

We are an **ambitious** and **inclusive** Trust of schools
strengthening communities through excellent education.



Health and Safety Policy


Responsibility for approval: Trust Board
Date of approval: May 2026
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1.0 Policy Statement

- 1.1 We are an ambitious and inclusive trust of schools, strengthening our communities through excellent education. Our mission is to transform lives and strengthen communities to make the world a better place.
- 1.2 Through our values, it is the policy of our Trust to promote excellence in health and safety management through a positive safety culture that promotes 'safe and inspirational spaces' for an all through, collaborative approach to health and safety where we are engaged, empowered and look out for one another by promoting and championing responsible behaviours.
- 1.3 To this end our Trust conducts operations in such a manner as to ensure as far as is reasonably practicable, the health, safety and welfare of all employees, students, contractors, general public and others while working, studying and visiting our premises and outside of these premises on associated activities.
- 1.4 We aim to achieve the highest standards of health and safety, consistent with the Health and Safety at Work etc. Act 1974 (HSWA) and Regulations subsequently laid under it and meet the standards required therein.
- 1.5 We recognise our duty to regularly assess the hazards and risks created in the course of our business.
- 1.6 We also recognise our duty, so far as is reasonably practicable to:
- provide adequate control of the health and safety risks identified
 - consult with our employees on matters affecting their health and safety
 - obtain the cooperation of employees in meeting our health and safety obligations
 - provide and maintain safe plant and equipment
 - ensure the safe handling and use of substances
 - provide information, instruction, and training where necessary for our workforce
 - ensure that all employees are competent to do their work
 - prevent workplace accidents and cases of work-related ill health
 - maintain a safe and healthy working environment
 - have in place effective arrangements for the management of health and safety
 - actively manage and supervise health and safety at work
 - review this policy annually and revise, as necessary, and provide adequate resources for its implementation and
 - commit to a process of continual improvement with respect to health and safety management.
- 1.6 We recognise that we have a duty to co-operate and work with other employers and their employees, when visiting our premises, to ensure the health and safety of everyone at work.

Signed:  (On behalf of the Board of Trustees)

Name: Andrew Mulcock, Trust Chair (Print)

Date: 13.05.2026

2.0 Introduction

- 2.1 Overall accountability for health and safety lies with our Trust in accordance with the Scheme of Delegation, however, the day to-day operational responsibility for the health and safety of staff and students in individual schools is delegated to the headteacher, who in turn will delegate specific functions to other staff, e.g. business / site manager, subject leaders, Health and Safety Leads etc.
- 2.2 Our Trust will support schools in putting in place clear policies which focus on the key risks within the setting and in checking that control measures have been implemented and remain appropriate and effective.
- 2.3 Schools are required to adopt the health and safety policy approved by our Trust, as set out in the schedule of policies and in accordance with the Scheme of Delegation. The policy will contain:
- A statement of policy
 - Roles and responsibilities for health and safety within the school and
 - Identification of the key areas of risk and the specific arrangements for ensuring health, safety and wellbeing in their premises
 - An Appendix A of named roles and responsibilities within our Trust, the school and outside contractors
- 2.4 Schools will operate in accordance with the terms of the Safety Representatives and Safety Committees Regulations 1977 and will have appropriate union representation and consultation on relevant matters.

3.0 Scope and purpose

- 3.1 The Health and Safety policy underpins our commitment to providing safe spaces for all, through a policy that is clear in its instructions and information and places emphasis on training and supervision to ensure employees are sufficiently competent to work safely.

4.0 Definitions

- 4.1 For the purposes of this document, definitions are as follows:
- **ACM:** Asbestos Containing Materials
 - **AfPE:** Association for Physical Education
 - **ACOPs:** Approved Codes of Practice
 - **CEO:** Chief Executive Officer, being our Trustee/Director responsible for Health and Safety
 - **Competent Person:** This is defined under Health and Safety Law: *A competent person is someone who has sufficient training and experience or knowledge and other qualities that allow them to assist you properly. The level of competence required will depend on the complexity of the situation and the particular help you need.* Our Trust buys in support from **Devon County Council Health and Safety Service**.
 - **CLEAPSS:** Consortium of Local Education Authorities for the Provision of Science Services
 - **COSHH:** Control of Substances Hazardous to Health
 - **Devon County Council Health and Safety Service:** act as our Trust's external health and safety service, and **competent person**.
 - **DSE:** Display Screen Equipment
 - **FRA:** Fire Risk Assessment
 - **Health and Safety Lead Network Group:** a network of school representatives that meet to discuss issues: best practice, knowledge and resources, issues, suggestions and concerns
 - **HSE** refers to the Health and Safety Executive

- **HSWA** refers to the Health and Safety Work etc. Act 1974
- **LOLER**: Lift Operating and Lifting Equipment Regulations
- **OSHENS**: refers to the DCC online safety management system which includes up to date policies and guidance, generic risk assessments, H&S Management review information and an accident reporting system. <https://devon-safety.oshens.com/Login/Default.aspx>
- **PAT**: Portable Appliance Testing
- **PPE**: Personal Protective Equipment
- **PUWER**: Provision and Use of Work Equipment Regulations
- **R&D surveys (Asbestos)**: The refurbishment / demolition survey is required where the premises, or part of it, need upgrading, refurbishment or demolition
- **RAMS**: Risk Assessments and Method Statements
- **RIDDOR**: Reporting of Injuries, Diseases and Dangerous Occurrences
- **RoSPA**: Royal Society for the Prevention of Accidents
- **RPA**: Radiation Protection Adviser. Radiation employers need to consult a suitable RPA for advice
- **RPS**: Radiation Protection Supervisor. A school employee who is responsible for the management and safety of radioactive substances used for teaching purposes
- **SOPS**: Standard operating Procedures
- **Trustees**: Refers to members of the Board of Trustees, who act both as charity trustees and also as company directors needing to be familiar with both company law and charity law requirements
- **Trust Lead for Health and Safety** means the Head of Estates and Facilities
- **TWT, the Ted Wragg Trust or our Trust**: refers to The Ted Wragg Multi Academy Trust

5.0 Monitoring and oversight

- 5.1 In order to fulfil its monitoring role, and to initiate and review health and safety policies and procedures, a Health & Safety Lead Network Group is established across our Trust of schools. This network group meets three times a year and operates in addition to a Trust Finance & Resources Committee with responsibility for health & safety, and a designated Health & Safety Trustee.
- 5.2 Monitoring and reporting is also undertaken on a termly basis by the shared services Estates and Health and Safety Leads with specific focus areas within compliance and health and safety. These visits are followed up with a report on key findings which is shared with the schools and the Head of Estates and Facilities (Trust Lead on Health and Safety).
- 5.3 Our Trust lead for health and safety will prepare health and safety reports for the Finance and Resources Committee three times per year, which includes data from Shared Services team visits, External audit results, RIDDOR reportable incidents and other key health and safety information.
- 5.4 This policy is included in our Trust's Policy Monitoring Schedule and will be reviewed annually.

6.0 Circulation and Communication

- 6.1 This policy will be circulated to every Member of staff via the staff hub. The policy will also be available on our Trust and family of schools' websites.
- 6.2 Our Trustees are responsible for overseeing, reviewing and arranging circulation of revisions of this policy.
- 6.3 Effective communication ensures that our Health and Safety Policy and related procedures are implemented across the Trust. We provide staff, contractors, students and visitors with clear information on relevant hazards, risks and control measures. Health and Safety leads and heads of department must share this information with their teams and act on any feedback received.

6.4 Health and safety matters will be communicated by the following methods:

- All Heads meetings
- Business Lead network meetings
- Health and Safety & Estates Lead network meetings
- Union Safety representatives
- Mandatory staff training (September and on induction)
- Internal Trust publications (e.g. Trust leader updates, health and safety reports, bulletins, meeting minutes etc.)
- Emails
- Health and safety notices / Bulletins
- Staff briefings

7.0 Competency

- 7.1 Competence is achieved through a combination of elements, including training, skills, experience and knowledge. Estates shared services department and Health and Safety Leads at school level, must be aware of relevant legislation, Approved Codes of Practice and HSE Guidance and how to manage health & safety effectively.
- 7.2 The trust lead for Health and safety holds the NEBOSH national diploma in occupational health and safety management
- 7.3 Health and safety training is a mandatory part of induction for all staff together with regular refresher training provided.
- 7.4 Site specific staff and department leads with specific skills and expertise are identified and schedules of training put in place and reviewed regularly. E.g. working at height, manual handling, COSHH, legionella, asbestos, first aid appointed persons, fire marshal training, etc.

8.0 Related Legislation, Regulations and Trust Policies

8.1 Referenced Legislation and Regulations:

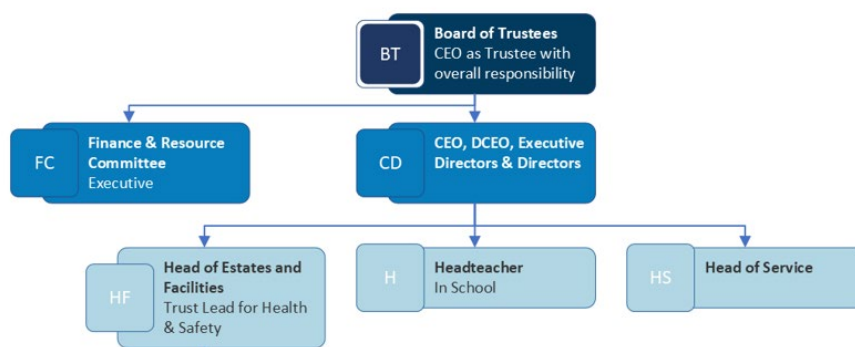
- [The Health and Safety at Work Act 1974](#)
- [The Building Safety Act 2022](#)
- [The Construction \(Design and Management\) Regulations 2015](#)
- [The Control of Asbestos Regulations 2012](#)
- [The Control of Noise at Work Regulations 2005](#)
- [The Electricity at Work Regulations 1989](#)
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#)
- [The Ionising Radiation Regulations 2017](#)
- [The Management of Health and Safety at Work Regulations \(1999\)](#)
- [The Manual Handling Operations Regulations 1992](#)
- [The Personal Protective Equipment at Work Regulations 2022](#)
- [The Pressure Systems Safety Regulations 2000](#)
- [The Provision and use of Work Equipment Regulations 1998](#)
- [The Regulatory Reform \(Fire Safety\) Order 2005](#)
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995](#)
- [The Safety Representatives and Safety Committee Regulations 1977](#)
- [The Workplace \(Health, Safety and Welfare\) Regulations 1992](#)
- [Managing for health and safety \(hsg65\)](#)

8.2 Trust specific references:

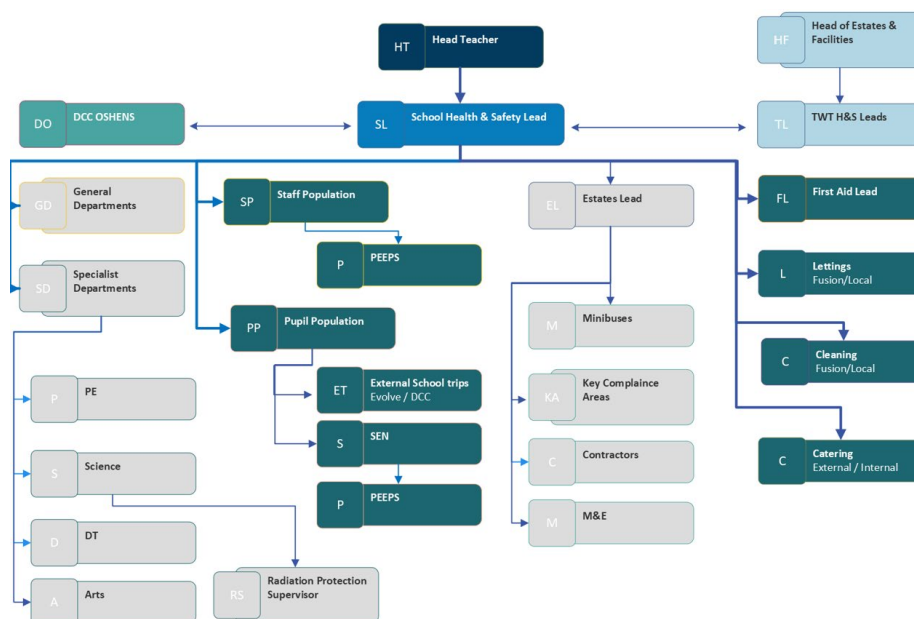
- Safeguarding (Child Protection) policy and procedure
- Supporting Pupils at School with Medical Conditions
- Fire Management
- First Aid Policy (primary and secondary versions)
- Code of Conduct
- Lone Working Policy
- Emergency Plan
- Disciplinary Policy
- People Policy to be developed by the Director of People
- Behaviour for Learning Policy
- Allergy Policy (From September 2026)

9.0 Roles and responsibilities

9.1 Governance



9.2 Specific Health and Safety Roles & Responsibilities within Schools



All schools will complete the School H & S Specific Duty holders and responsible persons template and update annually

9.3 Board of Trustees

The Board is responsible for ensuring compliance with all relevant health and safety regulations, with day-to-day duties delegated to the Chief Executive, Trust Health and Safety Lead and School Leadership Teams. The Board will provide sufficient resources to meet its legal responsibilities and will receive a termly report via Finance and Resources to monitor the effectiveness of the policy. Trustees hold both individual and collective responsibility for decisions made at Board level that may affect the health, safety and welfare of anyone involved in the Trust's activities.

9.4 Trustee (Director) responsible for Health and Safety (CEO)

The CEO, as the Trustee responsible for health and safety, holds overarching accountability for ensuring the Trust meets all legal duties and maintains the health, safety and welfare of employees and others affected by its activities. They ensure that health and safety is embedded in strategic decision-making, that the Trust's policy remains compliant and adequately resourced, and that robust systems for training, risk assessment, communication and incident management are in place. The CEO also ensures statutory reporting, record-keeping, periodic auditing and ongoing performance review, providing clear leadership and direction for maintaining high standards across the Trust.

9.5 Executive Directors, Directors and Heads of Service (Shared Services)

Executive Directors, Directors and Heads of Service are responsible for ensuring the health, safety and welfare of staff and others within their areas. They must embed health and safety considerations into decision-making, ensure sufficient resources are available, and implement the Trust's Health and Safety Policy. They are accountable for ensuring risk assessments are completed and reviewed, that significant risks are effectively controlled, and that staff with delegated responsibilities are properly trained and supported. They must keep their teams informed of relevant legislation, ensure incidents and concerns are reported to the Trust Health and Safety Lead, maintain strong communication lines, and escalate major issues to the CEO and Deputy CEO. They are expected to lead by example. They may delegate duties to trained and competent members of the shared services team, while retaining overall responsibility.

9.6 Trust Lead for Health and Safety (Head of Estates and Facilities)

The Trust Health and Safety Lead is responsible for ensuring that premises and services meet safe and suitable standards through termly focused audits, and for reporting audit outcomes and trends to Trustees as required. They promote a positive risk-management culture, support and guide schools on all aspects of health and safety, and lead network meetings to ensure school-level leads are well equipped. They ensure incidents, dangerous occurrences and occupational illnesses are reported to the Board. Duties may be delegated to trained and competent members of the estates team, though overall responsibility remains with the Trust Health and Safety Lead.

9.7 Headteachers (Principal or Head of School)

Headteachers are responsible for ensuring compliance with health and safety legislation and Trust policy across their school. They hold delegated authority to implement and enforce the Trust's Health and Safety Policy in all school activities.

They must ensure the policy is understood, communicated and followed; maintain high standards of health and safety; allocate necessary resources; and foster a positive safety culture. Headteachers must appoint trained leads for strategic and operational health and safety, ensure their participation in Trust network activity, and act on resulting actions.

They are responsible for ensuring effective risk assessments, safe working practices, adequate staff induction and training, safe equipment, and the proper recording, investigation and reporting of accidents and near misses. They must maintain required records, monitor performance, address concerns promptly and ensure staff are aware of relevant hazards.

Headteachers may delegate tasks to trained and competent senior staff, but they retain overall accountability for all health and safety matters within their school.

9.8 Health and Safety Leads

School-based Health and Safety Leads are responsible for advising their school on all health and safety matters, supporting line management, and ensuring effective implementation of Trust policies through regular monitoring and review. They act under delegated authority from the Headteacher and report to their line manager.

They must ensure statutory compliance using agreed systems and templates; maintain fit-for-purpose policies; ensure robust accident and incident reporting (including timely RIDDOR submissions); and oversee all inspection, servicing and assurance regimes. They are responsible for maintaining comprehensive risk assessments, safe systems of work, emergency plans, and activity-specific curriculum assessments, including specialist areas such as radiation safety where applicable.

They must coordinate and prepare for audits, track and resolve resulting actions, and carry out internal checks to monitor compliance. They share findings where additional support is required and keep the Trust Health and Safety Lead informed of emerging issues. They stay up to date with legislation and codes of practice, advise staff and contractors, support training needs, deliver briefings, and provide an annual report to the Headteacher.

They attend Health and Safety network meetings, cascade relevant information to staff, and act as the school's coordinator for insurance inspections, claims and investigations.

9.9 School Heads of Department

Heads of Department are responsible for ensuring compliance with health and safety legislation and Trust policy within their subject area. They hold delegated authority from the Headteacher to implement and enforce safe practice, particularly in higher-risk subjects such as science, DT, food technology and PE.

They must maintain high safety standards, foster a positive safety culture, support curriculum-based risk assessments and ensure safe working environments with appropriate access and egress. They are responsible for preparing for audits and implementing any required actions, reporting concerns promptly to line managers, and ensuring timely reporting of accidents and near misses.

Heads of Department must ensure equipment and machinery are serviced within legal timeframes and that departmental procedures are in place for hazardous substances, including COSHH arrangements, chemical registers, risk assessments, emergency plans and up-to-date safety data sheets.

9.10 Employees

All employees have legal duties to protect their own health and safety and that of others affected by their actions. They must cooperate with Trust leaders, follow all health and safety policies and procedures, and never misuse safety equipment. Employees should work only within their training and competence, follow risk assessment findings, use equipment and PPE correctly, and report defects, concerns, accidents and near misses promptly. They must be familiar with emergency procedures and contribute to a positive safety culture. Employees are also responsible for informing the Trust of any health condition that may affect their work so appropriate adjustments and risk assessments can be put in place.

9.11 Contractors

Contractors working on behalf of the Trust must comply with all relevant health and safety legislation and ensure the safety of themselves and others affected by their work. They must follow Trust policies and procedures, cooperate with school leaders, and work only within their training and competence. Contractors must provide relevant risk assessments and method statements before starting work, ensure they understand emergency arrangements, and avoid undertaking any task that has not been properly assessed. They must report concerns, accidents, incidents and near misses promptly, and complete any required permits for the work being carried out.

9.12 External health and Safety advisors (Competent Persons)

Our Trust engages an external health and safety advisor. Devon Health and Safety Service acts as the Competent Person under Regulation 7 of the Management of Health and Safety at Work Regulations 1999, providing expert guidance on policy, compliance and best practice. Their support includes advising staff on health and safety matters, identifying training needs, delivering external audits for all schools, providing an out-of-hours emergency service, offering an online system for reporting and template documentation, supplying Radiation Protection Officer support and managing RIDDOR reporting to the HSE.

9.13 Students

Students in the secondary phase are expected to follow the Health and Safety Policy and related procedures to protect their own safety and that of others. Younger pupils will be supported by staff to understand expectations and to follow emergency procedures to ensure their safety and wellbeing.

9.14 Visitors (including Volunteers and Contractors)

- Visitors to our schools are responsible for their own safety and must not place others at risk. They are expected to follow site procedures, including signing in and out, providing identification, and reporting to Reception on arrival to receive essential safety and emergency information. Visitors must raise any health and safety concerns with the appropriate staff member and report all accidents, incidents and near misses so they can be properly investigated.

Further guidance on health and safety for volunteers in school is available on the HSE website - <https://www.hse.gov.uk/voluntary/volunteers/volunteer-health-and-safety.htm>

10.0 Arrangements

The Management of Health and Safety at Work Regulations 1999 require employers to have suitable arrangements for the effective planning, organisation, control, monitoring and review of health and safety. Our Trust follows the HSE's HSG65 'Plan, Do, Check, Act' approach to ensure these duties are met.

The following sections outline our key arrangements. Our health and safety systems are extensive and include policies, procedures, training, risk assessments, dynamic on-site decisions, and ongoing updates in response to new guidance. The Board of Trustees, CEO and school leaders also recognise that wider legislation beyond occupational safety—such as licensing, transport, food safety, environmental law and civil law—forms part of our overall health and safety responsibilities.

10.1 Accidents, Incidents and Near Misses

All accidents, incidents and dangerous occurrences must be reported to the school Health and Safety Lead. Records of these incidents will be maintained and reported to our Trust Lead for Health and safety and Head Teacher at least annually.

All accidents, incidents and near misses are recorded on the school system and / or OSHENS on the same day, or within 24 hours. As much detail as possible should be supplied when reporting an accident and records must be retained by the school for a minimum of 3 years, in accordance with Social Security (Claims and Payments) Regulation 1979 (Regulation 25).

Investigations will take place led by the Health and Safety Lead to establish if there are any root causes of the incident and take steps to improve safety with corrective actions to prevent similar incidents from occurring in the future, where reasonably practicable. These investigations will be recorded and reviewed as required.

Injuries requiring hospitalisation or ambulance must be reported immediately to the Health and Safety Lead to enable full investigation to take place and to establish if the incident is reportable under the [Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013](#) (RIDDOR).

All RIDDOR reportable incidents, accidents and reportable diseases will be actioned by the Health and Safety Lead, who will liaise directly with the school and the external competent advisor (currently Devon County Council Health and Safety Service) and also inform our Trust Lead for Health and Safety.

In the unlikely event of a life-threatening incident or even death, the scene should be secured and not touched. After the initial emergency call to 999 and immediate actions, Devon Health and Safety Services and our Trust Lead for Health and Safety should be contacted. Guidance on specified injuries reportable under RIDDOR are available [here](#).

Further guidance in reporting accidents, diseases and dangerous occurrences are available on the HSE website via the following link:

[Incident reporting in schools \(accidents, diseases and dangerous occurrences\) – EDIS1](#)

Trustees will be provided with reports and statistics to monitor and review health and safety performance across our Trust.

10.2 Administering of Medicines

Arrangements for the administration of medication in school will be in accordance with the school's 'Supporting Pupils at School with Medical Conditions' Policy. The DfE guidance regarding supporting pupils with medical conditions offers further guidance.

[DfE guidance - Supporting pupils with medical conditions](#)

10.3 Asbestos Management

Duties around asbestos management are set out in law by HSE in the [Control of Asbestos Regulations 2012](#). In addition to this, schools will refer to the DfE guidance to assist with [managing asbestos in school](#) and designated responsible persons will also ensure they follow the guidance from the HSE regarding [duty to manage](#).

The school asbestos management plan will set out how the school manages asbestos containing materials (ACM) to reduce risk of exposure for all.

The plan will contain:

- Roles and responsibilities
- A priority led Risk assessment of ACM areas
- How information on the whereabouts and type of ACM is disseminated
- Procedure for building works
- Differentiation between licenced and non-licenced work
- Emergency procedures - this will include procedure in the event that ACM is disturbed
- Training records of school staff (including operators within ACM areas and their line managers)
- Action plan
- [DFE Asbestos Management checklist](#)

Asbestos will be managed in accordance with the individual school Asbestos Management Plan and reviewed annually. Copies of the plan, together with the most up to date management surveys and refurbishment and demolition surveys (R&D), will be held at reception and the estates/site office to allow staff and contractors to view and sign before carrying out works in an asbestos containing material (ACM) area.

The revised [ACOP L143 Managing and working with asbestos](#) contains updated information about the requirements to manage asbestos under regulation 4 of Control of Asbestos Regulations 2012.

10.4 Building and Premises

The management of the school's premises will be assisted by record keeping and recording (paper or electronic). This will enable planned maintenance, asset protection, audits and provide references for future work.

Documentation to include:

- Records of compliance, maintenance, inspections and repairs
- Fire, asbestos, water hygiene risk assessments and action plans
- External inspections including Radiation Protection Adviser visits, external health and safety audits
- Statutory inspections
- Defect reports

Schools are also encouraged to follow the guidance on the DfE Good Estates Management for Schools Website (GEMS). <https://www.gov.uk/guidance/good-estate-management-for-schools> and complete and refer to the self-assessment tool available [here](#).

In 2025 the DfE also introduced the [Estates management standards](#) providing a defined set of actions for schools to follow.

10.5 Building Safety Act 2022

The Trust will comply with the Building Safety Act by maintaining clear accountability for building safety, keeping accurate and up-to-date building information, and managing risks in occupied buildings. Responsible and Accountable Persons will be identified as required, building safety risks will be regularly assessed and controlled, and all safety data will be maintained. Schools must provide requested information, support building safety reviews and escalate any safety-critical issues promptly.

10.6 Contractor Management

All contractors may only enter or work on school premises with the permission of the Headteacher or delegated person and must complete the Trust's contractor due-diligence process, including financial checks,

liability insurance, relevant certification, DBS information, letters of assurance and RAMS. Any hot works require prior notification and a signed permit, including details of lock-offs, completed in the presence of a member of the premises team or Health and Safety Lead. Contractors must report to reception on arrival, sign in, always wear their visitor badge, and sign out and return their badge when leaving the site.

10.7 Construction (Design & Management) Regulations 2015

In recognition of the legal duties imposed under the Construction (Design & Management) Regulations 2015, our Trust will ensure that all construction projects comply with this regulation.

10.8 Control of Substances Hazardous to Health (COSHH)

An up-to-date inventory of all hazardous substances must be held by the school's Health and Safety Lead, Business Support Lead or delegated person. All stored substances must have a COSHH assessment available electronically and/or as a hard copy at the storage location. A generic COSHH risk assessment is available from the Trust Health and Safety Lead on request.

Schools with Art, Design and Technology, Science or similar departments must maintain their own procedures for the safe storage, handling and use of hazardous substances. Heads of Department are responsible for their COSHH arrangements and must refer to their site-specific documentation.

All Trust schools subscribe to CLEAPSS for recognised HSE-approved guidance.

10.9 Design Technology

Our Trust identifies this subject as a higher risk area and will therefore ensure suitable training, risk assessments, equipment, and emergency procedures are in place to ensure the safety of the staff and pupils. Schools will seek the advice and guidance of external competent advisory service providers, e.g. CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services), and external health and safety advisors, to ensure relevant and up to date information is available and that safe systems of work are adhered to.

10.10 Display Screen Equipment (DSE)

The Health and Safety (Display Screen Equipment) Regulations 1992 require that regular users of all types of display screen equipment are risk assessed and steps are taken as needed to protect their health and safety. Our Trust will arrange risk assessments as necessary. All employees and anyone else on school business such as volunteers, can ask for a risk assessment regarding their workplace and the use of DSE.

10.11 Electrical Safety

The use of electrical systems will follow the current legal requirements. These include the general duties within the Health and Safety at Work etc Act 1974 Section 2 (2) and the [Electricity at Work Regulations 1989](#).

Fixed wire testing will be completed every 5 years and PAT testing is carried out on an annual programme.

Third parties hiring school facilities, bringing their own electrical equipment, must provide evidence of a successful PAT test within the year. Any defects with electrical equipment, leads, plugs etc. should be reported immediately. See HSE guidance – [HSG107](#)

10.12 Fire and Emergency Procedures

The arrangements for general fire safety as required under the Regulatory Reform (Fire Safety) Order 2005 will be in accordance with the outcome of an external accredited assessor completing a Fire Risk Assessment which is reviewed at least annually by the school unless requiring revision due to substantial change, or if legislation changes. The Fire Risk assessment should be repeated every 3 – 5 years by an external accredited assessor or on completion of major building works (whichever is the sooner).

The school's Fire Log Book or online system will be used to record weekly system tests, fire door checks, practice and unplanned evacuation drills, training on equipment, visits by the Fire and Rescue Service and maintenance visits by fire service engineers of all fire safety equipment, including emergency lighting and fire extinguishers. All schools carry out fire evacuation drills and review their procedures regularly and in accordance with their fire risk assessment and policy.

The nature of an emergency means that they may not fit into a previously encountered scenario and staff may need to react using their training and judgement. Emergency procedures include:

- Medical emergency - See Supporting Pupils at School with Medical Conditions and [DfE First Aid guidance](#)
- Gas leak, flood, service outage – See Premises logs and fire service pack for details of where shut off valves/ stop cocks etc. are situated
- Intruder, crime and terrorism – See School Emergency Plan and [DfE guidance on emergency planning](#)

10.13 First Aid Provision and Medical Support

The arrangements for first aid in the school will be in accordance with the Supporting Pupils at School with Medical Conditions, First Aid and associated policies. First aid boxes will be in specific locations and classroom areas as per the school requirements. The names of First Aiders and others with appropriate skills will be posted at strategic locations within the school.

10.14 Ionising Radiation and Radon

In using Ionising Radiation for educational purposes (science – secondary schools), we ensure that we will comply with the Ionising Radiation Regulations 2017. To ensure the safety of all, we will follow guidance set out in [CLEAPSS document L093 Managing Ionising Radiations and Radioactive Substances in Schools and Colleges](#). Our trust has registered the use of ionising radiation with the HSE as per regulations. The certificate is held in schools and centrally by the Trust health and safety lead.

Radon levels are monitored, high risk areas identified, and control measures implemented where necessary. Retesting of our school is carried out at intervals in accordance with current guidance.

The UK Health Security agency (UKHSA) have produced a [Radon in Schools](#) Guide. Further advice and guidance is available from <https://www.ukradon.org/>

10.15 Local Exhaust Ventilation and Air Extraction

Our Trust recognises there will be occasions when it will be necessary to refer to outside specialists for air monitoring and the checking of ventilation systems installed for the removal of dusts, vapours, gases etc, (e.g., fume cupboards, woodwork extraction, heat treatment, soldering etc). Provision will be made to ensure this takes place in accordance with [Schedule 4 COSHH](#). A record of all such tests will be kept in the premises log book / online system

Air extraction in kitchens and other types of air extraction, cooker hoods and other catering ventilation will be installed, cleaned and maintained to ensure adequate removal of waste gases from cooking equipment and to maintain a suitable temperature and humidity for the staff members.

Other air extraction will be provided and maintained as needed around the premises in for example:

- Kitchens
- Kiln Rooms
- Toilets and washrooms
- Reprographics room
- Server Rooms

10.16 Lone Working

Staff who are lone working will be subject to a risk assessment to assess the level of risk for the activity taking place. When lone working, staff should never take part in an activity that puts them at risk, e.g. drilling at height. Staff should also consider weather conditions and the activity before lone working. The lone worker should advise a designated person (colleague or family member), who could be alerted to any emergency. See the TWT Lone Working Policy.

10.17 Manual Handling

The Management of Health and Safety at Work Regulations require employers to assess the risk to the health and safety of workers. Employers must also comply with the Manual Handling Operations Regulations which sets out the hierarchy of measures to follow to prevent and manage the risks from hazardous manual handling.



All staff carrying out manual handling tasks must be trained and should follow the hierarchy of avoiding lifting wherever possible. If the task cannot be avoided, equipment such as trolleys or hoists should be used where appropriate. Any lifting or moving of objects or people must only take place following a suitable risk assessment completed by a competent person, such as the Health and Safety Lead. Lifting pupils with medical needs must be assessed by an external practitioner and included in the pupil's care plan, with additional training provided.

Standard operating procedures will be established where possible, and equipment such as hoists, trolleys, wheelchairs and evac chairs will be maintained in line with manufacturer requirements. Appropriate

equipment will be provided, specialist training given as needed, and all manual handling incidents and near misses will be recorded, investigated and used to review procedures.

The HSE have prepared a guide which schools are expected to follow - [Manual handling at Work INDG143](#)

10.18 Monitoring and Auditing Health and Safety Performance

Our Trust and schools will apply the Health and Safety Executive & Institute of Directors recommended process of:



The Trust operates a rolling programme to review and update health and safety documents and procedures. Internal audits are carried out at least annually by the shared services estates team to maintain and improve performance. External health and safety audits are undertaken by Devon Health and Safety Services on an annual basis for secondary schools and every three years for primary schools.

Ongoing monitoring includes regular recorded walkabouts conducted by the Health and Safety Lead, focusing on specific risk areas and engaging with staff, pupils and contractors. Premises staff will also carry out routine daily walkabouts—formal or informal—to identify and address issues before they escalate.

See also HSE Guidance:

[HSG65](#)

[INDG417](#)

10.19 Noise, High Sound Levels and Vibration (Machinery and Music)

[The Control of Noise at work Regulations 2005](#) aims to ensure that workers’ hearing is protected from excessive noise. Our Trust recognises there may be issues with noise, high sound levels and vibrations and encourage staff to report any excessive and continuous noise / vibrations to the Health and Safety Lead. In these instances, specialist advice will be sought and the [HSE ready reckoners](#) will be used to calculate exposure.

Where exposure is found to be excessive, remedial actions will be required, which could include personal protective equipment being made available.

For music staff exposed to high levels of noise, a health surveillance programme may be offered if required. Individual risk assessments should be put in place for staff where exposure to excessive periods of noise as part of their work activities.

10.20 Off Site Visits, Educational Trips and Sporting Events

Arrangements for all off-site visits will comply with the relevant Local Authority policy and procedures. All schools have at least one Educational Visit Coordinator who will be suitably trained. Educational visits and

off-site trips are recorded and approved using the EVOLVE system provided by Devon County Council. In addition, the following guidance is recommended:

[Outdoor Educations Advisers Panel \(OEAP\)](#) who provide guidance, activities, training and support for outdoor learning and educational visits.

[HSE guidance on educational visits](#)

[DFE guidance - Health and safety on educational visits](#)

10.21 Outdoor Play Areas, Outdoor Equipment and Structures

This item covers the wide range of external features, such as fencing, outdoor seating, gazebos and roof gardens. The principle is of regular inspection and maintenance. This is carried out and recorded by the premises staff or grounds contractor. Usually a daily sweep and at least monthly inspection of these structures.

Outdoor play equipment must be installed in accordance with BS EN 1176. All external play equipment requires an annual inspection by a [RoSPA accredited company](#). In addition, the premises team should conduct a daily sweep of the area and a weekly check of the equipment (e.g. no bolts or wood loose). These checks must be recorded and any issues actioned. A risk assessment for activities on the play equipment should also be put in place and reviewed at least annually and when equipment is added or removed.

10.22 Personal Protective Equipment (PPE)

PPE includes any equipment or clothing worn or held to protect a person from risks to their health and safety. Examples include protective gloves, eye protection, head protection, face masks, high-visibility clothing, safety footwear and hearing protection. The Trust will provide PPE free of charge wherever risks cannot be adequately controlled by other measures. Health and Safety Leads must ensure that all PPE is suitable, correctly assessed before use, properly maintained and stored appropriately. All staff and pupils required to use PPE will receive information and instruction on its correct use. They must use PPE as instructed, report any defects or loss immediately and return PPE to the appropriate storage location after use. Use of PPE should be included on associated activity risk assessments.

Further guidance regarding PPE use is available from the HSE [here](#).

BS standards for PPE is available [here](#).

10.23 Physical Education

Our Trust has identified this subject as a higher risk area and will therefore ensure suitable training, risk assessments, equipment, and emergency procedures are in place to ensure the safety of the staff and pupils. All activities within this subject will include risk assessments within the schemes of work. See the [Association for Physical Education](#) (AfPE) for templates and further advice and guidance.

10.24 Plant, Machinery and Equipment

[The Provision and use of work equipment regulations 1998 \(PUWER\)](#) requires that equipment provided for use at work is:

- suitable for its intended use
- safe to use

- maintained in a safe condition, including adequate and correct guarding of specific equipment and
- inspected to ensure it is correctly installed and does not subsequently deteriorate.

The Trust recognises that specialist advice may be required to determine the safety needs of specific equipment and machinery, and will engage external contractors or advisors where necessary. Health and Safety Leads, Site Managers and Curriculum Subject Leaders must ensure periodic checks are completed for all plant, machinery and equipment, with maintenance and inspection records kept with the equipment or stored in the premises office or online system.

Work areas will be inspected at least annually, or more frequently if specified by manufacturer guidance, by a competent contractor. No new plant, machinery, equipment, materials or substances may be introduced without consulting the Business Support Lead and Health and Safety Lead. The Health and Safety Lead or Subject Leader must ensure suitable risk assessments and safe systems of work are in place for use, cleaning and maintenance, and that appropriate PPE is provided for staff and pupils.

Equipment and machinery will include (but not limited to):

- Hand tools
- School curriculum apparatus
- Lifting equipment
- Ladders
- Pressure cleaners
- DT machinery
- Sewing machines

The HSE have created a [Safe use of work equipment guide L22](#) which should be referenced when considering risk assessments and maintenance of equipment and machinery on school sites.

Lifts provided for use in workplaces are subject to the Lifting Operations and Lifting Equipment Regulations (LOLER). Passenger lifts and combined goods / passenger lifts are subject to [periodic examination](#) and [inspection](#) as required by [LOLER](#) and [PUWER](#).

10.25 Pressure Systems (including Gas Boilers)

Our Trust will ensure that all pressure systems are operated, maintained & examined in accordance with the [Pressure Systems Safety Regulations 2000](#) and [ACOP L122](#). In particular, schools will ensure that:

- a suitable written scheme of examination is in place before the system is operated
- the system is examined in accordance with manufacturers recommendations
- the system is operated within its safe operating limits
- all staff operating pressure systems are provided with adequate information, instruction, training & supervision and
- gas boilers must be maintained in accordance with manufacturer's instructions and serviced and maintained by a gas safe registered engineer.

10.26 Risk Assessments

In line with Health and Safety Executive guidance, risk assessments will focus on serious and substantial risks as a priority. The risk assessment process will follow the HSE guidance (previously called "five steps to risk assessment"). The HSE provides guidance on the risk assessment process available [here](#). Risk assessments will be suitable and sufficient. They will use the best available guidance from advisory bodies, e.g. AfPE for sport and other PE activities, CLEAPSS for Science, DT and Art.

Our Trust recognises the law and requires schools to consider assessment of risks that may arise in the course of the school day. This will include anything related to the school premises or delivery of the curriculum, whether on or off site. Risk assessments will be recorded through the following process:

- Identifying the hazards
- Identifying who may be harmed
- Identifying how people may be harmed
- Recording what control risks are already in place
- Identifying what other control measures are required to mitigate risk (where appropriate)
- Reviewing the risk assessment on a regular basis

A simple and focussed template is available from the estates team: estates@tedwraggtrust.co.uk

In addition to this resource, the new [OSHENS site](#) also has a suite of templates available for schools to adapt for their specific setting.

The health and safety lead network meetings also provide the opportunity to share best practice and develop a risk assessment register that ensures all school risks are assessed, recorded and reviewed.

10.27 Security

All staff should be conscious of all aspects of the security of people and property. This will include emergency exit doors on the outer perimeter of the buildings, perimeter fencing, access control and security alarms. Site staff will carry out regular inspections of all security measures across the site. However, it is the responsibility of all staff to report any defects immediately.

Maintaining security and remaining vigilant is key to reducing the opportunity of unauthorised persons entering the school buildings as well as the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors. Staff, visitors, contractors, Trustees and Governors are all required to wear identification badges at all times when on school premises.

The security management of the premises, staff members and pupils is part of the overall safeguarding procedure as well as asset protection and personal safety. Some procedures are accessible only to authorised personnel including:

- Personal data
- Cash protection
- IT security

10.28 Stress

The Health & Safety Executive defines stress as “the adverse reaction people have to excessive pressure or other types of demand placed upon them”.

Schools will identify workplace stressors and take reasonably practicable measures to control the risks from stress. From September 2025, managers will be provided with Great People Management training to help them support employees in their roles. Where stress has been identified, managers use the Trust stress risk assessment to provide individualised stress management support to employees.

All staff have access to an [Employee Assistance Programme](#) which offers counselling and other wellbeing facilities and is confidential.

10.29 Training

The Management of Health and Safety at Work Regulations 1999 requires employers to provide suitable information and training to those in the organisation.

Our Trust recognises its statutory duty to provide staff with information, instruction, training and supervision necessary for their health and safety at work.

Training requirements are identified in the following ways:

- part of an individual's annual performance appraisal.
- identified as part of a risk assessment process
- role specific training needs requiring certified training
- role specific training needs requiring 'in house' supervision and/or training
- All staff receive health and safety training as part of induction with refresher and update training either when changes occur, annually for specific certified training or every three years

10.30 Tree Management

As part of the grounds contract, the trees on school sites are monitored and maintained. This will include a tree survey, from which an action plan is created and prioritised remedial works completed annually. In addition to this site staff should conduct a monthly check on all trees on site to ensure they are safe and in good condition. This check should be recorded and any issues acted upon.

10.31 Water Hygiene Management (Legionella)

Schools will adopt as far as reasonably practicable the principles of control and management identified in the current edition of the H.S.E Approved Code of practice and Guidance Document L8 [The Control of Legionella Bacteria in Water Systems](#) (ACOP L8).

To comply with its legal duty's schools will:

- identify and assess sources of risk
- prepare a scheme for preventing or controlling the risk
- implement, manage and monitor all precautionary control measures identified
- keep records of precautionary measures
- identify roles and responsibilities of employees and contractors within the school and
- review the water hygiene risk assessment and water safety plan at least annually.

10.32 Work Related Driving

Work-related driving includes any occasion when an employee is required to drive as part of their job, such as travelling to meetings or seminars, visiting other sites, or driving on authorised trips and activities, including minibus use.

Schools will assess the risks associated with work-related driving and implement appropriate control measures. Where necessary, employees will receive training, information and instruction on safe driving procedures.

Employees driving on behalf of the Trust must not:

- drive under the influence of alcohol or drugs
- carry hitchhikers or unauthorised passengers
- use a hand-held device while driving
- drive in a manner that places themselves or others at risk
- drive while fatigued

Schools will put in place procedures to ensure all drivers:

- are eligible and licensed to drive the relevant vehicle
- have appropriate business-use insurance for private vehicles
- have vehicles with a valid MOT (where applicable)

These checks will be renewed annually. Drivers must inform the school immediately of any driving offences.

Refer to the Minibus Policy for additional requirements.

10.33 Working at Height

[The Work at Height Regulations 2005](#) apply to all work at height, where there is risk of a fall liable to cause personal injury. They place duties on employers, and those who control any work at height activity (such as facilities managers or building owners who may contract others to work at height).

To minimise the risk of falls from height, schools will:

- take measures to avoid work at height where possible
- provide work equipment or other measures to prevent falls where working at height cannot avoid be avoided and
- where the risk of a fall cannot be eliminated, work equipment or other measures will be implemented to minimise the distance and consequences of a fall should one occur.

Schools will seek to control and minimise the risks associated with working at height by ensuring that:

- all work at height is properly planned and organized,
- all work at height takes account of weather conditions that could endanger health and safety
- those involved in work at height are trained and competent
- the place where work at height is done is safe
- equipment for work at height is appropriately inspected
- the risks from fragile surfaces are properly controlled
- the risks from falling objects are properly controlled and
- lone working at height is prohibited.

A risk assessment template for working at height is available on the shared drive or through our Trust health and safety lead.

School Health and Safety Leads and site staff should also be familiar with the [HSE Working at Height brief guide](#).

10.34 Work Experience Placements in our schools / Young Person Risk Assessment Requirements

The HSE guidance on [Young People at Work](#) will be followed. A placement officer may visit the school to discuss the placement of the student. They will require:

- Visual of the Health and Safety Law poster prominently displayed
- Copy of liability insurance
- Documented risk assessment specific for the activities the young person will be undertaking, considering any specific requirements. These details will be provided to the parent of a young person under the age of 18
- Details of the supervisor responsible for the placement
- Induction and training schedule
- Details of PPE being supplied to the young person

The Health and Safety Lead / supervisor will ensure that prior to any work experience placement, the applicable working environment is suitable for the relevant student(s), and that all reasonable steps to ensure the health, safety and welfare of the student, considering their lack of experience, absence of awareness of potential risks and their relative immaturity.

10.35 Work Experience Placements (External) for our students

Our trust believes that work experience gives our young people the opportunity to develop skills essential for working life together with an insight into the way companies and businesses work and how to apply their learning to a future career.

The HSE guidance Protecting young people at work is available here [protecting young people at work](#)

To ensure the safety and well-being of our students during work experience placements, our schools collaborate with external companies and organizations that are dedicated to maintaining high safety standards.

These organisations carry out the necessary checks directly with the employer, including public liability insurance, relevant policies, safety standards etc. They also work with the school to ensure that safeguarding is of the highest priority and provide the employer with safeguarding best practice guidance and support.

By engaging with these trusted partners, we can provide effective oversight and support for our students in real-world environments. This collaboration not only enhances the learning experience but also reinforces our commitment to creating secure and enriching opportunities for our young people.

The following schools use the work experience checker element of Unifrog:

- | | | |
|--------------|-----------------|--------------|
| • All Saints | • Cranbrook | • Exmouth |
| • Honiton | • Isca | • Lipson |
| • Marine | • Matford Brook | • QE |
| • St James | • St Luke's | • Tor Bridge |
| • West Exe | | |

The following school uses Yeovil College:

- Sidmouth