

THAT Health and Safety Policy

Document Management Information

Applicable to:	All staff in all academies and Central Support Services including individuals employed by the Trust, contractors, and agency staff All Members and Trustees
Dissemination:	The policy will be available to staff via the Trust's Policy Centre and website
Implementation:	The policy must be effectively communicated and accessible to all staff. Training is tailored to individual roles and embedded into induction processes to ensure consistency from day one. Ongoing collaboration between leadership, estates, and operational teams is essential to embed procedures, monitor compliance, and drive continuous improvement across the organisation.
Training:	All staff, on commencement of employment, and annual refresher: <ul style="list-style-type: none"> • Access training course - Health and Safety Introduction
Review frequency:	Annually
Policy Author:	Charlie Graham - Head of Estates
Executive Policy Owner:	Kyle Taylor - Chief Finance and Operations Officer
Approval by:	Level 1 - Board of Directors
Approval date:	September 2025
Next review date:	September 2026

Revision History

Document Version	Description of Revision	Date Approved
1.1	Policy re-written	September 2025

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1. Introduction

This policy outlines The Howard Academy Trust's commitment to safeguarding the health, safety, and wellbeing of all students, staff, visitors, and contractors by preventing accidents and managing risks effectively.

It provides a clear framework for compliance with health and safety legislation and promotes a culture of responsibility, awareness, and continuous improvement. The policy supports a safe working and learning environment through clear leadership, defined responsibilities, robust procedures, regular training, and ongoing review.

2. Policy Statement

Health and safety is a core priority for The Howard Academy Trust and its academies. This policy sets out how we maintain safe and healthy environments for students, staff, contractors, and visitors. It is underpinned by a shared responsibility across the Trust and supported by clear procedures, training, and a culture of safety awareness.

This policy will be implemented through the following actions:

1. **Appoint competent staff** to oversee the health and safety in their areas, including a qualified Head of Estates. All academy-based Site Teams will receive appropriate training.
2. **Allocate sufficient resources** - both financial and operational - to manage health and safety risks effectively.
3. **Maintain a robust Health and Safety Policy**, ensuring compliance with legal requirements and that all staff read and understand it annually.
4. **Seek external expertise** to enhance internal health and safety practices where needed. Including appointing an external H&S package which provides expert advice and conducts regular audits.
5. **Review and monitor arrangements annually** to ensure they remain effective and up to date.
6. **Set measurable goals** and implement action plans to drive continuous improvement.
7. **Promote a positive safety culture**, with leaders modelling best practice.
8. **Prevent work-related incidents** through effective estates management and through risk assessments.
9. **Provide safe equipment and working methods**, regularly reviewed in line with regulations.

3. Legal and Regulatory Framework

This policy is in accordance with the below legislation:

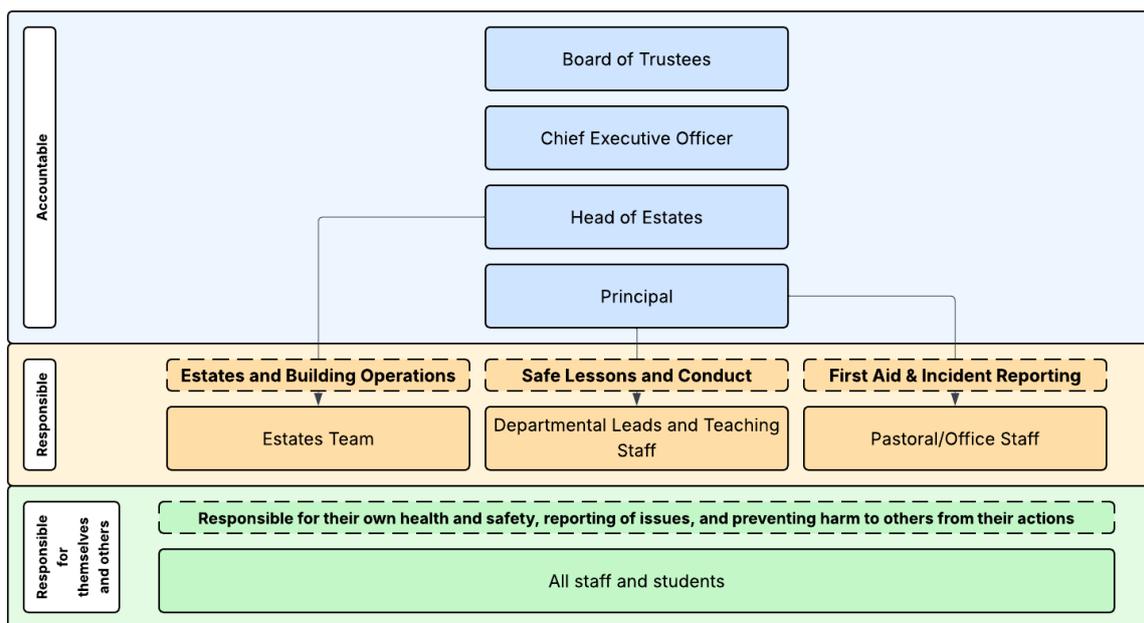
- Health and Safety at Work, etc. Act, 1974.
- Management of Health and Safety at Work Regulations, 1999.
- Workplace (Health, Safety, and Welfare) Regulations, 1992.
- Control of Substances Hazardous to Health (COSHH) Regulations, 2002.
- Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR), 2013.
- Construction (Design and Management) Regulations (CDM), 2015.
- Provision and use of Work Equipment Regulations (PUWER), 1998.
- Personal Protective Equipment at Work Regulations, 1992 (amended 2022).
- Regulatory Reform (Fire Safety) Order, 2005.

- The Fire Safety Act, 2021/2023.
- Education (Academy Premises) Regulations, 1999.
- School Premises (England) Regulations, 2012.
- Building Regulations, 2010 (as amended).
- The Ionising Radiation Regulations (IRR17), 2017.

Further to the above legislation, this policy is also in accordance with:

- The Academy Trust Handbook.
- DfE: Health and Safety: Responsibilities and Duties for Schools, 2022.
- HSE: Sensible Health and Safety Management in Schools.
- HSE: Managing Health and Safety in Schools Checklist.
- Building Bulletin 93: Acoustic Designs of Schools.
- Building Bulletin 100: Design for Fire Safety in Schools.
- CLEAPSS Guidance for Science and D&T Safety.
- Natasha’s Law (Food Information Amendment), 2019.
- Martyn’s Law (Terrorism (Protection of Premises) Act, 2025).

4. Responsibilities



Area of Responsibility	Responsible Person(s)	Supported By
Health and Safety Policy - development and review	Head of Estates	CFOO, and Trust Health and Safety Advisor
Advise on legal compliance	Appointed Health and Safety Consultant	N/A
Daily operations	Academy-based Site Team	Head of Estates, and Cluster Lead
Contractor health and safety briefing (when on site)	Academy-based Site Team	Head of Estates, and Cluster Lead
Weekly workplace safety checks (e.g.	Academy-based Site Team	Head of Estates, and Cluster Lead

housekeeping, signage, walkways, welfare facilities, etc.)		
Maintenance and testing of safety systems (e.g. emergency lighting, ventilation, etc.)	Academy-based Site Team, qualified contractor	Head of Estates, and Cluster Lead
Maintenance of specialist health and safety equipment (e.g. lifting equipment, etc.)	Academy-based Site Tea, qualified contractor	Head of Estates, and Cluster Lead
Scheduling and execution of safety drills/exercises (e.g. lockdowns, emergency scenarios, etc.)	Principal, and academy-based Site Team	N/A
Commissioning and review of risk assessments (e.g. general, COSHH, DSE, manual handling, etc.)	Principal, academy-based Site Team, and Head of Estates/Cluster Lead	N/A
Implementation of risk assessment actions	Principal, and academy-based Site Team	Head of Estates, and Cluster Lead
Incident reporting (e.g. accidents, near-misses, unsafe conditions, etc.)	Pastoral/Office Staff/ Lead first aider in secondaries??	Academy-based Site Team, Head of Estates, and Cluster Lead
Record keeping (e.g. inspections, accident reports, risk assessments)	Academy-based Site Team	Head of Estates, and Cluster Lead
Training (Health and Safety Introduction)	Head of Estates <i>(Coordinate training using Trust training supplier - training logs are automatically recorded on the LMS)</i>	

Board of Trustees

- Approves the Health and Safety Policy and holds strategic oversight.

Chief Executive

- Holds strategic accountability for health and safety.

Chief Finance & Operations Officer

- Chief Finance and Operations Officer leads strategic oversight and ensures adequate funding.

Head of Estates (and Cluster Lead for cluster properties)

- Leads implementation of the Health and Safety Policy across all academies.
- Responsibilities include:
 - Strategic and operational delivery of the policy.
 - Implementation of Trust-wide and whole academy risk assessments.
 - Escalating serious health and safety issues to the CFOO/ CEO.
 - Maintaining and promoting up to date health and safety guidance and templates.
 - Ensuring staff training and annual policy review.

- Promoting awareness of health and safety responsibilities.
- Vetting contractors when onboarding.
- Embedding and managing the Trust CAFM system (Every Compliance) for compliance.

Principals (in consultation with the Head of Estates)

- Ensure academy-specific and activity risk assessments (including educational visits assessments) are in place.
- Ensure staff, students, and visitors comply with health and safety expectations.
- Maintain awareness of policy changes and implications.
- Communicate local health and safety procedures (e.g. fire, lockdown, etc.).
- Ensure safe conduct of lessons (delegated to Head of Departments where necessary)
- Provide training and briefings for curriculum-based and off-site activities.
- Assess risks for high-risk students and apply safeguards.
- Align Behaviour Policy with health and safety standards.

Academy-based Site Teams

- Responsible for building safety and site operations.

Heads of Department/ School SLT Line Managers

- Ensure safe practices in lessons and departmental areas.
- Ensure appropriate risk assessments are in place for their department and followed.

Pastoral/Office Staff/ Lead First Aider

- Manage first aid (if trained) and incident reporting.

All employees

Health and safety is everyone's responsibility.

- Responsible for their own and students' safety.
- Must:
 - Stay updated with health and safety policies.
 - Report issues via the ticketing system (Every Compliance).
 - Make line management and SLT aware of any serious health and safety concerns.
 - Inform managers of relevant developments.
 - Ensure students understand their responsibilities.
 - Cooperate with legal obligations.
 - Maintain equipment, where necessary, and report defects to the academy-based Site Teams.

Students

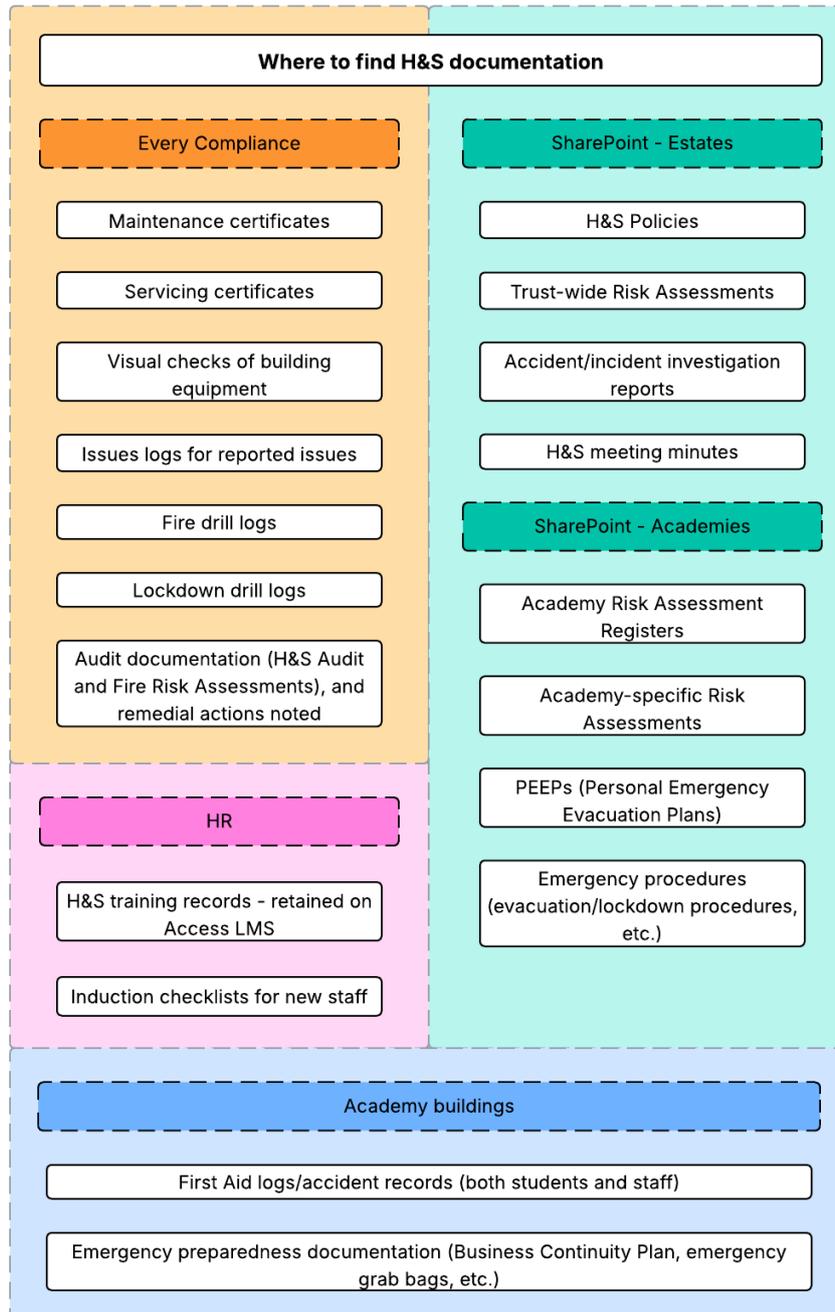
Health and safety is everyone's responsibility.

- Expected to:
 - Follow staff instructions.
 - Act safely and responsibly.
 - Report concerns immediately.
 - Adhere to the Academy Code of Conduct.
- May be restricted from activities if deemed a safety risk.

5. Arrangements

Maintaining accurate and current safety records is essential to a robust health and safety system. This section details the Academy's safety documentation and identifies the individuals responsible for keeping these records up to date.

Health and safety records management



Academies retain all health and safety records in accordance with the required retention periods. Historical records and risk assessments are regularly reviewed to identify areas for improvement and inform necessary changes.

Safety review, monitoring, and evaluation procedure

Health and safety monitoring across the Trust is led by the Head of Estates, supported by a subscription to an external health and safety advisory body. This ensures that all Trust academies maintain safe environments and remain compliant with relevant standards.

Trustees are kept informed of any significant health and safety matters, particularly those involving RIDDOR-reportable incidents or near misses. The Board/ the Finance Audit and Resources Committee, on behalf of the Board is also notified of:

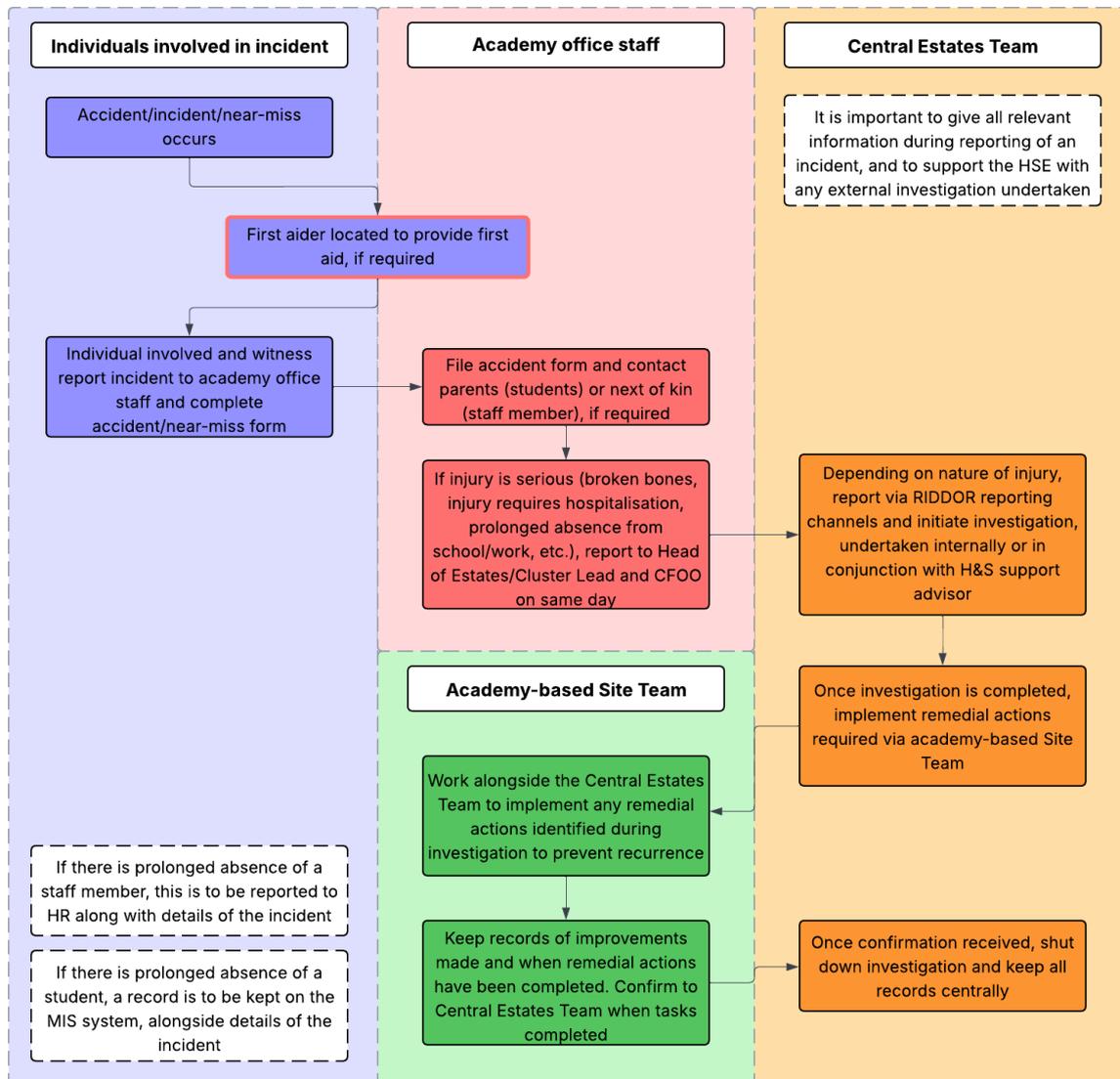
- Changes in key personnel.
- Organisational changes within the academy that may affect health and safety.
- Implementation of new strategic processes.
- Significant alterations to premises or changes in their designated use.
- Major legislative updates.
- Findings from accident investigations (internally or externally undertaken for serious accidents - broken bones, hospitalisation, etc.), including outcomes of civil claims.
- Results of employee consultations regarding health and safety.
- Any enforcement actions taken by regulatory bodies such as the HSE or local authority.

Health and safety provision is regularly evaluated, and improvements are implemented where necessary, subject to available funding. Where funding is limited, alternative measures are introduced to mitigate risks to an acceptable level. The Trust utilises its School Condition Allocation to resolve major H&S issues, in order of condition/ severity.

Daily monitoring of safe working practices is essential and carried out across all operational areas, including kitchens, cleaning cupboards, staffrooms, laboratories, and design technology studios.

Accidents

Procedure and reporting



In the event of an accident occurring either on academy premises or during an academy-organised off-site activity, the staff member present must immediately report the incident to the designated person in charge - typically the academy office or first aid lead.

A qualified first aider should assess the injury promptly. The academy must ensure that a secondary first aider is available to provide cover if the primary first aider is absent.

If emergency medical assistance is required, any staff member must call an ambulance using the nearest available phone, this should be the first priority.

In cases of serious injury or illness involving a student it is imperative that parents/guardians are notified as soon as possible. Medical treatment or emergency services will not be delayed due to difficulties in reaching a parent or guardian. If a student needs to be taken to hospital and a parent is not immediately available, a member of staff will accompany the student and remain with them until the parent arrives.

Students will only be sent home if a parent or guardian is available to receive them. If unwell or injured, students will remain in the academy office until collected.

For students requiring regular or emergency medication (e.g. allergy treatments), individual medical plans will be maintained and reviewed regularly to ensure they remain appropriate and effective. Records of all medications held on site and any administered doses will be kept in the academy office.

Recording an accident/incident/near-miss

Accident forms are stored in academy buildings and filed appropriately.

All staff members present at the time of an incident must submit individual reports detailing:

- What occurred.
- Actions taken.
- Injuries sustained.
- First aid administered.

Serious incidents are reviewed by the Head of Estates. The Board of Trustees is informed of any RIDDOR-reportable or other significant incidents, along with the steps taken to prevent recurrence.

Minor accident trends (without personal details) are reviewed by the Head of Estates to identify and address any recurring issues.

Investigation

Investigations may be initiated by external authorities, the Head of Estates, or the Trust Executive Team in cases involving incidents covered under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013 (RIDDOR).

Accident reports will be reviewed, and witnesses may be interviewed in accordance with RIDDOR guidelines.

Internal investigations into less serious incidents may also be conducted by senior managers or the Board of Trustees or their representatives to ensure that health and safety policies are being followed effectively and to prevent similar incidents in the future.

Lone working

Staff lone working

Certain roles within the academy may require staff to work alone or one-on-one with students. Lone working presents increased health and safety risks, and the academy has established procedures to identify and manage these risks effectively.

All individuals identified as lone workers - including staff, students, contractors, and visitors - will receive access to the Trust's Lone Working Risk Assessment. Specific risk assessments will be conducted where relevant.

Staff are advised to:

- Avoid lone working where possible by arranging to work in pairs or groups.
- Sign in and out of the site.

- Always carry a mobile phone or academy telephone while working alone.
- Inform a colleague or supervisor of their expected arrival, duration of stay, and departure time.
- Always prioritise their own Health and Safety (and any students if with a student) and never put themselves in a compromising position
- Follow fire evacuation procedures and attend designated assembly points to ensure they are accounted for during emergencies.

If a lone worker becomes ill or encounters difficulties, they should use their phone to contact the Principal, Head of Estates, their nominated contact, or emergency services.

Prohibited lone working activities

The following activities must not be carried out alone unless a suitable risk assessment and mitigation plan has been approved by the Head of Estates:

- Working at height.
- Manual handling of heavy or bulky items.
- Transporting an injured person (unless in an ambulance)

Alarm callouts - keyholder guidance

The Trust has a contracted alarm monitoring and response service. Nominated keyholders may be required to attend alarm activations outside of normal hours. All alarms are monitored and forwarded to a local security company for immediate response.

Keyholders must:

- Never attend or enter the site alone during an alarm callout.
- Look for signs of intrusion.
- Take appropriate action, such as contacting the police.

Callout preparation

When attending a call-out, staff should ensure they have:

- Identification (e.g., staff ID badge).
- A torch of adequate size and brightness.
- A basic building layout or site diagram.
- A mobile phone.

Risk awareness during callouts

Keyholders must remain vigilant and prioritise personal safety. Upon arrival:

- Approach the main entrance first.
- Be aware that your presence may disturb an intruder.
- If an intruder is suspected, withdraw immediately and contact the police.
- Do not attempt to confront or apprehend anyone.

Site inspection checklist

Before entering the building, check for:

- Suspicious or unfamiliar vehicles nearby.
- Signs of forced entry (e.g., broken glass, damaged doors/windows).
- Unusual lighting or use of flashlights inside.
- Any noises from within or around the building.

If there is any indication of an intruder, do not enter - withdraw and contact the police. Do not use the building's phone in such cases.

If no signs of intrusion are found:

- Enter the building cautiously.

- Inspect for internal signs of forced entry.
- Switch on necessary lights and reset the alarm.
- If evidence of intrusion is discovered, withdraw and notify the police.
- Avoid disturbing the scene.

Safeguarding and supervision

One-to-one lessons must comply with the academy and Trust's safeguarding policies. Students must not be on site without appropriate staff supervision. Each academy is responsible for ensuring students are aware of permitted site access times.

Building and estates management

The Head of Estates holds overall responsibility for ensuring that academy premises are well-maintained, compliant with health and safety legislation, and accessible and safe for all members of the academy community. Principals are required to support making appropriate funds available in their budget build to satisfy this requirement.

All staff share responsibility for identifying and reporting health and safety concerns. Issues should be logged using the Trust's premises management system, Every. Once reported, appropriate action should be taken promptly - either by the academy-based Site Team or, if necessary, escalated to the Head of Estates or cluster lead for resolution.

Environmental commitment statement

The Howard Academy Trust acknowledges its responsibility to educate students on the importance of caring for the environment and the wider world.

We believe that leading by example is key to fostering environmentally responsible behaviours in our students. Wherever reasonably practicable, we aim to:

- Reduce our consumption of natural resources.
- Support sustainable resource use by procuring renewable, reusable, recyclable, and recycled materials.
- Minimise the use of hazardous substances and ensure any necessary usage complies fully with local environmental regulations.
- Promote recycling throughout the academy via dedicated recycling bins, supported through curriculum activities and classroom initiatives.
- Actively reduce waste generation and encourage reuse and recycling of unavoidable waste.
- Restore and protect the environment wherever possible.

Fire safety and evacuation procedures

The Howard Academy Trust is committed to ensuring the safety of all individuals on site through robust fire safety measures and clear evacuation procedures. Full details are outlined in the Trust's Fire Safety Policy, which should be referred to for comprehensive guidance.

Each academy is responsible for formulating and communicating their evacuation procedures.

Emergency procedures and communications

The Howard Academy Trust is committed to ensuring the safety and operational resilience of its academies in the event of disruption. This includes preparing for incidents such as fire, flooding, power outages, or other emergencies that may impact the continuity of education and services.

Comprehensive procedures and contingency arrangements are outlined in the Trust's Business Continuity Plan, which should be referred to for full guidance on roles, responsibilities, and response protocols.

Each academy is responsible for developing and communicating its own site-specific business continuity arrangements, aligned with the Trust-wide strategy. These plans should include:

- Emergency contact details.
- Evacuation and lockdown procedures.
- Temporary relocation or remote learning arrangements.

Regular reviews and scenario testing (fire drills and lockdown tests) are carried out to ensure plans remain effective and responsive to changing risks.

Health and safety training

Effective health and safety training is essential to maintaining a safe working and learning environment. The Howard Academy Trust expects all employees to read and understand their commitment to the Trust's Health and Safety Policy. This is completed via Access LMS.

As part of the induction process, staff may be required to complete role-specific online training modules, as determined by the Head of Estates. This applies to both permanent and fixed-term staff. Training ensures that individuals are equipped to carry out their duties safely and in line with Trust standards.

Where applicable, staff and students will receive specific training related to the use of equipment or substances from their Head of Department, or teacher. Only those who have received appropriate instruction are permitted to operate specialist equipment.

Further details on department-specific training requirements can be found in each academy's departmental health and safety documentation and will be reviewed annually as part of the Health and Safety Audit.

All training records will be centrally held on Access LMS, the Trust's training software.

Asbestos management

The Howard Academy Trust is committed to managing asbestos safely and in accordance with HSE guidance. Each academy site has undergone an asbestos management survey, where applicable, conducted by an accredited surveying organisation. These surveys have identified and assessed any asbestos-related risks, which are addressed based on priority.

An Asbestos Register is maintained for each academy and must be read and acknowledged by all contractors and relevant staff before undertaking any repairs, maintenance, or building modifications. The register must be updated following any changes in room usage or prior to significant construction work.

Identified asbestos-containing materials are subject to regular inspection, and the register is reviewed annually to confirm its accuracy and continued relevance.

For full details on procedures, responsibilities, and compliance measures, staff and contractors should refer to the Trust's Asbestos Management Plan, which outlines the Trust's approach to safe asbestos handling and monitoring.

Allergen identification

The Howard Academy Trust outsources its catering services to an external provider, who is responsible for ensuring full compliance with Natasha's Law. This includes ensuring that all Prepacked for Direct Sale (PPDS) food items prepared on site are clearly labelled with:

- The name of the food product.
- A complete and up-to-date list of ingredients.
- Clear emphasis of any allergens (e.g., using bold, italics, or contrasting colours).

The academy's catering contractors are responsible for ensuring the correct allergen information is listed on all products.

Smoking and vaping

Smoking and vaping are strictly prohibited on all academy premises. In addition, staff must not smoke or vape within 10 metres of any part of the academy sites, including entrances, exits, and surrounding grounds.

This policy supports the Trust's commitment to promoting a healthy and safe environment for all members of the academy community.

Workplace safety

The Howard Academy Trust is committed to maintaining a safe and orderly environment across all academy sites for students, staff, and visitors. Reasonable steps are taken to ensure that all areas - including classrooms, corridors, and communal spaces - are kept tidy, well-organised, and free from hazards such as trailing wires or obstructive items.

Staff and students are expected to wear appropriate clothing and demonstrate responsible behaviour, both of which contribute to a safe and respectful learning environment.

Any safety hazards observed on site must be reported immediately using Every Compliance ticket logging system. If they pose an immediate danger the staff member should also find someone with appropriate training to assist in resolving the hazard immediately

Certain departments, such as science laboratories and design technology workshops, present higher levels of risk due to the nature of equipment and substances used. In these areas:

- Only trained staff and students are permitted to use specialist equipment.
- Department-specific health and safety guidance must be followed.
- Risk assessments must be completed prior to any practical activity.

The Head of Department is responsible for ensuring the above is in place.

Display Screen Equipment (DSE)

The Trust recognises the importance of managing health and safety risks associated with the use of Display Screen Equipment (DSE), in line with the Health and Safety (Display Screen Equipment) Regulations, 1992 (as amended).

Incorrect use of DSE can lead to a range of health issues, including:

- Upper Limb Disorders (ULD), such as aches and pains caused by poor posture.
- Backache.
- Fatigue and stress.
- Temporary eye strain.

To promote safe working practices, the Trust has implemented the following measures for staff, students, volunteers, and visitors:

- Self-assessments: All staff who have been advised to do so are encouraged to undertake a DSE self-assessment. The form can be requested from HR and once completed, line managers will be able to support if changes to workstations are required.
- Breaks and movement: Regular breaks are encouraged to reduce strain and fatigue.
- Reporting symptoms: Anyone experiencing discomfort or symptoms potentially linked to DSE use is encouraged to report this to their line manager or supervisor.

To reinforce good practice, the Trust promotes the use of a DSE safety checklist, which is displayed in classrooms and workspaces where DSE is regularly used.

Manual handling

The Howard Academy Trust adheres to the Manual Handling Operations Regulations, 1992, to ensure the safety and wellbeing of staff, students, and visitors when undertaking manual handling tasks. Manual handling includes activities such as lifting, carrying, pushing, pulling, lowering, holding, or restraining objects or individuals.

The Trust aims to minimise the need for manual handling wherever reasonably practicable. Where such tasks are unavoidable, appropriate information, instruction, and training are provided to ensure safe working practices.

Risk assessments are carried out by the Head of Estates to identify potential hazards and implement control measures that reduce risks to the lowest practicable level. These assessments inform safe systems of work across the Trust.

Machine maintenance

The Howard Academy Trust complies with the Provision and Use of Work Equipment Regulations (PUWER), 1998, to ensure that all work equipment used within its academies is safe and fit for purpose.

Under these regulations, all equipment must be:

- Suitable for its intended use and the conditions in which it operates.
- Maintained in a safe condition to prevent risks to health and safety.
- Inspected as required to confirm ongoing safety and functionality. Inspections are carried out by a competent person - this may be a trained employee, but more than likely an external contractor - and records are maintained.

To manage and reduce risks associated with equipment use, the Trust implements both hardware and software control measures:

- Hardware controls include safety guards, protective devices, warning signs, emergency stop mechanisms, and appropriate personal protective equipment (PPE).
- Software controls involve safe systems of work, such as ensuring maintenance is only performed when equipment is powered down, and providing clear information, instruction, and training to all relevant users.

These measures are designed to ensure that equipment-related risks are either eliminated or reduced to the lowest level reasonably practicable.

Control of Substances Hazardous to Health (COSHH)

The Howard Academy Trust follows the Control of Substances Hazardous to Health (COSHH) Regulations to ensure the safe storage, handling, and use of hazardous substances across its academies.

Hazardous substances may be present in specific areas of the academy, and systems are in place to prevent misuse or accidental exposure. The following precautions are implemented:

- **Secure storage:** Hazardous substances are stored in locked cabinets, with a clear inventory system. Access is restricted to authorised staff, and responsibility for cabinet keys is clearly assigned.
- **Hazard information:** COSHH data sheets are maintained for all substances. These outline the risks, handling procedures, storage requirements, and emergency measures in case of an incident.
- **Trained personnel:** Only staff trained in the safe use, maintenance, and storage of hazardous substances are permitted access. Students may only handle such substances under direct supervision (e.g. during science lessons).
- **Labelling:** All containers must be clearly labelled. Substances should remain in their original packaging where possible. If decanted, full COSHH details must be transferred to the new container.
- **Inventory records:** A log is kept of all chemical orders, including the recipient and intended use.
- **Safe disposal:** Procedures are in place for the safe and compliant disposal of hazardous substances.
- **Personal Protective Equipment (PPE):** Appropriate PPE is provided and must be worn when handling hazardous materials.
- **Restricted Access:** Students are not permitted to access hazardous substances unless supervised by a trained member of staff.

Responsibility for substances used in science classrooms lies with the Head of Science, and further guidance is available in the department's health and safety documentation.

All COSHH signage must comply with the Health and Safety (Safety Signs and Signals) Regulations, 1996 (as amended). Staff and students are trained to recognise both existing and updated hazard symbols, and relevant posters are displayed throughout the academies.

Occupational health and managing work-related stress

The Howard Academy Trust is committed to supporting the health and wellbeing of all staff and students. We recognise that working in a busy and demanding environment can sometimes lead to work-related stress, and we encourage staff to seek support rather than manage these challenges alone.

Any staff member experiencing stress or wellbeing concerns is urged to speak with their line manager or a member of the senior leadership team who will then raise with HR where needed. The Trust will take all reasonable steps to provide support and identify appropriate solutions.

To further promote wellbeing, the Trust offers:

- Access to our Health Assured Employee Assistance Programme (EAP).
- Mental Health First Aiders and trained Mental Health Leads at each academy.
- Optional supervision sessions for Designated Safeguarding Leads (DSLs).

These resources are part of our wider commitment to creating a supportive and healthy working environment.

Educational visits

The Howard Academy Trust supports the use of off-site visits, residential trips, and academy-led adventure activities as part of a broad and enriching curriculum. These experiences are designed to enhance students' learning, personal development, and engagement.

Before any off-site activity takes place, the Principal is responsible for ensuring the following:

- The purpose and educational value of the visit are clearly defined.
- The visit is thoroughly planned, with appropriate risk assessments completed and control measures in place.
- Advance notice is given for non-routine or high-risk visits.
- The visit complies with relevant regulations, guidance, and the Trust's Health and Safety Policy (and the Local Authority's policy, where applicable).
- For adventurous activities (e.g. climbing, water sports), the group leader and supervisors are suitably qualified and competent.
- Proposals for overnight stays or overseas travel are reviewed and, if required, submitted to the Local Authority for approval.
- Adequate insurance cover is in place.
- A post-visit review or report is completed by the Principal/EVC or group leader.

Full details of the documentation required for off-site visits, including risk assessments, parental consent forms, and emergency planning, can be found in the Trust Educational Visits Policy.

Managing contractors

The Howard Academy Trust is committed to ensuring that all contractors working on academy premises operate to the highest standards of health and safety and are fully aware of the Trust's policies and procedures.

All contractor activity must comply with the Trust's Control and Management of Contractors Policy, which outlines the procedures for vetting, onboarding, and supervising contractor performance.

The measures detailed in the policy help ensure that all contracted work is carried out safely, efficiently, and in full compliance with Trust standards.

Security

Maintaining a secure environment is a key aspect of health and safety across all Trust academies. The Howard Academy Trust is committed to ensuring that students, staff, and visitors feel safe while on site.

Most Academies within the Trust have some degree of CCTV systems to support safeguarding and site security. All footage is securely stored electronically, and access is strictly limited to authorised staff for safeguarding purposes only.

Risk assessment

Risk assessment is a fundamental part of The Howard Academy Trust's approach to health and safety. All academies within the Trust carry out risk assessments in accordance with

the Health and Safety at Work Act 1974, ensuring that risks are identified, evaluated, and managed effectively.

While it is not possible to eliminate all risk, the Trust is committed to reducing risks as far as is reasonably practicable. Any activity deemed to pose an unacceptable level of risk to students, staff, or the public will not be permitted.

The Central Estates Team, and academy-based Site Teams, are trained to carry out risk assessments confidently and are expected to report and record any concerns using the Trust's designated systems.

Risk assessments are stored on SharePoint, are accessible to all staff, and are reviewed:

- Annually.
- Following any accident, incident, or near-miss.
- After significant changes to the workplace, working practices, or staffing.
- In response to any formal notice or enforcement action.

These reviews ensure that health and safety measures remain current, effective, and aligned with best practice.