



**Inspiring Primaries
Academy Trust**

Inspiring all to flourish and succeed

POLICY FOR HEALTH & SAFETY (M2)

Reviewed by AM: March 2026

The Board of Trustees reviewed and adopted this policy on: May 2026

To be reviewed (Three year cycle): Spring 2029 or earlier if required

This policy is based on the LTS Health and Safety Template Policy Issue No. 3 April 2024

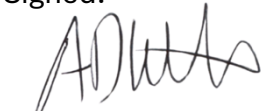
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1.0 Statement of Intent

- 1.1 As a responsible employer, Inspiring Primaries Academy Trust will honour its legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 and associated regulations and codes of practice.
- 1.2 Inspiring Primaries Academy Trust recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, students, visitors, and any persons affected by its activities so far as is reasonably practicable.
- 1.3 In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken, and arrangements will be made, where significant risks are identified, the necessary preventative and protective measures will be put into place so far as is reasonably practicable using a sensible risk management approach.
- 1.4 Inspiring Primaries Academy Trust is committed to the prevention of accidents and ill health.
- 1.5 Inspiring Primaries Academy Trust will work towards continual health and safety improvement.
- 1.6 To achieve these objectives, we will:
 - Conduct all our activities safely and in compliance with legislation and where possible, best practice.
 - Ensure the provision of safe working conditions and safe equipment.
 - Ensure a systematic approach to identify risks is developed and implemented and ensure sufficient resources are allocated to control them.
 - Ensure the provision of suitable information, instruction, training, and supervision.
 - Promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety, and welfare.
 - Promote the principles of sensible risk management.
 - Monitor, review and modify this policy and any arrangements as required.
- 1.7 All Inspiring Primaries Academy Trust employees have a responsibility to take reasonable care of themselves and others and to co-operate with their employer to ensure statutory duties and obligations are fulfilled.

Signed:



Chief Executive Officer

Date: 28.04.26

2.0 Inspiring Primaries Academy Trust – Roles and Responsibilities

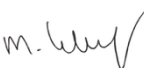
Background & Context

The MAT is a charitable company operating under Articles of Association and Memorandum of Association signed by the Members.

Structure & Organisational Responsibilities

- 2.1 The Members have appointed Trustees who are to ensure that the charitable objectives of the Trust are carried out. The Board of Trustees is the corporate body accountable for the overall health and safety performance of all the Academies within the Trust.
- 2.2 The Board has appointed the Chief Executive Officer (CEO) who has been delegated responsibility for the executive management and the performance of the Trust and all Academies. The Board will determine overarching H&S objectives for the organisation that are aligned to the vision and aims of the Trust.
- 2.3 The Responsibilities are delegated by the Board in line with the Articles of Association and are outlined in the Trust's Scheme of Delegation and/or Controls Matrix and Terms of Reference.
- 2.4 The CEO leads the Trust Executive Leadership Team (ELT) (the executive management team of the Trust) and will delegate executive management functions to the members of the ELT. The CEO retains accountability to the Trust Board for the performance of the ELT.
- 2.5 The Board has delegated (some) areas of governance within each Academy of the Trust that will be overseen by/to a Local Governing Body.
- 2.6 Each Local Governing Body comprises Parents, Staff and Community / Co-opted governors along with ex-officio senior leader(s).

2.7 Signatories

Approved by	Signatory	Sign	Date
Trust Leader CEO	Adam Watson		28.04.2026
Ratified by Chair of Trustees	Graham Read		28.04.2026
Communicated to ALL school Chairs of LGBs by	Mike Lilley		28.04.2026
Accepted by lead professional	Signatory	Sign	Date
All Saints	Katie Boaler	<i>Allocated in iAM Compliant for sign off</i>	
Claybrooke	Paul Rock	<i>Allocated in iAM Compliant for sign off</i>	
Dunton Bassett	Paul Rock	<i>Allocated in iAM Compliant for sign off</i>	
Gilmorton Chandler	Philippa Tomkins	<i>Allocated in iAM Compliant for sign off</i>	
John Wycliffe	Ruth Roberts	<i>Allocated in iAM Compliant for sign off</i>	
Sharnford	Sharon Boyd-Hope	<i>Allocated in iAM Compliant for sign off</i>	
St Margaret's	Aly Steele	<i>Allocated in iAM Compliant for sign off</i>	
St Mary's	Hayley Cupit	<i>Allocated in iAM Compliant for sign off</i>	
Ullesthorpe	Jodie Allen	<i>Allocated in iAM Compliant for sign off</i>	

2.8 IPAT Organisational Structure

IPAT ORGANISATIONAL STRUCTURE	
MAT MEMBERS	
↓	
MAT TRUSTEES	
↓	
MAT OFFICERS - CEO & DFO	
↓	↓
ELT GROUP LED BY CEO	BP GROUP LED BY DFO
↓	↓
EACH HEAD OF SCHOOL	
↓	
DELEGATES TO: BP / PO / SENIOR ADMIN / VISIT LEADER / EVC	
↓	
ALSO RESPONSIBLE: STAFF / PUPILS / VISITORS / CONTRACTORS	

2.9 Chief Executive Officer

The Trust Board has appointed the Chief Executive Officer (CEO) who has been delegated responsibility for the executive management and the performance of the Trust and all member Academies for health and safety.

The CEO will be responsible for:

- Providing termly health and safety executive summaries to the MAT Board for review.
- Ensuring adequate resource is provided for health and safety.
- Setting clear health and safety values and standards throughout the Trust.
- Establishing clear and measurable health and safety aims and objectives.
- Ensuring the provision of competent health and safety advice.
- Ensuring any health and safety shortcomings are identified and rectified in a timely manner.
- Consulting with staff, union representatives, safety committees and stakeholders on health and safety matters.
- Ensuring the health and safety policy and arrangements are reviewed and implemented throughout the MAT.
- Ensuring that all plant and work equipment provided is selected through a risk assessment process, suitable, properly maintained, and subject to all necessary tests and examinations.
- Ensuring that risk assessments are undertaken by competent persons and that adequate control measures are implemented to reduce risks so far as is reasonably practicable.
- Ensuring that accidents and incidents (including near misses and violence and aggression) are properly reported and investigated, and the findings acted upon without delay.

The Chief Executive Officer may delegate specific responsibilities to other members of IPAT staff; however, the CEO will still be accountable for ensuring the responsibilities are fulfilled.

2.10 Director of Finance and Operations (DFO)

The DFO will be responsible for:

- Establishing an annual budget for health and safety for all academies within the Trust.
- Reporting any shortcomings in health and safety budget to the CEO/Trust Board.
- Producing annual health and safety budget forecast reports and communicate them to the Trust board and CEO.
- Provide a termly health and safety executive summary to the Trust Board.
- Ensure the IPAT has access to competent health and safety advice.

2.11 Trust Governing Body/Local Governing Body

The Trust Board has delegated governance responsibility for holding each individual member academy Head of School to account for H&S management and operational matters relating to the academic work of each individual academy (lesson risk assessments, trips, use of the

building for teaching and learning, etc.) to the Local Governing Body. The Trust Board has delegated governance responsibility for holding the CEO (as defined in the organisational chart above) to account for H&S management and operational matters relating to all non-academic matters across the Trust.

The Trust Board is responsible for:

- Establishing clear lines of local accountability for health and safety.
- Periodically assessing the effectiveness of its implementation of the Trust policy and ensuring that the need for any necessary changes are communicated to the Board and Executive Leadership Team.
- Ensuring that responsible staff have access to competent health and safety advice.
- Ensuring the provision of a business continuity plan and SEMT (Senior Emergency Management Team) for each school within IPAT
- Ensuring that the Academy allocates sufficient funds for health and safety.

The Local Governing Body has a responsibility to report any concerns to the Finance and Audit Committee and/or Board of Trustees.

2.12 MAT HR Manager

The HR manager will:

- Ensure health and safety responsibilities are included in job descriptions.
- Assist where necessary in facilitating clear lines of communication between management and employees across the Trust.
- Cooperate and communicate with the CEO to ensure the MAT health and safety policy aligns with HR policies.
- Make recommendations in relation to Occupation Health referrals to the CEO/Head of School.

2.13 MAT Business Partners

The MAT Business Partners are delegated the responsibility of overseeing premises management and as it relates to the buildings and other assets ensuring health and safety compliance across the Trust.

The MAT Business Partners are responsible for:

- Establishing a system for the maintenance of the MAT assets both building and plant including premises compliance checks across the MAT.
- Devising, reviewing, and communicating the MAT contractor management policy.
- Implementing the contractor management policy and ensuring systems are in place for implementing the policy.
- Ensuring all accidents, incidents and near misses are investigated and reported to the Senior Business Partner, DFO and their Head of School.

- Facilitate health and safety audits.
- Implement an internal health and safety auditing program to ensure premise compliance.
- Implement an external health and safety audit program to ensure premises compliance.
- Undertake termly premises inspections within all academies within the MAT and provide the reports to the Heads of School and DFO.
- Carry out and review relevant risk assessments within the premises department.
- Implement a system for retaining premises compliance documentation to ensure it is readily accessible.
- Establish a contractor procurement system that ensure contractors are competent to carry out their duties and carry out and record contractor inductions.
- Conducting, reviewing, implementing, and communicating risk assessments in relation to the activities the staff under their control.
- Advise the MAT DFO of any health and safety concerns related to property or premises.
- Where appropriate, ensure a food safety training is carried out by wraparound care staff and teachers across the trust.
- Ensuring the provision of adequate PPE across the trust.
- Ensure there is a clear system for reporting accidents and incidents which is communicated to all school staff.
- Facilitate health and safety audits.
- Complete a health and safety induction checklist for all new employees at the commencement of their employment.
- Will be responsible for ensuring the day-to-day operational requirements of the health and safety policy are implemented.
- Will maintain an up-to-date copy of the health and safety policy together with all associated documentation relevant to the faculty involved.
- Notify the Premises Officer/Lead Admin Officer and/or Head of School of any health and safety concerns and any financial implications identified by the risk assessment process.
- Liaise with and report directly to the Heads of School and Lead Admin Officer/Premises Officer on matters of Health and Safety.
- Ensure that all certification and statutory inspections are kept up to date.
- Ensure the Academy has a Management of Medications Policy.
- Ensure the Academy has an Off-Sites Visits Policy.
- Ensuring resource is allocated to enable statutory inspections, risk assessments, property maintenance and equipment maintenance to take place at the correct intervals and when necessary.
- Ensure the provision of resources for staff health and safety training.
- Establish a health and safety training plan and matrix to identify staff training needs.

The external caterers for all schools within IPAT are responsible for the health and safety of all catering / servery equipment and catering staff within each location. Together with reporting accidents, dangerous occurrences and near misses to their own management and providing a

copy of the report to the relevant school. They are required to implement an internal audit system across the trust member academy kitchens.

2.14 Heads of School

The Heads of School have been delegated the responsibility of the management of health and safety and implementation of this policy within Inspiring Primaries Academy Trust. The Heads of School will implement an occupational health and safety management system to comply with The Management of Health and Safety at Work Regulations 1999.

To help achieve this The Heads of School will:

- Ensure compliance with IPAT's health and safety policy.
- Make clear any duties in respect of health and safety, which are delegated, to members of staff.
- Make themselves familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of IPAT and maintain an up-to-date system of policies, procedures, and risk assessments.
- Co-operate and communicate with trade unions and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties set out in Appendix 1.
- In the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to control the hazard/risk.
- Ensure the health and safety policy, procedures and risk management programme are implemented as an integral part of business operational planning and service delivery.
- Co-operate and communicate with the Business Partners/DFO/Trust Board.
- Undertake regular monitoring and ensure the provision of adequate resources to achieve compliance.
- Take appropriate action under the IPAT's disciplinary procedures against anyone under their control found not complying with health and safety policies and/or procedures.

In addition to their statutory duties, the Heads of School and teachers have a common law duty of care for pupils which stems from their position in law "in loco parentis".

Heads of School may delegate various health and safety responsibilities through their respective hierarchies. However, where responsibility is delegated, sufficient resources and authority should be allocated to ensure that these responsibilities can be effectively and efficiently implemented. Specific duties and responsibilities in relation to specific job roles are set out in appendix 1 of this policy.

2.15 Teachers

Teaching Staff at IPAT will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Head of School.

Teachers will: -

- Make themselves familiar with and ensure their department complies with this policy, including any procedures, instructions, and requirements for safe methods of work.
- Identify new and existing hazards, provide risk assessments, record the significant findings, implement any necessary control measures, and review these to ensure that they remain relevant.
- Check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken.
- Provide information, instruction, training, and supervision for the support staff they are responsible for.
- Report all accidents, incidents and near miss events, request an investigation into the cause and take appropriate remedial action to prevent recurrence.
- Be responsible for all aspects of health and safety included in their job description.
- Carry out a visual inspection before use of machines and equipment within their department and records maintained.
- Report property defects within their department to the Lead Admin/Premises Officer.
- Ensure the provision of adequate PPE is available for staff and pupils within their activity.

2.16 Premises Officer

The Premises Officer is responsible for day-to-day management of property maintenance and compliance checks.

The Premises Officer will be responsible for:

- The general responsibility for the application of the school's health and safety policy to their own area of work and are directly responsible to the Business Partner and/or Head of School.
- Establishing and maintaining safe working procedures including (referring to relevant legislation and guidance) arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g., chemicals, boiling water, and sharp instruments).
- Carrying out regular health and safety assessments of the activities for which they are responsible, and report to the Business Partner / Office Manager / Senior Admin / Head of School any defects, which need attention. Monitoring their effective implementation by staff under their control.
- Where appropriate, ensuring relevant advice and guidance on health and safety matters is sought.
- Working alongside the Business Partner / Office Manager / Senior Admin to arrange and facilitate all building and equipment maintenance, servicing visits by contractors. Arranging for the remedial actions to be completed, and keeping accurate and comprehensive servicing, maintenance, and inspection records.

- Advise the Head of School and/or Business Partner / Office Manager / Senior Admin requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment, or machinery.
- Carrying out compliance checks in accordance with Appendix 1 and job description.
- Liaising and co-operating with Head of School and/or Business Partner / Office Manager / Senior Admin on property related matters
- Attend a termly health and safety walk with the Business Partner to produce a report for the Head of School. Provide and update on issues and completed remedials from the previous action plan.
- Retaining and maintaining compliance and health and safety related documentation and ensuring this documentation is uploaded digitally to the google drive and/or iAM Compliant.
- Ensuring statutory surveys, risk assessments and reports are organised with competent contractors and completed in a timely manner.
- Conducting contractor induction (including Asbestos locations) and recording the process.
- Reporting incidents, accidents, dangerous occurrences and near misses onto iAM Compliant and informing the Head of School and Business Partner / Office Manager.
- Undertaking any training identified by the Head of School and Business Partner / Office Manager to enable them to perform their duties at the level of responsibility allocated to them.
- Ensuring the provision of adequate PPE for staff that they are responsible for.

2.17 All Staff

All employees, agency, peripatetic workers, and contractors must comply with the school's health and safety policy and associated arrangements, in addition to any specific responsibilities which may be delegated to them.

All staff are required to:

- Take reasonable care for their own health and safety at work and of those who may be affected by their actions or omissions.
- Cooperate with their line manager and senior management to work safely.
- Comply with health and safety instructions and information and undertake appropriate health and safety training as required.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, and welfare.
- Report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements and/or workplace.
- Support the Inspiring Primaries Academy Trust in embedding a positive safety culture that extends to pupils and any visitors to the site.
- Undertake any training identified by the Business Partner/Head of School to enable them to perform their duties at the level of responsibility allocated to them.
- Cooperate with the employer in the discharge of its statutory obligations.

2.18 Pupils

All pupils are expected to behave in a manner that reflects the Inspiring Primaries Academy Trust behaviour policy and in particular are expected to: -

- Take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be at the Inspiring Primaries Academy Trust.
- Cooperate with teaching and support staff and follow all health and safety instructions given.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, and welfare.
- Report to a teacher or other member of Inspiring Primaries Academy Trust staff any health and safety concerns that they may have.

2.19 Shared site users (examples: (examples: Onsite Pre-school, Catering, Wrap Around provision staff, External Cleaning staff, etc)

Where two or more employers share a workplace, each employer shall cooperate with the other employers concerned to enable them to comply with their duties under health and safety legislation. Inspiring Primaries Academy Trust as the primary site user will have the lead responsibility.

All users of the shared site must agree to:

- Cooperate and coordinate on health, safety, and fire related matters.
- Provide information relating to any additional risks or procedures which will be new or unusual to those sharing the site that may arise from their activities.
- Meet the insurance requirements of Inspiring Primaries Academy Trust's insurance provider.
- Familiarise themselves with and communicate to their employees/users the Inspiring Primaries Academy Trust's health, safety, and fire arrangements.

Inspiring Primaries Academy Trust will ensure that:

- The premises are in a safe condition for the purpose of use.
- Adequate arrangements for emergency evacuation are in place and communicated.
- Users are consulted on health and safety matters.
- The Inspiring Primaries Academy Trust's health, safety and fire arrangements are made available to shared users.

2.20 Lettings

Inspiring Primaries Academy Trust has a lettings policy. The policy covers procedures for fire evacuation, security arrangements, child safeguarding, the requirements relating to accident, assault and near miss reporting and requirements for the provision of first aid.

Persons/organisations letting the site must agree to:

- Cooperate and coordinate with the Inspiring Primaries Academy Trust on health and safety matters.
- Agree to the terms of the lettings policy in relation to health and safety arrangements.
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the Inspiring Primaries Academy Trust that may arise from their activities.
- Produce and provide to the Inspiring Primaries Academy Trust risk assessments for the activities they are undertaking on the academies site.
- Ensuring that the safeguarding of pupils is paramount by having policies and procedures in place. They will have a nominated safeguarding contact and ensure the relevant school DSL.

Inspiring Primaries Academy Trust will ensure that:

- The premises are in a safe condition for the purpose of use.
- The health and safety arrangements detailed in the lettings policy are fully explained and communicated to all individuals or groups letting a space/area of the school premises at an induction meeting.
- Adequate arrangements for emergency evacuation are in place and communicated.

3.0 Trust Organisational Arrangements for Health and Safety

The following arrangements will be adopted to ensure that the Governing Body/Trust Board, the CEO, and the Head of School fulfil their responsibilities and provide the foundation for securing the health and safety of employees and all users of the trust's sites.

3.1 Setting health and safety objectives

The Head of School and the Business Partners will specifically review progress of health and safety objectives at the termly meeting. Where necessary health and safety improvements will be identified and reported to the Local Governing Body. The Local Governing Body will in turn take any major concerns to the Trust Board to be included within the Inspiring Primaries Academy Trust's action plan.

3.2 Provision of effective health and safety training

The Academy Trust and the Heads of School will consider health and safety training on an annual basis in line with the health and safety training matrix focussing on mandatory training as a priority.

3.3 Provision of an effective joint consultative process

The Inspiring Primaries Academy Trust Premises Officer and the Business Partner at each site will meet at least once per term. They will report to the Head of School and Office Manager / Senior Admin, who will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates. The Head of School will also update the school risk register during the termly KIT meetings with the DFO/CEO.

3.4 Establishing adequate health and safety communication channels.

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:

- Senior leadership team meetings and staff meetings.
- Meetings of the PO network facilitated by a trust Business Partner and Officer Manager/Senior Admin. (Whatsapp group also in place to share important updates)
- Provision of information relating to safe systems of work and risk assessments.
- Staff training provided.
- Communications with relevant specialist advisors and bodies.
- Email bulletins.
- Staff notice boards.
- Communications with other site users as appropriate.

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

The Business Partners will support all schools that require it. i.e. complex accident investigations, RIDDOR reporting, LCC Audits.

3.5 Financial resources

The Trust Board along with the CEO, DFO, Operational Finance Lead and Business Partner will review the Inspiring Primaries Academy Trust budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

3.6 Specialist advice/support

Inspiring Primaries Academy Trust will ensure that access to competent technical advice on health and safety matters is procured to assist the Inspiring Primaries Academy Trust in complying with statutory duties and meeting health and safety objectives; the Inspiring Primaries Academy Trust will do this by:

- Accessing the services of a competent Health and Safety Advisor through Leicestershire Traded Service - Health, Safety and Wellbeing Service

3.7 Audit

Each Inspiring Primaries Academy Trust member academy's health and safety management system will be audited by Leicestershire Traded Services Health, Safety and Wellbeing Service every two years. The Inspiring Primaries Academy Trust reviews this process as a positive assessment of our health and safety management system and takes appropriate action to continually improve health and safety within Inspiring Primaries Academy Trust.

External health and safety audit reports will be delivered to the DFO and Head of School for review and production of an action plan.

4.0 Inspiring Primaries Academy Trust - Local Organisational Arrangements

Local arrangements / procedures	How this is achieved	Responsibility of:
Accident / Incident / Near Miss, Ill Health	• All accidents recorded in the school/office accident book on the same day • All significant accidents/near misses will be reported on the AssessNET system. • All accidents that fall under RIDDOR will be reported to the HSE in accordance with the HSE timescales. Advice must be sought from Business Partner and LTS H&S Team. • Relevant accident notifications must be made to parents/carers – by telephone call / accident slip form / Medical Tracker in iAM Compliant (from Sept 2026). • The Head of School is responsible for investigating all accidents to establish the root cause, and for taking any appropriate action necessary to prevent recurrences. They may delegate this investigation to the Business Partner. IPAT procedures and forms must be used which can be found in the Admin Forms & Help Sheets in Google Drive. Any relevant learning from investigations will be communicated to relevant staff, pupils etc. • Relevant local policies, procedures and risk assessments will be reviewed and revised as required. • All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc. • All accidents, assaults and near misses will be monitored each term by the school. • The Head of School / Local Governing Body will review any trends and patterns and implement corrective or remedial measures. • Accident records will be retained for the following periods; Pupil's records will be retained for a period of Date of Birth + 25 years, employee records will be retained from the date of incident + 7 years and forms relating to work related ill health is current year + 10 years or longer (40 years where there has been potential exposure to asbestos; where radiation is the cause retention is last action + 50 years). • Instances of occupational ill health reported will be investigated and appropriate measures and monitoring put in place.	• Head of School • Business Partner • Office Manager/Senior Admin • HR Manager
Banking Cash - infrequent as mostly online payments	• The date and time of the trip to bank cash will be restricted to a need-to-know basis. • Cash will be banked on different days. • The route taken to the bank will be varied.	• Office Manager/Senior Admin

Local arrangements / procedures	How this is achieved	Responsibility of:
Cleaning / Housekeeping Arrangements	• The Premises Officer will ensure there are suitable and sufficient internal and external waste bins which will be emptied regularly. • Food waste will be processed in separate bins (legislative from April 2025 onwards) • IPAT will ensure all waste is disposed of in accordance with environmental legislation and will promote good recycling procedures. • All spills will be cleared immediately to prevent slip trips and falls. • All staff are responsible for maintaining a high level of housekeeping. • General cleaning and Housekeeping on site are provided by school employed staff and external contractors for cleaning and catering. • The Premises Officer will monitor the standard of the housekeeping on site and report any problems to the Business Partner who will contact the relevant cleaning agency.	• Business Partner • Premises Officer • Office Manager/ Senior Admin • Cleaner • Catering Staff
Communicating health and safety information.	• IPAT DFO & Business Partners produce an annually updated H&S Policy • The Health and Safety Law poster is displayed in reception and the staffroom. • Health and safety information is circulated as necessary throughout the year, through briefings, iAM Compliant, emails, and newsletters etc. • Health and Safety is an agenda item on staff training days • Staff can raise any Health and Safety issue or concern with the site responsible person (Head of School, Business Partner, Office Manager, Senior Admin). • Complaints regarding health and safety will be recorded and investigated by the Head of School or delegated to the Business Partner, and a formal response regarding the outcome and actions taken will be given to the complainant. • All health and safety documentation will be physically stored securely or electronically.	• DFO • Business Partner • Head of School • Office Manager/ Senior Admin

Local arrangements / procedures	How this is achieved	Responsibility of:
Contractors on-site	• The Inspiring Primaries Academy Trust will comply with the Construction, Design and Management regulations (CDM) 2015 and the HSE guidance document HSG159. • The Inspiring Primaries Academy Trust Contractor management guidance is followed. • Competent and experienced contractors selected by the trust will be used. • The Academy has in place a suitable procurement process in place including a competency and accreditation check. Competent and experienced contractors will only be used following the comprehensive selection process. • Clear specifications of works are drawn up by a competent person to include phases of the work, duration, separation of building and school site, delivery times and locations, tapping into utilities, site security, fire and emergency coordination, fire escape routes, accident reporting etc. • Pre-start meeting with the Site responsible Person (DFO, Head of School, Business Partner, Premises Officer and/or Office Manager/Senior Admin) will take place to discuss and agree how works will be managed, responsibilities, codes of conduct, safety standards and practices and to assess new hazards that may be introduced to the site. • Regular update meetings take place throughout any works/projects. • All staff/ pupils and other users of the site remain in a safe environment for the duration of the works. • All contractors are given access to the asbestos register to review before work takes place. • An Asbestos refurbishment survey is carried out before major works commence, as required • All contractors complete a contractor site induction sheet before work can proceed. • Contractor's SCR details held by school for contractors who will be in daily employment • Before work begins the contractor will provide evidence that they have completed an adequate risk assessment and method statement of all their planned work. • Where required a permit to work will be issued for defined high risk activities. • Contractors working on site will be monitored to ensure they are complying with the safety control measures in the risk assessment and method statement and concerns will be reported immediately. • Works are signed off and any associated certification and documentation is obtained. • Fire evacuation procedures are reviewed before, during and after all works are carried out and shared with staff/ pupils. • Fire risk assessment will be carried out after any change of building use.	• DFO • Business Partner • Head of School • Premises Officer • Office Manager/ Senior Admin

COSHH	● IPAT will comply with the HSE's approved code of practice Control of Substances Hazardous to Health (COSHH) (L5) relating to the management and control of hazardous substances on site. ● A stock take of COSHH substances on site will be carried out annually and an inventory of hazardous substances maintained by the Premises Officer. ● The use of a hazardous substance will be prevented where possible, or a less harmful substance used. ● COSHH risk assessments are completed by the Premises Officer for all activities where a hazardous substance is used or where a hazardous by-product is created (dust/fumes). ● Suitable control measures are put in place where the use of or production of a hazardous substance or by-product cannot be prevented. ● COSHH risk assessments are circulated to all employees who work with the hazardous substances or by-product. ● Sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of control measures provided. ● Training records are maintained for those who receive training. ● Information will also be given to others who may be affected, such as contractors, temporary staff, and visitors. ● Only substances purchased through the school's central procurement process/systems can be used on site. ● An audit of The COSHH risk assessments and Safety Data Sheet (SDS) will be undertaken annually. ● Staff will also be provided with protective equipment, where necessary free of charge. Staff use and store hazardous products in accordance with instructions on the product label. ● Hazardous substances will be stored securely in a locked cupboard with a hazard warning sign displayed. ● Where possible, all hazardous products are kept in their original containers, with clear labelling and product information. Where products are decanted into dispensing bottles the bottles will be clearly labelled with product information. ● Any hazardous products (including fluorescent tubes and dust) are disposed of in accordance with specific disposal procedures. ● The COSHH records, emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used. i.e., cleaning cupboards and office. ● Staff should not bring substances onto site without prior permission.	● Premises Officers ● Business Partners ● Office Manager/Senior Admin
Driving for work	● IPAT schools follow the trust's guidance for driving at work	● CEO ● DFO

Local arrangements / procedures	How this is achieved	Responsibility of:
	• Staff who use their private vehicles for school business, i.e. school sports events, Business Partners and Premises staff who work at more than one site must complete a vehicle and driving document check (licence & insurance) and re-submit their new documents annually. • These staff must hold appropriate full UK driving licence and business insurance for driving at work. • Other staff who travel to other IPAT schools for occasional meetings and training sessions are covered for their travel under LAIS policy • Suitable levels of pupil supervision will be provided when transporting pupils in privately owned vehicles .i.e. two staff members	• Business Partner
DSE	• All static DSE workstations used by staff meet the minimum standards required. • All DSE equipment is maintained in good working condition. • Relevant employees (defined users) complete online training and DSE self-assessment. • DSE training and assessment is available via the SHINE online system. For access, please call 0116 305 5515. https://go-shine.co.uk/login/index.php • Issues and concerns raised during the DSE Assessment will be followed up and actioned. • DSE assessments will be reviewed 3 yearly or if there is a significant change in equipment layout or the individual's health. • Staff receive display screen equipment workstation set up guidance. • All defined DSE users are entitled to free eye tests and corrective appliances (at an agreed level) for computer use.	• Business Partner • Office Manager/Senior Admin

Local arrangements / procedures	How this is achieved	Responsibility of:
Emergency Procedures	• A detailed school emergency plan is in place for all foreseeable situations such as intruder on site, bomb threat or when instructed by the emergency authorities. • As per legal requirements all dangerous occurrences and near miss incidents that are RIDDOR reportable incidents, will be reported to the HSE within the required timescale (supported by Business Partners and LTS H&S team). • Each academy within the trust has its own Business Continuity Management Plan, Evacuation Procedures and LTS bomb threat guidance & procedures. There is also an IPAT Missing Child Policy. • A Senior Emergency Management Team (CEO, DFO, Director of School Improvement, Head of School, SLT as required, Business Partner and Senior Admin) is in place to deal with major emergency situations. • The business continuity plan will be reviewed annually, or when there has been a significant change to staff, business, or after an incident. • All key staff are fully briefed in the procedures to follow. • Emergency procedures will be tested periodically.	• CEO • DFO • Director of School Improvement • Head of School • Business Partner • Senior Admin

Local arrangements / procedures	How this is achieved	Responsibility of:
First Aid, Supporting Pupils with a medical condition.	• A First Aid Needs Assessment is undertaken and reviewed annually. • First aid arrangements ensure a sufficient number of appropriately trained first aiders are available to cover annual leave and absences. • Staff are informed of first aid arrangements for school as part of their induction, teacher training days, staff meetings, and staff handbook where provided. • First aid arrangements are displayed outside the school office and in the staff room. • An Automated external defibrillator (AED) is located in the school near to the school office • Sufficient First aid kits are provided within school and are checked monthly to ensure they are fully replenished, and contents are in date. • A suitable area is provided to administer first aid. • First aid requirements are considered within risk assessments for lone workers, vehicles carrying passengers and school events. • The school follows guidance as set out by the DfE Supporting pupils with medical conditions at school guidance. • Specific training will be given to staff who are supporting a pupil at school with a medical condition including emergency situational response. • An IPAT medication policy is in place in accordance with the DFE guidance. • Medication stored on site will be stored securely. • A signed parental / guardian permission form is obtained every time administration of medication is required. • Two members of staff sign to witness the administration of medication. • Parents of pupils with Asthma are requested to complete an Asthma Action plan specific to their child.	• Head of School • Premises Officer • Business Partner • Senior Admin • First Aid Lead
Infection Prevention and Control	• IPAT schools will follow the Trust's infection prevention and control guidance and ensure the guidance is communicated to staff. This is located in the Admin Forms and Help sheets section of Google Drive. • Premises Officers carry out online training in iAM Compliant for Infection Control procedures • In the event of an outbreak of a communicable infection/disease the guidance contained within the Academy's infection control guidance will be followed. • The Academy will engage with PHE and the DFE should there be an outbreak of a communicable infection/disease and follow any advice given. • The Academy will ensure a robust cleaning regime is followed, and adequate ventilation is achieved at all times when the site is occupied.	• Business Partner • Premises Officer • Office Manager / Senior Admin • Cleaner

Local arrangements / procedures	How this is achieved	Responsibility of:
Inspection and Monitoring arrangements	• The Business Partner and Premises officer undertake a recorded Health and Safety Workplace Inspection termly and remedial action is listed in an action plan. • The report is circulated with the Head of School, they in turn report to Local Governing Body and they raise any major concerns with the Trust. The DFO has access to all reports. • A Leicestershire Traded Services (LTS) Health and Safety Audit is carried out every two years. A comprehensive audit report incorporating an action plan with target completion dates is produced and incorporated into the school action plan. • The site responsible person (Head of School/Premises Officer and Business Partner) attend Management of Health and Safety training. • Daily visual checks of the classrooms are carried out by class teachers and defects reported. • Termly spot checks of building and site take place and are recorded by the Business Partner / Premises Officer. • IPAT will review the effectiveness of the Trust's health and safety policy, arrangements, procedures, and performance annually. • Health and Safety performance will be measured against predetermined objectives and plans, and remedial action taken. • Accidents, incidents of ill health and damage will be reviewed to identify trends and patterns and implement corrective measures to rectify the failures and improve the health and safety performance.	• Business Partner • Premises Officer • Office Manager / Senior Admin

Local arrangements / procedures	How this is achieved	Responsibility of:
Jewellery during PE and Swimming lessons	• The academy policy on jewellery will be enforced. • Jewellery (including earrings) is not allowed in line with the School Uniform Policy and in line with National Guidance. • We ask the children to remove these objects during PE and not to tape them over. • It is not safe to simply cover them with tape as lobes could still be torn or there could be damage to the neck and brachial nerve which runs directly to the brain caused by the earring post. • Where an item of jewellery cannot be removed then the adult teaching the group must make the call by trying to establish a safe situation to enable participation, i.e. by amending the task, changing the activity. • Where they cannot be sure of safe participation with Low risk, then the pupil should not be allowed to participate in the lesson. LOW RISK – where a child can work and be secure in their own personal space i.e. warming up, skills practice, observing or officiating. HIGHER RISK – where their personal space could be compromised by other persons or equipment • Parents may need to be reminded that school has a higher level of duty of care and cannot be put in the situation of looking after their child without exercising that duty of care. This is dictated by National guidance and we must. • Parents may argue that they can sign a disclaimer but unfortunately any accidents in contravention of this would not stand up in a court of law and it is not necessarily the earring wearer themselves that could be harmed, but another person.	• Head of School • Office Manager / Senior Admin • Teachers • Sports coordinators • Sports coaches

Local arrangements / procedures	How this is achieved	Responsibility of:
Manual Handling	● IPAT Schools will comply with the HSE's approved code of practice 'Manual Handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23). ● Manual handling will be avoided wherever possible. ● Where manual handling is unavoidable, manual handling activities are risk assessed. ● If a significant manual handling activity was necessary a specific risk assessment, safe system of work and method statement would be implemented. ● A specific individual risk assessment will be completed for identified medical conditions and a new and expectant mother before any manual handling is undertaken. ● Where highlighted by the risk assessment, appropriate lifting procedures will be put in place including multiple persons lifting techniques, breaking down the loads and reducing the distance travelled. ● Handling equipment will be provided, maintained, and used wherever possible. ● Defective manual handling equipment will be taken out of use and reported through the school's defect reporting system and replaced or repaired immediately. ● The area of the manual handling activity or route to be taken during the manual handling activity will be assessed to ensure no additional hazards are present i.e., clear of obstruction, floors in good condition, no steps, lighting adequate. ● Storage areas on site will be tidy and organised to reduce the hazard and risk of manual handling. ● Appropriate manual handling training will be given to staff and records of training maintained. ● Appropriate footwear and clothing will be worn when undertaking moving and handling tasks; safety footwear provided where required. ● Accidents involving manual handling will be investigated to identify the root cause and implement additional corrective or preventive controls.	● Head of School ● Business Partner ● Office Manager / Senior Admin ● Premises Officer
Noise	● IPAT Schools will make arrangements for the assessment of risk, protection, and other control measures where the noise levels reach the action values as detailed within the Control of Noise at Work Regulations 2005.	● Head of School ● Premises Officer ● Office Manager / Senior Admin

Local arrangements / procedures	How this is achieved	Responsibility of:
Personal Safety – Lone Working	• Lone working will be discouraged where possible and kept to a minimum. • Staff to be aware of and follow trust's guidance on Personal Safety and lone working. • A lone working Risk Assessment will be completed for all lone working activities, implemented, and communicated with relevant staff. • Lone working may only take place with the authorisation of the Site Responsible Person. (Head of School). • Hazardous activities or activities with significant risk will not be undertaken by staff lone working, i.e., working at height and use of power tools. • Suitable and appropriate communication procedures / systems will be put in place for those who are lone working. • Appropriate communication equipment will be issued to staff for whom lone working is an inherent part of their role. • A procedure for checking in with overdue staff will be documented put in place. • A key holding company has been appointed to cover alarm call outs. • Where possible two members of staff will be present when opening up and locking up.	• Business Partner • Head of School • Office Manager / Senior Admin • Premises Officer

Local arrangements / procedures	How this is achieved	Responsibility of:
Personal Safety - managing violence & aggression	Personal safety is a shared responsibility between a school and its staff. • Staff are made aware of and follow the Trust's/school's personal safety guidance. • Staff should avoid confrontation if possible and withdraw from an escalating situation. • Staff must comply with the school's behavioural code of conduct. • Staff must report all potential conflict scenarios or situations developing. • IPAT has a policy, namely, "IPAT Parent Code of Conduct" which documents how parents/carers should behave on the school site • If required a violence and aggression Risk Assessment will be completed, implemented, and communicated to staff. • A secure lobby reception lobby area is provided to restrict unauthorised persons on site. • Aggressive persons will not be allowed on site and if required the police will be called. • Home visits will not be conducted alone. • Meetings with parents at school will be held during the school day. • Meetings with parents will be planned in advance wherever possible. • Meetings with the potential for violence and aggression will be conducted by 2 members of staff and with other staff in the vicinity. • The meeting room used for meetings with the potential for violence and aggression will be set up to give an escape route for staff. • Appropriate training for dealing with violence and aggression will be provided for the SLT and relevant members of staff if required. There is a specific course which can be allocated in iAm Compliant upon request to the Central Business Partner team. • All incidents involving violence and aggression will be investigated by the Head of School in line with school policy. • All incidents involving violence and aggression will be reported to the Head of School and where required the police will be contacted. Heads of Schools can escalate to ELT if they need further support and guidance)	• Head of School • Business Partner • Office Manager / Senior Admin
PPE	• PPE required by staff to undertake a task safely will be provided free of charge. • Staff in receipt of PPE will store it appropriately and check its condition regularly and before use. • Staff can request any PPE they feel is required by contacting the Business Partner of their school	• Premises Officer • Business Partner / Office Manager / Senior Admin

Local arrangements / procedures	How this is achieved	Responsibility of:
Physical Intervention	• The school follows advice as set out by the DfE and LA as appropriate regarding use of reasonable force. • Appropriate staff are trained in the Team Teach / Positive Handling approach for managing challenging behaviour and the use of reasonable force.	• Head of School • SENDCO • Trust Executive Support
Risk Assessment	• Risk assessments are carried out and recorded for all activities where a risk has been identified or where there is a known foreseeable risk of injury or ill health. • Risk assessments are carried out by trained and competent members of staff who will consult staff involved with the activity. • The risk assessment will be signed by the assessor and the staff involved in the activity. • Risk assessments are kept up to date and reviewed at least annually or after an incident or significant change in an activity. • All completed and signed risk assessments are stored in a central file with an index. • Risk assessments are readily available for applicable members of staff, hard copy or electronically. • All staff responsible for completing risk assessments undertake risk assessment training periodically. • Risk assessments are carried out and recorded for specialist curriculum areas where appropriate. • Risk assessments can be shared with relevant staff in iAM Compliant for Reading and signing off • Specific individual risk assessments will be completed for a young person before they commence work or a new and expectant mother as soon as the school is informed by the employee of their condition. • PEEPS (Personal emergency evacuation procedure documents) are completed for pupils with a special need or disability.	• Head of School • Trip Leader • SENDCo • Business Partner • Office Manager / Senior Admin
Training	• All staff will receive Health and Safety induction upon appointment. • Health and Safety training will be given to staff applicable to their role, position, or duties. • Health and Safety, Fire Safety and Security briefing is carried out annually. • A whole school Health and Safety awareness training will take place periodically. • A central record of training (matrix) is maintained and reviewed to ensure all staff receive applicable training and refresher training.	• Head of School • Business Partner • Office Manager / Senior Admin • Trust Executive Support

Local arrangements / procedures	How this is achieved	Responsibility of:
Visitors	• All visitors will be required to sign in electronically via the eReception upon arrival. • All visitors will be required to read the Health and Safety rules on the eReception screen upon arrival. • All visitors will require a DBS before being allowed on site unaccompanied or they will be accompanied by a member of staff while on site. They will also be required to show their photo ID. • All contractors will be required to give advance notice of a visit and their company have provided DBS information or a company declaration prior to the visit. • Violent and aggressive visitors will be refused entry onto site and police called if required.	• Head of School • Business Partner • Office Manager / Senior Admin • Admin Officer / receptionist
Wellbeing	• IPAT will follow the principles of the HSE guidance '<i>Managing the causes of work-related stress</i>' (HSG 218). The following arrangements are in place to locally manage staff health issues: • The school promotes the importance of health and wellbeing. • Support will be given to staff members to discuss health issues and support to be given. • IPAT has ensured provision of occupational health services through SAS insurance and/or LCC Wellbeing service. • IPAT actively refers to occupational health wherever appropriate for advice or counselling and with the assistance of guidance from HR Advisers. • Support is available to union members from their union. • All staff have access to the trust's employee wellbeing support service. • Key staff are trained in Mental Health First Aid for staff and pupils. • The school has implemented the IPAT's Managing Resilience, Stress and Wellbeing guidance as appropriate. • A stress risk assessment will be completed where deemed appropriate by stress indicators. • Employee to inform the Head of School of any serious health issues which may impact their work, require support or a risk assessment to be completed • Regular meetings will be held with staff member to monitor health issues and stress.	• Head of School • HR Manager • Appointed Wellbeing Ambassadors • Business Partner
Work Equipment, Plant or Machinery including PUWER & LOLER arrangements.	• All work equipment provided for use within the school will be serviced/maintained as specified. • Operation manuals for work equipment will be kept for access when required. • Work equipment will undergo statutory inspections where required. • Staff will receive training in the safe operation of the specific work equipment.	• Premises Officer • Head of School • Office Manager / Senior Admin • Business Partner

Local arrangements / procedures	How this is achieved	Responsibility of:
Working at Height	● IPAT will follow the principles of the HSE guidance 'The Work at Height Regulations 2005 (as amended) A brief guide' (INDG401). ● Working at height is avoided wherever possible. ● All ladders / access equipment will be stored securely to prevent unauthorised access. ● A working at height Risk Assessments has been completed by the school and communicated to staff. ● New and expectant mothers will not work at height. ● Staff working at height as an inherent part of their job will receive appropriate working at height training and records of training retained. ● Basic guidance for working at height is given to staff by the Premises Officer. ● Sufficient access equipment is provided to reduce the need for staff to stand on furniture. ● Staff must not stand on furniture to work at height. ● The Premises Officer retains 'Ladders for working at height' records. ● Pupils are prohibited from using ladders. ● Staff will wear appropriate footwear and clothing when using ladders. ● Contractors are expected to provide their own ladders for working at height. ● Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety. ● Access to high levels, such as roofs, is only permitted by trained persons and only with the permission of the site responsible person (Head of School). ● Access to high levels should never be undertaken during periods of lone working ● Access equipment provided to work at height will be serviced / maintained in accordance with statutory requirements. An annual inspection of access equipment will be carried out by a competent person, and a register of ladders and inspections kept electronically on iAM Compliant. ● A six-monthly check of ladders and kick stools will be carried out by the Premises Officer. ● All access equipment with a defect will be removed from use until disposed of. ● Any working at height accidents will be investigated to identify the root cause and implement additional corrective and preventative controls required.	● Premises Officer ● Head of School ● Business Partner ● Office Manager / Senior Admin
Work Experience	● When providing work experience placements, the IPAT's Work Experience guidance is followed. ● A work experience risk assessment is completed prior to the work experience commencing. ● A work experience induction meeting is held before the person is allowed to commence in school and this must include all H&S and safeguarding elements of school expectations to keep both the pupils and the young person safeguarded.	● Head of School ● Business Partner ● Office Manager / Senior Admin

Premises related	How this is achieved	Responsibility of:
Adverse Weather	• Suitable adverse weather procedures are in place including gritting in icy weather and restricted play times during adverse weather conditions. • Outdoor play equipment will be taken out of use during adverse weather conditions. • The Trust IPAT School Site responsible person / Head of School, will decide on closure for heavy snow days prior to the school opening time. • Communication will be sent to parents requesting/informing appropriate clothing and necessary measures taken.	• Premises Officer • Head of School • CEO • Office Manager / Senior Admin
Air Conditioning (HVAC)	• All air conditioning units are annually inspected by a qualified contractor and testing is carried out, remedial actions completed, records of the inspections and remedial actions are retained within iAM Compliant. • Servicing and maintenance inspections are carried out every 6 months. Certificates will be retained in the associated school Google Drive.	• Premises Officer • Head of School • Business Partner • Office Manager / Senior Admin

Premises related	How this is achieved	Responsibility of:
Asbestos Management	• IPAT will comply with the HSE's approved code of practice 'Managing and working with asbestos, Control of Asbestos Regulations 2012, Approved Code of Practice & Guidance (L143). • An asbestos management survey will be carried out by a competent contractor periodically and within no less than every 5 years. Remedial actions within the survey will be completed and record of rectification maintained. • A refurbishment / demolition Asbestos survey will be carried out prior to any intrusive work undertaken in areas where Asbestos may be located. • Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it. • A Local Asbestos Management Plan (LAMP) is in place, including a site plan detailing the location of asbestos. • A local monthly visual of all asbestos containing material is undertaken and recorded in iAM Compliant software. Any concerns are reported to the Site responsible person - Head of School, also the Premises Officer and Business Partner. Exceptions are where it is deemed unsafe to access certain areas and, in this case, a qualified contractor will be commissioned to do an annual check and the area kept restricted. • The Asbestos register within the LAMP will be kept up to date. • All work on site will be carried out accordance with the LAMP. • Where possible, work undertaken likely to disturb asbestos will be planned to avoid disturbance (re-routed). • Work to remove asbestos or likely to disturb the Asbestos will only be undertaken by licensed and competent contractors following a demolition and refurbishment survey. • Where asbestos is removed a removal compliance certificate will be issued to and retained by the school. • Contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. • Contractors will sign to confirm they are aware of the location of Asbestos on site. • Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.	• Premises Officer • Business Manager • Head of School • Office Manager / Senior Admin

Premises related	How this is achieved	Responsibility of:
Building Maintenance / Defect Reporting	• Portable Appliance Testing (PAT) is carried periodically. • All servicing, maintenance and inspections are completed in accordance with regulatory/statutory requirements. • iAM Compliant software is used to record statutory inspections and this is maintained by Premises Officer detailing last inspection date, date of next inspection and competent person. The status of statutory inspections is monitored by the health and safety committee. • Records of servicing, maintenance, inspections, and testing undertaken are retained and stored in Trust Google Drive under the associated school site. • All maintenance concerns or damaged equipment should be reported through the school defect reporting system. • Defective equipment is labelled and taken out of use, disposed of, or repaired by a competent person. • A dynamic risk assessment will be made to decide if an area should be isolated or cordoned off whilst further investigation takes place, or a repair undertaken.	• Premises Officer • Head of School • Business Partner • Office Manager / Senior Admin
Electrical Safety	• A fixed electrical inspection is carried out every 5 years and remedial actions completed: records of the inspections and remedial actions are retained. • Portable appliance testing is carried out annually or in line with the HSE guidance INDG236 by a competent contractor and records are maintained. • Portable electrical appliances are not brought on site from home without permission from the Head of School. These are then PAT tested. • Electrical meter cupboards and switchgear cupboards are kept locked and clear of combustible material. • Faulty electrical equipment will immediately be removed from service and repaired or disposed of. • Electrical sockets will not be overloaded or socket covers used. • The use of extension cables will be kept to a minimum and daisy chaining of extension cables must not be undertaken. Cables will be used fully extended and not used in a coiled state due to possible overheating. • All electrical equipment is visually inspected before use and all defective equipment is taken out of use and reported through the school's defect reporting system.	• Premises Officer • Head of School • Business Partner • Office Manager / Senior Admin

Premises related	How this is achieved	Responsibility of:
Fire Safety Management.	• The Site Responsible person (Head of School) on site is responsible for Fire Safety. • The school maintains a high standard of fire safety management throughout the buildings and premises. • The fire loading within the school (displays, storage, hazardous substances is kept to a minimum and controlled). • A 'Structural fire risk assessment'(Type 2) is in place to identify fire hazards and evaluate the risks for all areas of the school. This is reviewed annually in house and then subject to a formal 5 yearly review by a competent person / contractor. • Remedial actions within the structural fire risk assessment will be completed and records of rectification maintained. • An 'Occupier's fire risk assessment' (Type 1) is completed by the school annually between the 5 yearly structural fire risk assessments. • The school Fire & Emergency Evacuation Plan detailing responsibilities, and evacuation procedures is in place and reviewed annually or as required if sooner. • Fire Safety Awareness training for staff is carried out on appointment and then periodically thereafter. • Fire Marshall training is allocated to the designated Fire Marshalls, Head of School and Senior Admin. • Fire drills are carried out at a minimum once a term, one of which must be unannounced, and evidence recorded for inspection. • Fire safety systems and equipment are adequately inspected, maintained, and tested and records are retained in iAM Compliant software. Contractor reports are kept on Google Drive in the relevant site folder. • Fire safety signage is displayed around the school to assist safe evacuation in an emergency. • All instances of fire and near misses are reported to HSE under the RIDDOR regulations. • The fire safety logbook is maintained and kept up to date with all relevant records. • A Personal Emergency Evacuation Plan (PEEP) will be prepared for any member of staff or pupil where appropriate. • Procedures for visitors with visible mobility issues or known psychological conditions requiring assistance to evacuate the building are in place.	• Premises Officer • Head of School • Business Partner • Office Manager / Senior Admin

Premises related	How this is achieved	Responsibility of:
Gas	• A mains gas annual inspection by a Gas Safe registered contractor and testing is carried out, including gas tightness and risk assessment. Remedial actions completed, records of the inspections and remedial actions are retained within iAM Compliant. • Servicing inspection certificates will be retained in the associated school Google Drive. • All gas appliances are serviced annually, including boilers and catering equipment testing is carried out annually or in line with the Health and Safety Executive (HSE), the Gas Safety (Installation and Use) Regulations 1998 and the IGEM (Institution of Gas Engineers and Managers) UP11 by a competent contractor and records are maintained. • Ventilation in all commercial kitchens where gas appliances are installed will have suitable and sufficient ventilation to remove steam, condensation and CO2. • Portable gas appliances are not brought on site from home. • Gas boiler houses are kept locked and clear of combustible material and accessed only by authorised staff and contractors. • Faulty gas equipment will immediately be removed from service and repaired or disposed of. • Gas equipment will not be covered or overloaded. • All gas equipment is visually inspected before use and all defective equipment is taken out of use and reported through the school's defect reporting system.	• Premises Officer • Head of School • Business Partner • Office Manager / Senior Admin
Glazing	• IPAT will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and the Approved Code of Practice L24 as it relates to glass and glazing. • A glazing survey will be undertaken every 10 years, and remedial action taken where noted in the survey. • Records of remedial action taken will be retained. • Any new glazing installed must comply with the most up to date regulations	• Premises Officer • Head of School • Business Partner • Office Manager / Senior Admin
High Risk Areas	• Entry into high-risk areas, including boiler houses/plant rooms, electric cupboards, kitchenettes and staff rooms will be restricted to authorised members of staff, accompanied visitors and contractors. • Automatic Fire Detection (AFD) will be provided in high-risk areas. • Appropriate fire-fighting equipment will be provided in the high-risk areas.	• Premises Officer • Head of School • Business Partner • Office Manager / Senior Admin

Premises related	How this is achieved	Responsibility of:
Legionella Management	• IPAT will comply with the HSE approved code of practice 'Legionnaires' disease - The control of legionella bacteria in water systems' (L8COP). • A Water Hygiene risk assessment will be carried out by a competent contractor every 2 years and remedial action/recommendations completed. Record of the rectification will be maintained. • A new Water hygiene risk assessment will be undertaken sooner than 2 years if there has been a significant change in the building, in water usage, change of use for a building, change in the water system, control measures not being effective or a case of legionella. • The Premises Officer is responsible for ensuring that the identified operational controls are conducted and recorded on iAM Compliant. • The Premises Officer is the Site Competent Person and undertakes weekly flushing and temperature check duties and records the actions on iAM Compliant. • A competent contractor will be engaged to undertake water sampling routine cleaning, descaling, and disinfecting of the water system, and servicing of TMV's annually. • The Premises Officer attends suitable water hygiene training every 3 years.	• Premises Officer • Head of School • Business Partner • Office Manager / Senior Admin
PE and Outdoor Play Equipment	• PE Equipment and outdoor play equipment is inspected annually by a competent person (contractor). • Goalposts are checked weekly and termly by the Premises Officer in accordance with the Football Goals - Code of Practice. • An outdoor play equipment pre-use check will be completed by the Premises Officer. • A pre-use check of PE equipment will be completed by PE staff. • Defective equipment will be taken out of use until removed or repaired.	• Premises Officer • Head of School • Business Partner • Office Manager / Senior Admin
Playgrounds, Paving and General Site	• The Premises Officer undertakes daily and weekly checks of the playground, paving and general site. • The Premises Officer undertakes regular checks of the outdoor play equipment. • The Premises Officer and grounds maintenance contractor schedule ensures regular clearance of falling leaves. • The Premises Officer checks all trees in winds above 25 mph. • In poor weather the school follows the Safe Gritting Procedure. • Finger trap hazards are risk assessed internally and externally. • A Whole School Risk Assessment is in place for all schools.	• Premises Officer • Head of School • Business Partner • Office Manager / Senior Admin

Premises related	How this is achieved	Responsibility of:
Powered and Automatic Gates and Doors	● IPAT follows the appropriate Health and Safety Guidance for Powered (Automatic) Gates and Doors. ● The Premises Office and nominated staff have responsibility for the operation, management, and general maintenance of the powered (automatic) gates and doors. ● The automatic gates and doors will be serviced, maintained in line with manufacturer's recommendations, (normally 6 monthly or annually), defects and recommendations will be completed, and records of rectification maintained. ● Recorded safety checks of powered (automatic) gates and doors are completed by the nominated person to the required frequency and logged in iAM Compliant. ● All servicing records are kept in Google Drive in relevant school folder ● Emergency procedures for the powered (automatic) gates and doors are in place and communicated to relevant staff.	● Premises Officer ● Head of School ● Business Partner ● Office Manager / Senior Admin ● Admin office / receptionist
Slips, Trips & Falls	● All staff have a responsibility to ensure spillages are reported and dealt with immediately. ● Wet floor signs are widely available to alert staff and pupils to areas that may not be safe. ● Hazards likely to cause trips and fall should be reported through the defect reporting system and will be rectified immediately or controlled until rectified. ● Information is available for all staff on steps that they can take to reduce slips and trips in school in the staff room. ● Regular online training is allocated in iAM Compliant for staff ● Storage areas will be kept organised and tidy to reduce the likelihood of slip, trips, and falls. PLEASE ALSO SEE WORKING FROM HEIGHT SECTION	● Premises Officer ● Head of School ● Business Partner ● Office Manager / Senior Admin ● ALL STAFF

Premises related	How this is achieved	Responsibility of:
School Catering Kitchens (operated by external contractor - Taylor Shaw)	• Taylor Shaw & IPAT will maintain all catering equipment including all servicing, maintenance, and inspections as required. • Kitchen extraction systems will be serviced including a deep clean annually. • Entry into the kitchen will be controlled to prevent unauthorised access and access by pupils to prevent injury by harmful equipment. • Appropriate fire-fighting equipment is in place. • Risk assessments will be completed for all activities within the kitchen undertaken by kitchen staff. • All kitchen staff hold appropriate levels of training. • The school kitchen staff will adhere to all dietary requirements as directed by the school and Parents The school will also: • Test Fire shutters on a weekly basis. • Ensure annual service and maintenance of Fire-fighting equipment IPAT Central will also: • Replace faulty equipment	• Taylor Shaw Caterers • Premises Officer • Head of School • Business Partners • Office Manager / Senior Admin
School Kitchens (not used to provide school lunch to pupils)	• We will maintain all catering equipment including all servicing, maintenance, and inspections as required. • Kitchen extraction systems will be serviced including a deep clean annually. • Entry into the kitchen will be controlled to prevent access by pupils to prevent injury by harmful equipment. • Appropriate fire-fighting equipment is in place. • Risk assessments will be completed for all activities within the kitchen undertaken by staff. • All Teaching and Classroom based staff who will teach and supervise cooking lessons in school or prepare food in school will hold appropriate levels of food safety training. • The staff will adhere to all pupil dietary requirements as held on MIS System. • Test Fire shutters on a weekly basis. • Ensure annual service and maintenance of Fire-fighting equipment • IPAT will replace faulty equipment.	• Premises Officer • Head of School • Business Partner • Office Manager / Senior Admin

Premises related	How this is achieved	Responsibility of:
School Security	• The Premises Officer and Head of School are responsible for the security of the school site in and out of school hours. • Safe access and egress will be maintained balancing the need for security and safe evacuation. • The Premises Officer is responsible for the security day to day operational procedures including visual inspections of the site, and for the intruder and fire alarm systems. • An inner fencing and gate system is installed to restrict unauthorised access around the school site. • All gates not required to access the school entrance are secured during the pupil day. • Entry into the school ground and school building is controlled by the school office. • Entry into high-risk areas and storerooms will be restricted to authorised staff or personnel. • To reduce risks to employees attending the alarm call outs, the school has appointed a key holding company, Regent Samsic, to attend alarm call outs. • The Head of School and Premises Officer are key holders and External Contractor – Regent Samsic will respond to an emergency when called.	• Premises Officer • Head of School • Business Partner • Office Manager / Senior Admin
Smoking	• IPAT complies with UK law on smoking in both indoor and external spaces. • IPAT has a No Smoking policy which extends to the limits of the curtilage of the site. The policy extends to the use of substitute inhalers and all types of vaping devices including e-cigarettes. • No smoking signage has been provided on site and persons seen smoking onsite are instructed not to do so.	• Premises Officer • Head of School • Business Partner • Office Manager / Senior Admin
Tree Safety	• Regular visual checks on trees are made by the Premises Officer, especially after adverse or severe weather. • A visual check of trees is made by the Premises Officer twice a year i.e., in leaf and out of leaf. • Damage or concerns are reported to the Office Manager / Senior Admin, who in turn requests a site visit from an IPAT and LA approved Tree Surgeon. • A tree survey is completed 3 yearly by an IPAT and LA approved Tree Surgeon or when any development, hard surface or installation is proposed. Following a Tree Survey, remedials are carried out accordingly. • Surveys and actions are recorded and logged on iAM Compliant and kept with each site's own Google Drive.	• Premises Officer • Head of School • Business Partner • Office Manager / Senior Admin

Premises related	How this is achieved	Responsibility of:
Vehicles on site	• Vehicle movements are controlled on site at peak times of the day when pupils are entering and exiting the school premises. • School Vehicle gates are kept shut, but not locked, during the school day. • Parking bays are clearly marked. • Vehicles and pedestrian movements are separated where possible. • Where vehicle and pupil segregation is not possible, a risk assessment will be completed. • Deliveries are requested to be scheduled at times of the day when pupils are not entering and exiting the school premises. • The school car park is restricted to staff and visitors and disabled parking.	• Premises Officer • Head of School • Business Partner • Office Manager / Senior Admin

Curriculum related	How this is achieved	Responsibility of:
Educational off-site trips and visits	● IPAT follows Outdoor Education Advisors Panel (OEAP) guidance for planning and executing educational off-site trips and visits. ● There are trained Educational Visits Coordinators (EVC) in each school. ● The Offsite Educational Visits policy outlines all detailed procedures for the health and safety of educational visits to be followed by the EVC and educational visit leaders. ● Parental consent will be obtained before a pupil is allowed to attend an offsite educational visit. ● The EVC will ensure the Educational Visit Lead holds the applicable qualification and experience for the activities being undertaken on the trip. ● High risk/hybrid activities will be led by qualified and competent instructors from the offsite activity provider or the offsite educational visit site. ● Risk assessments will be completed for off-site visits and activities by trained visit leaders. A pre visit will be carried out by the Trip Leader. ● All risk assessments will be reviewed by the EVC and approved by the Head of School. ● All offsite educational visits will be logged onto the Evolve system for advice from the Leicestershire Traded Services (LTS) health and safety team. https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=LeicestershireCountyCouncil - For login enquiries please contact 0116 305 5515. ● All off-site visits are appropriately staffed, with appropriate staff to child ratios being maintained. ● Staff will take a mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details. ● If staff are using their own mobile phones they should withhold their number when ringing parents or request the school ring them. Staff members can also set up the 3CX system on their phone which uses the school phone system and anonymises their call. Please contact Ekte - support @ekte.uk ● There will always be appropriate levels of trained first aiders on school trips and visits. ● For trips and visits with pupils in the Early Years Foundation Stage, there will always be an appropriate level of trained first aiders with a current paediatric first aid certificate. ● The CEO will be made aware of all offsite educational visits. ● An appropriately trained 'School-Based Contact' will be available throughout the visit, should an emergency arise.	● Premises Officer ● Head of School ● Trip Leader ● Business Partner ● Office Manager / Senior Admin

Curriculum related	How this is achieved	Responsibility of:
Food Technology and Design Technology	- The relevant CLEAPSS guidance and risk assessments for Design and Technology (D&T) and food technology will be followed. - Staff involved in food handling have completed a Food Safety & Hygiene Training on iAM Compliant. - Equipment used in food technology and D&T such as knives, saws, hand tools and scissors will be kept securely when not in use to prevent unauthorised access and use. - D&T and Food technology storerooms will be kept secure to prevent unauthorised access. - Pre-use of equipment safety checks are carried out on all machines within the D&T department. - All equipment within the food technology area is shut off or stored securely to prevent unauthorised use. - Risk assessments are completed for all non-curriculum activities within D&T and Food Technology.	- Premises Officer - Head of School - Business Partner - Office Manager / Senior Admin
Forest School	- IPAT follows the procedures as set out in the forest school handbook. - A Forest School Risk Assessment is completed and communicated to relevant staff. - The forest school area is checked before each session. - Staff are briefed on forest school emergency procedures. - Where an external company is used to provide the Forest School sessions, all providers will be DBS checked, covered by insurance and have relevant qualifications. They will have appropriate school staff to support. - Equipment used in Forest School such as knives, saws, hand tools and scissors will be kept securely when not in use to prevent unauthorised access and use. - During sessions there will be access to an appropriately qualified First Aid person.	- Premises Officer - Head of School - Forest School Lead - Business Partner - Office Manager / Senior Admin
Physical Education (PE)	- The school follows the Association for Physical Education (afPE). Guidance. - The Safe Practice in Physical Education and Sports Book is available to all relevant staff and is located in a central location within each school and all staff are made appropriately aware of location. - PE staff undertake training as specified in the afPE book. - Pre-use checks of PE equipment are carried out by staff before the start of each lesson. - External companies/providers employed by the school follow the schools Health and Safety Arrangements for PE, and have the appropriate enhanced DBS. - PE equipment is inspected annually by an approved contractor and recommendations implemented.	- Premises Officer - Head of School - PE Lead - Business Partner - Office Manager / Senior Admin

Curriculum related	How this is achieved	Responsibility of:
Ponds - where applicable	• The school has a pond safety risk assessment in place. • The school pond is within a secure area and kept locked when not in use or children are unsupervised. • Emergency plan in place, so staff are aware of what to do in case of emergencies occurring when the pond is in use. • The pond area is checked regularly by the Premises Officer. • The pond area is maintained by the ground's maintenance contractor or the Premises Officer. • The pond area is subject to a pre-use check by staff conducting an activity in the pond area. • Safety devices and first aid kits are provided when the pond area is in use. • Clear safety instructions are given to pupils before each activity undertaken in the pond area. • Suitable and sufficient supervision of pupils during the activities within the pond area is maintained including a trained first aider.	• Premises Officer • Head of School • Business Partner • Office Manager / Senior Admin
Science	• The Science coordinator in each school follows applicable science guidance as set out in publications by the Association for Science Education and/or CLEAPSS. • The teachers in consultation with the Science coordinator MUST conduct risk assessments and lesson plans for science lessons • All Science staff can access CLEAPSS updates via their own log in which can be set up free of charge as we subscribe to the LTS Health, Safety and Well-being service • All science equipment is kept secure when not in use. • All hazardous substances are stored correctly and kept secure when not in use.	• Premises Officer • Head of School • Science Lead • Business Partner • Office Manager / Senior Admin

Appendix 1: Table of Delegation of Specific Duties

Key:

BP - Business Partner
HoS - Head of School

OM - Office Manager / Senior Admin
PO - Premises Officer

Responsibility	Frequency	Delegated to Job Role	Signed
Reviewing Health and Safety Policy	Annually	IPAT Central	
Digitally Backing up Compliance and Safety Documents	When Created or Received	Automatic Google Drive	
Allocating Budget for Health and Safety	Annually	IPAT Central	
Display Energy Certificate Renewal	As Instructed on Current Certificate	PO / OM	
Organising Type 2 Fire Risk Assessment	Every 5 Years	PO	
Conducting and reviewing Type 1 Fire Risk Assessment	Annually	PO / BP / OM	
Internal Checking of the Fire Alarm Panel	Daily	PO	
Internal Fire Evacuation Drill Organisation	Termly	PO / HoS	
Internal Manual Call Point Checks	Weekly on Rotation	PO	
Internal Emergency Lighting Checks	Monthly	PO	
Internal Extinguisher Checks	Monthly	PO	
Internal Sprinkler System Checks - where applicable	Weekly	PO	
Internal Fire Door Checks	Monthly	PO	
Organising Service of The Fire Alarm System	Six Monthly	PO	
Organising Service of Fire Extinguishers	Annually	PO	
Organising Service and Maintenance to the Sprinkler System	Manufacturer Stipulated Where necessary	PO	
Organising Service and Maintenance of Emergency Lighting	Annually	PO	
Organising Service and Maintenance of Air Conditioning Units	6 Monthly	PO	
Organising Service and Maintenance of Air Handling Units	Annually	PO	
Reviewing the Emergency Evacuation Plan	Annually	BP / OM / HoS / PO	
Creating and Reviewing PEEP (Personal Emergency Evacuation Plans)	When Necessary	OM / HoS / SENDCo	
Creating and Reviewing the Winter Gritting Plan	Annually	PO	
Winter Gritting Pavements and Carparks	Consult Weather Forecast	PO	

Responsibility	Frequency	Delegated to Job Role	Signed
Reviewing the Business Continuity Plan and Emergency Procedures	Annually	BP / HoS / PO / OM	
Reviewing the LAMP (Local Asbestos Management Plan)	Annually	BP / PO / OM	
Organising Asbestos Management Surveys	5 Yearly	PO	
Monitoring the Condition of Asbestos on the Premises	Termly	PO	
Organising Water Hygiene Surveys	2 Yearly	PO	
Flushing of Little Used Outlets	Weekly	PO	
Organising Service of TMV	Annually	PO	
Organising Water Tank Cleans	When Necessary	PO	
Water Temperature Monitoring	Monthly	PO	
Signing Off Water Temperature Monitoring	Monthly	ON iAM Compliant- BP	
Organising Water Heater Service and Maintenance	Annually	PO	
Organising Water Tank Inspections	Annually	PO	
Organising Electrical Installations Condition Reports	5 Yearly	PO	
Organising PAT (Portable Appliance Testing)	Annually	PO	
Organising Service of Stage Lighting	Annually	PO	
Organising Servicing of Gas Boilers	Annually	PO	
Organising Gas Risk Assessment	Annually	PO	
Conducting Workplace Inspections	Termly	PO/BP	
Organising Building Condition Surveys	5 Yearly	DFO/BP	
Internal Inspections of Playing Fields and Playground Equipment	Weekly	BP	
Organising RPII Inspections of Outdoor Play Equipment	Annually	BP	
Inspecting PE Equipment	Before Use	Teacher	
Organising External Inspections of Internal PE Equipment	Annually	BP	
Organising Glazing Surveys	10 Yearly	PO	
Procuring and Commissioning Contractors	When Necessary	IPAT/PO/OM/BP	

Responsibility	Frequency	Delegated to Job Role	Signed
Managing and Supervising Contractors	When Necessary	PO	
Contractor Inductions	When Necessary	PO / OM	
Internal Inspection of Passenger Lifts and Hoists	Monthly	PO	
Organising Service and Maintenance of Lifts and Hoists used for carrying people	6 Monthly	PO	
Organising the Service and Maintenance of Work Equipment	Follow Manufacturer's Instructions	PO	
Organising the Service and Maintenance of the Children's Kitchen Equipment	Follow Manufacturer's Instructions	PO	
Organising the Service and Maintenance of the Catering Kitchen Equipment	Annually	External Caterers	
Organising a Thorough Clean of The School Kitchen	Termly	External Caterers	
Creating and Reviewing Classroom Risk Assessments	Annually	PO / Teacher	
Creating and Reviewing Premises Related Risk Assessments	Annually	PO / OM / BP	
Creating and Reviewing PE Risk Assessments	Annually	PE Lead	
Creating and Reviewing Design Technology Risk Assessments	Annually	DT Lead	
Creating and Reviewing Science Risk Assessments	Annually	Science Lead	
Creating and Reviewing Other Risk Assessments	Annually	OM / PO / BP	
Conducting Pregnancy Risk Assessments	When Necessary	BP / OM	
Conducting Return to Work Risk Assessments	When Necessary	BP / OM	
Selecting Staff Health and Safety Training	Annually	BP	
Recording Staff Health and Safety Training in a Central Record	When Necessary	OM	
Creating and Reviewing COSHH Risk Assessments for Premises	Annually	PO	

Responsibility	Frequency	Delegated to Job Role	Signed
Creating and Reviewing COSHH Risk Assessments for Substances Used in Classrooms and Offices.	When Necessary	PO	
Creating and Reviewing COSHH Risk Assessments for Substances Used by Cleaning Staff	Annually	External Cleaning provider or PO for internal staff	
Logging Accidents onto the AssessNet system	When Necessary	OM	
Reporting RIDDOR	When Necessary	BP / OM	
Reviewing Accident Statistics	Termly	HofS	
Reviewing the Management of Medications Policy	Annually	BP	
Reviewing the First Aid Needs Assessment	Annually	OM	
Checking First Aid Kit Contents	Monthly	First Aid Lead	
Checking the Condition of First Aid Facilities	Weekly	OM	
Reviewing Pupil Individual Care Plans	When Necessary	OM	
Reviewing Individual Behaviour Plans	When Necessary	SENDCO	
Creating and Reviewing Off-Site Visit Risk Assessments	When Necessary	Trip Lead / OM	
Approving Off-Site Visits	When Necessary	HofS	
Creating a Health & Safety Report for Governors	Termly	BP / PO	
Communicating Emergency Procedures to Lettings	When Necessary	OM / PO	
Emergency Contact during Lettings	When Necessary	HofS / PO / OM	
Work Experience Co-ordination	When Necessary	OM	
Driving for Work Drivers Licence and Insurance Checks	6 Monthly	OM	
Organising Tree Surveys	3 Yearly	PO	
Organising Service/Inspection of The Lightening Protection Rod	11 Monthly	PO	
Organising Servicing Inspection of Automatic Gates	6 Monthly	PO	
Completing Internal Inspection of Automatic Gates	Weekly	PO	
Organising Servicing Inspection of Automatic Doors	Annually	PO	

Responsibility	Frequency	Delegated to Job Role	Signed
Completing Internal Inspection of Automatic Doors	Weekly	PO	
Staff Wellbeing	Termly	HoS	

Appendix 2 Inspiring Primaries Academy Trust's Additional Policies and Guidance for Reference:

IPAT will in addition to this health and safety policy, follow the policies and guidance set out in the table below.

Policy Documents	Location
Off-Site Visits Policy	IPAT Google Drive
Management of Medications Policy	IPAT Google Drive
Lettings Policy	IPAT Google Drive
Contractor Management Policy	IPAT Google Drive

Guidance Documents	Location
Accident, Incident and Near Miss Guidance	IPAT Google Drive / Admin Forms and Helpsheets
Asbestos - Information and Guidance	IPAT Google Drive / IPAT PO Drive
LAMP Local Asbestos Management Plan	IPAT Google Drive / IPAT PO Drive/XX school
Schools Gate Safety Guidance	IPAT Google Drive / IPAT PO Drive
Blood Borne Viruses & Needle Stick Injury	IPAT Google Drive / Admin Forms and Helpsheets
Notification of Construction Works in Academies & Schools	IPAT Google Drive / Refer to IPAT Central
CDM Guidance	IPAT Google Drive - Request from Business Partners
Challenging Behaviour and Violence at Work	IPAT Google Drive
Contractor Management	IPAT Google Drive / IPAT PO Drive
COSHH Guidance	IPAT Google Drive / IPAT PO Drive
Door Safety in Schools	IPAT Google Drive / IPAT PO Drive
Driver and Vehicle Safety Guidance	IPAT Google Drive
Display Screen Equipment Guidance	IPAT Google Drive / IPAT PO Drive
Electrical Safety Guidance	IPAT Google Drive / IPAT PO Drive
Excavations Guidance	IPAT Google Drive / IPAT PO Drive

Guidance Documents	Location
Fire Safety Guidance	IPAT Google Drive / IPAT PO Drive
First Aid Guidance	IPAT Google Drive / Admin Forms and Helpsheets
Food Safety Information and Guidance	IPAT Google Drive / Admin Forms and Helpsheets
Glazing - Information and Guidance	IPAT Google Drive / IPAT PO Drive
Growing Plants and Vegetables in Schools Guidance	IPAT Google Drive / XX School Policies & Guidance in the Gardening Risk Assessment
Intimate Care Guidance	IPAT Google Drive / XX School Policies & Guidance
Lettings Guidance	IPAT Google Drive
Lone Working	IPAT Google Drive / XX School Policies & Guidance
Manual Handling	IPAT Google Drive / IPAT PO Drive
Moving and Handling of People Guidance	IPAT Google Drive / IPAT PO Drive
Pregnancy and Breastfeeding	IPAT Google Drive - Request template from Business Partner
Guidance and Information	IPAT Google Drive / IPAT PO Drive
Outdoor Play Equipment, Outdoor Gyms, and Playing Fields Guidance	IPAT Google Drive / IPAT PO Drive
Risk Assessment Procedure Guidance	IPAT Google Drive / IPAT PO Drive
Stress Management in Schools Guidance	IPAT Google Drive
Challenging Behavior and Violence at Work Guidance	IPAT Google Drive
Water Hygiene Procedure Guidance	IPAT Google Drive / IPAT PO Drive
Winter Gritting & Snow Clearing Guidance	IPAT Google Drive / IPAT PO Drive
Work at Height Guidance	IPAT Google Drive / IPAT PO Drive
Work Equipment Guidance	IPAT Google Drive / IPAT PO Drive
Young Persons and Work Experience Guidance	IPAT Google Drive - Together with guidance from their own education provider or LEBC. School induction required.