	Vanguard Learning Trust *As a group of local primary and secondary schools, Vanguard Learning Trust's mission is to serve its local community by providing outstanding, inclusive education. We have a collective purpose and responsibility to provide effective teaching, through a curriculum based on equality of opportunity and entitlement that allows our students to shine both in and out of the classroom. Each school in the Trust has its own ethos, which also complements the Trust's vision and values, and the common aspiration that all students can achieve their potential.*

Health, safety and welfare policy
Part A: Trust-wide

Summer 2 2026

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Part A: Trust-wide policy

Section 1: Introduction

1.1 Aims of policy

Vanguard Learning Trust aims to provide and maintain a safe and healthy environment; establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site; have robust procedures in place in case of emergencies; and ensure that the premises and equipment are maintained safely, and are regularly inspected

1.2 Structure of policy

This policy is based on advice from the Department for Education (DfE) on health, safety and welfare in schools and other appropriate legislation and is in three parts which are as follows:
Part 1: Statement of intent
Part 2: Organisation and responsibilities for health, safety and welfare
Part 3: Arrangements and procedures for health, safety and welfare

Section 2: Part 1: Statement of intent

2.1 Accountability and responsibility

The board of trustees (BoT), the local governing body (LGB) of each school and headteachers will:

- recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors;
- act in accordance with the general health, safety and welfare guidelines including ensuring risk assessments are undertaken, control measures are implemented, and systems are effectively monitored and reviewed; and
- require all managers in the Trust/school community to act in accordance with the health, safety and welfare policy and procedures, and require the same of persons that they supervise and take responsibility for.

2.2 Policies and procedures

The BoT and each headteacher will provide, in conjunction with the Trust's director of estates and facilities (DE&F) as necessary, policy, procedures, arrangements and supervision sufficient to ensure compliance with all relevant health and safety legislation and will, so far as is reasonably practicable, ensure:

- the premises (buildings within the boundary) are maintained in a safe condition;
- safe access to and egress from the premises is maintained;
- all plant and equipment is safe to use;
- appropriate safe systems of work exist and are maintained;
- sufficient information, instruction, training and supervision is available and provided;
- arrangements exist for the safe use, handling and storage of articles and substances at work;
- arrangements exist to prevent accidents and cases of work-related ill health; and
- a healthy working environment is maintained including adequate welfare facilities.

In support of the above, each LGB and headteacher will ensure an adequate process for all necessary risk assessments for their school is carried out and communicated to all relevant persons and that the significant findings are properly incorporated into their health, safety and welfare procedures. The headteacher and each LGB will ensure that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

2.4 Employees

The BoT and LGB are committed to this policy and all members of staff are required to comply as a condition of employment. Staff are encouraged to assist in the commitment to the continuous refinement of the Trust's health, safety and welfare procedures. The headteachers and the LGBs will consult with employees on all matters relating to or affecting health, safety and welfare. For the policy to be effectively implemented, each school must have the full co-operation of employees and others

who use the premises. Employees are reminded of their own duties:

- to take care of their own safety and that of others;
- to co-operate with the headteacher, LGB and leadership team so that they may carry out their own responsibilities successfully. All relevant regulations, codes of practice and standards will be complied with; and
- to participate in health, safety and welfare training so they can carry out their health, safety and welfare responsibilities. On joining a Vanguard Learning Trust (VLT) school, staff will complete an online health and safety training course, and sign to confirm that they have both read the health, safety and welfare policy and completed the induction process.

2.5 Non-employees

In addition to the above commitment, the trustees and LGB also recognise their obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public, contractors etc. are or may be affected by the activities being carried on within the school boundary or otherwise, the school's headteacher will make the necessary information, instruction, training and supervision available to ensure the safety of those affected.

Section 3: Part 2: Organisation and responsibilities for health, safety and welfare

The following health, safety and welfare organisational structure, and roles and responsibilities are approved by the trustees, LGB and headteachers

3.1.1 The board of trustees

The BoT has overall responsibility for health, safety and welfare, ensuring that:

- the requirements of the Health and Safety at Work Act 1974 etc. are complied with at each school;
- there is an effective and enforceable health, safety and welfare policy in place for all schools;
- the effectiveness of the health and welfare policy is reviewed at least annually;
- implementation of the health, safety and welfare policy is delegated to the individual school LGBs and headteachers with support from the Trust's DE&F;
- all significant health, safety and welfare risks have been identified and that suitable control measures are put in place;
- the effectiveness of these control measures are reviewed regularly;
- adequate resources are assigned to managing health, safety and welfare;
- there is a suitably qualified and experienced source of competent health, safety and welfare advice in place; and
- high standards of health, safety and welfare are promoted in each school.

3.1.2 Committees

The BoT will monitor compliance of this policy through the work of the audit, compliance and risk committee (A,C&R) and finance and resources (F&R) committee. The A,C&R is responsible for keeping under review the effectiveness of the risk management, control and governance arrangements; this includes recommending to the BoT the risk management policy and the assurance framework. The F&R committee is responsible for monitoring compliance with the Trust's health, safety and welfare policy, including insurance arrangements, and statutory obligations under the Health and Safety at Work Act 1974 and will receive each term any significant health, safety and welfare matters through committee meetings and via communication as and when necessary. The F&R committee will be supported by the work of the Trust's appointed health, safety and welfare advisor who carries out the necessary assurance work as part of the Trust's cycle.

3.2 Chief executive officer (CEO)
The CEO will hold the overall executive responsibility to give effect to health, safety and welfare management arrangements. Such arrangements will be designed and implemented to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees and that of the Trust's students, contractors, volunteers and members of the public. To achieve these goals, the CEO will:

- set objectives and monitor management performance to verify that senior leaders are meeting their health, safety and welfare responsibilities;
- ensure that the necessary financial and other resources are provided to meet the Trust's objectives for health, safety and welfare;
- introduce and participate in appropriate means of consultation and communication with employees and their health, safety and welfare representatives; and
- ensure that adequate competent health, safety and welfare advice and assistance is available to undertake the measures needed to comply with statutory requirements.

3.3 Chief financial officer (CFO)
The CFO is the senior finance manager and as such is responsible for ensuring that the financial infrastructure, systems and resources are available to facilitate the health, safety and welfare objectives of the Trust. In particular, the CFO will:

- ensure they have sufficient understanding of this policy and its associated arrangements to bring it to the attention of all employees within the Trust;
- co-operate with the BoT to ensure that this policy and its associated arrangements are implemented and complied with in respect of business and support functions; and
- ensure that the necessary financial and other resources are provided so as to facilitate and meet the strategic health, safety and welfare objectives of the Trust.

3.4 Director of estates and facilities (DE&F)
Reporting to the CEO, the DE&F is responsible for the estates strategy for the Trust. In respect of health, safety and welfare, the DE&F will:

- ensure that estates arrangements and procedures comply with broader Trust policy and legislative requirements;
- review, in conjunction with the CFO, asset management plans for Trust buildings to ensure their ongoing safe condition and compliance;
- provide via the Trust's compliance system a means of staff reporting dangerous defects in premises;
- provide via the Trust's compliance system a means for premises staff to maintain the safety of premises by assisting them in planning and managing ongoing buildings compliance;
- work with the school's lead staff, ensure that any safety-related statutory returns required by the Health and Safety Executive (HSE) or DfE are completed as required;
- ensure Trust-funded school condition allocation funds and organised projects will comply with legislative requirements; and
- work alongside establishment senior leaders to ensure that emergency planning/business Continuity Plans are in place.

3.5 The local governing body
Each LGB monitors implementation of this policy. The LGB further ensures that sufficient and appropriate resources are allocated to implement the health, safety and welfare policy. Each LGB will specifically:

- monitor and review health and safety accidents and incidents and set appropriate actions are taken, including 'deep dives' where necessary. It will also ensure that appropriate training for governors and staff is undertaken and that policy and procedures are regularly reviewed;
- be informed and updated of any changes to the health, safety and welfare policy and seek specialist advice and support as required;
- ensure that significant health, safety and welfare issues are reported to the BoT trustees; and

- monitor the completion of agreed actions that need to be taken following a review of an incident/issue and/or routine assurance work as part of the Trust's assurance cycle.

3.6 Headteacher

Overall responsibility for the day-to-day management of health, safety and welfare in each school rests with the headteacher. As manager of the establishment and of all the activities carried out within it, the headteacher will advise governors of the areas of health, safety and welfare matters that need to be addressed and liaise with the central team in relation to funding. Matters requiring particular consideration by the headteacher will include ensuring:

- that a safe working environment is maintained;
- that all delegated functions are carried out;
- that risk assessments are made and recorded for all the school's significant risks to the health, safety and welfare of students, staff or other persons;
- the relevant health, safety and welfare documentation is consulted and communicated to all staff and other relevant parties;
- that there is a suitably qualified and experienced source of health, safety and welfare advice;
- that appropriate resources are allocated for the management of health, safety and welfare;
- that staff have the appropriate training and competency for their roles;
- that staff have appropriate awareness training for schools with asbestos;
- appropriate procedures for authorisation of educational visits are followed;
- that there are suitable emergency procedures which are tested regularly; and
- a promotion of a positive health, safety and welfare culture in the school.

The headteacher may delegate to other members of staff any or all of the tasks associated with the above matters. This will not relieve the headteacher from the overall day-to-day responsibility for health, safety and welfare within the establishment.

3.7 Senior leadership team (SLT)

Responsibilities that may be delegated by the headteacher include:

- providing leadership by ensuring health, safety and welfare is considered as part of every decision;
- considering the health, safety and welfare impact of any initiatives;
- informing the headteacher of any health, safety and welfare issues that may affect the school;
- implementing and monitoring the school's health, safety and welfare policy in their areas of control; and
- promoting a positive health, safety and welfare culture in the school.

3.8 School health, safety and welfare lead/operations manager/school business manager/premises manager

The headteacher has overall day-to-day responsibility for health, safety and welfare, but is likely to delegate much of the practical management to named individuals, often the school health, safety and welfare lead; business manager; operations manager and premises manager. Responsibilities that may be delegated are likely to include:

- overseeing the day-to-day management of health, safety and welfare matters in accordance with the health, safety and welfare policy to ensure health, safety and welfare arrangements are carried out;
- ensuring risk assessments are produced and recorded for all the school's significant risks to the health, safety and welfare of employees or other persons;
- ensuring that termly health and safety inspections are carried out and that remedial action is taken following inspections;
- ensuring health, safety and welfare induction training is available for all new staff;
- identifying staff health, safety and welfare training needs and arranging for them to be provided;
- ensuring that the correct accident reporting procedures are followed and that relevant accidents are investigated;

- ensuring that information received on health, safety and welfare matters is passed to the appropriate people; and
- co-operating with and providing necessary facilities for trade union safety representatives.

3.9 Heads of department

Heads of department have significant influence in how health, safety and welfare is managed in their areas of responsibility. This is particularly applicable to practical subjects. Responsibilities that may be delegated by the headteacher include:

- ensuring the day-to-day management of health, safety and welfare within their department/area in accordance with the health, safety and welfare policy;
- devising, implementing and regularly reviewing departmental/area policies, procedures and risk assessments;
- carrying out regular health and safety monitoring inspections of their area;
- ensuring follow up and remedial action is taken following health and safety inspections;
- arranging for the appropriate subject or role-specific health, safety and welfare training to be provided to all staff within the department; and
- communicating and consulting with staff in their department/area on health, safety and welfare matters.

3.10 Premises manager/premises assistant(s)

Premises management staff have significant responsibility for the day-to-day management of health and safety and statutory compliance. Responsibilities that may be delegated by the headteacher include:

- having oversight of day-to-day premises health and safety including statutory inspections and checks;
- ensuring that servicing, inspecting, maintaining, checking and compliance arrangements are in place;
- managing external contractors on site and ensuring contractors working in school comply with school requirements. This includes checking the competency of contractors and any risk assessments or method statements prior to work starting;
- ensuring that contractors view and understand asbestos information prior to starting intrusive building works and that a record of this is kept;
- ensuring that appropriate risk assessments and control measures are in place for tasks carried out by all premises staff;
- ensuring that all premises staff have appropriate training to carry out their roles;
- ensuring that any equipment including personal protective equipment is properly maintained;
- ensuring that any hazardous materials or substances are stored, used and disposed of appropriately;
- resolve any defects or hazards that are brought to their notice, or escalating as necessary;
- keeping all documents updated on the Trust's compliance tool;
- participating in meetings and consultations with staff relating to health and safety and risk management; and
- working with third party consultants supporting the Trust with assurance work for health and safety and risk management.

3.11 Educational visits co-ordinator (EVC)

In the absence of an educational visits co-ordinator, the headteacher will delegate this responsibility to a suitably qualified senior member of staff. Responsibilities that may be delegated by the headteacher include:

- ensuring that there is a robust procedure for the planning, assessment and approval of all educational visits;
- maintaining their own knowledge and competency in relation to educational visits;
- ensuring that visit leaders are competent to lead the proposed activity; and

- investigating all incidents on educational visits and ensuring any learning is captured and disseminated to the relevant persons in the school.

3.12 All staff (including temporary staff and volunteers)
All staff within VLT have responsibility for health, safety and welfare towards themselves and others. Responsibilities include:

- taking reasonable care for the health, safety and welfare of themselves and others when undertaking their work;
- co-operating with the employer and their representatives on health, safety and welfare matters;
- checking that classrooms, workrooms, and their workplace environment and equipment are safe;
- ensuring safe working procedures are followed and in accordance with any training they have received;
- not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health, safety and welfare;
- reporting immediately to the headteacher or their line manager any serious or immediate danger; and
- reporting to the headteacher or their line manager any shortcomings in the arrangements for health, safety and welfare.

3.13 Students
Students have a responsibility to:

- follow instructions and co-operate with teachers and school staff on health, safety and welfare matters;
- not interfere with anything provided to safeguard their own health, safety and welfare;
- take reasonable care of their own and others' health, safety and welfare;
- report all health, safety and welfare concerns to a member of staff; and
- not to use any equipment without permission and supervision.

3.14 Contractors
All contractors working on school premises are required to ensure safe working practices by their own employees and a safe environment for those who may be affected by their work; all contractors must:

- provide evidence of relevant competency in relation to the work they are carrying out;
- provide risk assessments and method statements proportionate to the work they are carrying out and ensure that their staff on site follow these procedures;
- have public liability insurance in place;
- view and understand the asbestos information supplied to them before starting any intrusive building works and comply with any instructions provided to them in relation to this; and
- comply with the school's 'contractors on site' procedures, especially in relation to safeguarding, and participate in any emergency drill.

3.15 Hirers
All hirers must agree to:

- sign the school's hiring agreement and comply with the requirements of the agreement;
- provide a risk assessment on request;
- not carry out any activities or bring any equipment into the school without permission beforehand;
- ensure any equipment or materials brought onto the school site are compliant with all relevant health, safety and welfare requirements and maintained as such; and
- comply with the school rules and participate in any emergency drill.

3.16 Visitors
All visitors must agree to:

- comply with any health, safety and welfare instructions given to them by school staff or their representatives; and
- report any health, safety and welfare concerns to a member of school staff.

Section 4: Part 3: Arrangements and procedures for health, safety and welfare

The following procedures and arrangements have been established within VLT schools to eliminate or reduce health, safety and welfare risks to an acceptable level and to comply with minimum legal requirements. Further information on these procedures are available in the school. A detailed version of the following can be found in the VLT Accident reporting and investigation protocol located in each school.

4.1 Incident reporting, recording and investigation reporting

4.1.1 Reporting
Incidents should be reported immediately to a member of staff and escalated to the designated responsible person, who will determine whether reporting under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) is required.

4.1.2 Recording
The person who has been involved in the incident or a witness should record the details using the school's accident reporting system; a hard copy of the record is also kept on file.The following incidents must be recorded on the accident reporting system:

- serious incidents requiring further medical treatment other than first aid administered at the school, eg. where an ambulance was called or the person injured was taken to a GP, walk in centre or hospital;
- incidents where there has been a failure in a health and safety system, eg. poor supervision, equipment defect or structural fault that led to the incident;
- any incident involving an employee; and
- any incident where the school feels there is potential for a personal injury claim or other complaint.

4.1.3 Investigation
Major accidents and incidents must be investigated to identify the cause and to then prevent it from happening again. An investigation should attempt to identify the underlying and, especially, the root causes of an incident. By identifying and addressing the root causes of an incident, there is a far greater likelihood that a future incident will be prevented.

4.1.4 Near miss
It is important to inform your line manager of any near misses or potential threats witnessed in or around site. These should be reviewed by the SLT to consider putting a risk assessment in place.

4.2 Asbestos
VLT schools with asbestos are responsible for arranging and recording an asbestos management survey and maintaining an asbestos register. Contractors must have sight of the asbestos register prior to starting any work on the premises. In the case of asbestos disturbance, the DE&F/premises manager or nominated person should be informed immediately. If asbestos has been identified anywhere on a school site, a suitably qualified contractor is required to create/update the asbestos risk register and the school's asbestos management plan to be updated. Any intrusive building works, eg. alterations, refurbishment or demolition within an area suspected of having asbestos can only be carried out when the works are approved and overseen by a qualified asbestos management company, each school should have their asbestos management

company contact information available. The headteacher is responsible for ensuring that premises staff receive appropriate asbestos awareness training. All staff should have basic awareness of where asbestos is in the school and be offered the opportunity to see the full asbestos management plan.

4.3 Contractors

On visiting the school site, contractors will be given information which gives guidance on the school's arrangements for health, safety and welfare and the actions required in an emergency. For significant projects, a pre-start meeting will take place before the project begins where health, safety and welfare information is exchanged, and safe working arrangements are agreed, including the submission of risk assessments. For larger projects, a series of regular liaison meetings will take place. The project manager (either externally appointed through the school, or by VLT, depending on the scale of the project) is responsible for monitoring contractors' working methods. Staff should report any concerns to the project manager, operations manager or nominated person in the first instance. The project manager will oversee the issuing and monitoring of permits to work.

4.4 Curriculum safety [including out of school learning activity/study support]

In primary schools, the headteacher will ensure that risk assessments are prepared, reviewed periodically and in use for all areas of the curriculum and for managing risks throughout the school, including the use of the grounds during the school day, and for extended activities. In secondary schools, all departments, particularly science, technology and PE, are responsible for producing their own risk assessments. All staff in science, technology and PE departments are appropriately qualified. Design technology (DT) staff have completed DATA (Design and Technology Association) Secondary Core Health and Safety training and relevant machinery training. The head of science is the radiation protection supervisor. Health and safety checks according to CLEAPSS guidelines are carried out by a trained technician in the science department. SLT must ensure training certificates do not lapse and supply cover in these technical areas must be trained accordingly.

4.5 Display screen equipment (DSE)

All staff who use DSE daily, for continuous periods of an hour or more, are considered to be DSE users. Those employees must undertake and complete the DSE training and assessment survey annually. Staff identified as DSE users are entitled to a full free eye and eyesight test by a qualified optometrist, including a vision test and an eye examination, every two years. In such cases, the Trust will provide employees with an eye-test voucher with a third-party provider. When a prescription is required specifically and solely for DSE use, the voucher from the current third-party provider, will also cover the cost of a pair of single vision glasses from the £50 range or a £50 contribution towards another pair of glasses. The voucher does not give a contribution for glasses which, as well as DSE use, could also be used for additional tasks such as reading or driving even if this is not their recommended use. Should an employee use their existing glasses for general use including DSE work, they will not be entitled to any additional contribution. Eye-tests and/or DSE-specific glasses purchased at any other optometrist will not be reimbursed.

4.6 Drugs and medications

The Trust is committed to ensuring the health, safety and welfare of all students, which includes clear procedures for administering drugs and medication. While administering medicines is not typically part of teachers' professional duties, designated school support staff may undertake this responsibility as part of their employment contract. Staff responsible for administering first aid or medication to students should hold full first aid or emergency first aid at work certificates and receive regular training. All requests from parents/carers for school staff to administer medicines must be sent to the school in writing. Medicines will only be administered when it is deemed detrimental to a student's health, well-being or attendance not to do so. No student under 16 years old will be given prescription or non-prescription medicines without written consent from their parents/carers, unless in exceptional circumstances. Students under 16 will not be given aspirin unless prescribed by a doctor and pain relief medication will only be administered after checking maximum dosages and previous doses. Parents/carers will always be informed when medication has been given. A written record is kept of all medicines administered. When no longer required, medicines are

returned to parents/carers or safely disposed of by the school, with sharps boxes used for needles and other sharps where necessary. All medicines accepted by Trust schools must be in-date, labelled, in their original container as dispensed by a pharmacist and include clear instructions for administration, dosage and storage. Medicines are stored safely in locked cabinets but key medications like asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available. This accessibility extends to off-site activities like school trips. More detailed information on managing and administering medication can be found in the Trust's 'Supporting students with medical conditions' policy (click here).

4.8 Electrical equipment [fixed and portable]

Portable Appliance Testing (PAT testing) takes place annually for high-risk, moveable items and every two years for other items, usually during the school holidays. Electrical items brought in from home by staff are not permitted unless agreed in advance and PAT tested by a suitably qualified person. Fixed wire testing takes place once every 5 years. Notice of defective equipment, portable or fixed, should be brought to the attention of the premises manager or nominated person. The relevant premises lead is responsible for organising this cycle of inspection and arranging the remedial actions for all Code 1 and 2 non-compliances identified in the report. A list of equipment and testing dates is maintained in each school. This list is also uploaded onto the Trust's compliance tool for inspection. Any failed or defective items are removed immediately and disposed of safely.

4.9 Fire safety and procedures

A senior member of staff and the premises lead are responsible for undertaking and reviewing the fire risk assessment and shelter-in-place procedures annually in each school. When there are significant changes to the premises layout, an externally commissioned fire risk assessment should normally be sought. The headteacher is responsible for the arrangement of fire drills. Fire marshals (when in place) are responsible for ensuring fire evacuation procedures are followed. Assembly points are detailed in the staff handbook, all fire exits are clearly marked, maintenance of firefighting equipment, testing of break glass points, and testing of the fire alarm panel all take place by a competent person on site. An appropriate contractor must maintain all fire safety systems as per The Regulatory Reform (Fire Safety) Order 2005. Each school maintains an emergency plan which identifies arrangements to evacuate the premises, including arrangements for those with additional needs; 'buddy establishments' if students are unable to return to premises following evacuation; and contact details for external contacts in an emergency. A separate shelter-in-place procedure exists in each school.

4.10 First aid

A list of members of staff with full first aid or emergency first aid certificates is available in each school. First aid boxes are located strategically on each school site (locations detailed in each school). Staff in those departments with first aid boxes, or other nominated members of staff, are responsible for checking and restocking the boxes. If necessary, an ambulance should be summoned but a leadership staff member should always be notified in the first instance. A member of staff should accompany a student to hospital if a parent or carer is not present. Training and retraining of current first aiders is organised by the member of staff in charge of professional development. A review of the number of first aiders required should be carried out at least annually. Defibrillators should be available where possible and batteries and consumables checked regularly.

4.11 Glass and glazing

All glass in doors and side/vision panels should be safety glass and all replacement glass should be of safety standard. Glass and glazing is inspected as part of general premises inspections. Advice should be sought from a suitably qualified professional to determine if fire rated glass is required when modifications to windows or doors are carried out. Any non-safety glass should have a separate risk assessment and be replaced as soon as practicable.

4.12 Hazardous substances
Hazard data sheets, COSHH risk assessments, CLEAPSS hazard cards and risk assessments are kept in appropriate departments. Teaching staff and technicians should receive training in the safe use of substances and regarding the selection and use of protective equipment. Each school maintains a list and location of any hazardous materials. Wherever possible, substances which pose a lower hazard are selected. Hazardous substances are kept in locked cupboards or storage cabinets. DT staff have completed DATA (Design and Technology Association) Secondary Core Health and Safety training and relevant machinery training. The head of science is the radiation protection supervisor. It is good practice to keep a record of the identity and location of hazardous substances by the fire panel or in the emergency grab bag for use by the Fire Brigade. In house cleaning, catering and site team members who use chemicals must have COSHH training.

4.13 Health, safety and welfare advice
The Trust has access to advice from a third-party provider that can be used as and when required.

4.14 Cleaning and waste disposal
The Trust has a contract for all trust schools with a third party with the exception of Oak farm primary school who have an in-house provision. Yellow signage is displayed on areas of flooring that are wet to minimise the risk of slips. Cleaning chemicals are clearly marked and securely stored. Glass and other sharp objects should be wrapped carefully, kept separately from ordinary rubbish and caretakers/cleaners should be warned. In the event of snow or ice, caretaking staff will use grit when appropriate to minimise risk of slips and falls. External waste skips are located away from buildings and kept away from students. Clutter should be kept to a minimum and kept away from fire exits and doors.

4.15 Handling and lifting
Premises staff should be aware of activities involving lifting/handling and carry out risk assessments to identify precautions in order to minimise risk of injury. Caretaking staff, and any other staff member whose role involves handling and lifting, should undertake manual handling training. The headteacher or premises manager ensures that risk assessments are in place for any activities where handling and lifting present a risk. These are added to, and monitored through compliance documents. Where appropriate, the risk will be mitigated through the provision of equipment to assist staff. Where people need to be moved, the headteacher will ensure that professional advice is sought to ensure that the risks to the individual and staff are identified, and that staff are appropriately trained and equipped. This will include hoists and fire evacuation chairs.

4.16 Legionella
Under the Health and Safety at Work etc. Act 1974, it is a requirement for all premises to have a risk assessment for Legionella in place. A nominated responsible person will monitor, record and be responsible for maintenance to prevent the build-up of the Legionella pneumophila organisms in water systems and to prevent inhalation of infected water droplets. The headteacher is responsible for ensuring that premises staff receive appropriate Legionella awareness training. The cleaning of outlet taps and showers should include regular descaling.

4.17 Lettings/shared use of premises
A copy of the terms and conditions for use of school premises is sent out to prospective hires with the lettings application form. A copy of the health and safety guidelines for hirers is attached to the hirer's copy of the lettings approval once the letting is agreed. This should be sent annually, even for long-standing agreements.

4.18 Lone working
Prior to periods of school closure, staff should inform a nominated senior member of the leadership team of their intention to come into school. Staff should ensure they sign in at reception. Wherever possible, staff should avoid being on site as a lone worker. When unavoidable, a lone working risk assessment will be in place, identifying the risks and mitigating actions. The lone working risk assessment will include such risk

areas as violence, manual handling, the medical suitability of the individual to work alone, the requirements for training, levels of experience and how best to monitor and supervise these and the details of systems in place to maintain communication with lone workers, eg. through the use of a monitoring centre.

4.19 Maintenance/inspection of equipment

Regular inspection and testing of school buildings, plant and equipment is conducted to ensure that both work equipment and the work environment are maintained in a safe and efficient state. Maintenance tasks and their frequencies are listed for each site on the Trust's compliance system and each entry has an allocated lead so responsibilities are clear. All staff are required to report any problems found with plant/equipment to the responsible manager. Maintenance issues or defects relating to sites and buildings, fixed plant or equipment and non fixed equipment relating to the premises management should be reported to the relevant premises lead using the Trust's compliance system. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal. All recommendations following inspections will be followed up and remedial action taken.

4.20 Monitoring the policy

At least one representative from the LGB, a nominated member of staff/premises manager/site manager, carries out termly health and safety inspections. The headteacher or nominated member of staff will monitor the implementation of the policy by staff and monitor accident reports/trends and complaints. The VLT central team monitors implementation of the policy for all schools**.** The Trust receives advice and has the option to have specific audits carried out with a third-party provider. Each school will have an annual audit to monitor the school on a regular basis.

4.21 New and expectant mothers

Schools and all new and expectant mothers should jointly undertake a risk assessment. Advice should be sought from the Trust's director of people as necessary, and reasonable adjustments made to support the mother. Where appropriate, a referral should be made to occupational health for further specific advice

4.22 Noise and vibration

Where activities are anticipated to generate excessive noise or vibration, a specific risk assessment will be undertaken. Where possible, measures should be taken to reduce the noise or vibration. Where a risk remains, all those exposed should be provided with, and use, personal protective equipment.

4.23 Personal protective equipment (PPE)

Suitable equipment supplied by relevant departments is checked by the head of department in accordance with risk assessments. Each school will provide appropriate PPE for known tasks, eg. grounds maintenance or cleaning. All PPE must be stored so it does not deteriorate and is in date

4.24 Radiation

Schools with ionising radiation will register with the HSE to comply with Radiations Regulations 2017 (IRR17) The dose limit for exposure to the lens of the eye is 20mSv in a year. Pregnant or breastfeeding staff should notify their line manager and radiation protection supervisor immediately if they expect to be working with radiation. Risk assessment for each activity must be carried out by the radiation protection supervisor and signed off by the headteacher.

4.25 Risk assessments

Heads of department are responsible for preparing departmental risk assessments and they should also carry out periodic reviews. Generic risk assessments are available from the Trust DE&F.

4.25.1 Risk assessments for primary schools

In primary schools, the headteacher ensures that risk assessments are prepared, reviewed periodically and in use for all areas of the curriculum and for managing risks throughout the school, including the use of the

grounds during the school day, and for extended activities.

4.25.2 Risk assessments for secondary schools

In secondary schools, all departments, particularly science, technology and PE, are responsible for producing their own risk assessments. Members of the SLT ensures that general risk assessments are available for managing risk throughout the school and for extended activities. In all schools, risks are monitored onthe Trust's compliance system which tracks the risk assessments, who owns them, when they were completed and when they are due for review. These are also shared with all relevant staff who acknowledge they have read the documents. The site team will have risk assessments based on their equipment and work activities. These are available for all trustees and governors. There is also a Trust-wide risk analysis with items identified during health and safety audits and annual on-site health and safety reviews at all schools. Action plans contained within these risk registers are prioritised, actioned and monitored. The audit, compliance and risk committee will agree annually when external assurance is required.

4.25.3 Residential school trips

For school trips and off-site activities, the trip leader is responsible for carrying out a full risk assessment. Trips are approved by the EVC and, in the case of residential or overseas trips, by the local authority, using the agreed platform.

4.26 School trips/off-site activities

The education visits co-ordinator in each school must have completed the EVC training. It is the responsibility of each trip leader to carry out a full risk assessment and the emergency numbers and contacts card must be taken on each trip. Trips are approved by the headteacher and EVC co-ordinator and in the case of residential or overseas trips by the EVC. The approval process ensures that staff are competent to lead the visit and that measures to mitigate risks are robust. Parental consent must be obtained prior to the trip. First aid kits must be taken on all trips as well as a list of students' medical needs and medication if required.

4.27 School transport

Each school maintains a list of approved drivers. Approved minibus drivers require a D1 and a minibus assessment, except to drive light minibuses where only a minibus assessment is needed, in accordance with DVLA and section 19 permit requirements. Basic vehicle safety checks must be undertaken by the driver before and after all journeys with a separate checklist completed for each journey. Any defects should be reported to the school business/operations/facilities manager who will arrange for any necessary repairs. Minibus maintenance is part of the school's inspection and maintenance checklist procedure**.**

4.28 Site security

All schools within the Trust are responsible for maintaining a safe and secure site as part of their wider safeguarding and health and safety duties. External CCTV cameras may be used on the school site, in which case, appropriate signage will inform visitors. Access to all school sites is controlled through well-maintained fences and, in most schools, electronic gates with access-controlled entry. All schools have shelter-in-place procedures in place. All visitors must report to reception, where they are required to sign in and out. The visitor's identity, as well as Disclosure and Barring Service (DBS) documentation where necessary, is checked in line with safeguarding requirements. A colour-coded lanyard will be issued to indicate the visitor's access permissions and must be worn visibly at all times: a red lanyard indicates that they do not have a DBS check and therefore must be supervised at all times. A yellow lanyard indicates that the visitor has been DBS-checked but indicates that they may be unfamiliar with the premises; they may therefore need additional support or supervision. Staff and governors/trustees must wear a visible green lanyard at all times whilst on school premises, as well as off-site with children on school-related activities. To ensure systems remain effective, all Trust schools participate in an annual site security exercise, providing quality assurance of specific aspects of site security. This includes reviewing staff confidence in identifying and appropriately challenging individuals not wearing appropriate lanyards. Findings from these exercises inform ongoing training, policy adjustments and site management decisions. All schools in the Trust will comply with the requirements of the Terrorism (Protection of Premises) Act 2024 (also known as Martyn's Law) by

implementing proportionate measures to reduce the risk of terrorism on site. As standard tier premises, all schools will ensure that staff complete basic terrorism awareness training, site risks are regularly reviewed and clear procedures are in place to respond to and report potential incidents.

4.29 Smoking and vaping
Smoking and vaping is not permitted on any school site. Each school should display notices to that effect.

4.30 Staff consultation
The school health, safety and welfare lead ensures that relevant health, safety and welfare information is disseminated to staff through the determined routes. Staff with questions, issues or concerns can raise them with the headteacher in the first instance. Staff training happens annually, and varies depending on staff's roles, and staff sign a document that they have understood their responsibilities in relation to health, safety and welfare as part of the code of conduct.

4.31 Staff health, safety and welfare training and development
Training focuses on maintaining staff health, safety and welfare competence. Members of staff receive health, safety and welfare information during their induction and through the staff code of conduct. All staff are required to complete an online health, safety and welfare training module on induction and at regular intervals thereafter. Updates are given through staff briefing sessions and other local routes. Competency is monitored through performance management. Where training needs are identified, these are addressed through the school's CPD lead. General and role-specific training can be through a classroom-based course, e-learning, work shadowing, or provision of information.

4.32 Staff well-being
Staff are encouraged to obtain and maintain a sensible work/life balance. Staff should report any ill health issues, including those concerning stress, to their immediate line manager or directly to the headteacher. All schools monitor staff well-being, actively taking effective measures to reduce bureaucracy, ease workload and provide a positive working environment.

4.33 Stress
A member of staff who is reporting that they are experiencing work-related stress or prior to returning to work from sickness absence relating to work-related stress, will be invited to a meeting with the HR manager. A stress risk assessment, based on the HSE, will be undertaken with the employee and a date for review agreed. The stress risk assessment meeting may also have the employee's line manager in attendance. Interventions will be considered as part of managing the stress the employee is experiencing. These may include, but are not limited to:

- A phased return to work from a stress-related absence
- A referral to an occupational health adviser
- A temporary variation in the working pattern and/or duties.

Where the circumstances leading to the employee's stress involves conflict with other employees, the appropriate senior manager will instigate an independent review to provide an objective analysis of the causes of the conflict and possible solutions. The Trust recognises its obligations to act in response to absences which result from work-related stress; to act supportively, but also to act speedily. In the event of the employee not wishing to reveal the cause of the illness to the Trust or not willing to be referred to the occupational health adviser, a senior manager will remind the employee of the importance of this and will, where appropriate, consult with the employee's representative to better understand genuine reasons why an employee is not responding. However, if the Trust asks again for this information and the employee does not respond, the Trust would follow the sickness absence management procedures. A 24-hour, 7-day a week employee assistance scheme is made available to all staff and promoted widely. Where appropriate, school leaders will refer individuals for occupational health support through the Trust's human resources consultants.

4.33 Vehicles on site
Access to the car park may be restricted during school hours. Deliveries and other vehicle movements should be avoided during break times or at the end of the school day to ensure the safety of students when possible. Schools ensure students, staff and visitors can move about the site safely by separating pedestrian routes from those used by vehicles as far as possible through the use of designated vehicle zones, fencing, signage and supervision. Where this is not possible, vehicle movements, particularly deliveries, should be restricted at key times including the start/end of the day and break times.

4.34 Working at height
Premises management/site management/caretaking staff and other relevant staff must attend training sessions on working at height. A generic risk assessment has been carried out, identifying measures to mitigate the risks. A separate risk assessment should be conducted for exceptional activities and measures put in place to manage risks. Where possible, adjustments should be made to work from ground level. Working at height equipment (eg. ladders, mobile scaffold towers, harnesses, fall restraint systems) is part of the school's inspection and maintenance checklist procedure.

4.35 Work experience
Where relevant, each school will make the necessary arrangements for assessing potential work placements and should be reasonably satisfied that the placement provider can ensure the health, safety and welfare of the student and whether a particular child is suitable for the placement. Risk assessments for work experience placements must be completed.

4.36 Related policies
The related policies are:

- Critical incident
- Business continuity
- CCTV
- Managing students' medical needs

Version history

First issue/revision date	Approved by	Summary of changes if not first issue
June 2026		Section 4.8 changes to PAT testing frequency for high risk items Section 4.14 inclusion of Oak Farms cleaning in-house arrangements Section
May 2026	BoT	The updates clarify operational responsibilities, strengthen statutory compliance wording and slight improvement to procedural details across key health and safety areas. Minor changes have been made for RIDDOR reporting, asbestos management and school transport requirements. Amendments also update leadership title from Director of Operations (DoO) to Director of estates and facilities (DE&F).
July 2025	BoT	Section 3.1.1, 3.4, 3.8 title changes Section 4.1.1, 4.2, 4.27 minor amendments
May 2025	BoT	Section 4.6 updated to reflect the change in procedures for employees that are classed as digital screen (DSE) users claiming for eye testing and for corrective glasses should a prescription state that they are required specifically and solely for DSE use.

October 2024	BoT	Minor changes to update job titles and the roles of the CFO and DoO in section 3.
May 2023	BoT	New Trust-wide policy
November 2018	BoT	Adopted as Trust-wide policy

	Vanguard Learning Trust *As a group of local primary and secondary schools, Vanguard Learning Trust's mission is to serve its local community by providing outstanding, inclusive education. We have a collective purpose and responsibility to provide effective teaching, through a curriculum based on equality of opportunity and entitlement that allows our students to shine both in and out of the classroom. Each school in the Trust has its own ethos, which also complements the Trust's vision and values, and the common aspiration that all students can achieve their potential.*

Health, safety and welfare policy
Part B: Oak Farm Primary School

Summer 2026

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Part B: Oak Farm Primary School: Local arrangements and procedures for health, safety and welfare

Summary

This document sets out the local arrangements and procedures for health, safety and welfare for Oak Farm Primary School. The policy principles, including roles and responsibilities, are outlined in Part A of the policy.

This document outlines the specific contextual information for procedures.

Appendix A outlines the required number of trained staff to administer first aid and carry out the duty of a fire marshall safely within Oak Farm Primary School as outlined in Part A, Sections 4.9 and 4.10 of the policy.

Appendix B specifies the locations of medical equipment on the premises and staff who are trained to use and administer such equipment is outlined in Appendix A as outlined in Part A, Section 4.10 of the policy

Appendix C outlines the role, responsibility and contact details for the persons responsible for each area of health and safety that has a significant risk.

Appendix D outlines the curriculum Leaders and areas of responsibility associated with risk and fire egress as outlined in Part A, Section 4.5 of the policy.

Version history

First issue/revision date	Approved by	Summary of changes if not first issue
July 2026	LGB	New Trust Policy

Appendix A: First aiders and fire marshalls 2026-2027

First aiders 2025-2026

Name	Department	Certificate date expiry
Charmaine Hill	Welfare Assistant	29.11.27
Katie Reader	SMSA/Welfare	04.12.28
Natalie Councell	SMSA/Welfare	29.11.27
Karen Bain	Breakfast club assistant	21.08.28
Saira Malik	TA	29.11.27
Tracey Barry	TA	19.06.28
Karen Judge	TA	29.11.27
Louise Purewal	Receptionist	29.11.27
Sarah Sullivan	Nursery nurse	04.12.28
Iryna Vasylchenko	TA	29.11.27
Ellie Digweed	TA	29.11.27
Muna Farah	TA	29.11.27
Julia Jamez	Nursery Nurse	02.03.29
Poonum Prashar	Nursery Nurse	27.01.29
Andrew Betts	Teacher (on Line Paediatric first aid)	13/07/26
Tracey Guiton	TA (on Line Paediatric first aid)	11.12.28
Ranjeet Singh	SMSA (on Line Paediatric first aid)	19.06.26
Julie Swinburne	TA (on Line Paediatric first aid)	20.04.29
Lisa Smith	TA (on Line Paediatric first aid)	08.12.28
Pal Marok	SMSA (on Line Paediatric first aid)	21.06.26
Rama	HLTA	24.06.28

Fire marshalls 2026-2027

Staff Name **Primary/backup**	**Area**
Nikki Ceccobelli / Michelle Shepherd	KS2
Steph Topliss/ Maninder Sidhu	EYFS/KS1
Poonun Prashar/ Sam Hunt	Nursery
Charmiane Hill/ Katie Reader	Hall / kitchen / welfare

Appendix B: Locations of medical equipment

Medical equipment	Location
First aid boxes	Medical Room Crossway Club Kitchen Main reception
Emergency Inhaler Kit	Medical Room Front Office SENCO room Reception corridor Library KS2 Hall Crossway Reading Oaks
Defibrillators	Front office Foyer

Appendix C: Health and safety related specific duties and location

Role	Responsibility	Location (telephone number)
First aid box locations	See Appendix B	Medical Room
First aiders	See Appendix A	
Senior leader for health and safety	Jaspreet Cheema	Headteacher 01895 590375 Ext 202
Accidents notification	Charmaine Hill	Medical Room 01895 590375 ext 211
Accidents records logbook	Charmaine Hill	Medical Room 01895 590375 ext 211
RIDDOR notification	Charmaine Hill	Medical Room 01895 590375 ext 211
Fire marshalls	See Appendix A	
Assembly points	See maps	
Emergency evacuation procedures	Jaspreet Cheema	Headteacher 01895 590375 Ext 202
Risk assessments	Jaspreet Cheema	Headteacher 01895 590375 Ext 202
Safety representative	Jaspreet Cheema	Headteacher 01895 590375 Ext 202
Occupational health	Natalie Kirby	Office 01895 590375 Ext 206
H&S assessments COSHH Manual handling Lone working Working at height Noise Workstation and DSE Electrical safety	Jaspreet Cheema/ Steph Topliss	Site Office / Main Office 01895 590375 Ext 206
Site buildings/facilities	Jaspreet Cheema/ Scott Beavers	Site Office / Main Office 01895 590375 Ext 206
Catering	Kerry	Kitchen 01895 590375
Caretaking and cleaning	Michelle Shepherd	Site Office 01895 590375 Ext 215

Appendix D: Curriculum Leaders and areas of responsibility

Curriculum areas

Department	Responsibilities	Member of staff
All areas of the curriculum NB: There is also a general class risk assessment.	Ensuring that risk assessments are in place for all subjects (should the need arise). Liaise with subject leads of the relevant subjects.	Nikki Cecobelli
Science	Ensuring all equipment used is fit for purpose. Remind pupils of the expected behaviour when using equipment. If new equipment is being introduced, the lead will give guidance to the classteacher on how to introduce and ensure that the teacher has read the risk assessment (if there is one in place).	Jade Bandoo
Literacy/reading/phonics	Ensuring all equipment used is fit for purpose. Remind pupils of the expected behaviour when using equipment. If new equipment is being introduced, the lead will give guidance to the classteacher on how to introduce and ensure that the teacher has read the risk assessment (if there is one in place).	Stephanie Topliss Michelle Shepherd Emma Haynes (Phonics)
Art/DT	Ensuring all equipment used is fit for purpose. Remind pupils of the expected behaviour when using equipment. If new equipment is being introduced, the lead will give guidance to the classteacher on how to introduce and ensure that the teacher has read the risk assessment (if there is one in place).	Emma Haynes
Maths	Ensuring all equipment used is fit for purpose. Remind pupils of the expected behaviour when using equipment. If new equipment is being introduced, the lead will give guidance to the classteacher on how to introduce and ensure that the teacher has read the risk assessment (if there is one in place).	Nikki Ceccobelli
PE	Ensuring all equipment used is fit for purpose.Remind pupils of the expected behaviour when using equipment. If new equipment is being introduced, the lead will give guidance to the classteacher on how to introduce and ensure that the teacher has read the risk assessment (if there is one in place).	Andrew Betts
Computing (H&S aspect)	Provide support to teachers with guidance on how to keep the children safe online . Ensure it is included in the induction process.	Kathryn Barrett
History	Ensuring all equipment used is fit for purpose.Remind pupils of the expected behaviour when using equipment. If new equipment is being introduced, the lead will give guidance to the classteacher on how to	Hannah James

	introduce and ensure that the teacher has read the risk assessment (if there is one in place).	
Geography	Ensuring all equipment used is fit for purpose.Remind pupils of the expected behaviour when using equipment. If new equipment is being introduced, the lead will give guidance to the classteacher on how to introduce and ensure that the teacher has read the risk assessment (if there is one in place).	Natalie Tembo
Music	Ensuring all equipment used is fit for purpose.Remind pupils of the expected behaviour when using equipment. If new equipment is being introduced, the lead will give guidance to the classteacher on how to introduce and ensure that the teacher has read the risk assessment (if there is one in place).	Spiros Paisios
PSHE	Ensuring all equipment used is fit for purpose.Remind pupils of the expected behaviour when using equipment. If new equipment is being introduced, the lead will give guidance to the classteacher on how to introduce and ensure that the teacher has read the risk assessment (if there is one in place).	Maninder Sidhu
French	Ensuring all equipment used is fit for purpose.Remind pupils of the expected behaviour when using equipment. If new equipment is being introduced, the lead will give guidance to the classteacher on how to introduce and ensure that the teacher has read the risk assessment (if there is one in place).	Tania Nadeem
RE	Ensuring all equipment used is fit for purpose.Remind pupils of the expected behaviour when using equipment. If new equipment is being introduced, the lead will give guidance to the classteacher on how to introduce and ensure that the teacher has read the risk assessment (if there is one in place).	Julie Kilick/ Jo Arnold

Facilities areas

Responsibilities	Name staff member	Contact
School site - internal and external	Site Manager	01895 590375
Commissioning companies to carry out annual safety checks on school equipment	Site Manager	01895 590375
School Kitchens	Kerry, Head Chef	01895 590375
Hall and Toilets		01895 590375
Medical Room and Reception	Charmaine Hill - Welfare Karen Buskell - Ops	01895 590375
Student medicines	Charmaine Hill	01895 590375

Responsibilities	Name staff member	Contact
All Corridors	Site Manager	01895 590375
Whole Site and Premises out of school hours	Site Manager	01895 590375

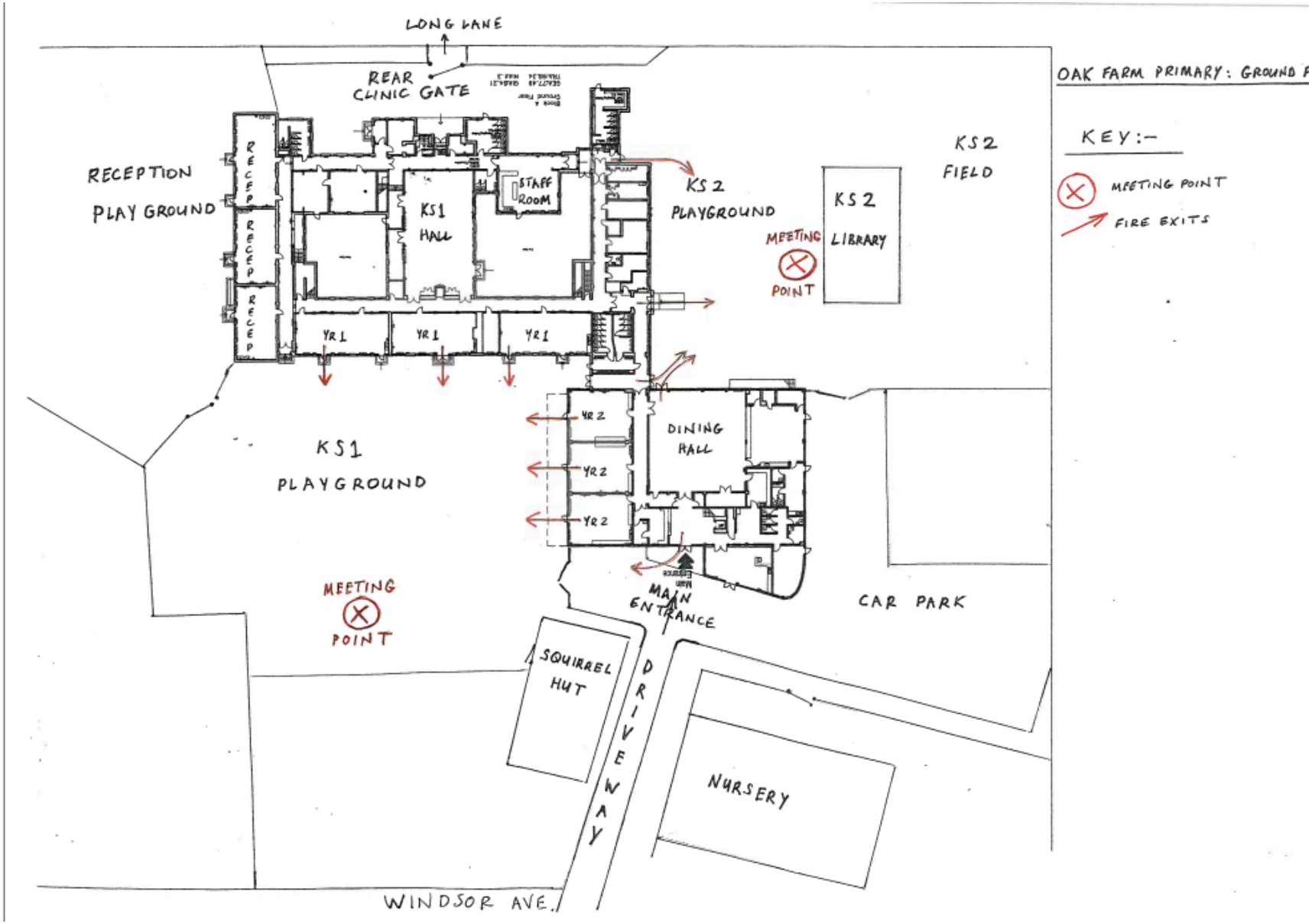
All staff are responsible for escorting students from the school building to:

KS1/KS2 playground in the event of a fire alarm (See map below)

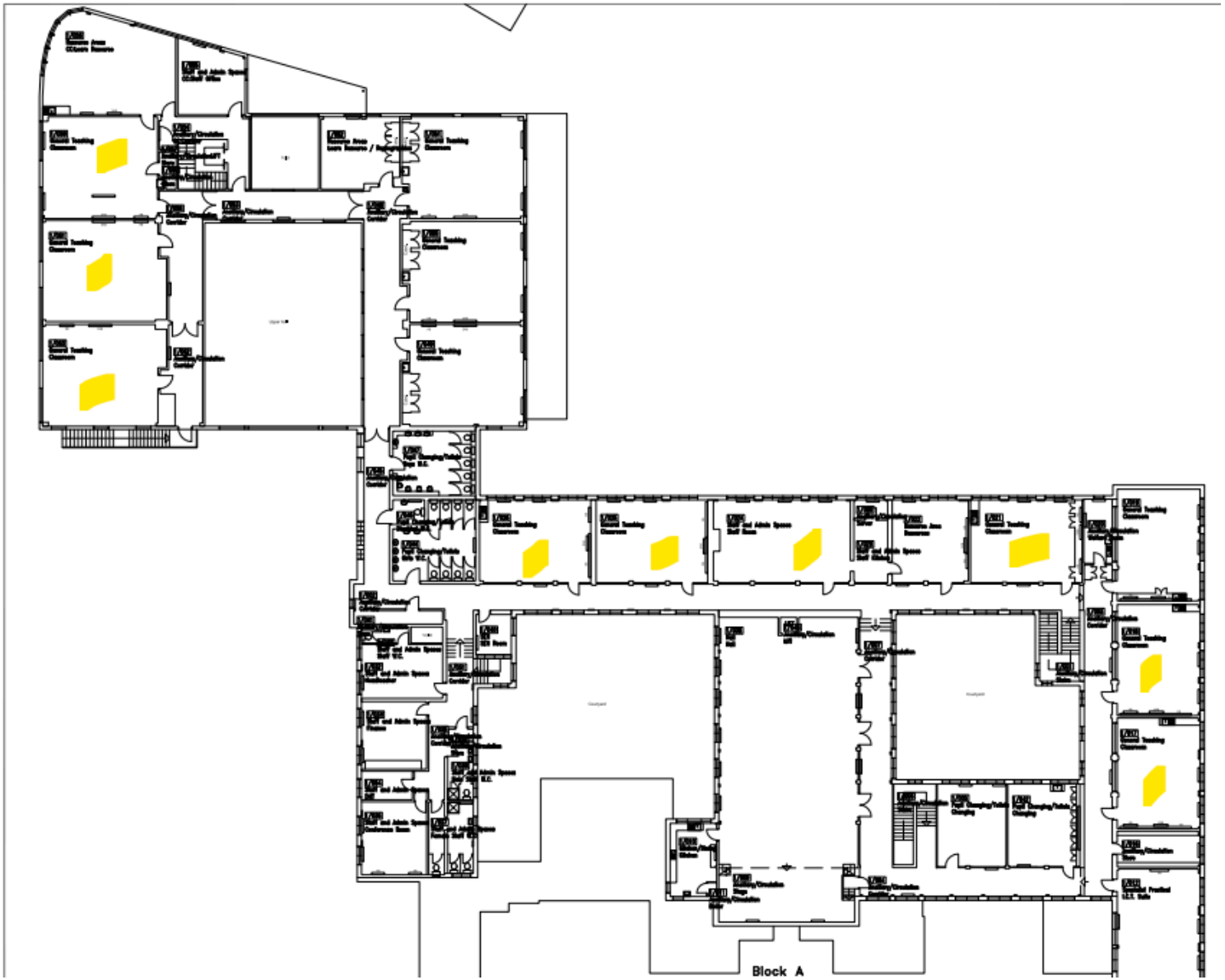
TO THE NEAREST SAFE PLACE in the event of a Shelter In - Classrooms / offices (see map below- highlighted in yellow)

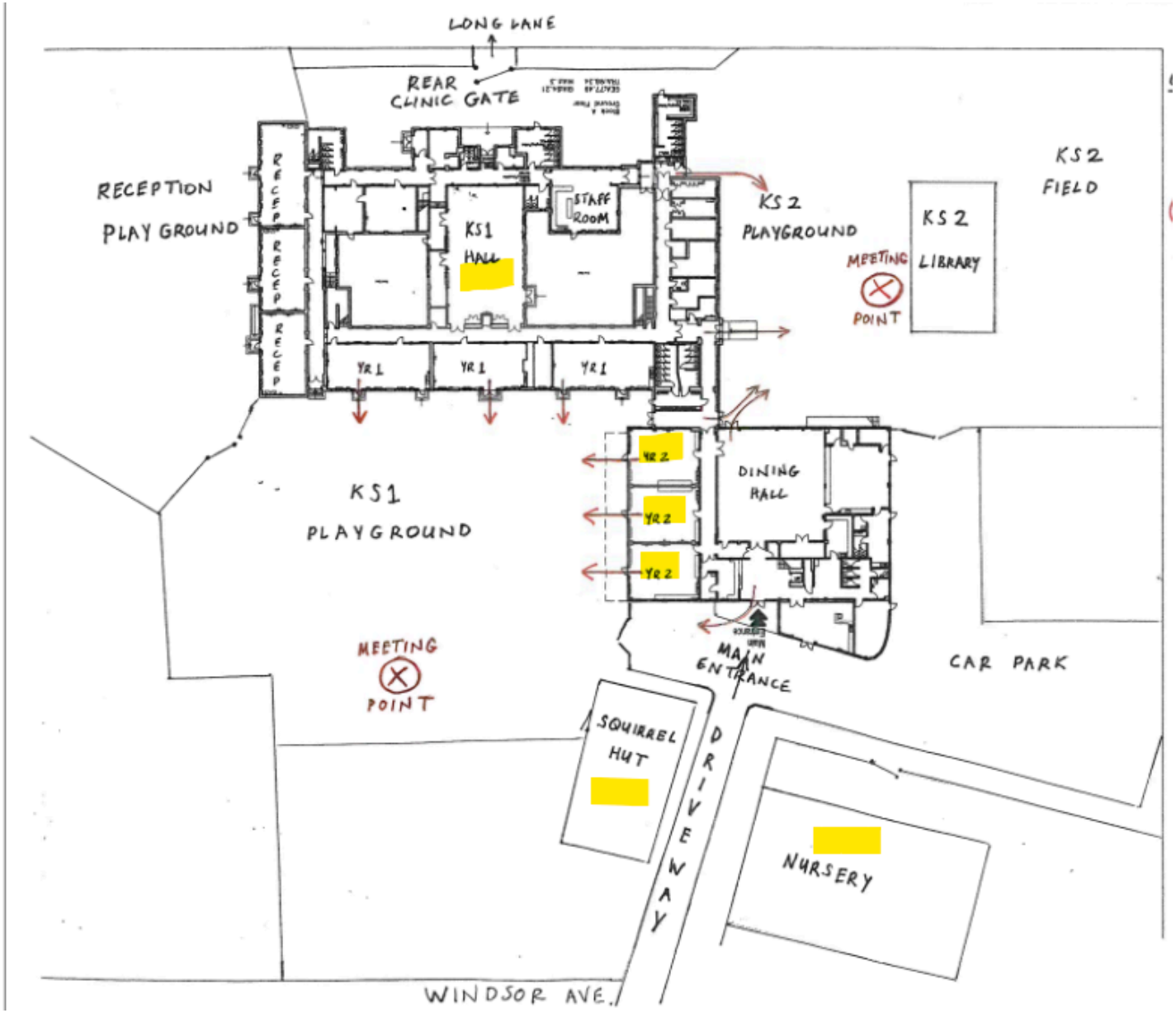
To Ryefield Primary School in the event of an Off-site evacuation (see map below)

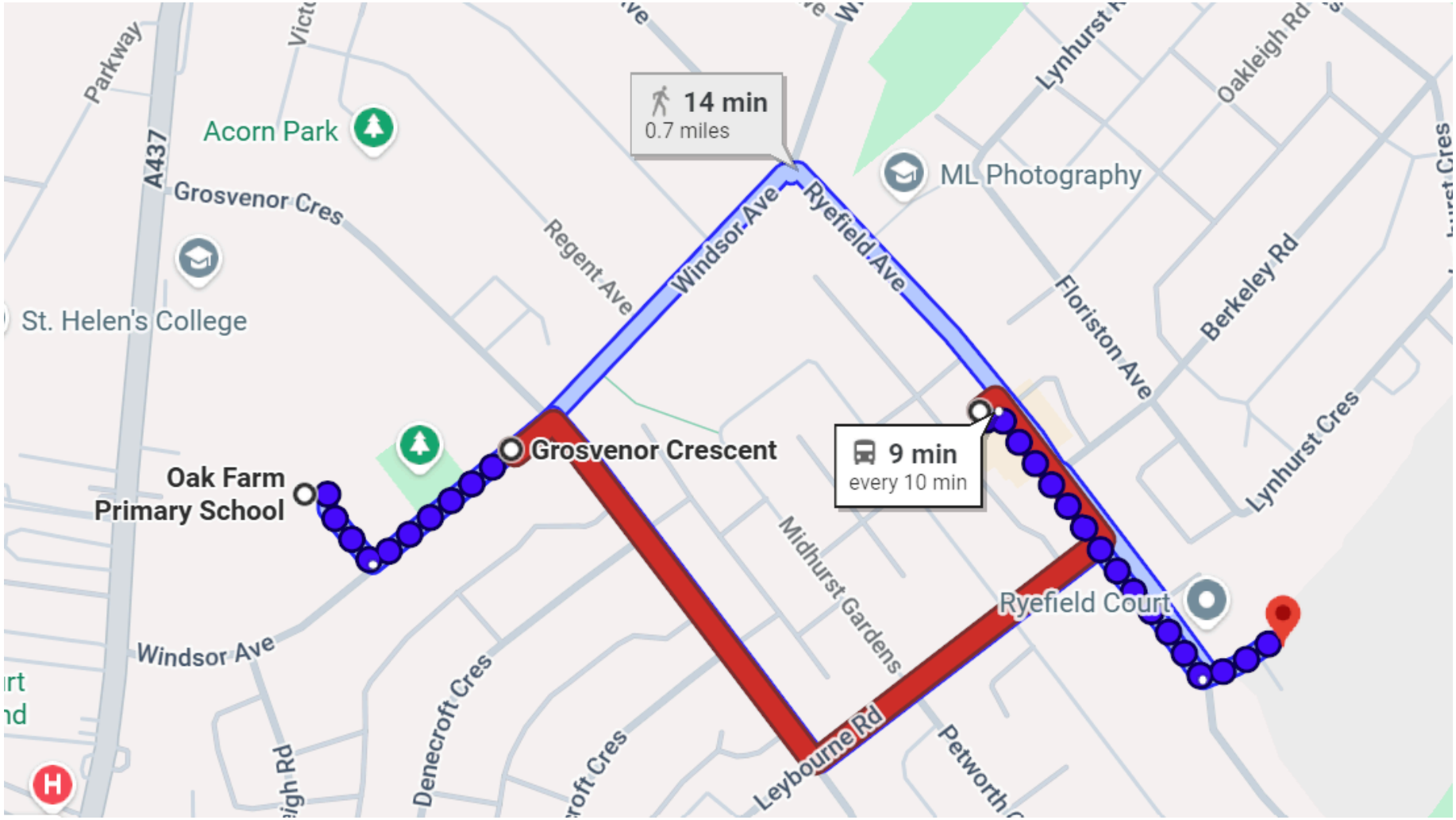
FIRE EVACUATION - KS1/2 Playground



SHELTER IN - CLASSROOM / OFFICE MAP




LONG LANE
REAR CLINIC GATE
RECEPTION PLAY GROUND
RECEP
RECEP
RECEP
KS1 HALL
STAFF ROOM
YR 1
YR 1
YR 1
KS2 PLAYGROUND
MEETING POINT
KS2 LIBRARY
KS2 FIELD
YR 2
YR 2
YR 2
DINING HALL
KS1 PLAYGROUND
MEETING POINT
MAIN ENTRANCE
CAR PARK
SQUIRREL HUT
DRIVEWAY
NURSERY
WINDSOR AVE.

Offsite Shelter Out:

WALK TO RYEFIELD PRIMARY SCHOOL