



EQUA Mead

Learning Trust

Every Child, Every Chance

Policy name	Health and Safety
Policy Lead	CFO
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Statement of Intent

At EQUA Mead Learning Trust, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Communicating with all staff and representatives about health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the Trust's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our Trust schools.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

1. Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992 (Updated 2022)
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

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

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2024) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- UK Health Security Agency (2024) 'Health protection in children and young people settings, including education'



2. Roles and responsibilities

The Trust Board, in conjunction with the Central Team and the schools, will:

- Ensure it provides a safe place for all users of its sites, including staff, pupils and visitors.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the Trust led by Central Team.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Assess the effectiveness of the policy and ensure any necessary changes are made annually.
- Identify the risks relating to possible and actual accidents and injuries and make reasonable adjustments to prevent them occurring or re-occurring.
- Ensure schools have secured safe means of entry and exit for all site users.
- Ensure schools can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance including action around mental health and wellbeing.
- Where necessary, ensure schools can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.
- Designate a competent person in each school who will be the member of staff responsible for ensuring their school meets the health and safety duties with support from the Central Team. Designate a Health and Safety Governor in each LGB who will support the school in this respect.

The Local Governing Bodies (LGB) will:

- Implement the management and monitoring structure for the Trust for management of health and safety in the school.
- Implement and monitor the Trust health and safety policy.
- Feedback about the effectiveness of the policy to the central team and Trust.
- Report and identify risks relating to possible/actual accidents and injuries and make reasonable adjustments to prevent them occurring/re-occurring with the support of the Central Team.
- Confirm the school has secured safe means of entry and exit for all site users.
- Confirm the school can provide equipment, grounds and systems of work which are safe.
- Confirm safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Confirm staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance including action on mental health and wellbeing.



- Where necessary, confirm that the school can provide protective equipment and clothing, along with any necessary guidance and instruction on use.

The headteachers will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Set the direction for effective health and safety management.
- Implement Trust management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Contribute to the review of this policy and its effectiveness annually.
- Take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff.

The appointed competent person in each school will:

- Assist with the review and implementation of this policy.
- Be responsible for investigating and reporting accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety in partnership with the Central team
- Working in partnership with relevant staff ensure that hazards are identified and that risk assessments are written and shared with necessary staff.
- Receive an appropriate level of training and support.

Supervisory staff and/or department heads will:

- Be familiar with the requirements of health and safety legislation that are relevant to their role using best practice and training advice from the Central Team.
- Be responsible for the implementation and operation of the Trust's Health and Safety Policy in their department, and for areas of responsibility delegated by the headteacher.
- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Take an interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Trust Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the Trust Board and Local Governing Body.



- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards, and ensure such equipment is not used improperly.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated competent person in their school.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items or equipment supplied for their, and other pupils', health and safety.

3. Training and first aid

Schools will ensure that staff are provided with the health and safety training they need for their job. This may not always mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

Staff will be provided with induction to their job role and regular training opportunities and have access to support where needed.

Staff will be trained on how to:

- Assess risks specific to their role.
- Meet their roles and responsibilities identified within this policy.

Where relevant to their role, staff will receive specific training in:

- Using industrial machinery and equipment.
- Managing asbestos.
- Having responsibility for the storage and accountability for potentially hazardous materials.



First aid

Schools will act in accordance with the EQUA Mead Learning Trust's First Aid and Medication Policy at all times. Each school will ensure that ample provision is made for both trained personnel and first-aid equipment on-site.

Schools will carry out a first aid needs assessment in line with the First Aid Policy and to assess the first aid needs appropriate to the circumstances of their school.

When conducting a first aid needs assessment, schools will consider:

- The school site.
- Pupils and staff members.
- The hazards and risks present.

4. Action in event of an emergency

Headteachers will certify that procedures for ensuring safety precautions are in place and are properly managed and discussed, formulated and effectively disseminated to all staff in their school for example fire and lockdown procedures.

Headteachers will ensure that there is an up-to-date Business continuity plan in place for their school.

5. Accident reporting and investigation

All accidents and incidents, including near-misses or dangerous occurrences, must be reported as soon as possible to the competent person. Schools will always record and report work-related injuries to staff members or pupils.

The competent person will be responsible for informing the headteacher and the Central Team if the accident is fatal or a 'major injury', as outlined by the HSE.

More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.

Reporting significant accidents

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity and a copy of the report sent to the Central Team.

Schools will only report accidents that are:

- Discrete.
- Identifiable.
- Unintended incidents which cause physical injury.

The school will always report 'specified injuries' to the HSE without delay. These injuries include the following:

- Accidents to employees causing either death or major injury



- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Serious burn injuries (including scalding) which cover more than 10 percent of the whole body's surface area or cause significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours.

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, or oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, or mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, or tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

Schools will also report occupational diseases upon receipt of a written diagnosis from a doctor that a staff member has a reportable disease linked to occupational exposure. These include the following:



- Carpel tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from work involving strong acids or alkalis
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust and soldering using rosin flux
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent.

Work-related stress and stress-related illnesses will not be reported due to the fact that they are not usually just one distinct event.

RIDDOR stipulates that to be reportable, an injury must have resulted from an accident arising out of or in connection with work including non-consensual violence to people at work.

Where injury does not meet the requirements of RIDDOR reporting but a staff member has been injured by a pupil this should be reported to the Central team.

Reporting procedures

Should an incident require reporting to the Incident Contact Centre (ICC) (part of the HSE), the competent person, or a person appointed on their behalf, will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website: <https://www.hse.gov.uk/riddor/report.htm>. Schools will report all accidents and injuries online where possible using the above web address.

Fatal and specified injuries, as outlined in section 9, may only be reported using the telephone service on 0345 300 9923, open Monday to Friday 8.30am to 5pm.

Reporting hazards

Staff, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally to the competent person soon as possible, who will then inform the headteacher as appropriate.

Serious hazards will be reported using the appropriate form available on the staff portal. All pupils are encouraged to report anything they consider to be a hazard.

Accident investigation

All reported accidents will be investigated by the Central Team and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

The Central Team will undertake monthly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident or illness.



6. Active monitoring system

The Trust's procedure for actively monitoring its system will involve the Resources Committee monitoring key aspects of health and safety.

The Trust's procedure for actively monitoring its system will include:

- Annual audits, including fire risk assessments and health and safety audits.
- Regular examination of documents to ensure compliance with standards.
- Regular inspection of premises, plants and equipment.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

Monitoring will also include:

- Termly (3x) reports and updates to the Headteachers, Resources Committee and LGB.

7. Risk assessment

Headteachers have overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in their school. The competent person will work with the relevant staff to ensure risk assessments are being carried out and implemented.

Annual risk assessments will be conducted for all other areas of the school. Risk assessments will consider the needs of staff, pupils, visitors and contractors. Risk assessments will identify defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.

The Local Governing Body will have access to risk assessments.

Schools will appoint an educational visits coordinator and ensure they receive the training necessary to carry out the role. Where there is no educational visits coordinator, the headteacher will perform this duty. The educational visits coordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

8. Slips and trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks.

Schools will ensure that staff have a good understanding of how to avoid slips and trips, and they remain vigilant to the following hazards:

- Members of staff or pupils running or carrying heavy or awkward items
- Wearing unsuitable footwear
- Poor lighting – particularly where there are uneven surfaces and level changes
- Contamination



- Obstructions, e.g. bags and trailing cables.

9. Fire safety

All headteachers and schools have an up to date Fire Risk Assessment (FRA) and have in place procedures and a fire evacuation plan based on this FRA. Schools will implement their Fire Safety procedures to ensure that staff, pupils and visitors are safe and aware of the potential risks of fire. Headteachers are responsible that safety precautions are effectively disseminated to all staff and pupils.

Staff and pupils will receive relevant fire safety training to ensure they understand the procedure for fire drills. Schools will test evacuation procedures three times a year.

Firefighting equipment and systems will be checked, tested and maintained in line with best practice by staff at each school and recorded.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

10. Sharps

For the purposes of this policy, “**sharps**” is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- During school-based vaccination programmes
- Where an individual within the school requires injections to manage a health condition
- Where a pupil brings a sharp into the school
- Where glass is broken within the school, or broken glass is found on or around the school premises
- Where drug paraphernalia, e.g. heroin needles, is found on or around the school premises.

In the context of this policy, offensive weapons are not considered sharps. Offensive weapons will be handled in line with the school security procedure.

First aid or other staff (e.g. grounds staff) will be trained in handling sharps and associated injuries where appropriate. e.g. supporting a pupil with specific medical needs.

Injuries will be handled in line with EQUA Mead Learning Trust’s First Aid Policy.

11. Lockdown Procedure

Each school in the Trust should have a lockdown procedure in place in the event of a critical incident.

Headteachers are responsible for ensuring that the lockdown procedure is effectively disseminated to all staff and pupils.



All staff should fully understand and effectively implement this procedure. A lockdown drill should take place at least 2 times a year.

12.Visitors, lettings and contractors

The procedures outlined in the schools' visitor procedures will be implemented by relevant staff when receiving visitors to the school and visitors made aware of their obligations at point of entry to the school e.g. via Visitor Information/Code of Conduct. All schools should have a procedure in place to ensure visitors are clearly identified and appropriate DBS and other clearances are obtained in line with KCSIE if to be unaccompanied on school site or working with pupils.

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking in line with the Trust Lettings Policy.

Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. A Risk Assessment/method statement and agreed contractor information will be shared before any work commences to ensure that they will not constitute a hazard to staff, pupils or visitors to the school. Where working in schools hours unaccompanied contractors must have DBS and other clearances – these should be recorded on the schools Single Central Record. If they are not in place they must be accompanied by a member of the school staff at all times.

13.Construction and maintenance

Construction work means the carrying out of any building, civil engineering or engineering construction work. Maintenance work means routine and ad hoc repairs and servicing inspections eg decorating, boiler servicing, asbestos inspections.

When undertaking construction or maintenance work, schools will do so in accordance with best practice and appropriate guidance including Risk Assessments and Methods Statements.

Headteachers and the Central Team will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor where necessary. Headteachers and the Central Team will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE.

Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

14.Personal protective equipment (PPE)

Schools will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE where appropriate. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.

Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the wearer properly. Where more than one item of PPE must be worn, the items should be compatible and remain effective. PPE will not be worn if wearing it causes a hazard greater than the hazard it is intended to protect the wearer from.



Staff and Pupils will report any loss or defects to their line manager or teacher who will report it to the competent person for repair. Damaged PPE will not be used and will be disposed of in line with the manufacturer's instructions if it is not possible to repair.

Thorough risk assessments will be carried out by the competent person and Line manager to determine the suitable PPE to be used for each hazard and these are reviewed on an annual basis or where the job changes in nature.

Schools will cover the costs of purchase for all clothing and footwear that is:

- Protective clothing and footwear that staff require to fulfil their roles.
- A uniform that employees only wear to work.

Schools will always use PPE in line with UK Health Security Agency (2023) guidance.

15. Work-related hazards

Manual handling

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or grasp the particular item in a safe and balanced manner.

Schools will, as far as practicable, reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury. Where manual handling tasks are necessary, a Manual Handling Risk Assessment will be implemented. The control measures will be monitored to ensure they are reducing the risk of injury and being implemented correctly.

All members of staff will receive manual handling information and training as needed.

In order to manage these risks, schools will implement and follow the EQUA Mead Learning Trust's Manual Handling Policy.

Working at heights

Schools will, as far as practicable, reduce the need for members of staff to work at height. Where this is necessary, a Working at Heights risk assessment will be implemented. The control measures will be monitored to ensure they are reducing the risk of injury and being implemented correctly. Where possible specialist contractors will be used for high level work.

Lone working

Policy and procedures concerning employees' lone working will be addressed in the Trust's Lone Worker Policy. Staff members will be required to sign statements confirming that they have received, read and understood the relevant policies, prior to being allowed to undertake lone working. Where possible staff should not work on their own at school or when visiting pupils.

Wellbeing and Stress management

The trust takes staff wellbeing very seriously and the Wellbeing Policy address the strategy to support staff in their working lives.



If staff are unwell due to work related stress they should talk to their Line Manager or the the Trust's HR Director or the Mental Health Lead in their school. The Trust can support staff in a number of ways which will be assessed on a case by case basis.

Schools have local arrangements for supporting staff with wellbeing eg. Wellbeing Wall, termly social events, staff room treats, etc.

The Trust has membership of the Education Assistance Programme which all staff can access [Education Support, supporting teachers and education staff](#)

Display screen equipment

Staff who use display screen equipment for their role will be supported with work station assessments, appropriate equipment and furniture and any special requirements. The Competent person in each school will ensure this is in place and recorded as necessary.

16.Maintaining equipment

Schools will ensure that staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues annually:

- All electrical appliances (including portable appliances)
- All fixed gymnasium equipment
- Any workshop equipment, e.g. lathes and kilns
- All fume cupboards.

It will be the responsibility of the competent person to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements. A health and safety technician will be consulted if necessary.

17.AED – Defibrillators at schools

All schools in the Trust have a AED on site and these should be registered with The Circuit. Each school is responsible for ensuring that weekly check are undertaken, and that 90 day checks are completed and recorded on The Circuit. These checks should include inspection of contents and battery to ensure the AED is always ready for use.

18.Hazardous materials

Schools will act in accordance with the EQUA Mead Learning Trust's COSHH guidance at all times.

Schools will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery. Schools will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary. No chemicals or other hazardous materials will be used without the permission of the headteacher.

The competent person will be responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant Material Safety Data Sheet or for classroom based chemical from CLEAPPS.



All equipment, materials and chemicals will be held in appropriate labelled containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. Storage life will be considered by department leaders. All COSHH and ionising radiations regulations will be adhered to.

No staff member or pupil will ever be put at risk through exposure to any hazardous substance used in our practical curriculum. No potentially hazardous materials will be used in lessons without the approval of the health and safety officer. The health and safety officer will ensure staff are appropriately trained to use hazardous materials.

The competent person or Head of Department will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school. A termly audit of hazardous materials will be undertaken by the competent person with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

19.Asbestos management

All schools should follow the best practice guidance to ensure they manage asbestos to keep the school community safe including an annual reinspection visit. Details concerning the management of asbestos can be found in the Asbestos Management Plan.

Asbestos register must be available for all staff, visitors and contractors where asbestos is present.

20.Infection control and cleaning

Schools will actively prevent the spread of infection through the following measures:

- Promote routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment.

Schools will keep up-to-date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at school entry and at the time of any vaccination. Schools encourage parents to have their children immunised.

All staff will be subject to a occupational health check before starting employment at their school.

Schools will ensure that arrangements are in place to minimise any health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell. If pupils are too unwell to remain at school their parents/carers will be contacted and asked to collect them from school where appropriate.

21.Medication and Allergies

The Trust's Supporting Pupils with Medical Conditions (including Administering Medication) Policy will be read, understood and adhered to at all times. Staff will receive annual training in supporting pupils with medical conditions.

Schools will obtain notification from parents regarding any medication that pupils are required to take. Only trained staff will administer medication for complex conditions eg. Diabetes.. A record



will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

22.Smoking and Vaping

All EQUA Mead Learning Trust schools are non-smoking and vaping premises and no smoking or vaping will be permitted on the grounds. EQUA Mead Learning Trust's Code of Conduct will be read and understood by all staff. All staff, pupils, visitors and contractors will be made aware of the policy.

23.Security and theft

Each school will have a security procedure reflecting its own context and outlining steps taken to reduce security risks.

CCTV systems will be used to monitor events and identify incidents taking place. CCTV systems may be used as evidence when investigating reports of incidents. CCTV footage is personal data, so will be handled in accordance with the EQUA Mead Learning Trust's Data Protection Policy.

Money will be held in a safe and banked on a weekly basis to ensure large amounts are not held on site – school should refer to the Equa Mead Learning Trust's Financial Procedures for further information.

Staff and pupils will be responsible for their personal belongings and the school accepts no responsibility for loss or damage. Thefts will be reported to the police and staff will be expected to assist police with their investigation.

All staff will be expected to take reasonable measures to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.

Schools will install access control and security measures to ensure the safety of the school, e.g. security glazing on windows.

24.Severe weather

Schools will act in accordance with the Winter Conditions Guidance from Wiltshire Council where the weather could pose a risk to individuals on school site.

Headteachers, in liaison with the CEO, will make a decision on school closure due to severe weather on the grounds of health and safety. If a closure takes place, the Local Governing Body will be promptly informed.

25.Safe use of minibuses

Health and safety policy concerning school minibuses will be contained in the Trust's Minibus Procedures. The school team where the minibus is kept will be responsible for arranging the regular 13 week checks, annual maintenance of the minibus, including MOTs and road tax.



26. School trips and visits

Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the schools' Educational Visits and School Trips Procedures.

27. Near misses

A 'near miss' is an event not causing harm but has the potential to cause injury or ill health.

If staff members, pupils, contractors, or visitors see or are involved in a near miss, they will report it in order to allow consideration of how to prevent a possible accident happening in the future.

Reporting will be conducted verbally to the health and safety officer as soon as possible, who will then inform the headteacher as appropriate.

The school will report near misses that constitute as dangerous occurrences to the HSE. A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.

All accidents and near misses, however small, will be reported and investigated by the health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident.

After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

28. Local arrangements

In addition to complying with this Trust Policy, each school must consider their own local procedures and information which must be suitably documented and retained on site. Advice and support can be provided by Trust Central Team.

The list below provides some guidance on topics that may need consideration: it is not exhaustive.

- Site-specific vehicular traffic and pedestrian safety considerations.
- Lightning protection systems.
- Powered gates.
- Stage equipment.
- Kitchen equipment.
- Chimney / flue systems.
- Sports equipment.
- Pest control.
- Swimming pools.
- Hoists and lifting equipment.



- Flood protection systems.
- Pumping equipment.
- Solar panels & equipment.