
Is the image stable, i.e., free of flicker?			<p>Try using different screen colours to reduce flicker, e.g., darker background and lighter text, increase refresh rate of monitor setting.</p> <p>If problems still exist, contact your IT support.</p>	
Is the screen's specification suitable for its intended use?			For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	
Are the brightness and/or contrast adjustable?			Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	
Does the screen swivel and tilt?			<p>Swivel and tilt need not be built in; you can add a swivel and tilt mechanism.</p> <p>However, you may need to replace the screen if:</p> <ul style="list-style-type: none"> • Swivel/tilt is absent or unsatisfactory. • Work is intensive; and/or. • The user has problems getting the screen to a comfortable position 	

<i>Risk Factors</i>	<i>Tick answer</i> <i>Yes no</i>		<i>Things to consider</i>	<i>Action to take</i>
			<p>The height of the screen should be roughly at eye level. A monitor stand may be required.</p> <p>If using an LCD screen, ensure it is adjustable in height, alternatively use a monitor stand.</p>	
Is the screen free from glare and reflections?			<p>Find the source of the reflections.</p> <p>You might need to move the screen or even the desk and/or shield the screen from the source of reflections.</p> <p>Screens that use dark characters on a light background are less prone to glare and reflections.</p>	
Is the user facing the screen?			Position the screen in front of the user, to avoid any twisting.	
Are adjustable window coverings provided and in adequate condition?			<p>Check that curtains/blinds are in good working order. If not, report to Line Manager.</p> <p>If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.</p>	
2. KEYBOARDS				
Is the keyboard separate from the screen?			This is a requirement, unless the task makes it impracticable (e.g. where there is a need to use a portable computer).	
Does the keyboard tilt?			Tilt need not be built in	

<i>Risk Factors</i>	<i>Tick answer</i> <i>Yes no</i>		<i>Things to consider</i>	<i>Action to take</i>
<p>Is it possible to find a comfortable keying position?</p> <div>  <p>YES</p> </div> <div>  <p>NO</p> </div> <div>  <p>NO</p> </div>			<p>Try pushing the display screen further back to create more room for the keyboard, hands and wrists.</p> <p>Keep elbows close to the body, do not overstretch the arms.</p> <p>Users of thick, raised keyboards may need a wrist rest.</p> <p>Users may find the use of a compact mini-keyboard more comfortable.</p>	
Does the user have good keyboard technique?			<p>Training can be used to prevent:</p> <ul style="list-style-type: none"> • Hands bent up at wrist. • Hitting the keys too hard. • Overstretching the fingers. 	
Are the characters on the keys easily readable?			<p>Keyboards should be kept clean. If characters still cannot be read, the keyboard may need modifying or replacing.</p> <p>Use a keyboard with a matt finish to reduce glare and/or reflection.</p>	
3. MOUSE, TRACKBALL ETC				
Is the device suitable for the tasks it is used for?			<p>If the user is having problems, try a different device. The mouse and trackball are general-purpose devices suitable for many tasks, and available in a variety of shapes and sizes.</p> <p>Alternative devices such as touch screens may be better for some tasks (but can be worse for others).</p> <p>Check the device has been set to suit the user (for right- or left-hand user).</p>	

<i>Risk Factors</i>	<i>Tick answer</i> <i>Yes no</i>		<i>Things to consider</i>	<i>Action to take</i>
<p>Is the device positioned close to the user?</p>  <p>NO</p>  <p>YES</p> 			<p>Most devices are best placed as close as possible, e.g., right beside the keyboard.</p> <p>Training may be needed to:</p> <ul style="list-style-type: none"> • Prevent arm overreaching. • Tell users not to leave their hand on the device when it is not being used. • Encourage a relaxed arm and straight wrist. <p>A compact keyboard will help the user to avoid overreaching.</p>	
Is there support for the device user's wrist and forearm?			<p>Support can be gained from, for example, the desk surface. If not, a separate supporting device (gel filled) may help.</p> <p>The user should be able to find a comfortable working position with the device.</p>	
Does the device work smoothly at a speed that suits the user?			<p>Check if cleaning is required (e.g., of mouse ball and rollers).</p> <p>Check the work surface is suitable. A mouse mat may be needed.</p>	
Can the user easily adjust software settings for speed and accuracy of pointer?			Users may need training in how to adjust device settings.	
4. SOFTWARE				
Is the software suitable for the task?			Software should help the user carry out the task, minimise stress and be user-friendly.	

<i>Risk Factors</i>	<i>Tick answer</i> <i>Yes no</i>		<i>Things to consider</i>	<i>Action to take</i>
			<p>Check users have had appropriate training in using the software.</p> <p>Software should respond quickly and clearly to user input, with adequate feedback, such as clear messages.</p>	
5. FURNITURE				
Is the work surface large enough for all the necessary equipment, papers etc.?			<p>Create more room by moving printer, reference materials etc. elsewhere. Use multilevel trays for papers/documents.</p> <p>If necessary, consider providing new power and telecom sockets, so equipment can be moved.</p> <p>There should be some scope for flexible rearrangement.</p>	
Can the user comfortably reach all the equipment and papers they need to use?			<p>Rearrange equipment, papers etc. to bring frequently used things within easy reach.</p> <p>A document holder may be needed, positioned to minimise uncomfortable head and eye movements.</p>	
Are surfaces free from glare and reflection?			Consider mats or blotters to reduce reflections and glare.	
<p>Is the chair stable and suitable for the user?</p> <p>Does the chair have a working:</p> <ul style="list-style-type: none"> • Seat back height and tilt adjustment? • Seat height adjustment? • Swivel mechanism? • Castors or glides? 			<p>The chair may need repairing or replacing if the user is uncomfortable, or the adjustment mechanisms are faulty.</p>	

<i>Risk Factors</i>	<i>Tick answer</i> <i>Yes no</i>		<i>Things to consider</i>	<i>Action to take</i>
Is the chair adjusted correctly?			<p>The user must be familiar with the chair adjustments.</p> <p>Adjust the chair height to sit with elbows at approx. 90° and 2cm above the desk when touching the G and H keys.</p> <p>The user should be able to carry out their work sitting comfortably.</p> <p>Consider training the user in how to adopt suitable postures while working.</p> <p>The arms of chairs can stop the user getting close enough to use the equipment comfortably. Consider chairs without armrests or alternatively, adjustable armrests.</p> <p>Move any obstructions from under the desk.</p>	
Is the lower back supported by the chair's backrest?			The user should have a straight back, supported at all times by the chair, with relaxed shoulders.	
Are forearms horizontal and eyes at roughly the same height as the top of the screen?			Adjust the chair height to get the user's arms in the right position; adjust the monitor height/tilt if necessary.	
6. ENVIRONMENT				
Is there enough room to change position and vary movement?			<p>Space is needed to move, stretch and fidget.</p> <p>Consider reorganising the office layout and check for obstructions.</p> <p>Cables should be tidy and not a trip or snag hazard.</p>	
Is the lighting suitable, e.g. not too bright or too dim to work comfortably?			Users should be able to control light levels, e.g., by adjusting window blinds or light switches.	

<i>Risk Factors</i>	<i>Tick answer</i> <i>Yes no</i>		<i>Things to consider</i>	<i>Action to take</i>
			Consider shading or repositioning light sources or providing local lighting, e.g., desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).	
Does the air feel comfortable?			VDUs and other equipment may dry the air. Green plants may help to increase moisture levels in the air. Circulate fresh air if possible. As a last resort, if discomfort is severe, consider a humidifier.	
Are levels of heat comfortable?			Can heating be better controlled? More ventilation or air-conditioning may be required if there is a lot of electronic equipment in the room. Or can users be moved away from the heat source?	
Are levels of noise comfortable?			Consider moving sources of noise, e.g., printers, away from the user. If not, consider soundproofing.	

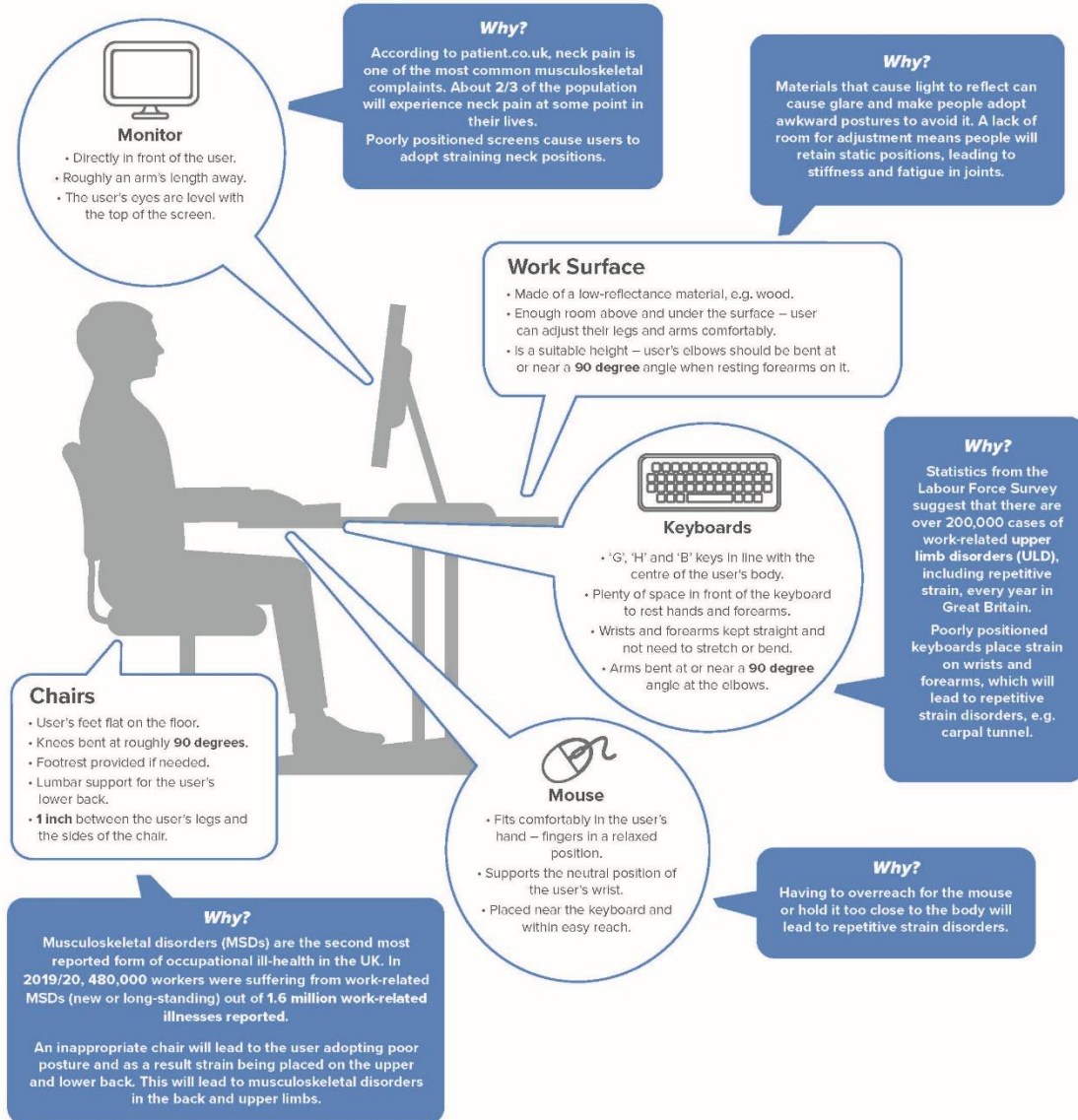
FINAL QUESTIONS TO USERS:

- Is a portable computer being frequently used? If so, reduce its use to a minimum. Alternatively, have a docking station (separate keyboard, separate screen or screen elevated, separate mouse or tracking device).
- Has the checklist covered all the problems the user may have working with the DSE?
- Has the user experienced any discomfort or other symptoms, which may be attributed to working with the DSE?
- Have they been reported to their Line Manager?
- Has the user been advised of their entitlement to eye and eyesight testing?
- Does the user take regular breaks working away from the DSE?

Desk Ergonomics

Preventing Musculoskeletal Disorders

Do you know what the risks are when working at a desk for prolonged periods? Do you know how display screen equipment should be arranged so users can work without experiencing strain whilst at their workstation?



Stretching and breaks

- DSE users should get up at least once an hour so to stretch and change their position.
- DSE users should carry out small exercises at or away from their desk to prevent prolonged strain.
- Users should take their designated breaks and break up long periods of DSE work with other tasks.

Why?

Regular stretching will relieve tension and strain, while breaks will give their body a chance to relax and recuperate after intense work periods.



Appendix D - Driving for Work Procedure

1. Introduction and Scope

- This Procedure provides detailed guidance on the safe management of driving for work activities across all schools within WPAT.
- It applies to all employees (and where applicable, volunteers or supply staff) who drive any vehicle (private, Trust-owned, or hired) for Trust business. This includes, but is not limited to, journeys for:
 - Attending meetings, training, or conferences.
 - Transporting pupils, staff, or equipment.
 - Trips between Trust sites.
 - Any other journey undertaken in the course of employment.

2. Roles and Responsibilities

- Trust Board/CEO: Overall responsibility for ensuring adequate resources and arrangements are in place to manage driving for work risks.
- Headteachers/School Business Managers:
 - Ensuring this Procedure is implemented and understood within their school.
 - Identifying employees who drive for work.
 - Ensuring driver and vehicle checks are carried out and records maintained.
 - Facilitating risk assessments for driving activities.
 - Authorising drivers for specific duties (e.g., van driving).
 - Ensuring incidents are reported and investigated.
- Employees (Drivers):
 - Complying with this Procedure and all relevant road traffic laws.
 - Ensuring their driving licence is valid and appropriate for the vehicle.
 - Notifying their Headteacher/Manager immediately of any changes to their licence (e.g., endorsements, disqualification), medical fitness to drive, or vehicle status.
 - Ensuring their private vehicle used for work is roadworthy, taxed, has a valid MOT (if applicable), and has appropriate business use insurance.
 - Conducting pre-journey vehicle checks.

- Driving safely, responsibly, and in accordance with the Highway Code.
- Reporting all accidents, incidents, and near misses involving driving for work.
- Not driving under the influence of alcohol or drugs, or when fatigued.

3. Driver Authorisation and Checks

- Initial Authorisation:
 - All employees who will drive for work must complete a name, e.g., "Driver Declaration Form" prior to their first work-related journey.
 - This form will capture:
 - Full Name and Employee ID.
 - Driving Licence Number and categories.
 - Licence expiry date.
 - Details of any endorsements or penalty points.
 - Declaration of medical fitness to drive (and notification obligation).
 - Confirmation of private vehicle details (make, model, registration, MOT expiry).
 - Confirmation of adequate insurance for business use (insurer, policy number, expiry, type of cover).
 - Declaration of compliance with the Highway Code and Road Traffic Act.
- Annual Re-checks:
 - The information above will be re-checked and updated at least annually by the School Business Manager or Manager for the central function.
 - Drivers must be reminded of their ongoing duty to inform WPAT of any changes to their licence, insurance, or medical fitness *immediately*.
- DVLA Licence Checks:
 - For specific roles or van drivers, WPAT may undertake direct checks with the DVLA (with employee consent) to verify licence details.

4. Vehicle Requirements (Roadworthiness and Insurance)

- Private Vehicles (Grey Fleet):
 - Employees must ensure their private vehicle is roadworthy, legally taxed, and has a valid MOT certificate (if applicable).

- Employees *must* confirm their private vehicle insurance policy covers "business use" for the types of journeys undertaken for WPAT. Evidence of this cover (e.g., policy document or letter from insurer) must be provided annually. Standard "commuting" cover is usually insufficient.
- Vehicles should be regularly serviced in line with manufacturer's recommendations.
- Any defects must be reported to the driver's line manager and remedied before further work-related use.
- Trust-Owned Vehicles (including Vans):
 - WPAT will maintain a robust schedule for servicing, maintenance, and safety inspections of all Trust-owned vehicles in accordance with manufacturer guidelines and legal requirements.
 - All Trust vehicles will be comprehensively insured for business use.
 - Drivers are responsible for conducting daily/pre-use walk-around checks of these vehicles (e.g., lights, tyres, fluid levels, wipers, mirrors) and reporting any defects immediately to the Estates Manager
- Hired Vehicles:
 - Any hired vehicles must be obtained from reputable rental companies and include appropriate insurance for business use. Drivers should conduct visual safety checks prior to use.

5. Journey Management

- Journey Planning:
 - Drivers are encouraged to plan journeys, considering routes, potential hazards (e.g., roadworks, weather), and rest stops.
- Long or complex journeys should be discussed with the Headteacher
- Working Hours and Fatigue:
 - Working time regulations and adequate rest breaks must be adhered to.
 - Drivers must not commence or continue driving if they feel fatigued or unwell.
- Mobile Phones:
 - The use of hand-held mobile phones while driving for work is strictly prohibited. Hands-free kits should be used only for essential communication and never distract the driver.
- Loads:
 - Vehicles must not be overloaded, and loads must be safely secured.

- Emergency Procedures:
 - Drivers should be aware of emergency procedures in case of breakdown or accident (e.g., breakdown cover details, accident reporting kit, first aid kit, high-visibility vest).

6. Accidents, Incidents and Reporting

- All road traffic accidents or incidents (including minor bumps or near misses) that occur while driving for work must be reported immediately to the Headteacher or Business Manager.
- WPAT's accident reporting procedures will be followed, including completion of the report to the COO and RIDDOR reporting where required.
- Details of third parties, witnesses, and police involvement (if any) must be recorded.
- Any traffic offences or licence endorsements received while driving (whether for work or privately) must be reported to the Headteacher/Manager immediately.

7. Monitoring and Review

- Compliance with this Procedure will be monitored by [Designate responsible person/committee, e.g., the Health and Safety Committee or Headteachers].
- This Procedure will be reviewed annually by [Designate responsible person/committee] or earlier if there are:
 - Changes in legislation or HSE guidance.
 - Changes to Trust operations or vehicle fleet.
 - Results of accident investigations.
 - Concerns raised by staff.

8. Related Documents

- WPAT Health and Safety Policy
- WPAT Accident Reporting Policy
- WPAT Lone Working Policy
- WPAT Risk Assessment Policy
- Business Travel Declaration Form (appendix E)

Appendix E - Business Travel Declaration Form

(To be signed and returned to the **school office**)

Employee name:	
Position:	
Date:	

I confirm that:

- I have, and will maintain, business travel insurance cover on any vehicle that I intend to use for driving at work.
- My business travel insurance policy covers business passengers.
- I have a valid driving licence with no points or other endorsements – **if you have points on your licence, please complete the box below.**
- I will inform the headteacher as soon as possible of any changes to my licence status.
- I will ensure that I follow the Highway Code and relevant laws while driving at work.
- I understand that I am responsible for the roadworthiness of my vehicle.
- I understand that I am responsible for all passengers in my vehicle and will ensure that their behaviour does not give rise to any possible claim from another traveller or a third party.
- I will only drive when I am fit and well to do so.
- I hereby declare that the information I have provided in relation to business travel is accurate.

DVLA code when obtained:

Please obtain your code number from the [link here](#) and forward to your School Business / Office Manager. You will need your Driving Licence number, National Insurance number and Postcode.

If you have points on your licence, please explain in this box how many, the dates of the offences and what they related to:

Date:
Employee signature:

Date:
Headteacher signature: