



# HEALTH AND SAFETY POLICY

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## **1. Introduction**

The West Norfolk Academies Trust (WNAT) Health and Safety Policy is produced in accordance with the requirements of Section 2 (3) of the Health and Safety at Work Act 1974. This Health and Safety policy consists of four Parts:

Part 1 – Statement of Intent and Policy objectives.

Part 2 – Organisation for Health and Safety.

Part 3 – Arrangements for implementing the policy.

Part 4 – Arrangements for measuring performance, monitoring and review of the Health and Safety policy.

This policy includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be managed are given in the Arrangements section.

## **2. Statement of Intent and Policy Objectives**

WNAT, acknowledges and accepts the responsibilities placed on it as 'Employer' by the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and accompanying protective legislation, and the Trust Executive Head Teacher and Chair of Trustees recognise that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice for students, staff, and visitors.

The Trust Executive Head Teacher and Chair of Trustees considers the health, safety and welfare of students, staff, and visitors to be of paramount importance, and that a safe and healthy working environment is a pillar to reaching excellence in all organisational activities across the WNAT.

Through the implementation of the Health and Safety Policy the Trust Executive Head Teacher and Chair of Trustees are fully committed to achieving the following objectives:

1. To provide, as far as reasonably practicable, a safe and healthy working environment, safe premises and facilities for staff, students, and visitors.
2. To create for employees, as far as is practicable, a working environment where potential work-related stressors are avoided, minimised, or mitigated through good management practices, effective human resources policies and staff development.
3. To ensure that all staff are aware of their health and safety responsibilities and know what is expected of them and what they must do to discharge the responsibilities assigned to them.
4. To ensure that staff have access to appropriate training and development to enable them to discharge competently the responsibilities assigned to them.

5. To have an effective system for communicating and consulting on health and safety matters and securing the co-operation of employees and students in implementing the Health and Safety Policy.
6. To have in place arrangements to plan, implement, monitor, and review measures to address risks arising from the Trust's activities.
7. To strive to improve continuously the Trust's health and safety performance.
8. To develop campaigns to promote and encourage safety and health awareness of employees and others affected by their undertakings.
9. To ensure that adequate consideration is given to the protection of the environment. The Trust Executive Head Teacher and Chair of Trustees seek and expect the full cooperation and support from all Trust stakeholders in order, to ensure that the Health and Safety Policy and Arrangements are implemented effectively.

### **3. Organisation for Health and Safety**

The Trust Executive Head Teacher and Chair of Trustees of WNAT consider health and safety to be an integral part of the management function and have assigned health and safety responsibilities as follows:

#### **3.1 WNAT Executive Headteacher**

The Trust Executive Head Teacher is responsible for ensuring that the Health and Safety Policy of WNAT is implemented and monitored at all levels in the organisation.

#### **3.2 WNAT Chief Finance and Operations Officer, CFOO**

The CFOO is responsible for establishing, monitoring, and communicating the Health and Safety Policy and management system of WNAT, reporting back to the Executive Head teacher and Trust Board where appropriate. The CFOO will provide guidance, management, and leadership. The WNAT CFOO will seek support and professional advice from external advisors as necessary.

#### **3.3 WNAT Estates Manager**

The Estates Manager is a member of the Academies Health and Safety Committee acting as the Trusts point of contact for health and safety matters. The Estates Manager monitors the level of compliance with the WNAT Health and Safety Policy through auditing alongside providing guidance, effective control, and reporting of findings to the CFOO. The Estates Manger will investigate incidents reported in line with the WANT First Aid Policy and provide guidance on improvements where relevant. The Estates Manager will seek support and professional advice from external advisors as necessary.

### **3.4 WNAT Headteachers and Senior Leaders**

All Headteachers and senior leaders are responsible for implementing the WNAT Health and Safety Policy along with any other subsidiary policies, audit findings, outcomes, and procedures within their areas of control and must ensure that risks are identified and avoided or controlled within those areas. They must ensure that adequate resources are provided and that those specifying, purchasing, or hiring equipment or materials consider health and safety. Adequate information related to health and safety must be obtained and passed on to relevant staff, contractors, members of the public, statutory authorities, and clients.

### **3.5 Heads of Department and Managers**

All Heads of Department and Managers are responsible for:

1. The practical implementation of the Health and Safety Policy and other subsidiary policies and procedures, the requirements of the Health and Safety at Work Act 1974 and other relevant legislation within their area of responsibility.
2. Ensuring that operations under their control are, so far as is reasonably practicable, conducted without detriment to the health and safety of employees or others affected by their activities.
3. Ensuring adherence to a safe system of work by competent employees and contractors.
4. Ensuring that their area of responsibility is subject to risk assessment, regular inspections, and adequate supervision.
5. Ensuring that all accidents, incidents, and dangerous occurrences, within their area of responsibility, are reported and investigated where required in accordance with WNAT first aid reporting process and that recommendations for improvement are expediently implemented.
6. Making adequate consideration to health and safety when specifying, purchasing, or hiring equipment or materials and ensuring that contractors under their control do likewise where applicable.

### **3.6 Site Facility Managers**

Site Facilities Managers provide support to managers and staff and act as Health and Safety representatives for the site they are responsible for. The Site Managers will undertake periodic health and safety audits to ensure the site they are responsible for are fulfilling their requirement to follow safe systems of work in the running of their area of the business. This person will formulate and deliver local onsite communication of health and safety matters with contractors that are appointed.

### **3.7 Employees and Staff**

All employees and staff are required to, as part of the Health and Safety at Work Act 1974:

“Take reasonable care for the health and safety of him/herself and others who may be affected by his/her acts or omissions. To co-operate with his/her employer in matters relating to health and safety to enable the employer to comply with requirements” Section 7, H&S @ Work act 1974.

“Not to misuse or interfere with anything provided in the interests of health and safety or welfare (not restricted to employees).” Section 8, H&S @ Work act 1974.

To ensure compliance employees are required to:

1. Co-operate in the implementation of the requirements of all Health and Safety legislation, related codes of practice and safety procedures /instructions.
2. Refrain from doing anything, or omitting to do anything, that causes danger to themselves or others.
3. Immediately bring to the attention of their Line Manager or Site Health and Safety Representative, any situation or practice of which they are aware, which may lead to injury or ill health.
4. Take responsibility for good housekeeping in the area within which they work.
5. Report all accidents, incidents, and dangerous occurrences in accordance with the WANT First aid policy.
6. Follow the advice given in Health and Safety Training to control workplace risks.
7. Take responsibility for their own Health and Safety.

### **3.8 Class Teachers**

In addition to the requirements of Paragraph 2.7. Class teachers are expected to:

1. Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out when required to do so.
2. Follow the health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice.
3. Give clear oral and written instructions and warnings to pupils when necessary.

4. Follow safe working procedures.
5. Use protective clothing and guards where necessary and to carry out periodic checks to ensure the items are serviceable.
6. Make recommendations to their Head Teacher or manager regarding equipment and improvements to plant, tools, equipment, or machinery.
7. Integrate all relevant aspects of safety into the teaching process.
8. Report all accidents, defects, and dangerous occurrences to their manager.

### **3.9 Students**

Pupils, allowing for their age and aptitude, are expected to:

1. Take personal responsibility for the health and safety of themselves and others.
2. Observe standards of dress consistent with safety and/or hygiene.
3. Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
4. Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

### **3.10 Contractors**

All Contractors working on WNAT premises, or elsewhere on their behalf, are required to comply with relevant rules and regulations governing their work activities.

Contractors are legally responsible for ensuring their own safety on WNAT premises or elsewhere on WNAT behalf, the safety of their workforce and for ensuring that their work does not endanger the safety or health of others.

Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work and are to supply copies of Risk Assessment Method Statements, RAMS prior to their engagement if deemed necessary.

Further information is available in the WNAT Control of Contractors guidance.

### **3.11 Communication**

The name of the persons appointed with responsibility for Health and Safety on WNAT or associated premises will be clearly communicated. The designated person with site responsibility will ensure that any relevant information and the control of risks at that premises, is communicated to all staff and visitors.

A HSE Health and Safety Poster will be displayed in a prominent location at each site.

### **3.12 Employee Consultation / Safety Representatives**

The Trust Executive Headteacher and Trustees believe that consulting employees on health and safety matters is important in creating and maintaining a safe and healthy working environment.

Safety representatives of trade unions recognised by WNAT will be consulted on all matters of health and safety that may affect staff and on the provision of health and safety information and training. Non-union staff will also be consulted directly.

Before making any decisions, which could have health and safety consequences for staff, the Trust Executive Headteacher and Trustees will inform safety representatives about the proposed course of action and give them an opportunity to express their views.

### **3.13 Consultation and Training**

The Executive Headteacher of WNAT along with Senior Leaders and Managers of each school under its overall jurisdiction are committed to involving employees at all levels in the maintenance of Health and Safety standards by supplying appropriate training and development to enable employees to discharge competently the responsibilities assigned to them. External Health and Safety Consultants may be used to provide professional health and safety advice if required.

### **3.14 Policy Review**

The Health and Safety Policy is to be monitored and reviewed on a regular basis. For this to be successful a series of benchmarks need to be established. Such benchmarks, or examples of good practice, are defined by comparison with the health and safety performance of other parts of the organisation or the national performance of the occupational group of the organisation. The Health and Safety Executive (HSE) publish an annual report, statistics, and a bulletin, all of which may be used for this purpose. Typical benchmarks include accident rates per employee and accident or disease causation.

There are several reasons to review the Health and Safety policy such as, but not limited to:

1. Significant organisational changes have taken place.
2. There have been changes in key personnel.
3. There have been changes in legislation and/or guidance.
4. New work methods have been introduced.
5. There have been alterations to working arrangements and/or processes.
6. There have been changes following consultation with employees.
7. The monitoring of risk assessments or accident/incident investigations indicates that the Health and Safety policy is no longer effective.



8. Information from manufactures has been received.
9. Advice from an insurance company has been received.
10. The findings of an external Health and Safety Audit has been received.
11. Enforcement action has been taken by the HSE or Local Authority (LA).
12. A sufficient period has elapsed since the previous review.

#### **4. Arrangements for Implementing the Policy**

The following procedures and arrangements have been adopted to ensure compliance with the Trust's Statement of Intent.

##### **4.1 Internal Auditing and H&S Meetings**

Internal audits will be conducted throughout the academic year and will focus on the following aspects.

- General site H&S
- Technology and Art department H&S
- Science department H&S
- Physical Education H&S
- Drama H&S

H&S reports will be discussed as part of Termly H&S meetings. Where a meeting is not a feasible option the H&S reports will provide information on the current level of compliance.

##### **4.2 Risk Assessments**

A Risk Assessment is the process of identifying foreseeable hazards and stating the suitable control measures required to ensure that the risk posed is As Low As Reasonably Practicable, ALARP. Further information of Risk Assessments is available in the WNAT Risk Assessment guidance.

A General Risk Assessment must be completed for each site that includes all departments and areas following the WNAT Risk Assessment guidance. Risk assessments should be made readily available to all staff and should be held as a live document in line with the guidance provided.

##### **4.3 Risk Assessment of Curriculum Activities**

Risk Assessments for curriculum activities within secondary settings will be carried out by relevant Heads of Department/Heads of Faculty using and adapting where applicable the model risk assessments available through CLEAPSS.

For departments where CLEAPSS is not relevant, or information is not available the WNAT risk assessment form should be utilised as per the WNAT Risk assessment guidance.

For curriculum activities within a primary setting the WNAT primary curriculum risk assessment check list should be completed by the Headteacher as per the WNAT risk assessment guidance.

All Risk assessments should be stored within the school online Estates Management System (EMS) where possible and be made readily available for all staff upon request.

#### **4.4 Consultation with Employees**

Staff should be made aware of who their union representative is and how to contact them if required.

Staff not represented by a union should be made aware of who they can approach for consultation.

#### **4.5 Health and Safety Training**

##### **4.5.1 Induction**

The induction of new staff, either in a teaching or support role, is an important process. Health and safety induction will be provided for all new employees and for work experience placement students following WNAT Induction Policy guidance.

##### **4.5.2 Training Records**

H&S training records should be maintained by the WNAT HR team with personal files updated.

##### **4.5.3 Training Requirements**

Whilst school environments are low risk there are areas where the hazards are increased and as such there is a higher risk attributed. Examples are as follows.

1. The use of drills, lathes etc within the Technology Department
2. The use of chemicals within the Science Department
3. Accessing of loft spaces or boiler rooms for Site Employees

Therefore, Heads of Department and Site Managers are responsible for ensuring that staff exposed to increased risk, by virtue of their role, are to complete suitable H&S training with records held.

In addition to role H&S training needs, there are mandatory training requirements that all employees must complete on an annual basis.

Therefore, all employees are required to complete the following training irrespective of role.

- Fire Awareness Training / Fire Warden Training
- Display Screen Equipment Training

Additional training may be required following a trend in incidents such as an increase in slips and trips etc. or following disciplinary action.

Whilst not mandatory it is highly recommended that, due to the level of responsibility held, Headteachers, Managers and Senior Leaders complete additional training to obtain an i/understanding of the requirements. For example, but not limited to.

- H&S Awareness for Managers
- Legionella Awareness
- Asbestos Awareness
- Risk assessment training

Due to the higher level of risk associated with the role, all site team employees are to complete the following training in addition to the mandatory fire training requirement.

- Legionella Awareness
- Asbestos Awareness
- Working at height
- Slips, Trips and Falls
- Manual Handling Training
- Lone working Awareness
- COSHH Awareness

Cleaning teams are to receive an annual refresher on H&S requirements in the form of a brief, to be signed as having been received and understood, which is to include information on

- Fire awareness
- COSHH
- Slips, Trips and Falls
- Electrical Safety

Catering teams are to complete role specific H&S training as indicated by the WNAT Executive Chef in addition to the mandatory fire awareness training.

#### **4.6 Information and Advise**

Further guidance on H&S requirements can be in found in the Estates Services section of the WNAT website.

Or by contacting the WNAT Estates Manager

## **5. Operational Risks**

### **5.1 Fire Safety**

All WNAT sites are to have an annual Fire Risk Assessment, FRA, conducted by a suitable qualified and experienced external contractor.

The findings of the FRA are to be reviewed in a timely manner and planned for in priority order with urgent findings addressed immediately. Where a recommendation for an improvement includes a high level of disruption or financial expenditure the risk is to be mitigated against, if acceptable, to ensure it remains As Low As Reasonably Practicable, ALARP. However, all mitigation should be temporary and never the main solution.

The recommendation for improvement must be included in the site infrastructure plan for implementation at the next opportune moment.

All staff must complete mandatory fire safety awareness / Fire warden training annually irrespective of role within the Trust.

All WNAT sites are to have a contract in place with a suitably experienced contractor for the servicing and test of fire equipment such as

- Fire system service
- Call point testing
- Emergency light tests
- Fire extinguisher servicing

Service and maintenance records are to be reviewed to ensure remedial work is addressed or mitigated against where practical.

On site staff are to ensure the following

- Weekly testing of the fire alarm system is carried out and recorded.
- Termly evacuation drills are carried out and recorded.

Further information on fire safety requirements is available in the WNAT Fire Compliance Code.

### **5.2 First Aid**

Information relating to first aid requirements is available in the WNAT First Aid Policy.

### **5.3 Legionella Control**

All WNAT schools are to have in place a contract with a water management company to ensure that all requirements for the control of legionella are in place. This should include the following aspects where applicable.

- Temperature recording of storage vessels and outlets.
- Cold Water Storage Tank, CWST, inspections
- Bacteria testing of Potable water.
- Purging of expansion vessels
- TMV failsafe testing

In addition to the above all schools are to have in place a Legionella Risk Assessment conducted by a suitably experienced contractor that is to be reviewed every 2 years.

The findings of the LRA are to be reviewed in a timely manner and planned for in priority order with urgent findings addressed immediately. Where a recommendation for an improvement includes a high level of disruption or financial expenditure the risk is to be mitigated against, if acceptable, to ensure it remains As Low As Reasonably Practicable, ALARP. However, all mitigation should be temporary and never the main solution.

The recommendation for improvement must be included in the site infrastructure plan for implementation at the next opportune moment.

Service and maintenance records are to be reviewed to ensure remedial work is addressed or mitigated against where practical.

Further information on legionella requirements is available in the WNAT Legionella Compliance Code.

#### **5.4 Asbestos Control**

All WNAT schools are to have an Asbestos survey completed annually by a suitably qualified contractor. The survey is to be made readily available at reception to allow all staff and contractors who require the information ease of access.

In addition to the survey all schools are to have in place an Asbestos Management Plan, AMP, to ensure that visual inspections are recorded, and that any additional concerns identified post survey are captured.

Staff required to conduct visual inspections are required to complete asbestos awareness training annually.

Further information on the control of asbestos can be found in the WNAT Asbestos compliance code.

#### **5.5 Electrical Safety**

All WNAT schools are to hold a satisfactory Electrical Installation Conditioning Report (EICR). For larger sites the areas should be phased for ease of management.

Where minor electrical work is conducted the school is to ensure that the Minor Electrical Work Certificate is held.

**Staff are to refrain from using extension leads where possible and should ensure that all electrical items are switched off when not in use or at the end of the day.**

Further information on the electrical requirements is available in the WNAT Electrical Compliance Code.

## 5.6 Hazardous Substances

### **SUBSTANCES CONTAINING BLEACH ARE NOT PERMITTED FOR USE WHEN CLEANING AT ANY SITE**

Hazardous substances will be in use in both curriculum settings and for general maintenance and cleaning requirements.

Risk assessments for hazardous substances utilised as part of the curriculum should be made accessible to both staff and students. Information such as HAZCARDS provided by the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) are acceptable.

Where CLEAPSS does not provide information then a local risk assessment is to be completed using the information provided on the Material Safety Data Sheet, MSDS.

For hazardous substances used for general maintenance and cleaning, risk assessments must be completed for all substances that may be a hazard to health. However, where you can readily demonstrate the risk is low and easily controlled by following manufacturer's instructions (such as those in the Safety Data Sheet (SDS); detailed assessments are not necessary e.g., when using domestic cleaning chemicals or standard office products. Safety Data sheets (SDS) for all hazardous substances, irrespective of whether a risk assessment is required will be recorded, maintained and accessible to all.

All staff required to utilise cleaning products as part of their role should complete the skin self-assessment questionnaire annually. Issue identified should be addressed accordingly by line managers with additional control measures implemented as required.

## 5.7 Computers and Workstations

Computers are utilised in all roles across the Trust whether this be in the form of a desk top workstation, Laptop, or tablet. Additionally, the time exposed to equipment can vary dependent on the role of the individual.

Therefore, to ensure awareness of the potential issues related to the use of Display Screen Equipment, DSE, all staff irrespective of role and type of equipment used are to complete DSE awareness training

Further information can be found in the WNAT Display Screen Equipment compliance code.

## 5.8 Plant and Equipment

Plant and Equipment covers a multitude of items from Heating Boilers and Air Conditioning Units through to Extraction systems and Technology Machinery. It is therefore important that all equipment is serviced, inspected, and maintained in accordance with the appropriate regulations.

In secondary schools the site manager holds the responsibility for ensuring that servicing and inspection of plant and equipment is conducted in line with the requirements of the applicable regulation, code of Practice or British Standard. Within primary schools the responsibility is held by the Trust Estates Manager with support from the site caretakers.

Due to the complexity of the requirements a compliance management tool is provided in the form of a compliance spreadsheet and associated action logs. It is imperative that a monthly review of the compliance sheet is conducted by the responsible person, with all action logs updated accordingly using the most recent record.

Action logs enable all issues identified during servicing and inspection to be captured and remedial work to be scheduled. Where an issue can potentially impact H&S or the operational ability of the school the Head is to be made aware immediately and suitable mitigation implemented to control any identified increased risk. Action logs will also be reviewed termly and included as part of the Termly H&S meeting agenda.

## **5.9 Working at Height**

Working at height means working in any place where, if no precautions were in place a person could fall a distance liable to cause personal injury. In a school setting it is unlikely that most staff will be required to conduct working at height.

However, where a requirement to work at height is identified then suitable equipment must be used. Note, it is not acceptable to utilise furniture such as chairs or desks to conduct working at height.

Staff who may be required to conduct working at height as part of their role such as Caretakers, Drama technicians etc are to complete annual working at height training and are to ensure that suitable equipment is always used.

Working at height is to be included in the site general risk assessment.

## **5.10 New an Expectant Mothers**

It is imperative that, when informed, a Risk Assessment is conducted for all expectant mothers. Control measures should look to identify any additional control measures that may be required to minimise exposure to risk that has the potential to harm the mother and unborn child.

The risk assessment must also identify further control measures following the birth of the child.

Further advice on risk assessing for new and expectant mothers can be found in the WNAT new and expectant mothers risk assessing compliance code.

## **5.11 Lone Working**

It is highly likely that some staff will be required to conduct lone working as part of their role. This may include cleaning staff, caretaking staff and teaching staff. As such all sites should complete a Lone working risk assessment that includes identification of suitable control measures, and an action plan should issues occur.

Note, lone working is not restricted to single individuals and can include numerous individuals working in remote areas of a single site at any one time.

Further guidance on lone working requirements can be found in the WNAT lone working compliance code.

## **5.12 Operation of Minibuses**

All WNAT minibuses are leased vehicles. Therefore, all damage is to be reported to the Site manager or Trust Estates Manager at the earliest opportunity.

All drivers of WNAT minibuses must hold a D1 category licence and are solely responsible for the vehicle and occupants H&S when in operation. Vehicle control forms must be completed prior to and immediately following all trips as per WNAT minibus guidance.

## **5.13 Site Security and Visitors**

All sites should be made secure throughout the school day.

Main entrance and exit points should be controlled and a holding area/ foyer should be utilised. Where there is no provision to do this then all visitors should be monitored until their escort arrives with access to the site strictly controlled.

All visitors must report to the Reception Office area where they will be asked to sign the visitor's book or utilise the electronic system. Visitors must wear a visitors' badge & lanyard when on site. Persons not wearing a visible lanyard are to be challenged including 6th form students.

All visitors should be escorted whilst on site with the escort being always responsible until the visitor leaves site.

## **5.14 Contractors**

Contractors are employed to conduct various work requirements at all school sites.

Where a contractor is employed for educational purposes, it is the responsibility of the individual arranging the requirement to ensure that the contractor meets DBS requirements, and that reception staff are made aware of the requirement.

Contractors employed to conduct regular maintenance such as legionella temperature recording, or fire alarm testing are to be confirmed as holding DBS certification. To assist this requirement, all reception staff have access to a list of approved contractors that is to be reviewed and updated at least annually by the Trust Estates Manager.

If in any doubt regarding contractors, the Site Manager or Trust Estates Manager should be contacted. Where it is not possible to confirm DBS certification then the individual is to be escorted or entry is to be refused.

Contractors should be informed of the location of the fire assembly point upon arrival and advised on any works that may impact their H&S whilst on site.

Contractors are to abide by all site H&S requirements and where access to hazardous areas is required, such as roof spaces, a copy of the contractors Risk Assessment Method Statement, RAMS is to be requested prior to allowing access.

Contractors involved in improvement projects will be controlled via other means and information is available in the WNAT Control of Contractors compliance code.



### **5.15 Onsite Vehicle Movements**

Where access to the site is possible by vehicles a minimum speed limit of 4 mph should be imposed and displayed in prominent locations.

Additional safety signage such as children at play, pedestrians etc should also be considered and students should be monitored to ensure roadways and vehicle access points remain clear when transiting around the school site.

### **5.16 Educational Visits**

Educational visits, including residential visits and any school-led adventure activities, will be organised following the EVOLVE system provided by Norfolk County Council

### **5.17 Infectious Disease**

For guidance regarding Standard Infection Control refer to the WNAT infectious diseases compliance code.