



LINKS
ACADEMY
MULTI ACADEMY TRUST

EXCITING OPPORTUNITIES • WIDER HORIZONS • SUCCESSFUL FUTURES

Health and Safety Policy v5

March 2025

LINKS MULTI ACADEMY TRUST

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1. Statement of intent

The Board of Trustees of Links Multi Academy Trust will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff and will be available to them via Parago.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

2. Organisation

As the employer the Board of Trustees has overall responsibility for Health and Safety.

At a school level duties and responsibilities have been assigned to staff and Trustees as detailed below.

[Responsibilities of the board of trustees](#)

The Board of Trustees are responsible for ensuring health and safety management systems are in place and effective. They fulfil a strategic role in health and safety and are not expected to be involved in day-to-day management of the school.

As a minimum these management systems should adhere to the LA's health and safety policy, procedures and standards as detailed on the H&S pages of the [Hertfordshire Grid](#) and follow the HSE's '[Managing for health and safety](#)' (HSG65) ([hse.gov.uk](#)), namely:

- **Plan** - set the strategic direction for effective H&S management.
- **Do** - ensure management systems deal with risks sensibly, responsibly and proportionately.
- **Check** - monitoring and reporting processes are in place to ensure the school is compliant.
- **Act** - undertake a formal review of health and safety performance.

A Health & Safety Trustee has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identify actions to the Board of Trustees.

¹ Annual review recommended in line with [DfE Governance guide](#) , every 2 years is the maximum period for review, sooner in the event of any major change.

The Board of Trustees will receive regular reports from the Headteacher or other nominated member of staff (i.e. School Business Manager) to enable them to provide and prioritise resources for health and safety issues.

Where required the Board of Trustees will seek specialist advice on health and safety which the establishment may not feel competent to deal with.

The Education Health and Safety Team

Tel: 01992 556478

Email: healthandsafety@hertfordshire.gov.uk

Provide competent health and safety advice to them as required by the Health and Safety at work Act 1974.

Responsibilities of the headteacher

Overall responsibility for the day-to-day management of health and safety in accordance with the Board of Trustees' health and safety policy and procedures rests with the Headteacher.

The Headteacher has responsibility for:

- Co-operating with the LA and Board of Trustees to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to proactively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Board of Trustees on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to the LA any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

Whilst overall responsibility for health and safety cannot be delegated the Headteacher may choose to delegate certain tasks to other members of staff.

The task of overseeing health and safety on the site has been delegated by the Head to the School Business Manager. Within departments this task is further delegated to subject co-ordinators/leaders.

Responsibilities Of Other Staff Holding Posts Of Special Responsibility

The School Business Manager, Premises Manager and Subject teachers of Science, Construction, Hair & Beauty, Art, Food Technology, Off Site Visits and Work Experience will:

- Apply the school's health and safety policy to their own department or area of work.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the Headteacher of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

Responsibilities Of Employees

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Cooperate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

The school is also the lead agency of the external providers for service on site and thus retains overall responsibility for H&S. The local arrangements of this policy will therefore

apply equally to external providers. The school retains responsibility for all repairs and maintenance. The day-to-day management of health and safety within the external provider is the responsibility of the Headteacher.

Should the third party / service have responsibility for repairs / maintenance make this clear and that there are alternative procedures for H&S in place (e.g., for risk assessment, first aid provision etc.) the service manager will develop their own local health and safety arrangements to supplement those of the school, both parties to collaborate and communicate effectively on shared issues (lockdown, fire evacuation arrangements etc.). A 'site user group' meeting would be recommended on a regular schedule with H&S a standing agenda item.

3. Local Arrangements

Detailed information on the LA's expectations are provided in the [Health and safety - Hertfordshire Grid for Learning \(thegrid.org.uk\)](https://thegrid.org.uk).

[Appendix 1 - Risk Assessments](#)

General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are coordinated by the School Business Manager following guidance contained on the H&S pages of the [Hertfordshire Grid](https://thegrid.org.uk) and are approved by the Headteacher.

Risk assessments are available for all staff to view and are held centrally in the staff shared drives school's premises management software – Parago – staff an access these via their individual logins, these assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

As part of the review process previous versions of risk assessments are clearly dated and securely kept. Risk assessment records will be kept for a minimum of 5 years (any relevant risk assessments linked to pupil incidents and subsequent investigations will be retained for a minimum of 3 years after their 18th Birthday).

Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the SLT/School Business Manager / SEN Officer. Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by relevant subject leads using the relevant codes of practice and model risk assessments detailed below.

Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use i.e. scheme of work, lesson plans, syllabus etc.

The Links Multi Academy Trust has a subscription to [CLEARSS](#) and their publications are used as sources of model risk assessment within Science, Art and DT.

See

- CLEAPSS technology site <http://dt.cleapss.org.uk/>;
- CLEAPSS science site <http://science.cleapss.org.uk/>
- CLEAPSS primary school's site <http://primary.cleapss.org.uk/>

In addition, the following publications are used within the school as sources of model risk assessments:

[Secondary schools]

- [BS 4163:2021 + A1:2002 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice]
- [ASE, Safeguards in the school laboratory, 2006 (11th Edition), <http://www.ase.org.uk/> ISBN 978-0-86357-408-5]
- [Safe Practice in Physical Education, School Sport and Physical Activity 2024' Association of PE 'AfPE' <http://www.afpe.org.uk/>]

[Primary schools]

- [Be Safe! Health and Safety in primary science and technology, 4th Edition ASE] ISBN 978-0-86357-426-9]
- [Safe Practice in Physical Education, School Sport and Physical Activity 2024' Association of PE 'AfPE' <http://www.afpe.org.uk/>]

[Appendix 2 - Off Site Visits](#)

HCC has adopted the Outdoor Education Advisory Panel's (OEAP) [national guidance](#) for learning outside the classroom and offsite visits and all off site visits will be planned following this guidance available via <https://oeapng.info/>

Responsibilities of key roles are outlined by the OEAP here:

[Visit leader](#)

[EVC](#)

[Headteacher](#)

HCC's policy for the management of Learning outside the classroom and offsite visits is available here [management of Learning outside the classroom and offsite visits](#)

The LA's Off Site Visits Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.

Evolve is used for the planning and approval of off site visits. Relevant risk assessments, participant's names etc. will be attached electronically as required. The school also has their own set of standard operating procedures and risk assessments for local learning areas (routine / low risk) activities taking place near the school.

The member of staff planning the trip (visit leader) will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Coordinator(s) - who will check the documentation and planning of the trip and if acceptable refer the visit for approval by the Headteacher.

HCC recommends that the EVC should attend training and refresher training every 3 -5 years.

[**Appendix 3 - Health And Safety Monitoring and Inspection**](#)

A formal inspection of the site will be conducted on a termly basis and be undertaken / co-ordinated by the School Business Manager/Premises Manager.

Inspections of individual departments will be carried out by Heads of Department or nominated staff.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Headteacher. Responsibility for following up items detailed in the safety inspection report will rest with the School Business Manager.

A named Health and Safety trustee will be involved in monitoring the school's health and safety management systems on at least an annual basis and report back to both the relevant sub-committee and full Board of Trustees meetings.

Advice and pro forma inspection checklists to assist the monitoring process can be found on the [Grid](#).

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

See Appendix 11 for details of monitoring premises compliance issues.

Appendix 4 - fire evacuation and other emergency arrangements

The Headteacher is responsible for ensuring the school's fire risk assessment is undertaken by a competent person and implemented following guidance contained in '[Fire safety risk assessment; Educational premises](#)' and the [Grid](#).

The fire risk assessment is located in the school's fire logbook and electronically in Parago and will be reviewed on an annual basis.

Emergency Procedures

Fire and emergency evacuation procedures are detailed in the staff handbook and the Fire Procedures Plan. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process. This training is supported by regular termly drills.

The Evacuation procedure during an exam is:

- Stop the candidates from writing
- Collect the attendance register and evacuate the room in accordance with the procedure detailed
- Advise candidates to leave the room in silence
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination
- Make a note of the time of the interruption and how long it lasted
- Allow the candidates the full working time set for the examination
- If there are only a few candidates, consider the possibility of taking the candidates (with papers) to another place to finish the exam
- Make a full report of the incident and of the action taken

Evacuation procedures are also made available to all other users of the building (contractors / visitors/ hirers etc.).

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

Emergency contact and key holder details are maintained as part of the school's emergency response plan by Arena Security (0800 3891494) and updated to the LA via Solero.

The school has arrangements in place for the evacuation of people with specific needs and where required the designated SENCo for each site is responsible for completing Personal Emergency Evacuation Plans (PEEPs) which are reviewed annually / sooner in the event of any significant changes.

Fire Drills

- Fire drills will be undertaken termly, and results recorded in the fire logbook and electronically in Parago

Fire Fighting

- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.
- Staff are made aware of the type and location of portable firefighting equipment and receive basic instruction in its correct use at induction.

Details of service isolation points (i.e. gas, water, electricity)

Woollam Crescent

Gas – small office next to boiler room
Electricity – main building plant room
Water – Large office next to boiler room
at Woollam is at the far right of the building
when looking at it

Hixberry Lane

Gas – outside shed by construction
Electricity – Cupboard in Hair & Beauty
Water – Front car park, near the
(boiler pedestrian gate)

Cedars

Gas – no gas to this building
Electricity – main building plant room
Water – Under PSB Staff Kitchen Sink

Hatfield

Gas – Boiler room
Electricity – cupboard at the top of the
stairs from admin/finance into main
school

Details of chemicals and flammable substances on site.

An inventory of these will be kept by the Premises Manager & Subject Leads as appropriate, for consultation.

[**Appendix 5 - Inspection /Maintenance of Emergency Equipment**](#)

The Premises Manager is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log and electronically in Parago book located in: -

St Albans	Hatfield
Hixberry – Premises Managers Office Woollam – Main Reception	Main Reception

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur on:

St Albans	Hatfield
Hixberry - Thursday Woollam – Tuesday	Friday

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer:

St Albans	Hatfield
Fireguard Services 01582 469000	Fireguard Services 01582 469000

A fire alarm maintenance contract is in place with: -

St Albans	Hatfield
Fireguard Services 01582 469000	Fireguard Services 01582 469000

The systems are tested 6 monthly by them.

FIRE FIGHTING EQUIPMENT

Weekly in-house checks are undertaken to ensure that all firefighting equipment remains available for use and operational.

Fireguard Services 01582 469000 undertakes an annual maintenance service of all firefighting equipment across the Trust.

Defective equipment or extinguishers that need recharging should be taken out of service and reported directly to Premises Manager/School Business Manager.

EMERGENCY LIGHTING SYSTEMS

Emergency lighting will be checked for operation monthly in house and these tests recorded. Annually a full discharge test for the duration of the batteries and certification of the system will be undertaken across the Trust by Cubix Services Tel: 07824 662507.

MEANS OF ESCAPE

Daily checks are undertaken for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

Appendix 6 - First Aid and Medication

The school has assessed the need for first aid provision and identified the following staff to provide first aid (both on site and where required for trips/visits and extra-curricular activities).

OTHER TRAINING IN EMERGENCY FIRST AID ¹ (6 hr):

Supplementary first aid training focussed on pupil needs and could include other specific risks e.g., sports first aid for PE staff etc.

First aid qualifications remain valid for 3 years. School Business Manager will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

Staff Room, Hair & Beauty, Construction, Student Reception, Food Technology and All School Vehicle's.

The Premises Manager is responsible for regularly checking (termly) that the contents of first aid boxes, (including travel kits/ those in vehicles) are complete and replenished as necessary. **AEDs**(automated external defibrillators) **ARE LOCATED AT THE FOLLOWING POINTS²:**

St Albans	Hatfield
Hixberry – Student Reception	Staffroom – located on the cabinet against the right wall as you enter the staffroom.
Woollam – Outreach Lobby area near the staff kitchen	

The Premises Manager checks the AED on a monthly basis (some AEDs may require additional checks for functionality, check the user manual and add accordingly).

Transport to hospital: Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 111) and, in the case of pupils with the parents/carers.

Lister Hospital

A&E Tel: 01438 314333

Coreys Mill Lane

Stevenage SG1 4AB

Hemel Hempstead General Hospital

No A&E – only Urgent Care Centre Tel: 01442 213141

Hillfield Road

Hemel Hempstead

Hertfordshire, HP2 4AD

Queen Elizabeth II Tel: 01438 314333

No A&E – only Urgent Care Centre

255 Howlands

Welwyn Garden City

Hertfordshire, AL7 4HG

Minor Injuries Unit

Tel: 01727 866122

St Albans City Hospital

Waverley Road

Hertfordshire, AL3 5PN

School Nurse Tel: 0300 123 7572

School Nurse Practice Teacher

Hertfordshire Community NHS Trust

Sandridge Gate Business Centre

Ronsons Way St Albans AL4 9XR

Administration of medicines

All medication will be administered to pupils in accordance with the DfE document [Supporting pupils at school with medical conditions](#). Detailed arrangements are provided in a separate school policy.

No member of staff will administer **any** medication (prescribed or non-prescribed) to children under 16 without a parent's written consent except in exceptional circumstances.

Pastoral teams at each site are responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering.

Records of administration will be kept by the Pastoral Teams.

All non-emergency medication kept in school is securely stored in a lockable cupboard in the Student Reception/Pastoral Teams office with access strictly controlled. Hatfield store non – emergency medication in a lockable cupboard in Main Reception. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. These are kept in Student Reception/Pastoral offices and clearly labelled. Hatfield store theirs in Main Reception.

Individual Health Care Plans (IHCP)

Parents/carers are responsible for providing the school with up-to-date information regarding their child's health care needs and providing appropriate medication.

Individual Health Care Plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.

The IHCP is developed with the pupil (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the school year/when a child enrols/on diagnosis being communicated to the school and will be reviewed annually by the SENDco.

All staff are made aware of any relevant health care needs and copies of health care plans are available from the SENDco.

Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

[**Appendix 7 - Accident Reporting Procedures**](#)

Accidents to employees

Employees must report all accidents, violent incidents and near misses, via the Parago portal. Employee accident / incident forms are to be retained for a minimum of 3 years.

Accidents to pupils and other non-employees (members of public / visitors to site etc.)

Parago portal is used to record all minor incidents to non-employees, more significant

incidents as detailed below must also be reported to HCC using the online accident reporting system hosted on Solero.

- Major injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents arising from premises / equipment defects.

Parents / carers will be notified immediately of all major injuries.

Pupil / student accident forms are to be retained for a minimum of 3 years after their 18th Birthday.

All Accidents

All major incidents will be reported to the Headteacher and the Academy Resources and Audit Committee (ARAC)/and Health and Safety trustee.

Accidents will be monitored for trends and a report made to the Board of Trustees as necessary.

The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible. Any relevant learning points will be communicated to relevant staff and pupils / students.

Reporting to the Health and Safety Executive (HSE)

The Headteacher is responsible for ensuring all RIDDOR reportable incidents are reported.

Incidents involving a fatality or major injury (to employees, see specified reportable injuries from HSE) will be reported immediately to the Health and Safety Executive (HSE) on 0345 300 9923 and the Education Health and Safety team on 01992 556478.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/>.

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc. within 10 days of the incident occurring.
- Employee absence or inability to carry out their normal duties as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays).

See the HSE information sheet '[Incident reporting in schools](#)' EDIS1 REV 3

For VC and Community schools any incident notified to the HSE must also be reported to the LA's Health and Safety Team.

[Appendix 8 - Health And Safety Information & Training](#)

Consultation

Employees and/or their representatives will be consulted on all matters that affect their health, safety and welfare.

A Health and Safety Information board is available in the staff area at all sites. Health & Safety is an agenda item at the SLT weekly meetings.

The ARAC – Academy Resources and Audit Committee meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

Staff meetings are held weekly and Health and Safety is a standing agenda item.

Communication of Information

Information and guidance on how to comply with the Links Multi Academy Trust health and safety policy is given via the [H&S pages of the Grid](#) .

The Health and Safety Law poster is displayed on the Health and Safety Information board.

The Education Health and Safety Team Tel: 01992 556478 provide competent health and safety advice as required by the Health and Safety at Work Act 1974.

Health and Safety Training

All employees will be provided with:

- a copy of and induction training in the requirements of this policy;
- update training in response to any significant change;
- training in specific skills needed for certain activities, (e.g. use of hazardous substances work at height etc.) and
- refresher training where required.

Any new instructions or restrictions will be communicated to all staff and highlighted as part of the standard cycle of policy review.

Training records will be kept by the Headteacher's PA.

The School Business Manager is responsible for coordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received and ensuring staff are competent to undertake their duties.

Each member of staff is also responsible for drawing the Headteacher's / line managers attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

[Appendix 9 - Personal safety / Lone working/Emergency call outs](#)

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to their Line Manager/ Headteacher. The school will work in partnership with the LA and police where inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

These incidents will also be reported to:

The Trustees

Lone working

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.

Staff working outside of normal school hours must obtain permission of the Headteacher or senior member of staff and register with the School Business Manager or Premises Manager. Staff will also be required to sign in and out of the school premises using the Inventory System.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

School staff responding to call outs

Nominated key holders attending premises where there has been an alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

Arena Security (01462 481811) will attend in the first instance and will remain on site should it be necessary for the secondary key holder to attend.

Appendix 10 - Outreach Workers

- Must ensure your electronic diary is up to date with clear details of your appointments, your manager & Outreach Administrator know your whereabouts and have your mobile phone details. Should you have changes to your calendar you must update the calendar and let the Outreach Administrator know.
- Take precautions to protect your own safety, for example:-
- Planning your journey.
- Having a mobile phone with you at all times and it must be charged.
- Put together an emergency kit for your car. This must include an extra coat, bottle of water, a torch, spare change and an emergency mobile phone charger.
- Checking driving conditions before you set out;
- Ensure you have sufficient fuel for your journey.
- Do not just rely on your SatNav. Make sure you have planned and have knowledge of where you are going.
- Under no circumstances use a mobile while you are driving or in a public place.

Home Visits

As part of their official duties, it may be necessary for some members of staff to visit families in their homes. Normally there will be no significant risk when making a home visit, as in a very high percentage of violent incidents the person has a history of aggression. However, unknown family members or visitors lend an unpredictable factor to the visit. It is therefore essential that members of staff take precautions to ensure their safety at all times. This can best be achieved by undertaking a Risk Assessment.

Here are some factors which would need to be taken into account:

- Is a home visit the most appropriate way of dealing with the issue?
- Have you checked the records to see if any previous violent incidents have been recorded?
- Do you know the family history and/or of likely visitors who may be present?
- If you have concerns about your personal safety, have you worked out a clear strategy for dealing with the visit?
-

NB if there is any doubt you should not be making this visit on your own without further investigation.

Some control measure that you might want to consider would be:

Ensuring that details of the appointment are recorded in the office so that the whereabouts of individuals are known and concerns raised if they do not return or contact the office at the expected time:

- A second staff member is required
- The appropriateness of clothing and taking sensible precautions such as removing long earrings, scarves or ties, or tying back long hair
- Attend in the school vehicle
- Being aware of local trouble spots and tensions
- Taking a mobile phone/torch/personal alarm where appropriate
- To take in only what is necessary, i.e. not handbag/wallet/briefcase etc.
- Have a plan in place for getting out safely

NB if in doubt at the doorstep – do not go in!

Travelling Alone

Many of us travel as part of our work, often alone, in the evenings as well as during the day. You need to be confident that you can stay safe in your vehicle and know how to deal with an emergency.

Things you should do:

- Make sure you are healthy and fit to drive
- Ensure your vehicle is regularly serviced and in a roadworthy condition
- Ensure that someone knows when and where you are going, the route you expect to take if possible, and when you expect to arrive
- Plan your journey
- Have a mobile phone
- Put together an emergency kit for your car. This might include an extra coat, bottle of water, a torch, emergency mobile phone charger etc
- Ensure you have sufficient fuel for your journey
- When driving to meetings try to plan where you will park before you go. Park as close to your destination as possible. If you will be returning after dark, consider what the area will be like then and try to park near street lights.
- When parking in a car park, consider where the entrances and exits are. Try to avoid having to walk across a lonely car park to get to your car. Park away from pillars/barriers. If you can, reverse into your space so you can drive away easily
- When approaching your car, be aware of your surroundings and only get out of your car when and if you feel safe to do so
- Road rage incidents are rare and can often be avoided by not responding to aggression from other drivers
- If the driver of another car forces you to stop and then gets out of his/her car, stay in your car, keep the engine running and if you need to, reverse to get away.

All managers should:

- Include reference to this guide if appropriate, when inducting new staff, know where all their staff are at any one time (recorded electronically where possible); do a risk assessment of the risks involved;
- Identify measures which make sure the level of risk is as low as is reasonably practicable
- Take the necessary action required by the risk assessment
- Ensure that all relevant staff are aware of the requirements identified by the risk assessment
- Monitor to ensure that the arrangements are being complies with
- Review the risk assessment regularly or sooner if the circumstances change

Staff will need to:

- Co-operate with their manage in undertaking a risk assessment of lone driving
- Ensure that they comply with the requirements identified by the risk assessment

[**Appendix 11 - Premises and Work Equipment**](#)

All staff are required to report via Parago to the Premises Manager/School Business Manager any problems found with the premises or plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Where premises defects are identified, a dynamic assessment is conducted to determine if the area should be isolated / cordoned off whilst awaiting repair.

The School Business Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified, and relevant risk assessments conducted where required.

Equipment restricted to those users who are authorised / have received specific training is:

Wood Machine Safety Course

Planned maintenance / inspection

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. (Key areas for compliance are outlined in 'Maintenance and inspection requirements on the [Grid](#) and the DfE's [Good Estate Management for schools](#))

Oversight of premises compliance issues is the responsibility of school business manager and site manager this is achieved by the use of Parago compliance tracker software.

Curriculum Areas

Subject Leads are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical Safety

The Electricity at Work Regulations 1989 require electrical equipment in the workplace to be maintained, regardless of ownership (e.g. employee-owned, leased or hired).

All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Damaged /Defective equipment must not be used and will be reported to the Premises Manager.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in).

All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by an external provider/premises manager and testing is annually.

The Premises Manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

Items of equipment should not be brought into school without prior agreement. Equipment be checked by the site team and where relevant included in the schools PAT testing cycle.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment.

A fixed electrical installation test (fixed wire test) will be conducted by: -

St Albans	Hatfield
Cubix Services on a 5-year cycle. (Last test April 2021).	Cubix Services on a 5-year cycle. (Last test April 2024).

Records of these inspections and certification will be maintained and remedial works arising

acted upon in a timely manner.

PE and External play equipment

External play equipment will only be used when appropriately supervised.

This equipment will be checked daily before use for any apparent defects, and

the site agent will conduct and record a formal weekly inspection of the equipment.

PE and Play equipment are also subject to an annual inspection by a competent person, ROSPA

[Appendix 12 - Flammable and Hazardous Substances](#)

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the ***"Control of Substances Hazardous to Health Regulations 2002"*** (COSHH Regulations).

Within curriculum areas (in particular science, construction, Hair and Beauty, Art and Food Technology) subject leads are responsible for COSHH and ensuring that an up-to-date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.)

In all other areas the establishment's nominated person(s) responsible for substances hazardous to health is the Premises Manager.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- all substances are appropriately and securely stored out of the reach of children.
- all substances are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Records of exposure to hazardous substances in the workplace should be kept for up to 40 years.

PPE

All staff required to wear PPE will be provided with suitable information, instruction and training in its use and will use PPE provided accordingly, reporting any defects to their manager.

Where persons may be affected by their use on site, the Premises Manager is responsible for ensuring that COSHH assessments are available from contractors (*this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.*).

RADIOACTIVE SOURCES

The school follows CLEAPSS guidance L93 in '[Managing Ionising radiations and Radioactive substances in schools and colleges](#)' Feb 2024 minor revisions Oct 24.

- HCC's Radiation Protection Officer is the Curriculum Advisor for Science;
- CLEAPSS provide the Radiation Protection Adviser (RPA) service for HCC;
- The member of staff with day-to-day responsibility for radioactive sources (the Radiation Protection Supervisor, RPS) is the Science Teacher; they are responsible for ensuring that the radioactive source history and use log are kept up to date and that a leak test is conducted and recorded annually.

Appendix 13 - Asbestos

An asbestos survey and management plan is in place for the school in accordance with [HCC's asbestos policy](#). The school's most recent asbestos management survey was conducted on

St Albans	Hatfield
August 2020	August 2019

The school's asbestos log/register (including school plans, asbestos survey data and site-specific register and management plan) is held in the school office.

The Headteacher will ensure that **all** school staff (and others such as catering and cleaning staff who may not be employed directly by the school) are made aware of the location of asbestos containing materials (ACM) within their work areas.

Under no circumstances must staff undertake any work which could disturb the fabric of the building or fixed equipment, e.g. affixing anything to walls without first obtaining approval from an Asbestos Authorising Officer. (Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air.)

In the event of any damage occurring to materials known or suspected to contain asbestos this will be reported to one of the school's asbestos authorising officers and the area immediately evacuated and closed / locked off.

The school has an incident procedure for dealing with an unplanned disturbance of asbestos-containing materials as follows: -

- Actions to be taken in the event of any known or suspected damage to asbestos
- stop work, evacuate the area and close the room or area immediately
- ensure that staff and pupils are not able to access the area (effectively isolate i.e., lock the room) and do not remove any items including equipment, books or personal possessions from the area
- consult the survey information to clarify what has been damaged.
- if it is unclear what the material is presume the material to be asbestos.
- make no attempt to clean up yourselves
- seek immediate advice from a licensed asbestos contractor or UKAS accredited consultancy. (Framework contractor list available via HCC
- report details of the incident to the HCC Design and Capital Delivery Team via the e-mail asbestos@hertfordshire.gov.uk
- Programme any required remedial works via an appropriate contractor.
- Ensure copies of all relevant documentation - air test certificates, sampling and waste consignment notes are provided. Forward copies of these to asbestos@hertfordshire.gov.uk

Professional advice will be sought and details of the incident reported to HCC's asbestos team asbestos@hertfordshire.gov.uk.

The school's asbestos authorising officers are and refresher training is required 3 yearly.

Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns etc.), either by contractors or school staff, one of the asbestos authorising officers **must** check the asbestos log and establish whether permission to work can be given.

The Headteacher / asbestos authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum) as part of the school's asbestos management plan.
- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work

process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.

- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years).
- The school's asbestos management plan is kept up to date reviewed at least annually and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via asbestos@hertfordshire.gov.uk.
- Where more invasive works and / or works which go beyond the limitations of the management survey are planned, a refurbishment / demolition survey will be commissioned to obtain a comprehensive assessment of all ACMs that could be affected prior to the works commencing.

Appendix 14 - Contractors

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to Reception where they will be asked to sign in using the Inventory signing in system and wear an identification badge at all times when on school premises. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

The Premises Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

School managed projects

The [Construction \(Design and Management\) Regulations 2015](#) applies to all building, demolition, repair and maintenance or refurbishment work.

Where the school undertakes projects directly, the Board of Trustees are considered the 'client' and therefore have additional statutory obligations. These projects are managed by the School Business Manager on the school's behalf who will ensure landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

To ensure contractor competency the school uses a property framework contractor as a method of procuring works. These contractors have satisfied the County Council that they understand and abide by health and safety regulations. Details can be found at [School Admin: School Office: Premises and Sites: Integrated Asset Management System](#) when considering the appointment of contractors outside of Hertfordshire frameworks School Business Manager will undertake appropriate competency checks prior to engaging a contractor.

Contractors will be required to provide a construction phase plan, risk assessments and method statements detailing the safe systems of work to be used prior to works commencing on site.

Risk assessments and method statements shall be specific to the site and all aspects of the works to be undertaken. The school, contractors and any subcontractors involved will exchange relevant information regarding the work activities and agree to the risk assessments.

[Appendix 15 - Work at Height](#)

Working at height can present a significant risk, where such activities cannot be avoided a task specific risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

Storage above head height is minimised as far as possible, where this cannot be avoided only lightweight and rarely-used items are stored there.

When working at height (including accessing storage or putting up displays) appropriate step ladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them.

Basic instruction is provided to all staff who use ladders / stepladders, see [Safe use of ladders and stepladders: A brief guide](#).

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. site staff, ICT technician etc. See also [LA455 - The Ladder Association](#).

The establishment's nominated person(s) responsible for work at height are Premises Manager/Site agent.

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained, all equipment is regularly inspected and maintained with any defective equipment taken out of use until repaired / replaced
- any risks from fragile surfaces are properly controlled.

No students will be allowed to work at height.

[Appendix 16 - Lifting and Handling](#)

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

Those manual handling activities which present a significant risk to the health and safety of staff, will be reported to the Premises Manager and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

Paediatric Moving and Handling

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people (hoists, slings etc.) is subject to inspection on a 6 monthly basis by a competent contractor.

[Appendix 17 - Display Screen Equipment](#)

All staff who use computers daily, as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour or more at a time) e.g. admin / office staff shall have a DSE assessment carried out.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

Advice on the use of DSE is available in the [Education Health and Safety Manual](#).

[Appendix 18 - Vehicles On Site](#)

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them.

Access to the school must be kept clear for emergency vehicles.

Separate pedestrian and vehicle gates are provided. The vehicle access gate must not be used for pedestrian access.

The schools display a suggested speed limit on all sites.

[Appendix 19 - Lettings/Shared Use of Premises](#)

Lettings are managed by the School Business Manager following HCC guidance. They will ensure a signed letting agreement is completed specifying the school's terms and conditions for hire. [Hiring agreements and third party access - Hertfordshire Grid for Learning \(thegrid.org.uk\)](https://www.hertfordshiregridforlearning.co.uk/legislation-and-guidance/hiring-agreements-and-third-party-access)

Relevant public liability cover must be in place and checked by the school.

The school will provide hirers with a site induction to ensure they are clear on emergency procedures and any specific risks or restrictions relating to the use of the site.

A risk assessment (proportionate to the activity) will be completed before the event, the School reserves the right to impose restrictions in order to ensure health and safety. Please refer to our Lettings Policy.

[Appendix 20 - School Vehicles](#)

The Finance Assistant/SBM maintains a list of drivers eligible to drive the school vehicles and conducts a 6 monthly check of their driving licence via the [DVLA](https://www.gov.uk).

On a 6th monthly basis individual staff will be required to obtain a check code from the [DVLA](https://www.gov.uk) and provide this to the Finance Assistant in order the school can see what vehicles they can drive and any penalty points or disqualifications on their licence.

All minibus drivers should hold a valid HCC minibus permit (valid for 3 years)
Issued by the HCC Road Safety Unit.

All drivers must be over 25 and hold a full Category B (car) licence, non-employees must have held this for at least two years.

The Premises Manager is responsible for undertaking regular checks on the vehicles.

[Appendix 21 - Stress/Wellbeing](#)

The school and Trustees are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the [HSE management standards](https://www.hse.gov.uk).

Legal & General provide a free Employee Assistance programme provided by the school to all staff. Details are provided on Staff Notice Boards & in the Staff Handbooks.

The school will

- demonstrate good practice through a step-by-step risk assessment approach, ensuring the systems in place to support school staff are reflected in a risk assessment.
- allow assessment of the current situation using pre-existing data, staff surveys etc.
- promote active discussion with staff and their UNION representatives, to help decide on practical improvements that can be made

The school's wellbeing / mental health lead is (STA) and (HTF)

Headteacher

- Support individuals who have been off sick with stress and advise them and their management on a planned return to work.
- Refer to workplace counsellors or specialist agencies as required. I.e. Occupation Health, Legal & General.
- Monitor the effectiveness of measures to address stress by collating sickness absence statistics and report to the resources committee.
- To ensure line managers complete performance management and hold regular supervision meetings with allocated staff.
- Advise managers and individuals on training requirements.

Health & Safety Officer

- Health & Safety Officer must be meaningfully consulted on any changes to work practices or work design that could precipitate stress.
- Health & Safety Officer to consult with staff on the issue of stress including conducting any workplace surveys.
- Health & Safety Office to be involved in the risk assessment process.
- Health & Safety Officer should conduct joint inspections of the workplace at least every term to ensure that environmental stressors are properly controlled and to inform the ARAC Committee of any changes and developments in the field of stress at work.

[Appendix 22 - Legionella](#)

A water risk assessment of the school has been completed on:

St Albans	Hatfield
SMS Environmental (April 2024)	SMS Environmental (June 23)

and the Premises Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

This risk assessment will be reviewed on a regular cycle and specifically where whenever there is reason to suspect it is no longer valid, e.g. where significant changes have occurred to the water system and/ or building footprint.

The risks from legionella are mitigated by basic operational controls and thus the following checks are undertaken and recorded.

- Water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water);
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods);
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers);
- Quarterly disinfection / descaling of showers;
- Stored cold water tanks (Hatfield only) are inspected for compliance and safety on an annual basis by Fordham Heating and tank water temperature recorded.

All records relating to the management of Legionella must be kept for 5 years.

Appendix 23 - Work Related Learning

See Links Multi Academy Trust Work Experience Policy

Where students are involved in 'non-qualification' activities as part of their study programme e.g. work shadowing, work experience or other work related learning, enterprise activities, study visits etc. then the school retains a duty of care for all students undertaking such activities.

The Assistant Headteacher is responsible for managing and coordinating such activities.

Work shadowing and work experience placements should be suitable and thus proportionate checks on health and safety and suitable insurance cover will be conducted.

Work Experience

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- The school utilises Services to Young People to assess the suitability of the placement and relevant supporting documentation. No work experience placement will go ahead if deemed unsuitable. Depending on the nature of the placement and risk this may necessitate a pre-placement visit undertaken by a competent person(s)³
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.

Any incidents involving students on work placement activities will be reported to the placement organiser / school employer at the earliest possible opportunity.

In order to be deemed competent an individual should hold a suitable nationally accredited/recognised qualification(s). E.g. IOSH (The Institute of Occupational Safety and Health) Managing Safely qualification. In addition to having occupational competence, knowledge and understanding in relation to sector specific placements. Particularly in high risk placements such as construction, agriculture, equestrian etc.

[Appendix 24 – Infection Control](#)

The school follows UKHSA guidance '[Health protection in education and childcare settings](#)' and the recommended [exclusion periods](#) for specific infectious diseases detailed in this guidance.

Risks for new and expectant mothers will be assessed and reviewed frequently, they will be notified of any known cases of infectious diseases that they may have been in contact with and that can affect pregnancy e.g., chickenpox, measles, rubella, slapped cheek etc. in order they can seek medical advice.

In the event of an outbreak the school will review and reinforce existing baseline infection prevention and control measures.

This will include:

- encouraging all staff and students who are unwell not to attend the setting.
- ensuring all eligible groups are enabled and supported to take up the offer of [national immunisation](#) programmes including coronavirus (COVID-19) and flu
- ensuring occupied spaces are well ventilated and let fresh air in
- reinforcing good hygiene practices such as frequent cleaning
- considering communications to raise awareness among parents and carers of the outbreak or incident and to reinforce key messages, including the use of clear hand and respiratory hygiene measures within the setting such as [E-Bug](#)

Specialist advice from UKHSA East of England Health Protection Team will be sought in the event of any outbreak or serious or unusual illness as listed in Chapter 4 of ['Health protection in education and childcare settings'](#) for example

- a higher than previously experienced and/or rapidly increasing number of staff or student absences due to acute respiratory infection or diarrhoea and vomiting
- evidence of severe disease due to an infection, for example if a pupil, student, child, or staff member is admitted to hospital
- more than one infection circulating in the same group of students and staff for example chicken pox and scarlet fever

Policy Review – Health & Safety Policy

This policy will be reviewed in full by the Links Multi Academy Trust Trustees on an annual basis.

The policy was last reviewed and agreed by the ARAC Committee and Trustees in March 2025.

It is due for review in March 2026 up to 12 months from the above date

Signature

Date:
Executive Headteacher

Signature

Date:
Chair of Trustees