Moorlands Learning Trust

Health & Safety Policy

	Position/Committee	Date
Prepared by	CFO	June 2026
Approved by	Trust Board	June 2026
To be Reviewed	CFO	July 2027

H. Williams

18th June 2026

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Helen Williams
Chief Executive Officer

Date

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Moorlands Learning Trust Health & Safety Statement of Intent

Moorlands Learning Trust will comply with relevant Health and Safety Acts and Regulations, Department for Education (DfE) guidance on Good Estate Management for Schools together with industry standards and best practice relevant to Moorlands Learning Trust operations.

Moorlands Learning Trust accepts the duty to prevent injury and ill health to employees, visitors, contractors, and temporary workers, as well as any members of the public who might be affected by Moorlands Learning Trust operations. The Trust aims to provide a safe, heathy environment, managing buildings and premises in an effective and legally compliant way and promoting a positive health and safety culture in Trust schools. Occupational health and safety policy and arrangements will be proportionate to the level of safety and health risks arising from Moorlands Learning Trust activities. Whilst day to day management of Health and Safety can be delegated to the individual schools, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the Board of Trustees.

This policy will be communicated to all employees and stakeholders who may be affected by Moorlands Learning Trust operations. In order to ensure that information about how risk will be managed reaches those exposed to risk, Health and Safety policies and procedures have been developed for our activities. All relevant operational information is available from the Trust Director of Operations, Trust Estates Manager, and operational lead of each Trust school.

Individuals are responsible for taking reasonable care of their own and other people's welfare and to report any situation that may pose a threat to the well-being of any other person. Employees are encouraged to play a positive role in developing and maintaining a healthy and safe working environment and to report health and safety concerns as appropriate. Non-reporting of risk is subject to disciplinary procedures. All employees will be provided with relevant equipment, information, training, and supervision. Finances and resources reasonable to implement this policy will be made available.

Accurate records of all statutory tasks will be maintained. All requirements and recommendations highlighted in inspection reports will be reviewed and acted upon, as necessary. All significant work-related injuries, incidents and near misses will be reported, investigated, and recorded. Accident and investigation records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

Moorlands Learning Trust is committed to continual improvement in performance related to the way that premises, safety and health risks are managed. Our Health and Safety Policy will be continually monitored and updated every year, or when there are changes in the nature and scale of Moorlands Learning Trust operations.

CEO

Signed on behalf of Moorlands Learning Trust

Date:

1.0 Aims

Our Trust aims to:

- Provide and maintain a safe and healthy environment, managing its premises, buildings, and equipment in an efficient, legally compliant way
- Establish and maintain safe working procedures amongst staff, pupils, and all visitors to school sites
- Consult with our employees on matters affecting their health and safety and provide training and information in all areas relevant to their role
- Have robust procedures in place in case of emergencies
- Ensure that premises and equipment are maintained safely and are regularly inspected, taking into account statutory requirements, HSE guidance and best practice recommendations.
- Ensure that plant, machinery, and equipment purchased is manufactured to a British, European, or International recognised standard
- Review and revise this policy as necessary having regard to changes within the organisation and, as a minimum, at recognised intervals

2.0 Legislation

This policy is based on advice from the Department for Education on health and safety in schools, and guidance on Good Estate Management for Schools and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties that employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which requires employers to assess the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry
  out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height
- The Control of Asbestos Regulations 2012 which gives the minimum standards for protecting employees from harm
- The Electricity at Work Regulations 1989 which contains the standards for electrical safety
- The Trust follows national guidance published by UK Health Security Agency (UKHSA) when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

3.0 Roles and Responsibilities

3.1 The Trust Board

The Trust Board has ultimate responsibility for health and safety and premises matters in all Trust schools but will delegate day-to-day responsibility to the CEO and Headteacher / Local Governing Body of Trust schools, as per their scheme of delegation (SoD). Each school's SoD should be read in conjunction with this policy to ensure that the correct level of decision making and responsibility under this policy is exercised.

The Trust Board has a duty to comply with the requirements of The Education (Independent School Standards) Regulations 2014. The Trust Board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off school premises.

Moorlands Learning Trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by Trust activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

3.2 CEO / Trust School Headteacher

The CEO is responsible for health and safety day-to-day, along with Headteachers in Trust schools as per their scheme of delegation and in line with the Trust's use of 'Every' management information system to monitor and manage compliance. This involves:

3.2.1 Implementing the health and safety policy
3.2.2 Ensuring there is enough staff to safely supervise pupils
3.2.3 Ensuring that the school building and premises are safe and regularly inspected
3.2.4 Providing adequate training for Trust school staff
3.2.5 Reporting to the Trust Board on health and safety matters
3.2.6 Ensuring appropriate evacuation procedures are in place and regular fire drills are held
3.2.7 Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
3.2.8 Ensuring all risk assessments are completed and reviewed
3.2.9 Monitoring contracts e.g., cleaning
3.2.10 In the CEO's absence, the CFO / Headteachers assume the above day-to-day health and safety responsibilities.

3.3 Trust and Schools' Health and Safety lead

The CFO is the senior Trust executive officer who acts as the nominated Trust health and safety lead. Each Trust school will also have at least one senior leader nominated as their health and safety lead. They will be supported operationally by relevant other colleagues (e.g., Operations Manager, Site Manager) who will fulfil the on-site role of Competent Person as defined by Management of Health and Safety at Work Regulations since 1974. The Trust Estates Manager fulfills the role of Trust Competent Person to assist with undertaking the measures needed to comply with the health and safety regulations The Trust has appointed the NYES H and S Service as their external competent person in accordance with the Regulation 7 of the Management of Health & Safety at Work Regulations 1999. This provides strategic health and safety advice and support to the Schools, Trustees, LGBs, Headteachers and employees of the Trust.

The Trust Health and Safety Governance Group consists of governor representatives from primary and secondary schools, a Trustee, the CFO and Director of Operations and Trust Estates Manager. Meetings are held at least termly and action points followed up.

The Trust academies are members of the RPA (Risk Protection Arrangement) scheme. Guidance and advice is available as part of the scheme and this policy reflects recommendations from RPA Risk Management in Practice guidance. Key staff in the Trust hold qualifications in Health and Safety from NEBOSH and IOSH. An audit of health and safety procedures in each school is undertaken on a regular basis.

3.4 Staff

Trust school staff have a duty to take care of pupils in the same way that a prudent parent would do so.
Staff will:

3.4.1 Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
3.4.2 Co-operate with the school / Trust on health and safety matters
3.4.3 Work in accordance with training and instructions
3.4.4 Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken

3.4.5 Model safe and hygienic practice for pupils
3.4.6 Understand emergency evacuation procedures and feel confident in implementing them

3.5 Pupils and parents

Pupils and parents are responsible for following the Trust school's health and safety advice, on-site and off- site, and for reporting any health and safety incidents to a member of staff.

3.6 Contractors

Contractors will agree health and safety practices before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. Contractors will review relevant site plans and information and use this information to inform their safe system of working. Contractors will work in accordance with the compliance requirements of Construction Design and Management Regulations 2015. Where a project involves specialist contractors or is of a significant size and scope, it may require to be centrally managed, and the advice and support of an external consultant will be engaged.

Contractors are required to sign in and wear a visitor's badge for the duration of their visit. All contractors must review and sign the relevant site's Asbestos Register before commencing works. Contractors must comply with the school's safeguarding arrangements for DBS requirements in accordance with KCSIE statutory guidance. A summary is contained in Appendix 2.

Further information can be found in the Premises Management Policy , Trust templates and resources, and in Good Estates Management for Schools

3.7 Training

MLT staff are provided with health and safety awareness training as part of their induction process.

Staff who work in high risk environments, such as site, catering, science labs, technology, art, or work with pupils with special educational needs (SEN), are given additional relevant role specific health and safety training.

To align with new statutory guidance (September 2026 implementation) in relation to Allergens, training will be provided for all staff in Allergy awareness and Adrenaline Auto Injector (AAI) use. There will be enhanced training for key staff and annual refresher training. Detailed guidance will be contained within the Trust Allergy Policy (issued July 2026).

4.0 Risk assessments and other checks

The Trust schools have in place risk assessments relating to all activities on site, which are updated and reviewed as required, and whenever there is a change in circumstances which affects them. A list of statutory and mandatory risk assessments is in Appendix 1. These are the minimum recommended requirements and are supplemented in each school by site-specific and task-specific risk assessments.

Guidance on risk assessment procedures, communication, identification, responsibility, training, rating, and control measures is available from the Trust Director of Operations and from NYES H&S advisors.

The school also ensures further checks are made to confirm the following:

- Correct and up-to-date information is displayed in all notices
- Compliance with the Construction (Design and Management) Regulations 2015 on letting of a construction project
- Contractors have the necessary qualifications to carry out the specified work
- Compliance with the Equality Act 2010 when making changes or alterations to a building or the external environment

5.0 Monitoring and Inspections

Trust schools will maintain compliance records, contracts and incident records using the "Every" management information system**.** Reports obtained from the system are monitored at school and Trust level. The Trust Estates Manager will monitor compliance using a combination of Every records and regular school visits, supplemented by NYES H&S advisor on site visits.
Compliance audits will be undertaken as follows:

- Annual fire risk assessment by external contractor
- Annual Asbestos management plan review by external contractor
- Annual Legionella risk assessment management plan review by external contractor

- Five yearly fixed wiring survey undertaken by external contractor
- Annual Health Check reviewed by the Trust Director of Operations using external H&S reports and internal compliance records
- Termly health and safety and site maintenance audit by the Estates team and H&S advisor
- Continuous monitoring of site compliance through the use of an online system and regular liaison between Estates team and school staff

6.0 Arrangements

6.1 Accidents and Incidents

6.1.1 Accident records

A template accident recording form is in the Trust First Aid Policy.

What's an incident?

Something that has unintentionally happened and has the potential to cause damage (to persons or property), harm or injury if it happened again. A follow -up is most likely required - it might need attention from the site team to a premises issue, or it might need a review of risk management processes. Recording incidents is a crucial part of preventing future accidents.

What's an accident?

Something that unintentionally happened, which did cause damage, injury, or harm. It needs a follow-up, or a sign off confirmation.

What's a near miss?

A recordable incident that needs investigating and recording. If it is dangerous, it may need reporting under the RIDDOR regulations.

An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. The designated H&S lead in each Trust school oversees the maintenance of the Accident Record Log and reports regularly to Governors / CFO/ CEO as per the scheme of delegation.

- As much detail as possible will be supplied when reporting an accident, and a note of follow up actions is required
- Information about injuries will also be kept in the pupil's educational record
- Records held of first aid and accidents will be retained by each Trust school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

  A regular risk meeting is held in each school to review accidents/incidents/near misses and other risk areas, discussing follow-up procedures, and signing off incidents where completed. Notes should be kept of the meetings and stored, together with any other related documents, for reference. The Incidents module of Every can be used for this and incident forms uploaded.

6.1.2 Reporting to the Health and Safety Executive

The designated H&S lead will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). Specific guidance for incident reporting in schools is followed; additional advice can be obtained from NYES H&S advisors.

They or the Site Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
  - Fractures, other than to fingers, thumbs, and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - 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 requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events

relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:
How to make a RIDDOR report, HSE
http://www.hse.gov.uk/riddor/report.htm

6.2 Administration of medicines

Details can be found in the Trust Policy Supporting Students with Medical Conditions and the Trust Allergy Policy (July 2026).

Where possible, it is preferable for medicines to be prescribed at frequencies that allow the student to take them outside of school hours. No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.

Medication will be stored securely and appropriately in accordance with individual product instructions.

- Medication will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.
- Where individual pupils have been given the responsibility for keeping medication with them, this will be noted in the interests of safety.
- Information on individual healthcare plan procedures, allergy registers, spare emergency adrenaline devices and emergency procedures can be located in the Trust Allergy Policy (issued July 2026)

6.3 Allergy Management

The Trust recognises allergy management as a critical health and safety priority. Schools must maintain allergy registers, implement Individual Healthcare Plans, ensure allergen information is available, and provide staff training. Emergency procedures including access to adrenaline auto-injectors must be in place. Detailed guidance is contained in the Trust Allergy Policy (issued July 2026).

6.4 Asbestos

All staff must receive a general asbestos awareness and health and safety refresher briefing annually as part of the September training day.

Asbestos survey and management plan are produced by external specialist contractor and stored on Every management information system. A copy of the Asbestos register is available in the school's main office and with the site manager.

- All contractors must sign to say they have reviewed the register before starting work on site
- Site manager / Caretaker will ensure compliance checks are undertaken as required to ensure the state of any asbestos within the premises has not changed i.e., damaged or disrupted

6.5 Control of Substances Hazardous to Health (COSHH)

Schools are required to control hazardous substances, which include

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by designated staff e.g., within curriculum areas, the Site Manager and the Catering Manager. Staff will be provided with protective equipment, where necessary.
Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. Areas containing

hazardous substances are clearly marked and access restricted. The use of chemicals for teaching will be done in accordance with guidance produced by the CLEAPSS Schools Science Service. Any hazardous products are disposed of in accordance with specific disposal procedures. Risk assessments will be reviewed on a regular basis, when the work activity changes, or constituents of the product changes, whichever is the sooner.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

Contractors (e.g., external cleaning service, catering services) COSHH assessments are the responsibility of the contractor. A copy of the COSHH file of assessments and hazard data sheets must be made available to the school for monitoring and so that reference can be made in the case of accidental spillage or unauthorised use/access.

6.6 Display Screen Equipment

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time. Training is available via online modules for all staff.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician. The eye test should be a full eye and eyesight test by an optometrist or doctor, including a vision test and an eye examination.

Glasses for DSE work - The Trust will only pay for glasses for DSE work if the test shows an employee needs special glasses prescribed for the distance the screen is viewed at. If an ordinary prescription is suitable, the Trust will not pay for glasses.

Where the cost of eye tests or glasses is met by the Trust this will be using vouchers following a work station assessment.

6.7 Educational Visits

Educational visits are undertaken in accordance with the Trust Educational Visits Policy.

When taking pupils off school premises, the relevant responsible member(s) of staff will ensure that all school Trips & Visits procedures are followed as per the Trust's guidance and in conjunction with the school Educational Visits Coordinator (EVC) including that:

- Risk assessments will be completed where off-site visits and activities require them.
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- There will always be at least one first aider on school trips and visits
- Procedures will comply with enhanced Allergy management guidance and Trust Allergy Policy

6.8 Electricity

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported using the school's reporting procedures. Urgent issues will be reported immediately and equipment immediately taken out of use safely by on site competent person.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Portable appliance testing (PAT) will be carried out by a competent person, prioritising high risk items and following the site-specific schedule in place.
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation, and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

- Electrical devices should not be brought in and used in school without prior authorisation and appropriate electrical checks/tests

6.9 Fire Safety

- Emergency exits, assembly points and assembly point instructions are clearly identified in Trust schools by safety signs and notices. Summary fire protocol notices are clearly displayed in Trust schools throughout the site. Fire risk assessment of the premises will be reviewed regularly and also in the event of any significant infrastructure changes. An Emergency Evacuation Plan is in place in each Trust school. Guidance from the Fire Safety Risk Assessment in Educational Premises document is followed.
- Emergency evacuations are practised at least once a term
- The fire alarm is a loud continuous bell
- Fire alarm testing will take place weekly, testing all call points on a rotation basis
- Fire detection and alarm systems, and firefighting equipment, are maintained and inspected by a competent person
- All staff will be trained in fire safety awareness and all staff and pupils will be made aware of any new fire risks
- Personal Evacuation procedures will be implemented for any member of staff, students, or visitors requiring this
- In the event of a fire:
    - The alarm will be raised immediately by whoever discovers the fire on site and emergency services contacted. Evacuation procedures will also begin immediately
    - Fire extinguishers may be used only by staff who are trained in how to operate them and are confident they can use them without putting themselves or others at risk
    - Staff and pupils will congregate at the assigned assembly points.
    - Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day
    - A register of all staff will be reported to the Headteacher / designated senior staff colleague.
    - Staff and pupils will remain outside buildings until emergency services and the Designated Fire Officer confirm it is safe to re-enter
    - Individual Personal Emergency Evacuation Plans (PEEP) are put in place for any staff or students requiring this. Any visitors with mobility, hearing or visual needs must inform the relevant main office on arrival who will liaise with the Site Manager. A notice advising visitors of this is displayed at the main desk. Specific emergency evacuation plans will be agreed for contractors working on site. Hot-work permits are required for any works involving open flames or producing heat and/or sparks and must be prepared by a competent person and signed by the Site Manager.

6.10 First Aid

Trust schools must follow the procedures and guidance set out in the Trust First Aid Policy and the new Trust Allergy Policy (issued July 2026) Adequate numbers of First Aid trained personnel must be in place for the site-specific setting. Emergency allergy procedures must be followed in accordance with updated guidance. All staff must have awareness to be able to recognise anaphylaxis, understand emergency response procedures and how to respond to emergencies.

6.11 Food Safety

The Trust recognises and accepts its responsibility to comply with the food safety requirements of current legislation.

- Information regarding the ingredients of any food offered for sale or service is made available to customers and clear signage is in place following Natasha's Law recommended labelling
- Catering staff receive relevant training
- Catering facilities are monitored and audited by Trust Catering Manager
- Where a school has an external contract for catering services, the Service Level Agreement is managed by the Trust Catering Manager
- All Trust schools adhere to the Trust Allergy protocols

6.12 Gas Safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained in accordance with manufacturer's instructions
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

6.13 Infection Prevention and Control

The Trust follows national guidance published by the UK Health Security Agency (UKHSA) when responding to infection control issues. Additional risk assessments are put in place in response to specific issues, for example an outbreak of an infectious disease such as Scarlet Fever or Covid-19. Any individual showing the symptoms of an infectious disease or diagnosed by a health professional should be advised to stay away from their setting for the minimum period recommended, if required, and until well enough. We encourage staff and pupils to follow good hygiene practices. Clear signage is in place around school and protocols are reinforced with students and staff.

6.14 Legionella

The Trust is responsible for ensuring that regular water risk assessments take place and that the identified operational controls are conducted and recorded in each school. The risk assessments are carried out by a competent person in the form of an external contractor and management plan reviewed annually or when there are any significant changes to the system.

The following actions in each school mitigate the risks from legionella: weekly flush-throughs of little used outlets and monthly temperature control of hot and cold water, water quality tests, tank condition and compliance inspections, testing of swimming pool water (where applicable). All inspections and checks are recorded by the site manager in each Trust school.

6.15 Lettings

This policy applies to lettings. Those who hire any aspect of a Trust school site or any of its facilities will be made aware of the content of the Trust's health and safety policy and will have responsibility for complying with it as part of their agreed terms and conditions of hire.

6.16 Lone Working

The following activities are not to be carried out by lone workers under any circumstances:

- Working at height
- Manual handling of heavy or bulky items
- Transport of injured persons
- Working in trenches or ducts
- Use of power tools
- Use of solvent based chemicals, paints or glues

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return. If the nature of tasks change in any way, the on site competent person must ensure that the risk assessment is reviewed and updated.
The lone worker will ensure that they are medically fit to work alone and that approved safe systems of working are followed.
Royal Society for Prevention of Accidents (ROSPA) principles of SKATE (Skill, Knowledge, Attitude, Training, Experience) will be followed.

6.17 Manual Handling

Staff must only lift equipment and furniture within their own individual capability. Manual handling training will be provided for appropriate members of staff including, if necessary, how to lift pupils safely.

Manual handling risk assessments must be in place and specific risk assessment made for unusual or complex circumstances.

6.18 New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies a Trust school that they are pregnant. Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in

pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

6.19 PE equipment

Routine inspections and checks are carried out by PE staff and site staff in school. Annual inspections are carried out by an external contractor.

- A dynamic risk assessment is undertaken by the PE staff member before each lesson
- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the sports surfaces or any other apparatus will be reported to the Site Team
- Where a swimming pool is situated in a Trust school, specific health and safety protocols are followed in relation to the risk assessment of the area and activities and the routines for maintenance. The inspection and servicing of the pool plant equipment is undertaken by a competent person. Daily pool checks are undertaken three times a day by trained on-site personnel.

6.20 Personal Protective Equipment (PPE)

It is recognised that PPE is the last line of defence and other control measures should be considered in the first instance. PPE equipment is provided as required for relevant tasks (e.g., cleaning, site team, catering) and for students and employees to use in Science and Design and Technology lessons. PPE must be worn in accordance with task-specific risk assessment, maintained and stored correctly, and users must receive relevant guidance for use of PPE.

6.21 Site Security

On-site managers are responsible for the security of each Trust school site both in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. They are also key holders and will respond to an emergency. Where CCTV is installed on site, this is to support site security and safeguarding and is managed in accordance with the Trust CCTV Policy.

It is recommended that an annual site security review is undertaken and required actions are recorded on the Every system.

6.22 Slips, trips and falls

Trust schools have risk assessments in place recognising site specific conditions.

Working Procedures include mopping floors, absorbent floor mats near entrances. Regular hazard spotting inspections should be undertaken by Site maintenance teams; staff report potential issues to site team using Every system. Staff receive annual health and safety briefing refresher and regular updates in response in specific circumstances.

6.23 Smoking and Vaping

Smoking and vaping is not permitted anywhere on Trust school premises, or in Trust / school vehicles at any time.

6.24 Snow, ice and extreme weather

Each school will have local procedures for managing extreme weather and a communications plan. Decisions affecting school timings or closure will be taken in a timely fashion with consideration for all site users and external factors using all information reasonably available.

6.25 Training

All Trust sites will ensure that staff members are provided with any relevant health and safety training required to fulfil their role:

- The Headteacher will ensure there are the appropriate number of fire wardens and first aid trained staff members working across their site
- Site specific Health and Safety Training Needs will be assessed as part of individual's annual review and where a significant change in role occurs
- Training needs may also be identified and subsequently actioned as part of a risk assessment process

6.26 Vehicles

Trust sites must have risk assessments for vehicle movements and pedestrian access to site.

Anyone driving a Trust vehicle must provide evidence of driving licence and comply with relevant risk assessments and safe systems of working.

6.27 Violence at Work

The Trust believes that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.
All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager immediately. This applies to violence from pupils, visitors, or other staff.

6.28 Working at Height

Work must be properly planned, supervised, and carried out by competent people with the skills, knowledge, and experience to do the work. All staff who require to work at height must receive working at height training.
In addition:

- Each on-site team retains ladders for working at height; these are checked regularly, and the checks are recorded in the Site Manager's office
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height. Contractors are requested to undertake working at height tasks outside of school hours where practicable, or if during school hours, ensure the area is barriered off effectively and with relevant signage for safety.
- Only staff who have received working at height/ladder training are permitted to use ladders. Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

Links with other policies

This health and safety policy links to the following Trust / school policies and procedural documents:

- Trust School Premises Management Policy and procedures documents and systems
- First aid policy and procedures
- Risk assessments
- Supporting pupils with medical conditions
- Accessibility plans
- CCTV Policy
- Lettings terms and conditions of hire
- Wellbeing and Mental Health Policy
- Educational Trips and Visits Policy
- Allergy Statement and Food Safety Procedures
- Trust Allergy Policy (July 2026) and associated individual school procedures

Appendix 1 - RISK ASSESSMENTS MINIMUM REQUIREMENTS

These should be reviewed at least annually, or more frequently where circumstances change.
You should use the MLT Risk Assessment template and NYES checklist where relevant

RISK ASSESSMENT	AREAS TO COVER	✓
PEOPLE		
Display screen equipment	Use this to assess and minimise risks to employees using display screen equipment. Guidance can be found on HSE website.	☐
First aid and control of medicines, including Allergy Procedures	Use this risk assessment to determine what first aid provision your school needs to provide in addition to the basic requirements. You should also identify your management plan for storage and managing medicines. Ensure the new guidelines for allergy awareness are included and key staff named	☐
Individual risk assessments	As required for specific circumstances e.g., pregnancy, limited mobility, phased return to work etc.	
Children being drawn into terrorism (Prevent duty)	Assess how your pupils may be at risk of being radicalised into terrorism, including online. Where specific risks are identified, you should develop an action plan to set out the steps you will take to mitigate the risk.	☐
Manual handling	Where you can't avoid employees doing manual handling operations that involve a risk of injury, do a risk assessment. This must take into account the following factors and questions. Do the tasks involve: Holding or manipulating loads at distance from trunk? Unsatisfactory body movement or posture, especially twisting the trunk, stooping, or reaching upwards? Excessive movements of loads, especially excessive lifting or lowering distances, or excessive carrying distances? Excessive pushing or pulling of loads? Risk of sudden movement of loads? Frequent or prolonged physical effort? Insufficient rest or recovery periods? A rate of work imposed by a process? Loads: Are they heavy/unwieldy/difficult to grasp/unstable/sharp/hot or cold/wet Spatial awareness: Space constraints preventing good posture? Uneven, slippery, or unstable floors? Variations in level of floors or work surfaces? Extremes of temperature or humidity? Conditions causing ventilation problems or gusts of wind? Poor lighting conditions? Individuals' capabilities: Who is doing the task, are they trained for it. Does it create a hazard or risk? Other factors – such as: Is movement or posture hindered by personal protective equipment or clothing? Has sufficient equipment been provided to undertake the task safely and sufficient training been received?	☐

Work at height	Use this risk assessment to identify the measures you need to put in place to make sure that work at height is done safely.	☐
Workers under the age of 18 *(This can be part of other risk assessments in place to assess risks to the health and safety of employees – it doesn't need to be a standalone risk assessment.)*	Any risk assessments that cover workers under 18 must take account of the: Inexperience, lack of awareness of risks and immaturity of young persons Safeguarding Fitting-out and layout of the workplace and the workstation Nature, degree and duration of exposure to physical, biological, and chemical agents Form, range and use of work equipment, and the way in which it is handled Organisation of processes and activities Extent of the health and safety training provided or to be provided to young persons Risks from agents, processes and work listed in the Annex to Council Directive 94/33/EC(1) on the protection of young people at work	☐
BUILDINGS, SITE AND GROUNDS		
Asbestos	The risk assessment will be part of the suite of documents incorporating Asbestos Survey, Asbestos Management Plan, and Asbestos training records. It must include site plans and be available for review by any contractors before commencing work. Documents must be uploaded to Every for reference	☐
Fire – risk assessment and associated Action Plan. This must conform to DfE guidance You may wish to link your activity specific risk assessments such as Science, DT, Food Tech, Art to the overall fire risk management plan	Identifies the risks that anyone on site is exposed to and determines the fire precautions to take and to inform your evacuation strategy. Annual risk assessment is undertaken by NYES H&S specialist advisor and the report/action plan is monitored by a competent person on site. You must assess whether individual plans are required (Personal Emergency Evacuation Plan -PEEP) for those on site and ensure any visitors/contractors have relevant information or assistance Alterations to buildings, especially involving layout or exit changes, must be incorporated into an updated fire risk assessment If there are, or are likely to be, dangerous substances on your premises, the risk assessment must take into account: The hazardous properties of the substance Information on safety provided by the supplier, including information contained in any relevant safety data sheet The circumstances of the work including: o The special, technical and organisational measures and the substances used and their possible interactions o The amount of the substance involved o Where the work will involve more than 1 dangerous substance, the risk presented by such substances in combination o Arrangements for the safe handling, storage and transport of dangerous substances and of waste containing dangerous substances Activities, such as maintenance, where there is the potential for a high level of risk. Contractors on site may need a specific additional fire plan and risk assessment The effect of measures which have been, or will be, taken to control the risks of fire The likelihood that an explosive atmosphere will occur, and its persistence The likelihood that ignition sources, including electrostatic discharges, will be present and become active and effective The scale of the anticipated effects	

	Any places which are, or can be connected via openings to, places in which explosive atmospheres may occur Any additional safety information the responsible person may need to complete the assessment The specific risks of having employees aged under 18	
Glazing – audit of existing and risk assessment/action plan	H & S legislation requires schools to highlight glazing which may be at risk of breakage through impact of a body or object that could create a risk of injury to their pupils and staff. This will affect older buildings where glazing has not been replaced with toughened glass. Doors with glass panels that are subject to heavy use should be included in your assessment.	
Grounds and external areas including vehicle access, and tree surveys	Areas included in this risk assessment will be site specific and may include ponds, greenhouses, beehives, adjacencies such as a river or busy road. You should review security perimeters, access arrangements, supervision during social times, steps, lighting, accessibility.	
Substances hazardous to health (COSHH) *(You may require a COSHH assessment in several areas e.g., Catering, Site, cleaning, Science department, Art department etc., depending on your specific setting. COSHH regulations* ***include*** *legionella, although settings should have a separate independently produced Legionella Risk Assessment)*	Take into account: The hazardous properties of the substance Information on health effects provided by the supplier, including information in any relevant safety data sheet The level, type, and duration of exposure The circumstances of the work, including the amount of the substance involved The security of controls including storage and access Activities, such as maintenance, where there is the potential for a high level of exposure Any relevant occupational exposure standard, maximum exposure limit or similar occupational exposure limit The effect of preventive and control measures, which have been, or will be, taken The results of relevant health surveillance The results of monitoring of exposure In circumstances where the work will involve exposure to more than 1 substance hazardous to health, the risk presented by exposure to such substances in combination The approved classification of any biological agent Any additional information you may need to complete the risk assessment	☐
Play Equipment/Sports Equipment/ sports surfaces	An annual inspection should be undertaken by a specialist. Regular evidenced checks must be undertaken on site by a competent person and risk assessment updated as required.	☐
Specialist Activity	Your specific setting will have specialist areas that may require individual risk assessments, either departmental or activity based	
Swimming pools	Schools with a swimming pool must manage the facility in accordance with guidance. Personnel involved in managing the facility must have relevant training qualifications. Hirers of the facility must provide their own risk assessment for their activities using the facility	☐

Appendix 2 - SUMMARY CONTROL OF CONTRACTORS' REQUIREMENTS

Control of Contractors arrangements apply to all contractors commissioned to undertake work for Moorlands Learning Trust (MLT)

WHO IS A CONTRACTOR?

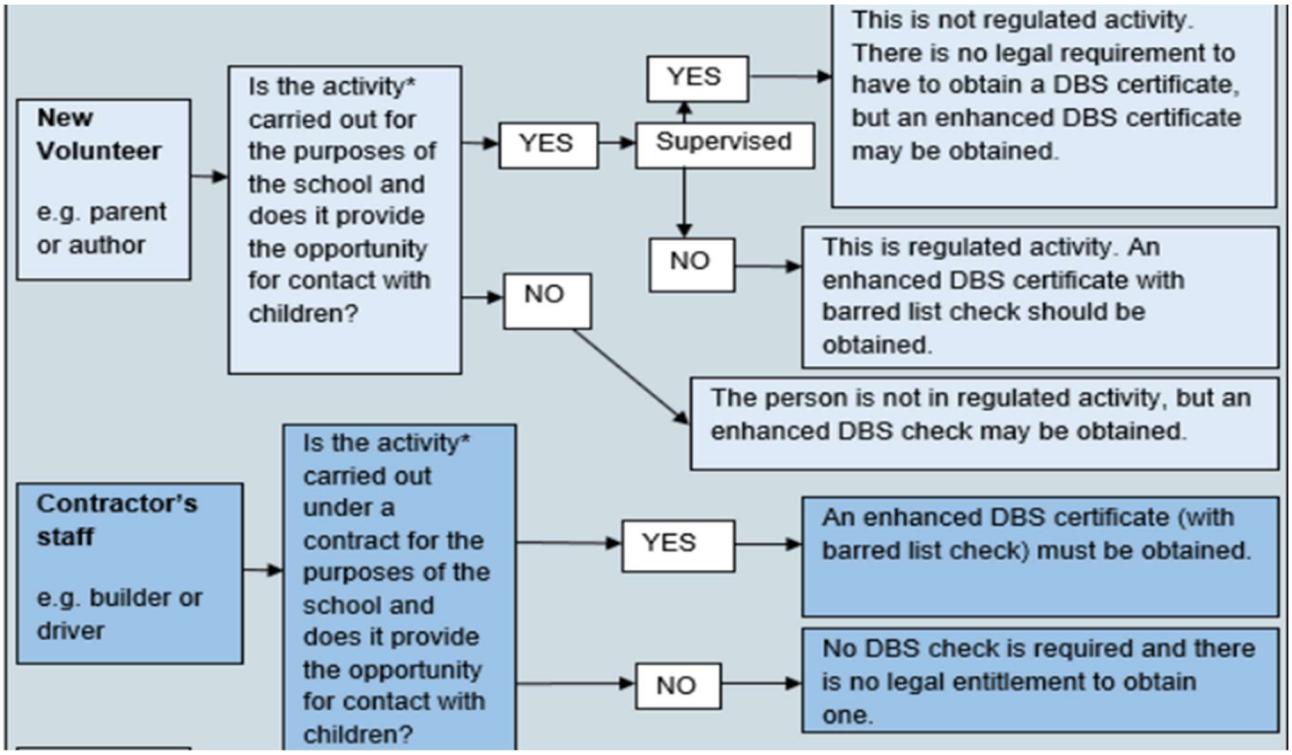
A contractor is defined as anyone (an organisation or self-employed person or volunteer group) contracted to carry out work who is not an employee of Moorlands Learning Trust (MLT). This can include consultants, trainers, service contractors, and transport companies, whether employed for a few hours or on a regular basis.

SAFEGUARDING REQUIREMENTS

Schools and colleges must ensure that any contractor, or employee of the contractor, who will work at the school or college, has been subject to the **appropriate level of DBS check**. This depends on their activity:

- Contractors engaging in regulated activity relating to children will require an **enhanced DBS check (including children's barred list information)**
- For all other contractors who are not engaging in regulated activity but whose work provides them with an **opportunity for regular contact with children**, an **enhanced DBS check (not including children's barred list information)** will be required.
- In cases where the contractor does not have an opportunity for regular contact with children, schools and colleges should decide on whether a **basic DBS disclosure** would be appropriate

"Regularly" means frequently, or more than 3 days in any 30-day period **ACROSS ALL TRUST SITES.**
Under no circumstances should a contractor on whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity relating to children.



Schools and colleges are responsible for determining the appropriate level of supervision depending on the circumstances. There may be areas of the building where contractors are prohibited or require escorts for security and safeguarding reasons.

WORKING SAFELY

The Designated Safeguarding Lead in each school must ensure procedures are in place to guarantee that all contractors and subcontractors have a site specific induction. This must be proportionate to the nature and complexity of the site and include project-specific conditions, key contacts, access and egress, emergency evacuation and fire procedures, asbestos management, constraints and controls, signing in/out, PPE requirements, and welfare facilities.

Contractors must agree health and safety practices **before starting work** and provide evidence of an adequate risk assessment for their planned work. They must review relevant site plans and information to inform their safe system of working. Contractor risk assessments and method statements must be obtained and reviewed by the school/Trust.

Permit-to-Work records might be required for potentially hazardous work carried out by contractors e.g. working at height, "hot works", use of hazardous materials. Permits do not remove the need for a risk assessment and method statement.

For any queries, please refer to Trust Estates Manager, Arron Davis 07803 208364

WHERE CAN I FIND MORE INFORMATION?
MLT Health and Safety Policy
MLT Premises Management Policy
DfE Good Estates Management guidance
MLT Regulatory Controls guidance
HSE website
KCSIE 2025, replaced by KCSIE 2026 in September 2026
NYES H&S Service helpline healthandsafety@northyorks.gov.uk **01609 532545** (including urgent calls)