



HEALTH AND SAFETY POLICY

SHINE Multi Academy Trust

Management log

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Signed



Signed



Chair of the board

CEO

Related Policies

- Asbestos Management Policy
- Child Protection and Safeguarding
- Equality

All above policies are available through our academies local servers, directly through SHINE or through the Trust website www.shine-mat.com

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1. Equal opportunities statement

1.1 SHINE Multi Academy Trust (SHINE)² is committed to promoting equal opportunities and everyone will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (protected characteristics).

2. Health and safety declaration of intent

2.1 As a responsible employer, SHINE's Board of Trustees (Board) will honour their legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 and associated regulations and codes of practice.

2.2 The Board recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of all stakeholders while working and studying on any of its premises and outside of its premises whilst engaged in associated activities so far as is reasonably practicable. They acknowledge they are responsible for the management of the premises SHINE and its academies occupies and also for the services it provides.

2.3 In compliance with the management of Health and Safety at Work Regulations, risk assessments will be undertaken and arrangements will be made, where significant risks are identified, for any necessary preventative and protective measures to be put into place as far as is reasonably practicable using a sensible risk management approach.

2.3.1 To achieve these objectives the Board will ensure:

- all our activities are conducted safely and in compliance with legislation and where possible, best practice
- they provide safe working conditions and safe equipment for all pupils, staff, clients, temporary contractors and the general public
- there is a systematic approach implemented to secure the identification of risks and the allocation of resources to control them

- systems of work are safe and without risks to health and make arrangements for ensuring the safe use, storage, handling and transport of articles and substances that are inherently or potentially dangerous
- provide suitable information, instruction, training and supervision
- promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
- promote the principles of sensible risk management
- monitor, review and modify this policy³ and any arrangements as required

2.4 The Board delegate the day-to-day management of health and safety to their individual academies, overseen by the CEO. Through day-to-day management leaders will ensure risks created by our activities are controlled and, that health and safety is integrated into our management systems and that the appropriate resources are made available. However, the trustees accept they are ultimately responsible for ensuring a safe and healthy environment.

2.5 All SHINE's staff have a duty of responsibility to take reasonable care of themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. Staff 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. SHINE's competent health and safety representative will provide leadership with updates, changes and arrangements, about any revisions to safety legislation.

3. Organisation and responsibilities

3.1 Health and safety is considered to be a collective and devolved responsibility of every member of staff, who are expected to take ownership for adherence to this policy. The Board will seek to achieve high standards by enlisting the full support and commitment of all staff through effective communication, consultation and training.

3.2 This section details the specific health and safety roles and responsibilities assigned to the following posts and functions:

³ The Board have executive responsibility for ensuring that this policy is reviewed regularly, and that it is subject to consultation with staff and any Trade Union Representatives.

3.2.1 The Board

3.2.1.1 The Board is responsible for the effective operation of SHINE and each academy. It is the statutory employer and as such is responsible for the implementation of relevant health and safety legislation.

3.2.1.2 Annually the Board will:

- review trust-wide health and safety performance (against annual plans, training records and accident/incident data) and in light of this and any prevailing environmental and legislative changes, review policy and procedures and set the annual plan and objectives for the forthcoming year
- receive update reports (every 6 months) from CEO on serious accidents/incidents and other matters affecting health and safety at academy level

3.2.1.3 The Board are responsible for reporting all accidents/incidents under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). Their decision to report will be taken by the CEO in conjunction with the headteacher and appropriate professional advisor, e.g. traded services provider following an investigation.

3.2.2 Chief Executive Officer

3.2.2.1 The CEO is responsible for ensuring this policy and the general health and safety arrangements are implemented across our operations with day to day responsibility for managing compliance resting with headteachers. Local governing bodies (LGBs) will assist in monitoring the implementation of SHINE's policies.

3.2.2.2 The CEO takes overall lead in responsibility for SHINE's health and safety performance and is required to ensure that:

- decision-making is in line with the policy and procedures for health and safety and any statutory provisions set out in legislation
- adequate resources are made available for health and safety
- health and safety performance is robustly monitored and reviewed
- the Board are informed of all accidents/incidents that are reportable under RIDDOR and an organisational review is undertaken

- suitable action plans for improving health and safety are developed and implemented
- the performance of headteachers is measured against health and safety targets and objectives
- the trust's health and safety policy and performance is reviewed annually

3.2.3 Local governing bodies

3.2.3.1 LGBs will consider and discuss any local (academy) matters, track local performance against policy and SHINE's Annual Plan and Objectives, and in particular will:

- nominate a health and safety governor to have a local overview in the academy and to liaise regularly with the headteacher to ensure day to day management is robust including monitoring health & safety training records
- ensure that responsibilities for health, safety and welfare are allocated to specific staff and that these persons are informed of their responsibilities
- monitor that staff have sufficient experience, knowledge and training to perform the tasks required of them
- health and safety performance is measured both actively and reactively
- consider reports on fire safety, including evac and invac drills undertaken locally
- participate in and consider reports of safety inspections, and follow-up actions
- make recommendations to the board to improve standards and performance generally

3.2.4 Central team responsibilities

3.2.4.1 Receive and monitor accident/incident reports and ensure that appropriate reporting systems are in place to ensure SHINE complies with its legal requirements.

3.2.5 Headteacher, site managers responsibilities

3.2.5.1 The headteachers are responsible for:

- ensuring this policy is communicated adequately to all relevant stakeholders

- ensuring health and safety is implemented and managed as per SHINE's health and safety policies and procedures
- ensuring the CEO is made aware of all accidents/incidents that may be reportable under RIDDOR (<https://www.hse.gov.uk/pubns/edis1.pdf>), or that may result in legal action or a claim against SHINE; the headteacher must investigate such accidents/incidents and submit a report to the central team
- ensuring academy specific policies are in place for dealing with emergencies etc
- ensuring there is adequate resources within the budget for health and safety
- ensuring that safety monitoring inspections are carried out on a termly basis
- ensuring contractors are made aware of hazards and procedures they are required to follow
- ensuring all statutory maintenance checks are carried out
- all staff are provided with adequate information, instruction and training on health and safety issues
- keep a log of all health & safety qualifications and training courses attended by staff
- risk assessments of the premises and working practices are undertaken
- safe systems of work are in place as identified from risk assessments
- machinery and equipment is inspected and tested to ensure it remains in a safe condition
- records are kept of all relevant health and safety activities such as assessments, inspections, accidents, etc
- arrangements are in place to monitor premises and performance
- oversee the maintenance budget and works
- ensure fire precaution requirements are in place and up to date
- ensure compliance on disability access for staff and pupils
- where external services or contractors are procured to ensure that those organisations or people have systems in place to manage health, safety, & environmental responsibilities effectively and that contractor safety controls are adhered to

- ensuring that plant and equipment is maintained and that statutory thorough examinations have been undertaken where necessary, including for equipment that has been hired
- unsafe conditions are reported and dealt with to agreed timescales
- ensure in-house cleaners are trained in COSHH and the COSHH folder is kept up to date. Accidents are reported to the SHINE central team, investigated and any remedial actions required are taken or requested
- meeting regularly with the CEO and discussing health and safety risks within their academy/nursery
- notify the CEO of any correspondence from any enforcement agency Ofsted, Police, Health and Safety Executive (HSE), Environmental Health Officer (EHO) or Fire Service
- prepare a summary report to the LGB and CEO on its health and safety performance and findings. To work with the headteacher/school business manager to ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations

3.2.6 Senior leadership teams, line managers, responsibilities

3.2.6.1 Senior leadership teams (SLT), line managers, site managers are responsible for:

- familiarising themselves with this health and safety policy
- ensuring stakeholders, they supervise are inducted and aware of any hazards in their workplace
- ensuring all staff, they supervise know what to do in the event of a fire or other emergency
- ensuring that all staff they supervise know the whereabouts of first aid facilities.
- investigating accidents to ascertain the cause and to eliminate recurrence if within their competence
- ensuring all safety rules are observed and that safety equipment is worn or used where appropriate

- ensuring all defects in the workplace they are responsible for are promptly reported and rectified
- maintaining good housekeeping standard
- ensuring classroom and teaching practices comply with health & safety protocol and policy
- highlighting any health and safety concerns to the headteacher and site manager as appropriate
- highlighting to the LGB the annual training needs of staff identified from the performance review system

3.2.7 Individual staff responsibilities

3.2.7.1 All staff have a personal responsibility to prevent injury to themselves and others and damage to equipment and buildings. They also have a responsibility through routine observation to report to the headteacher or site manager any suspected faults with fire appliances, e.g. discharged fire extinguishers, etc

3.2.7.2 In particular they must:

- be familiar with and conform to health and safety procedures at all times
- wear appropriate safety equipment and use appropriate safety devices as necessary
- conform to all instructions given by those with responsibility for health and safety
- report hazards, accidents, faults, defects, damage, etc. to the headteacher or site manager
- offer any suggestions to improve health and safety to the headteacher or site manager
- not misuse any plant, equipment or hand tools
- take a responsible attitude towards health and safety, to include having due care for themselves and others
- follow all manufacturers and suppliers instructions when using plant and equipment

3.2.8 Pupils responsibilities

3.2.8.1 All pupils are expected to behave in a manner that reflects their academy's behaviour policy and in particular are expected to:

- take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be at the academy
- cooperate with teaching and support staff and follow all health and safety instructions given
- not intentionally or recklessly interfere with or misuse anything provided to them in the interests of health, safety and welfare
- report to a leader, teacher or other member of staff any health and safety concerns that they may have

4. Staff and Trade Union consultation

4.1 As stipulated in the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Staff) Regulations 1996, The Board recognises its duty and responsibility to consult with its staff and the recognised Trade Unions on any matter related to health & safety.

4.2 As such we openly embrace and welcome the opportunity to discuss, consult and/or work with Staff or Trade Union representatives to ensure health and safety management is regularly and routinely addressed.

5. Monitoring of health and safety

5.1 Inspections provide an opportunity to discover poor housekeeping, conditions of floors, passages and stairs, inadequate waste disposal, damaged tools and equipment, poor lighting, inadequate fire prevention and protection, failure to use the appropriate protective equipment, dangerous machinery, poor food hygiene, etc.

5.2 The designated headteacher, school business manager or site manager will conduct once a term an inspection of their academy with the designated health and safety governor and record any obvious defects. It should be noted that the intention of these inspections is to

highlight obvious visual defects based on a 'common-sense' approach, i.e. there is no requirement for specialist training in advance (although generic Health & Safety Awareness training will be considered).

5.3 Each headteacher will prepare a termly health and safety report for their LGB.

5.4 The CEO/Central Team will prepare a health and safety report twice a year to the Board which is an overview of the key issues highlighted in the health and safety reports to LGBs.

5.5 In addition to the above an audit of health and safety systems and processes will be carried out by a health and safety lead on an annual basis across SHINE.

6. Training

6.1 Each headteacher along with their SLT will ensure that staff are appropriately trained in the appropriate work areas for their specific role. On-going training needs will be reviewed formally as part of the standard performance review process.

6.2 Update or refresher training will be provided as appropriate where new responsibilities are undertaken or where there is a change in equipment or work procedures.

6.3 Any requirements for generic health and safety training should be directed to the headteacher who will liaise accordingly with the CEO to ensure the timely arrangement of course.

6.4 Headteachers will ensure that new staff will receive induction training locally on health and safety including arrangements for first aid, emergency procedures, fire and evacuation.

7. Health and safety competent person

7.1 SHINE uses the services of an external consultant and buy-back to their local authority health and safety services to provide health and safety competent person advice.

8. Disciplinary proceedings

8.1 Understanding and complying with all the health and safety procedures is of the utmost importance. Failure to comply with these procedures or tampering with any of the health

and safety equipment, including fire-fighting equipment, may lead to the implementation of disciplinary proceedings. Any person, who intentionally or recklessly misuses, removes, interferes with or damages safety equipment (see definition below) may be liable to prosecution under the Health and Safety at Work Act 1974.

8.2 "Safety Equipment" means any item of equipment (e.g. a fire extinguisher or a first-aid box) or any part of a building (e.g. a fire escape, fire alarm or fire door) provided specifically in the interests of health, safety or welfare as distinct from other items or equipment, parts of buildings, etc, which have other purposes.

9. General health and safety arrangements (A-Z):

We have the following guidelines and local arrangements in place to support health and safety in our academies:

Accident/incident reporting procedures

All accidents, assaults and near miss incidents will be reported in the accident book or agreed reporting form within 24 hours of occurrence; RIDDOR reportable incidents, as per the Health and Safety Executive (HSE's) Information Sheet (EDIS01), will be reported to the HSE within the required timescale ([see section 3 responsibilities](#)).

All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

Accident, assaults and near miss incidents will be monitored at least termly as part of the site health and safety committee; identification of significant trends or major incidents will be reviewed by the senior leadership team as required with information communicated to the governing body.

Pupil forms/records are retained for 24 years, employee forms for six years and forms relating to work related ill health for 6 years or longer (40 years where there has been potential exposure to radiation or asbestos; further guidance is obtained from Occupational Health).

Administration of medicines

Our academies administration of medicines arrangements can be sourced through the main office or via their websites.

Autistic spectrum disorder (ASD)

Our academies autistic spectrum disorder (ASD) arrangements can be sourced through the main office or via their websites.

Asbestos management

Our academies comply with the HSE's approved code of practice 'The management of asbestos in non-domestic premises' (L127). The academies are committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. The academy has a whole site asbestos management survey from which a local asbestos management plan (LAMP) has been developed.

Annual visual inspection of all identified asbestos containing materials (ACMs) that are not encapsulated or in restricted access areas are undertaken and documented. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in the academy's lamp. Where necessary more frequent checks of ACMs are undertaken.

Prior to any works that will or has the potential to alter the fabric of the building; a refurbishment and demolition survey will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing. Our policy can be sourced via <https://www.shine-mat.com/business-and-personnel/>

Behaviour management

Our academies behaviour management arrangements can be sourced through the main office or via their websites.

Buildings and external areas

Our academies buildings and external areas arrangements can be sourced through the main office or via their websites.

Catering

Our academies Catering arrangements can be sourced through the main office or via their websites.

Contractors work

Our academies comply with the HSE's approved code of practice 'Managing health and safety in construction - Construction (Design and Management) Regulations 2007' (L144) relating to the management and control of contractors. The academies ensures that:

- competent contractors are used
- clear specifications of works are drawn up by a competent person
- pre start meetings take place to discuss how works will be managed, responsibilities, codes of conduct and to assess new hazards that may be introduced to the site
- key contacts are identified
- regular update meetings take place throughout any works/projects
- works are visually monitored and any concerns immediately reported

- works are signed off and any associated certification and documentation is obtained
- all staff pupils and other users of site remain in a safe environment for the duration of the works

Cleaning and housekeeping

Our academies cleaning and housekeeping arrangements can be sourced through the main office or via their websites.

Control of Substances Hazardous to Health (COSHH)

Our academies control of substances hazardous to health (COSHH) arrangements can be sourced through the main office or via their websites.

Curriculum safety

Our academies curriculum safety arrangements can be sourced through the main office or via their websites.

Dealing with health and safety emergencies - procedures and contacts

As per legal requirements all dangerous occurrences and near miss incidents that are RIDDOR reportable incidents, will be reported to the HSE within the required timescale.

All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

Defect reporting

Our academies adopt a defect reporting procedure whereby any damage or defect to the premises or equipment and furnishings is reported. This is through the termly site risk assessment. Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair or awaiting professional advice.

Display screen equipment

Our academies acknowledge that staff that use display screen equipment (DSE) should have suitable equipment for which to undertake the tasks that they are required to carry out, knows how to safely use the equipment and have a DSE assessment which is reviewed at suitable intervals. Each academy ensures that:

- all static workstations used by staff meet the minimum standards required
- equipment is maintained in good working condition
- staff are aware of best practice in using DSE and issued with relevant information
- staff whose roles require significant use of DSE are prioritised for individual assessment
- assessments are reviewed at least bi-annually, earlier if there are significant changes to equipment/layout individual health

Driving for work

All staff that drive their own cars for work purposes must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition. Annual licence and insurance checks are undertaken and documented.

Electricity and electrical installations

Our academies maintain and service electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is periodically inspected on a 5-years rolling programme by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.

Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance 'Maintaining portable electrical equipment in offices and other low environments' (INDG236), by a competent contractor with records maintained.

Formal termly workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective and must report to their leader, school business manager, premises manager (as appropriate).

Emergency evacuation and invac procedures

Our academies emergency evacuation and invac procedures arrangements can be sourced through the main office or via their websites.

Equipment and machinery (including hand tools)

Our academies equipment and machinery (including hand tools) arrangements can be sourced through the main office or via their websites.

Enforcement officer visits

SHINE and its academies will fully comply with any enforcement officer visits that have been deemed necessary by the HSE. For further information see <https://www.hse.gov.uk/enforce/enforcementguide/intro.htm>

Fire and evacuation systems incl. emergency light systems

Our academies are committed to providing a safe environment for both staff and pupils. The academies manage the risk of fire by ensuring:

- a comprehensive fire risk assessment is in place, reviewed annually and any actions/improvements identified are progressed given consideration to risk and cost
- a detailed fire and emergency plan has been developed that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation
- statutory inspections are carried out on all fire related systems and equipment either by competent contractors or in house by trained staff
- all staff receive fire awareness training that is regularly updated, support staff operate a sweeping system
- a fire drill is undertaken at least termly to practice evacuation arrangements and ensure working as expected

First aid and supporting pupils' medical needs

Adequate first aid arrangements are assessed and maintained at the academies and for all activities that the academy leads. The academies ensure that:

- the number of first aiders and appointed persons meet recommendations and adequate cover is available to cover for annual leave and unexpected absences
- all first aiders and appointed persons hold a valid certificate of competence; the academy maintains a register of all qualified staff and will arrange re-training as necessary
- sufficient numbers of suitably stocked first aid boxes are available and checked monthly to ensure they are adequately stocked
- a suitable area is available for provision of first aid
- staff are regularly informed of first aid arrangements within the academy, through induction, teacher training days and the staff handbook which is issued updated and accessible to staff
- where first aid has been administered this is recorded in the first aid treatment book
- correct reporting procedures are followed
- individual risk assessments have been carried out which consider first aid provision for lone workers
- information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of emergency

Gas safety

Our academies gas safety arrangements can be sourced through the main office or via their websites.

Grounds maintenance

Our academies grounds maintenance arrangements can be sourced through the main office or via their websites.

Infection control

Our academies infection control arrangements can be sourced through the main office or via their websites.

Legionella

Our academies Legionella arrangements can be sourced through the main office or via their websites.

Lettings

Our academies lettings arrangements can be sourced through the main office or via their websites.

Lone / out of hours working

Our academies lone / out of hours working arrangements can be sourced through the main office or via their websites. Further guidance on lone working can be sourced in our keeping our academies safe policy.

Manual handling operations managing behaviour

Our academies comply with the HSE's approved code of practice 'Manual handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23).

Within our academies there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. The academies manage the risk associated with moving and handling tasks by ensuring that:

- moving and handling is avoided whenever possible
- if it cannot be avoided, moving and handling is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- those undertaking specific moving and handling tasks have received appropriate training and training records are maintained
- any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements
- any defective equipment is taken out of use until repaired or is replaced
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling task being restricted
- any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required

MEP plant, boilers, lifts etc.

Our academies MEP plant, boilers, lifts etc. arrangements can be sourced through the main office or via their websites.

New and Expectant Mothers

Our academies new and expectant mothers arrangements can be sourced through the main office or via their websites.

Personal emergency evacuation plans (PEEPs)

Our academies personal emergency evacuation plans (PEEPs) arrangements can be sourced through the main office or via their websites.

Personal protective equipment

Our academies personal protective equipment (PPE) arrangements can be sourced through the main office or via their websites.

Risk assessments

Risk assessments are undertaken for tasks/activities where significant hazards have been identified or where there is a foreseeable risk of injury/ill-health.

Within our academies various persons are tasked with the development of risk assessments based on their knowledge, experience and competence. Relevant staff are involved in the development of risk assessments prior to consultation with all staff to which they are relevant prior to sign off. Risk assessments are accessible to staff at all times, electronically on the server and hard copies in office files.

Our academies Risk Assessment arrangements can be sourced through the main office or via their websites.

Smoking

Our academies are smoke-free and this includes the use of vaping.

There is an increasing recognition of the need to restrict smoking in the workplace for employee well-being, medical, legal and financial reasons. This includes recognition of the health effects of passive smoking, and of the need to manage the risk of liability from diseases caused by smoking, as well as encouraging smoking cessation as part of employee health promotion in the workplace.

The secondary objectives of our smoking policy is to protect learners and non-smokers from exposure to second-hand smoke, to enhance the air quality of the work environment for all, and to comply with all relevant legislation in this regard.

Staff who do smoke are therefore expected to respect the health rights of learners and all non-smokers, as well as the preferences of non-smokers while at work, and on our academies premises.

Tree surveys

Our academies Tree Survey arrangements can be sourced through the main office or via their websites.

Trips & educational visits

Our academies Trips & Educational Visit arrangements can be sourced through the main office or via their websites.

Visitors

Our academies visitor arrangements can be sourced through the main office or via their websites.

Water hygiene management

Our academies will comply with the HSE approved code of practice 'Legionnaires' disease - The control of legionella bacteria in water systems' (L8).

The academies will:

- employ an external person with relevant knowledge and competence to obtain initial advice on any necessary actions
- employ a competent external contractor to provide a suitable survey/risk assessment; with the risk assessment being reviewed at least every two years or whenever there is reason to suspect it is no longer valid
- employ a competent external contractor to undertake water sampling and routine cleaning and disinfection of water systems
- ensure regular flushing of outlets is completed by a competent individual
- employ a competent person to undertake monthly monitoring of water systems including temperature readings

Well-being / employee & occupational health support

We acknowledge that there are many factors both work-related and personal that may contribute to staff ill health including stress.

The academies will follow the principles of the HSE guidance 'Managing the causes of work-related stress' (HS(G) 218). The following arrangements are in place to locally manage staff health issues:

- staff are advised that it is their responsibility to inform their line manager, the

headteacher or another member of the senior leadership team of any ill health issues

- an appropriate senior member of staff will meet and discuss the ill health issues with the staff and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels
- the member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.
- the member of staff will be advised that support can also be provided through their trade union
- a series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
- if it is identified that there is a high occurrence of staff ill health or stress within the academy, the headteacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

Work experience

Our academies Work Experience arrangements can be sourced through the main office or via their websites.

Working at height

Our academies will follow the principles of the HSE guidance 'The Work at Height Regulations 2005 (as amended) A brief guide' (INDG401). They will use a variety of access equipment for working at height tasks, ranging from kick stools for short low risk access such as the putting up of a poster, step ladders and ladders for short duration works.

The academies ensure that:

- work at height is avoided whenever possible
- if it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- those undertaking work at height have received appropriate training and training records are maintained
- all access equipment (ladders, step ladders, tower scaffolds etc) is identified and inspected annually, and staff are requested to visually inspect equipment before use
- any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements
- any defective equipment is taken out of use until repaired or is replaced
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted
- any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required

If you need help in understanding it in your own language, please contact the SHINE Team on 0115 9786351.

Jeśli potrzebujesz tej informacji w alternatywnej wersji, takich jak duży druk, Braille'a, taśmy lub pomoc w zrozumieniu go w swoim języku, skontaktuj się z zespołem polysk na 0115 9786351.

Jei jums reikia šią informaciją alternatyvi versija pvz stambiu šriftu, Brailio raštu, juostos ar padėti suprasti savo gimtąja kalba, prašome susisiekti su valymo komanda 0115 9786351.

यदि आप एक वैकल्पिक संस्करण में इस जानकारी की आवश्यकता है जैसे बड़े दरंट, ब्रेल, टेप या इसे अपनी खुि की भाषा में समझने में मिि, कृपया 0115 9786351 पर शाइन टीम से संसक करें.

Dacă aveți nevoie de această informație într-o versiune alternativă, cum ar fi imprimare mari, Braille, bandă sau ajutor în înțelegerea-l în limba dumneavoastră, vă rugăm să contactați echipa de pantofi pe 0115 9786351.

اگر آپ اس معلومات م ی ایک متبادل ورژن جیسے بڑے حروف م ی چھپا ئ، بریل، ٹیپ یا اس کو اب ن زبان م ی سمجھ ن م ی مدد کی صورت ہو ئ ہے، 9786351 لائن پر شائن ٹیم سے رابطہ کریں -