



LIGHTHOUSE
SCHOOLS PARTNERSHIP

HEALTH, SAFETY AND WELFARE POLICY

Part 3 - Arrangements

Statutory

Policy Approved by the Board of Trustees	
Signed:  Name: Adele Haysom Chair of Board of Trustees	Date: 27 January 2026
Authorised for Issue	
Signed:  Name: Gary Lewis Chief Executive	Date: 27 January 2026

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This policy applies to all schools and employees within Lighthouse Schools Partnership.

This policy remains valid, and in operation, until a new or updated policy is published.

Commitment to Health, Safety and Welfare

Lighthouse Schools Partnership (LSP) is dedicated to providing a safe and healthy working environment for all employees, students, contractors and visitors. We are committed to complying with the Health and Safety at Work Act (1974) and all relevant Health and Safety legislation and regulations.

LSP Health, Safety and Welfare Policy

LSP Health, Safety and Welfare Policy is presented in three parts:

- **Part 1 - Statement of Intent**

Our [Statement of Intent](#) sets out the aims of the Health, Safety and Welfare Policy and some of the high-level arrangements for delivering the Policy. This document is produced at Trust level and is applicable to all schools within the Trust.

- **Part 2 - Organisation**

This internal document sets out the Health and Safety responsibilities of key personnel within the organisation and explains the Strategic systems and procedures that form the basis of our health and safety regime. This document is produced at Trust level and is then tailored to meet the requirements of each school.

- **Part 3 - Strategic overview of arrangements (This Document)**

The strategic overview of arrangements provides a high-level summary of the main areas of health and safety activity. This internal document is produced at Trust level and is then tailored to meet the requirements of each school.

This document works in conjunction with the LSP Internal Site Handbook for further detailed information.

Contents

1. Accident and Incident Reporting	7
2. Administration of Medicines	7
3. AED (Automated External Defibrillator)	7
4. Air Extraction	7
5. Allergies and Anaphylaxis	7
6. Asbestos Management	7
7. Behaviour.....	8
8. Bleed Kits	8
9. Bomb Threats	8
10. Buildings and Premises.....	9
11. Caretaking and Premises Management	10
12. Construction Design and Management (CDM)	10
13. Child Protection	10
14. Cleaning and Housekeeping	10
15. Communicating Health & Safety Information.....	11
16. Confined Spaces	11
17. Control of Substances Hazardous to Health (COSHH).....	11
18. Curriculum Activities - High Risk	12
19. Cyber Security.....	12
20. Defect Reporting.....	13
21. Design and Technology (D&T).....	13
22. Display Screen Equipment (DSE)	13
23. Drama and Dance	13
24. Driving (including Minibuses).....	14
25. Educational Visits.....	14
26. Electricity.....	14
27. Emergency Procedures.....	15
28. Fire Safety	16
29. First Aid Provision and Medical Support	16
30. Food Safety	17
31. Gas Safety	17
32. Glazing	17
33. Grounds Maintenance	18
34. Health - Supporting Pupils and Staff with Medical Conditions	18

35. Health and Safety Performance	18
36. Health and Safety Representatives, Trade Union and Staff Consultation	18
37. Health, Safety and Wellbeing Committee.....	18
38. Hoists.....	18
39. Housekeeping	18
40. Infectious Diseases and Infection Control	19
41. Incident reporting	19
42. Induction.....	19
43. Inspections	19
44. Insurance.....	19
45. Internet	20
46. Intimate Care	20
47. Ionizing Radiation and Radon	20
48. IT Equipment	21
49. Keeping Children Safe in Education	22
50. Legionella.....	22
51. Lettings and Third-Party Use of Premises	22
52. Lifting Equipment (Including Hoists)	23
53. Lone Working.....	23
54. Local Exhaust Ventilation and Air Extraction	23
55. Machinery and plant.....	24
56. Manual Handling (Including the Lifting and Carrying of Objects, Children, or Adults)	24
57. Medical conditions.....	24
58. Menopause	24
59. Minibus	25
60. Mobile Phones	25
61. Monitoring and Auditing Health and Safety Performance	25
62. Music	25
63. Noise and Vibration.....	25
64. Off-Site Visits	26
65. Outdoor Structures and Features.....	26
66. PE	26
67. Plant, Machinery, and Equipment	26
68. Playing Fields.....	27
69. Playground Equipment	27

70. Portable Equipment (all types)	28
71. Portable appliance testing (PAT)	28
72. PPE.....	29
73. Premises	29
74. Radon.....	29
75. Reporting of injuries, diseases and dangerous occurrences or RIDDOR	29
76. Risk assessments	29
77. Safeguarding.....	30
78. School Trips	30
79. Science	31
80. Security	31
81. Slips, Trips and Falls	31
82. Solar Panels and Emerging Electrical Systems.....	32
83.Sport	32
84. Sporting Events	32
85. Stress	32
86. Supporting pupils with medical conditions.....	32
87. Trade Union/Staff Consultation	32
88. Training	32
89. Transport	33
90. Trees	33
91. Trespass.....	33
92. Trips	34
93. Unacceptable Behaviour	34
94. Utility service	34
95. Vehicles	34
96. Vehicles and Pedestrian Safety	34
97. Violence and Aggression	35
98. Warning, Banning, and Trespass Procedures.....	35
99. Waste.....	36
100. Water Hygiene and Legionella Management.....	36
101. Wellbeing	36
102. Working at Height	37
103. Working Together to Safeguard Children / Keeping Children Safe in Education.	37
104. Work Experience	37

1. Accident and Incident Reporting

The Trust complies with the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**. All accidents, near-miss incidents, and cases involving aggression or violence must be reported in accordance with the Trust's Policy and Procedures for Reporting Incidents of Violence, Injuries, Diseases and Dangerous Occurrences.

- **Minor Incidents:** These should be recorded in the school's 'bump book.' Communication must be made to both parents/carers and relevant staff to ensure appropriate follow-up.
- **Significant Incidents:** Any incident resulting in missing education, leaving site, or requiring off-site medical treatment or incidents that could need to be investigated internally or externally must be logged in the Trust's compliance software. These incidents must be reviewed and followed up to ensure appropriate action is taken.
- **Record Keeping:** All incident records must be retained in accordance with data protection and safeguarding requirements.

For more information see LSP Site Handbook.

2. Administration of Medicines

See First Aid Provision and Medical support.

3. AED (Automated External Defibrillator)

AEDs should be part of the school's first aid provision. For further details, where AEDs are in place on a school site, refer to the School's First Aid Policy.

4. Air Extraction

Refer to the Local Exhaust Ventilation and Air Extraction

5. Allergies and Anaphylaxis

Medical information for pupils and staff is updated regularly. Training is provided in line with national guidance. For further details, refer to the Health and Infectious Diseases Medical Policy, Practice Guidance, and Critical Incident Management Procedures.

6. Asbestos Management

The Trust acknowledges its duty to manage asbestos-containing materials (ACMs) safely across all buildings.

- **Identification and Records:** Schools that have construction before 2000 will have Asbestos management plans in place with the surveys and removal certification available on the online Portal.
- **Pre-Work Surveys:** All works in areas identified to have ACMs present will have Renovation and Demolition surveys completed before work is started.
- **Emergency Procedures:** If suspected ACMs are disturbed, suspend all works and seal off the area. Call Trust Approved Contractors to obtain relevant tests followed by encapsulation or removal as necessary.
- **Training:** All Staff are required to complete Asbestos Awareness training on the Trusts compliance software. Staff who are likely to encounter ACMs will have more in-depth face-to-face training organised by the Trust.

For more information see LSP Site Handbook.

7. Behaviour

A School's Behaviour Policy (published on the school's website) outlines expectations for pupil conduct and includes procedures for managing challenging behaviour, including the use of reasonable force (positive handling) where necessary. This is recognised as a higher-risk area and is integral to effective safeguarding practices.

- Staff are trained in de-escalation and positive handling techniques in line with statutory guidance.

8. Bleed Kits

Bleed kits could be installed in appropriate locations across the school estate following a risk-based assessment. If a bleed kit is present on the school's site:

- Kits will be part of the school's medical and first aid provision and may be co-located with defibrillators.
- Pupils and staff will receive training on their use to support emergency preparedness and community safety.

9. Bomb Threats

The Schools in the Trust have established procedures for evacuations and lockdowns, which will be applied as appropriate when responding to bomb threats, aligned with emergency preparedness and critical incident management protocols.

- A search and evacuation plan will be implemented where appropriate, including evacuation to a minimum of **200 meters** with a designated fallback zone.

10. Buildings and Premises

Effective management of school premises and grounds is essential to maintaining safe, compliant, and well-functioning environments across the Trust.

Documentation and Compliance

Schools must maintain up-to-date documentation—either paper or electronic—covering:

- Compliance records, maintenance logs, inspection reports, and repair histories
- Defect reporting procedures and follow-up actions
- Safety documentation for fire, asbestos, legionella, radiation, and other hazards
- Grounds maintenance records, including tree surveys and seasonal risk assessments
- Insurance inspection reports and certificates
- Compliance and defect reports from internal and external audits
- Any other relevant site-specific documentation

Building Condition Surveys

A comprehensive Building Condition Survey will be conducted every five years across the Trust estate.

- Findings will be risk-assessed and prioritised for action
- Survey outcomes will inform strategic planning and capital investment

Grounds Maintenance

Grounds maintenance is integral to site safety, aesthetics, and environmental health.

- Schools must maintain safe outdoor areas including playing fields, pathways, and vegetation
- Tree surveys should be conducted regularly to identify hazards and support biodiversity
- Seasonal risks (e.g. ice, leaf fall, overgrowth) must be managed proactively
- Grounds maintenance activities should be documented and reviewed as part of site inspections

For more information see LSP Site Handbook.

11. Caretaking and Premises Management

The Trust recognises that effective caretaking and premises management are essential to maintaining safe, compliant, and well-functioning educational environments. These roles directly support health, safety, and wellbeing across the Trust.

To uphold this commitment, the following strategic measures will be implemented:

- Leadership and Accountability
- Planned Preventive Maintenance (PPM)
- Hazard Identification and Defect Reporting
- Contractor Coordination
- Emergency Preparedness
- Compliance and Continuous Improvement

For more information see LSP Site Handbook.

12. Construction Design and Management (CDM)

The Trust is committed to fulfilling its responsibilities under the Construction (Design and Management) Regulations 2015 (CDM 2015). This includes ensuring that all construction-related activities are planned, managed, and monitored to safeguard the health and safety of pupils, staff, contractors, and visitors.

For more information see LSP Site Handbook.

13. Child Protection

See school's Safeguarding Policy.

14. Cleaning and Housekeeping

The Trust is committed to maintaining clean, safe, and hazard-free environments across all school sites. The specification in cleaning contracts ensure consistent coverage.

Effective cleaning and housekeeping are foundational to health and safety, contributing directly to:

- Fire prevention
- Infection control
- Operational efficiency
- Staff, pupil, and visitor wellbeing
- Waste and Recycling Management

For more information see LSP Site Handbook.

15. Communicating Health & Safety Information

The Trust is committed to ensuring that all employees, contractors, visitors, and other stakeholders receive timely and appropriate health and safety information.

- Communication Channels
- Parent and Carer Communication
- Contractor Briefings
- Site Signage and Markings
- Crisis and Emergency Communication

16. Confined Spaces

The Trust recognises the elevated risks posed by confined spaces and complies with the **Confined Spaces Regulations 1997**. These areas—such as loft voids, under-stage zones, or enclosed spaces—may present hazards including fire, asphyxiation, or entrapment.

Control Measures:

- **Avoidance:** Entry will be avoided unless essential.
- **Safe Systems of Work:** Documented procedures will be followed where entry is required.
- **Training:** Staff will receive appropriate training.
- **Emergency Preparedness:** Procedures will be in place and regularly rehearsed.
- **Governance:** Activities will be overseen by the Central Estates Team and reviewed via the Trust's compliance cycle. Records will be maintained in the compliance system.

For more information see LSP Site Handbook.

17. Control of Substances Hazardous to Health (COSHH)

The Trust complies with the **COSHH Regulations 2002** to manage hazardous substances safely across all school environments.

- **Scope:** Includes cleaning agents, lab chemicals, maintenance products, and curriculum materials.
- **Responsibilities:** Coordinated by the Health & Safety Coordinator, School Business Manager, and Site Manager, with subject leads overseeing curriculum-specific substances.
- **Documentation:** Each school maintains an inventory with safety data sheets, risk assessments, and control measures.

- **Guidance:** CLEAPSS advice informs safe practices, especially in science, technology, and art.
- **Monitoring:** Compliance is tracked via the Trust's software; audits and incidents inform updates and training.

For more information see LSP Site Handbook.

18. Curriculum Activities - High Risk

The Trust recognises that certain curriculum activities present elevated health and safety risks. These include, but are not limited to:

- Science
- Food Technology
- Physical Education (PE)
- Design & Technology (D&T)
- Music
- Drama and Dance

Strategic Measures

To ensure the safety of pupils and staff during high-risk curriculum activities, the following measures will be implemented:

- **Training and Competency**
- **Risk Assessments**
- **Equipment and Safety Controls**
- **Emergency Procedures**
- **External Advisory Support**

For more information see LSP Site Handbook.

19. Cyber Security

The Trust recognises that cyber security is a critical component of its health, safety, and wellbeing framework. The Trust's systems contain sensitive information and support essential operational processes, making their protection a strategic priority.

Strategic Commitments

- System Assessment and Protection
- Data Backup and Resilience Testing
- Policy Integration
- Training and Awareness
- Monitoring and Incident Response including reporting to Trustees.

20. Defect Reporting

The Trust is committed to maintaining safe and compliant environments through proactive identification and resolution of defects across all school sites.

Reporting Procedures

- **Access to Reporting Tools**
All staff have access to the Trust's compliance software and have received training on how to report defects using this system.
- **Immediate Risk Response**
Defects that pose an immediate health and safety risk must be escalated and followed up to ensure prompt rectification.
- **Monitoring and Follow-Up**
Reported defects will be tracked through the compliance system. Site managers and relevant staff are responsible for ensuring timely resolution and documentation of corrective actions.
- **Integration with Inspections and Audits**
Defect data will be reviewed as part of regular health and safety inspections and audits to identify patterns and inform preventative maintenance planning.

For more information see LSP Site Handbook.

21. Design and Technology (D&T)

See 18. Curriculum Activities - High Risk

22. Display Screen Equipment (DSE)

The Trust is committed to ensuring the health, safety, and wellbeing of staff who use **Display Screen Equipment (DSE)** as part of their work. This includes desktop computers, laptops, tablets, and other screen-based devices.

- **Training** - All staff who regularly use DSE will complete a DSE training course.
- **Online Risk Assessments** - Staff will undertake an **online DSE risk assessment** for their workstation.
- **Corrective Actions** - Any issues identified through assessments will be addressed promptly to ensure compliance with health and safety legislation
Further information is available [here](#).

For more information see LSP Site Handbook.

23. Drama and Dance

See 18. Curriculum Activities - High Risk

24. Driving (including Minibuses)

The Trust ensures all driving activities are safe, legal, and compliant.

- Applies to school-owned, hired, and staff vehicles used for work.
- Staff must hold the correct licence and complete minibus training if applicable.
- Vehicles must be roadworthy, regularly maintained, and logged in the compliance system.
- Personal vehicle use requires valid insurance, MOT, and risk assessment.
- Emergency procedures and safety equipment must be in place.

Further details are in the School's Driving for Work and Minibus Policy.

25. Educational Visits

Educational visits must be planned and managed to ensure safety and wellbeing.

- If no specific Educational Visits Coordinator (EVC) is appointed, The Headteacher or Business Manager assume this responsibility
- All visits require a **comprehensive risk assessment** and formal **approval** in line with Trust and statutory guidance.
- Staff leading visits must be trained; parents/carers must be informed and provide consent.
- Visits are **monitored and reviewed** post-trip to support continuous improvement.

For more information see LSP Site Handbook.

26. Electricity

The Trust acknowledges its responsibility to ensure that risks associated with electrical systems, both fixed and portable, are assessed and reduced to the lowest practicable level.

Measures

- **Regulatory Compliance:** All electrical systems must meet statutory requirements. Schools must ensure installations and maintenance are carried out by qualified professionals in line with national standards.
- **Approved Contractors:** Only certified and approved contractors are permitted to carry out electrical work.

- **Inspection and Testing:** Fixed wiring inspections are conducted at least every five years, or sooner if required. Portable Appliance Testing (PAT) is carried out annually, with records maintained locally.
- **Maintenance and Fault Reporting:** Electrical faults must be reported immediately via the Trust's defect reporting system. Urgent issues are escalated for prompt resolution. Preventive maintenance is scheduled through the Planned Preventive Maintenance (PPM) program.
- **Training and Awareness:** Staff are briefed on electrical safety protocols, including safe use of equipment and emergency procedures. High-risk areas (e.g., science labs, workshops) receive additional oversight.
- **Emergency Preparedness:** Isolation points are clearly marked, and emergency shutdown procedures are documented and tested. Fire risk assessments include electrical hazards.
- **Integration with Other Systems:** Electrical safety is linked to fire safety, PAT, solar panel systems, and emerging technologies. Oversight is provided by site managers and the Health & Safety Coordinator.

Also see Portable Appliance Testing (PAT)

For more information see LSP Site Handbook.

27. Emergency Procedures

The Trust is committed to ensuring that all schools are prepared to respond effectively to emergencies. This includes incidents such as fire, gas leaks, flooding, utility outages, aggression or violence, and terrorism.

Strategic Framework

- **Policy and Guidance**
Emergency procedures are based on the 3C's advice from the Trusts external advisor and government guidance, including:
 - Policy for Critical Incidents
 - Business Continuity Planning
 - Community Support Protocols
- **Staff Judgement and Training**
The Trust acknowledges that emergencies may not always follow predictable patterns. Staff are expected to respond using their training, professional judgement, and available resources.

For more information see LSP Site Handbook.

28. Fire Safety

The Trust complies with the **Regulatory Reform (Fire Safety) Order 2005** and is committed to maintaining safe environments across all school sites.

- **Leadership and Oversight:** Each school must appoint a designated fire safety lead and maintain a fire log within the Trust's compliance system.
- **Drills and Preparedness:** Fire drills must be conducted **termly**, with the first drill scheduled early in the academic year to familiarise new pupils and staff with procedures.
- **Risk Assessment:** Fire Risk Assessments must be current and reviewed **annually** or following significant changes to the premises or operations.
- **Evacuation Protocols:** Clear evacuation procedures must be displayed, regularly practiced, and included in staff induction.
- **Training and Competency:** Staff will receive fire safety training appropriate to their role, covering evacuation protocols and hazard identification.

For more information see LSP Site Handbook.

29. First Aid Provision and Medical Support

The Trust ensures appropriate first aid and emergency medical support across all school sites, in line with the **First Aid at Work Regulations 1981** and DfE guidance.

- **Provision and Equipment:** Each school must have trained first aiders available during operational hours. Emergency equipment—including AEDs and bleed kits—is installed based on risk assessments and clearly signposted. These may be co-located for accessibility and are part of the school's wider medical provision.
- **Medication Administration:** Medication is administered in accordance with the **School's Supporting Pupils and Staff with Medical Conditions Policy or equivalent**. Staff, volunteers, and parents/carers are informed of procedures, and parents/carers are notified when medication is administered.
- **Training and Competency:** Staff administering medication or emergency support must be trained and competent. Pupils and staff should receive training on the use of Bleed Kits, AEDs and other equipment to support emergency preparedness if present on the school site.

Communication and Record Keeping: Relevant health information is shared appropriately, and all medical interventions are documented in line with **safeguarding and data protection requirements**.

For more information see LSP Site Handbook.

30. Food Safety

The Trust is committed to ensuring that all food-related activities, whether part of the curriculum, catering services, or community events are conducted in a safe and hygienic manner. Food safety is managed in accordance with guidance from the Food Standards Agency and linked to occupational health and safety practices.

Strategic Measures

- Hazard Analysis and Critical Control Point (HACCP)
- Scope of Application
- Risk Assessments
- Allergy and Intolerance Management
- Training and Oversight

31. Gas Safety

The Trust is committed to ensuring the safe installation, maintenance, and use of gas appliances and systems across all school sites. These arrangements are designed to comply with the Gas Safety (Installation and Use) Regulations and support the Trust's broader health and safety framework.

- **Competent Contractors:** All gas-related work—including installation, maintenance, and repair—will be carried out by Gas Safe registered engineers.
- **Regular Maintenance and Inspections**
- **Residential Accommodation:** Where residential accommodation is provided as part of employment (e.g. caretaker's housing), the Trust will fulfil its duties as a landlord,
- **External Use of Gas Appliances:** Safety arrangements also apply to gas appliances used externally, such as BBQs or outdoor heaters.

For more information see LSP Site Handbook.

32. Glazing

The Trust is committed to ensuring that all glazing across its estate is safe, secure, and compliant with relevant health and safety standards.

- **Regular Inspections:** The school undertakes a regular glazing review. Any unsafe glazing identified in the review will be replaced.
- **Prompt Reporting:** Any damaged glass will be reported and made safe immediately and replaced as soon as possible.

These arrangements apply to all glazing including external buildings e.g. sheds.

For more information see LSP Site Handbook.

33. Grounds Maintenance

See Buildings and Premises

34. Health - Supporting Pupils and Staff with Medical Conditions

See First Aid Provision and Medical support.

35. Health and Safety Performance

See Monitoring and auditing Health and Safety performance.

36. Health and Safety Representatives, Trade Union and Staff Consultation

The Trust is committed to meaningful consultation with staff to promote high standards of health, safety, and wellbeing.

- Complies with statutory duties under the **Health and Safety at Work Act 1974**, **Management of Health and Safety at Work Regulations 1999**, and **Fire Safety Order 2005**.
- Trade Union and staff-elected representatives are supported with access to information, training, and forums.

A **Health, Safety and Wellbeing Committee** will be established to facilitate structured consultation and oversight.

37. Health, Safety and Wellbeing Committee

The Trust will establish a **Health, Safety and Wellbeing Committee** at each school/federation to support oversight, consultation, and continuous improvement.

- The Committee will meet **termly** (based on 3 terms) and follow an agreed **Terms of Reference**.
- Membership will include operational leads and relevant representatives.
- **Minutes and actions** will be recorded and shared with the Local Governing Body within **two weeks**.
- The Committee will review performance, inform policy updates, and support strategic planning across the Trust.

38. Hoists

See Lifts and Lifting equipment.

39. Housekeeping

See Cleaning and Housekeeping

40. Infectious Diseases and Infection Control

The Trust adopts a proactive approach to infection prevention and control, aligned with national public health guidance.

- Promotes awareness among pupils, staff, parents, and visitors.
- Implements clear reporting and escalation protocols.
- Maintains enhanced cleaning and hygiene measures, especially in high-risk areas.
- Applies proportionate controls based on site-specific risk assessments.
- Monitors and reviews practices through governance and compliance audits.

For more information see LSP Site Handbook.

41. Incident reporting

This is described under 'Accident reporting' regarding accidents and 'Defect reporting' for defects around the site.

42. Induction

See Training

43. Inspections

The Trust conducts regular inspections to maintain safe, clean, and compliant environments.

- An inspection schedule is in place, with at least **three inspections per academic year** to be completed by the health and safety committee.
- Inspections involve staff, governors, and external advisors where appropriate.
- Cleaning standards and hygiene practices are reviewed as part of inspections.
- Focus is tailored to site-specific risks and seasonal concerns.
- Findings are documented, reported via compliance systems, and reviewed by governance bodies.

For more information see LSP Site Handbook.

44. Insurance

The Trust maintains robust insurance arrangements to ensure legal compliance, resilience, and protection of pupils, staff, visitors, and assets.

- Annual reviews ensure coverage remains adequate and relevant.
- Policies reflect operational risks and align with audit and risk assessment findings.

- Insurance is integrated into business continuity and emergency planning.
- Governance is maintained at Trust level to oversee insurance matters.

45. Internet

See IT Equipment

46. Intimate Care

The Trust ensures intimate care—such as toileting, washing, dressing, and medical support is delivered with dignity, privacy, and in line with safeguarding policies.

- Care follows the Trust’s Safeguarding and Child Protection Policy.
- Written parental consent is required for planned activities.
- Only trained and authorised staff may provide intimate care.
- Care is delivered in clean, private settings with appropriate equipment.
- Activities are recorded and reviewed by safeguarding leads.
- Procedures align with medical, manual handling, and staff conduct policies.

47. Ionizing Radiation and Radon

The Trust acknowledges its statutory duty to ensure the safe storage, handling, and use of ionising radiation sources and the management of radon exposure in accordance with the **Ionising Radiations Regulations 2017 (IRR17)**, the **Health and Safety at Work etc. Act 1974**, and relevant sector-specific guidance, including **CLEAPSS L93 - Managing Ionising Radiations and Radioactive Substances in Schools** and **HSE guidance on radon in the workplace**.

This responsibility forms part of the Trust’s broader commitment to safeguarding the health, safety, and wellbeing of pupils, staff, and the wider school community. To fulfil this obligation, the following control measures shall be implemented:

- **Controlled Inventory:** A secure and up-to-date inventory of all radioactive sources shall be maintained at each relevant site.
- **Safe Usage Protocols:** Procedures for the safe handling, use, and storage of ionising radiation sources shall be established and rigorously followed.
- **Radon Monitoring and Mitigation:** Radon levels shall be assessed in accordance with HSE guidance. Where elevated levels are detected, mitigation measures such as ventilation improvements or sealing of entry points will be implemented.

- **Personal Protective Equipment (PPE) and Monitoring:** Appropriate PPE shall be provided, and radiation monitoring shall be conducted where necessary to ensure exposure remains within safe limits.
- **Incident Response:** Any incidents involving ionising radiation or radon exposure shall be managed with urgency and in accordance with established emergency procedures and regulatory requirements.
- **Audit and Review:** Regular audits and reviews shall be conducted to ensure ongoing compliance with legislation and best practice.

These arrangements are designed to ensure that all activities involving ionising radiation and radon are conducted safely and responsibly, with appropriate oversight and governance.

For more information see LSP Site Handbook.

48. IT Equipment

The Trust is committed to ensuring that all IT equipment—including desktop computers, laptops, tablets, interactive whiteboards, and peripheral devices—is used safely, securely, and in accordance with health, safety, and data protection standards.

- **Asset Management:** All IT equipment must be logged in asset registers. Schools are responsible for maintaining accurate inventories and reporting faults or losses promptly.
- **Safe Use and Ergonomics:** Staff and pupils must follow guidance on safe use, including posture, screen time, and workstation setup. Display Screen Equipment (DSE) assessments are required for regular users.
- **Electrical Safety:** IT equipment is subject to Portable Appliance Testing (PAT) and must be maintained in line with the Trust’s electrical safety protocols.
- **Cybersecurity and Data Protection:** Devices must be configured to meet the Trust’s cybersecurity standards, including antivirus protection, secure login credentials, and regular updates. Staff must follow data protection protocols when handling sensitive information.
- **Training and Support:** Staff receive training on safe and effective use of IT equipment. Technical support is available through the Trust’s IT helpdesk or designated site leads.
- **Disposal and Replacement:** Obsolete or damaged equipment must be disposed of securely and in accordance with environmental and data protection regulations. Replacement planning is informed by audits and strategic reviews.

Internet Safety and Usage

The Trust recognises internet access as a critical enabler of education,

communication, and operational efficiency. To ensure safe, secure, and purposeful use, the following strategic arrangements are implemented:

- **Governance and Oversight:** Internet safety is governed through Trust-wide policies and monitored via compliance systems. Responsibilities are clearly defined across leadership, IT, and safeguarding teams.
- **Risk Management:** Internet-related risks—including exposure to harmful content, cyber threats, and data breaches—are assessed and mitigated through technical controls, user protocols, and continuous monitoring.
- **Safeguarding Integration:** Online safety is embedded in safeguarding frameworks, curriculum planning, and staff training. Pupils are supported through age-appropriate education on digital citizenship, cyberbullying, and reporting mechanisms.
- **Acceptable Use and Behaviour:** All users must adhere to the Trust's Acceptable Use Policy, which outlines expectations for responsible internet use, prohibited behaviours, and escalation procedures.
- **Monitoring and Incident Response:** Internet activity is monitored to detect misuse and support early intervention. Breaches are investigated in line with safeguarding, disciplinary, and data protection procedures.
- **Continuous Improvement:** Internet safety arrangements are reviewed regularly through audits, feedback, and incident analysis. Updates are informed by emerging risks, regulatory changes, and best practice guidance.

For more information see LSP Site Handbook.

49. Keeping Children Safe in Education

See Safeguarding and Child Protection.

50. Legionella

See Water Hygiene and Legionella Management.

51. Lettings and Third-Party Use of Premises

The Trust ensures all lettings are managed safely and in line with statutory, safeguarding, and operational requirements.

- All lettings require a **risk assessment** to determine suitability and control measures.
- Hirers must comply with emergency procedures, including fire evacuation and first aid.
- Third-party users must follow safeguarding policies and provide DBS checks if applicable.

- Proof of **public liability insurance** is required; hirers are responsible for any incidents.
- Relevant policies must be shared with hirers, who must confirm understanding and compliance.

For more information see LSP Site Handbook.

52. Lifting Equipment (Including Hoists)

The Trust ensures all lifting equipment, including hoists and passenger lifts, is maintained safely and in compliance with **LOLER regulations**.

- A centralised schedule tracks inspections and maintenance.
- Equipment is clearly marked with safe working loads.
- Maintenance follows manufacturer guidance and best practice.
- Thorough examinations are conducted by competent persons at required intervals.

For more information see LSP Site Handbook.

53. Lone Working

The Trust recognises the increased risks of lone working and ensures appropriate safeguards are in place.

- All lone working activities require a formal **risk assessment**.
- High-risk tasks are restricted from being undertaken alone.
- Staff must be trained and competent to work safely when alone.
- Communication systems will be used to monitor lone workers.
- Emergency procedures must be in place and rehearsed.
- Arrangements align with site safety, cleaning, and security protocols.

For more information see LSP Site Handbook.

54. Local Exhaust Ventilation and Air Extraction

The Trust ensures safe air extraction and ventilation systems are in place, particularly in areas with airborne contaminants.

- Systems are designed, installed, and maintained in line with **COSHH Regulations 2002**.
- Risk assessments guide system for use and placement.
- Staff receive training on safe operation and maintenance.
- Systems are monitored and reviewed for continuous improvement.

- Oversight is provided by the Health and Safety Coordinator with site and curriculum leads.

For more information see LSP Site Handbook.

55. Machinery and plant.

See- Plant, machinery and equipment.

56. Manual Handling (Including the Lifting and Carrying of Objects, Children, or Adults)

The Trust complies with the **Manual Handling Operations Regulations 1992** to minimise risks associated with lifting and carrying tasks.

- Risks are assessed and controlled through planning, equipment, and procedures.
- Mechanical aids and two-person handling are used for high-risk tasks.
- Staff receive task-specific training; assessments are reviewed regularly.
- Safety gear is provided where needed.
- New and expectant mothers are excluded from manual handling unless assessed and trained.
- Records of Risk Assessments, Training, Control Measures and Actions, Incidents / accidents and equipment maintenance are retained for five years and reviewed annually or after operational changes.

For more information see LSP Site Handbook.

57. Medical conditions

See First Aid Provision and Medical Support

58. Menopause

The Trust recognises menopause as a workplace Health and Wellbeing matter and is committed to supporting affected staff through inclusive informed and practical measures.

To uphold this commitment

- Awareness
- Adjustments made, through a risk assessment
- Supportive service
- Policy integration
- Monitoring

59. Minibus

See Transport.

60. Mobile Phones

The Trust recognises the benefits and risks of mobile phone use in schools.

- Usage must align with safeguarding, health and safety, and educational priorities.
- Clear guidance will be provided on appropriate use, restrictions, and responsibilities.
- Mobile phone use must not compromise safety, privacy, or learning.

For more information see LSP Site Handbook.

61. Monitoring and Auditing Health and Safety Performance

The Trust is committed to maintaining high standards of health and safety through systematic monitoring and auditing across all school sites. These activities ensure compliance with legal obligations, promote continuous improvement, and support a proactive safety culture.

Strategic Measures

- Compliance Software Integration
- Scheduled Audits
- Performance Reviews
- Governance and Accountability
- Continuous Improvement
- External Validation

62. Music

See Noise and Vibration

63. Noise and Vibration

The Trust recognises that excessive noise and vibration pose health and safety risks, especially in areas involving machinery, music, or prolonged sound exposure.

- Hazards will be identified and reported.
- Specialist assessments and control measures will be implemented.
- Health surveillance and PPE will be provided where required.
- External guidance will inform best practices.

- Working practices will be reviewed regularly and integrated into the wider health and safety framework.

For more information see LSP Site Handbook.

64. Off-Site Visits

See Educational Visits

65. Outdoor Structures and Features

The Trust is committed to ensuring that all outdoor environments—including structures, seating, monuments, and other features—are safe, well-maintained, and support wellbeing.

- **Safe Design and Maintenance:** All outdoor features will meet relevant safety standards.
- **Seasonal Risk Management:** Inspections will address seasonal and weather-related risks.
- **Tree Safety and Planning:** Trees and vegetation will be managed through planned surveys and maintenance programmes.

For more information see LSP Site Handbook.

66. PE

See Curriculum Activities

67. Plant, Machinery, and Equipment

The Trust is committed to ensuring that all plant, machinery, and equipment used across its estate is suitable for purpose, properly maintained, and compliant with statutory requirements, in accordance with the Provision and Use of Work Equipment Regulations (PUWER) 1998.

To uphold this commitment, the following measures will be implemented:

- **Compliance Assurance:** All equipment will be subject to regular inspection, maintenance, and statutory testing.
- **Competent Use and Training:** Staff will receive appropriate training to ensure safe and competent use of equipment.
- **Integrated Safety Controls:** Equipment will be fitted with appropriate safety features and used in accordance with manufacturer's guidance.
- **Specialist Oversight:** Designated personnel will oversee equipment management and ensure adherence to legal and operational standards.

- **Governance and Accountability:** Responsibilities for equipment safety will be clearly defined and monitored.
- **Strategic Review and Planning:** Equipment needs and associated risks will be reviewed regularly to inform procurement, maintenance, and replacement strategies.

These arrangements ensure that equipment-related risks are effectively managed to protect the health, safety, and wellbeing of all site users.

For more information see LSP Site Handbook.

68. Playing Fields

The Trust recognises playing fields as essential spaces for physical education, recreation, and wellbeing. To ensure these areas remain safe, inclusive, and fit for purpose, the following measures will be implemented:

- **Scheduled Inspections:** Regular inspections will be carried out to identify and address hazards.
- **Hazard Prevention:** Risks will be proactively managed through maintenance and supervision.
- **Accountability and Leadership:** Designated staff will oversee the safety and upkeep of playing fields.
- **Continuous Improvement:** Feedback and inspection outcomes will inform ongoing enhancements.

These arrangements form part of the Trust's commitment to maintaining safe and high-quality outdoor environments.

For more information see LSP Site Handbook.

69. Playground Equipment

The Trust is committed to ensuring that all playground equipment across its estate is safe, age-appropriate, and maintained to the highest standards. Recognising the importance of outdoor play in supporting physical development, wellbeing, and social learning, the Trust adopts a proactive and systematic approach to managing associated risks.

To support this commitment, the following measures will be implemented:

- Compliance with relevant national safety standards.
- A structured inspection and maintenance regime.
- Clear communication regarding age-appropriate use.
- Controls for managing access outside of school hours.

Further information is available via the Trust's compliance systems or local site documentation.

For more information see LSP Site Handbook.

70. Portable Equipment (all types)

The Trust recognises that portable equipment—ranging from low-risk items to high-risk electrical and mechanical tools—requires structured management to ensure safety and compliance.

- **Risk-Based Oversight:** Equipment use is guided by risk assessments.
- **Compliance Monitoring:** Regular checks ensure equipment meets safety standards.
- **Training and Competency:** Staff are trained to use equipment safely and effectively.
- **Cleaning and Hygiene Integration:** Equipment is maintained with hygiene protocols in mind.
- **Accountability and Delegation:** Responsibilities for equipment safety are clearly assigned.

For more information see LSP Site Handbook.

71. Portable appliance testing (PAT)

The Trust is committed to ensuring the safe use, inspection, and management of portable electrical equipment across all schools.

- **Annual Testing:** All portable appliances are tested annually to ensure compliance.
- **New and External Devices:** Protocols are in place for newly acquired or externally sourced equipment.
- **Safe Use Standards:** Staff must follow safe usage guidelines.
- **Third-Party Assurance:** External providers must meet safety requirements.
- **Integration:** PAT is aligned with cleaning and site safety procedures.

Also see Electricity

For more information see LSP Site Handbook.

72. PPE

The Trust recognises PPE as a vital control measure for protecting staff, pupils, contractors, and visitors from identified workplace hazards.

- **Risk-Based Provision:** PPE is provided based on assessed risks.
- **Accessibility and Suitability:** Equipment is selected to suit the task and user needs.
- **Maintenance and Monitoring:** PPE is regularly checked and maintained.
- **Training and Accountability:** Staff are trained in correct use and responsibilities.
- **Cleaning and Hygiene Integration:** PPE is managed in line with hygiene protocols.

For more information see LSP Site Handbook.

73. Premises

See Buildings and Premises

74. Radon

See Ionising Radiation

75. Reporting of injuries, diseases and dangerous occurrences or RIDDOR

See Accident and Incident Reporting

76. Risk assessments

The Trust views risk assessments as a cornerstone of its health, safety, and wellbeing strategy. They are essential for identifying hazards, evaluating risks, and implementing controls to ensure safe, compliant, and well-managed environments across all school sites.

Key Commitments Explained

- **Leadership Responsibility:** Senior leaders and designated staff are accountable for ensuring risk assessments are completed, reviewed, and acted upon. This includes Headteachers, Site Managers, and Health & Safety Coordinators, who oversee implementation and ensure staff are trained and supported.
- **Standardised Approach:** The Trust uses a consistent format and methodology for conducting risk assessments. Templates and guidance are provided to ensure all assessments meet legal and operational standards. This helps maintain quality and comparability across schools.

- **Wide-Ranging Coverage:** Risk assessments are required for all activities that may impact health, safety, or wellbeing. This includes curriculum activities (e.g. science, PE, D&T), site operations (e.g. cleaning, maintenance, construction), events (e.g. school trips, performances), and individual needs (e.g. medical conditions, lone working).
- **Control Measures:** Proportionate controls are implemented based on the level of risk identified. These may include physical safeguards, procedural changes, staff training, signage, PPE, or supervision. Controls are documented and monitored for effectiveness.
- **Continuous Review:** Risk assessments are living documents. They are reviewed regularly—at least annually—and updated following incidents, changes in activity, or new guidance. Reviews are tracked via the Trust’s compliance software to ensure accountability and improvement.

For more information see LSP Site Handbook.

77. Safeguarding

Safeguarding is central to the Trust’s commitment to pupil welfare. All staff are responsible for identifying and responding to risks of harm, neglect, or abuse. The Trust’s Safeguarding and Child Protection Policy aligns with statutory guidance, including *Keeping Children Safe in Education* and *Working Together to Safeguard Children*.

Safeguarding is embedded in everyday practice, leadership decisions, and staff responsibilities. Regular performance reviews are conducted by school leaders and the Trust Board to drive continuous improvement. A culture of vigilance is actively promoted across all schools.

All staff must complete **annual safeguarding training**, which is tracked via the Trust’s compliance software. This includes refresher sessions and updates aligned with changes in legislation or best practice. Safeguarding responsibilities are integrated into induction, curriculum planning, and site operations.

The Trust’s Safeguarding and Child Protection Policy [is accessible](#) to all staff and stakeholders.

78. School Trips

See Educational Visits

79. Science

See 18. Curriculum Activities - High Risk

80. Security

The Trust ensures robust physical and digital security to safeguard pupils, staff, and sensitive data.

- **Site Security:** Schools conduct regular audits; alarms are monitored with out-of-hours response plans.
- **Visitor Management:** Sign-in procedures are enforced.
- **Cash & Asset Protection:** Risk-assessed handling and reconciliation follow Trust policy.
- **Data Protection:** UK GDPR compliance is mandatory; breaches must be reported.
- **Cybersecurity:** IT systems are secured with access controls, antivirus, and regular backups.
- **Trespass Management:** The Trust addresses unauthorised access through clear protocols aligned with the **Warning and Banning Procedures**. Incidents of trespass are assessed for risk and may result in restricted access or legal action. Staff are briefed on how to respond and report such incidents appropriately.
- **Oversight:** Security arrangements are reviewed annually or after incidents, with findings reported to the Health & Safety Committee.

For more information see LSP Site Handbook.

81. Slips, Trips and Falls

Slips, trips, and falls are among the most frequent incidents in schools. The Trust proactively manages these risks through:

- **Hazard Identification:** Regular site inspections to spot and address risks
- **Preventative Controls:** Use of non-slip flooring, signage, and environmental adjustments
- **Awareness and Training:** Staff and pupils are educated on safe movement and hazard recognition.
- **Incident Reporting:** All incidents are logged in the compliance system and reviewed for patterns.
- **Cleaning Integration:** Cleaning schedules are aligned with high-risk areas and peak usage times.
- **Governance:** Findings are reported to the Health & Safety Committee to inform planning and policy

For more information see LSP Site Handbook.

82. Solar Panels and Emerging Electrical Systems

The Trust integrates solar energy and advanced electrical systems as part of its sustainability strategy, with safety as a priority.

- **Compliance:** Installations must meet the Electricity at Work Regulations 1989 and UK building codes.
- **Risk Assessment:** Covers electrical safety, fire risk, roof access, and weather hazards.
- **Maintenance:** Included in the Planned Preventive Maintenance (PPM) schedule; records stored in the compliance system.
- **Training:** Only trained and authorised staff may access or oversee systems.
- **Emergency Planning:** Isolation points are marked; shutdown procedures documented.
- **Innovation Oversight:** New technologies (e.g. battery storage, smart grids) are reviewed for safety and reported to the Audit & Risk Committee.

For more information see LSP Site Handbook.

83. Sport

See PE

84. Sporting Events

See Educational Visits

85. Stress

See Wellbeing

86. Supporting pupils with medical conditions

See First Aid Provision and Medical Support

87. Trade Union/Staff Consultation

See Health and Safety representatives trade union and staff.

88. Training

The Trust ensures all staff receive health, safety, and wellbeing training appropriate to their role.

- **Induction:** Covers key risks, emergency procedures, and site protocols for new starters.
- **Refresher Training:** Delivered regularly to reinforce standards and reflect changes.
- **Task-Specific Training:** Provided before undertaking high-risk activities.
- **Competency Oversight:** Managers ensure staff are trained and competent for their duties.
- **Staff Engagement:** Staff are consulted on training needs and involved in programme planning.
- **Governance:** Concerns are recorded, reviewed, and addressed; feedback informs improvements.

For more information see LSP Site Handbook.

89. Transport

The Trust ensures all transport activities—including school-owned vehicles, hired minibuses, and staff vehicles—are safe, legal, and compliant.

- **Oversight:** Each school appoints a responsible postholder to manage transport.
- **Driver Competency:** Staff must hold the correct licence and complete minibus training if required.
- **Vehicle Safety:** All vehicles must be roadworthy, maintained, and logged in the compliance system.
- **Driving for Work:** Staff using personal vehicles must provide insurance, MOT, and complete risk assessments.
- **Passenger Safety:** Seatbelt use is mandatory; pupils must be supervised and briefed.
- **Emergency Preparedness:** Vehicles must carry emergency contacts and first aid supplies.
- **Monitoring and Review:** Transport arrangements are reviewed via audits, incident reports, and feedback.

For more information see LSP Site Handbook.

90. Trees

See Building and Premises.

91. Trespass

See Warning and Banning.

92. Trips

See Educational Visits.

93. Unacceptable Behaviour

The Trust promotes a safe, respectful, and inclusive environment. Unacceptable behaviour—by pupils, staff, parents/carers, or visitors—will be addressed to protect wellbeing and uphold safeguarding standards.

- **Examples:** Verbal abuse, physical aggression, bullying, harassment, property damage, and defiance of staff instructions.
- **Policy Alignment:** Behaviour expectations are outlined in the Trust's Behaviour and Safeguarding Policies.
- **Response:** Incidents are assessed by severity and may result in warnings, exclusions, or legal action.
- **Staff Training:** Staff are trained in de-escalation, positive handling, and safeguarding.
- **Reporting:** All incidents are logged and reviewed to identify patterns and inform prevention.
- **Support:** Pupils with persistent issues receive pastoral care and multi-agency support.
- **Parental/Visitor Conduct:** Breaches may lead to restricted access under the Trust's Warning and Banning Procedures.
- **Governance:** Behaviour trends are monitored and reported to the Trust Board for strategic action.

94. Utility service

See Electricity/ Gas/ Water hygiene.

More information can be found here in the LSP Site Handbook.

95. Vehicles

See Transport.

96. Vehicles and Pedestrian Safety

The Trust ensures safe movement and access for all site users by managing vehicle and pedestrian interactions.

- **Risk Assessments:** Each school conducts site-specific assessments covering drop-off zones, car parks, and walkways.

- **Route Separation:** Clear signage, barriers, and layout controls maintain separation between vehicles and pedestrians.
- **Supervision:** Staff oversee high-traffic times such as drop-off and pick-up.
- **Contractor Management:** Delivery and contractor access is restricted during peak pupil movement.
- **Maintenance:** Surfaces, signage, and barriers are inspected regularly; defects are logged and addressed.
- **Education:** Pupils, staff, and visitors are briefed on safe site movement.
- **Incident Review:** All incidents are logged and reviewed to inform future safety planning.

For more information see LSP Site Handbook.

97. Violence and Aggression

See the section on Warning and Banning for adults, and the behaviour section for pupils.

98. Warning, Banning, and Trespass Procedures

The Trust enforces warning, banning, and trespass procedures to maintain a safe and respectful environment and authorises school leaders and the Trust's competent Health and Safety Advisor to use the powers available in section 547 of the Education Act 1996 in relation to controlling nuisance or disturbance on school premises.

- **Risk-Based Decisions:** Actions are based on formal risk assessments considering severity, recurrence, and impact.
- **Safeguarding Compliance:** Procedures align with safeguarding laws, data protection, and duty of care.
- **Trespass Management:** Incidents of trespass are assessed for risk and may result in restricted access or legal action. Staff are briefed on how to respond and report such incidents appropriately.
- **Clear Communication:** Individuals are informed in writing with reasons and policy references.
- **Access Control:** Banned individuals are restricted from school premises; staff are briefed on protocols.
- **Appeals and Review:** A fair process allows for appeals and periodic reviews.
- **Policy Integration:** Procedures align with Behaviour, Safeguarding, and Site Security policies.

For more information see LSP Site Handbook.

99. Waste

See Housekeeping

100. Water Hygiene and Legionella Management

The Trust ensures all water systems are safely maintained to prevent Legionella and other water hygiene risks.

- **Compliance:** All arrangements follow HSE's Approved Code of Practice (L8) for Legionella control and broader water hygiene standards.
- **Duty Holder:** The Headteacher oversees implementation, supported by designated staff and external competent contractors.
- **Control Measures:** These include risk assessments, weekly flushing of infrequently used outlets, monthly temperature checks, quarterly showerhead disinfection, and annual service of water systems.
- **Competency:** All tasks are performed by trained individuals. Where specialist expertise is required—such as system servicing, sampling, or remedial works—**external competent contractors** are appointed to ensure compliance and safety.
- **Record Keeping:** All monitoring, maintenance, and contractor activities are documented in the site's the Trusts compliance software, Water Hygiene Logbook and reviewed as part of the Trust's compliance cycle.

For more information see LSP Site Handbook.

101. Wellbeing

The Trust treats wellbeing as a strategic priority, essential to a safe and thriving educational environment.

- **Whole-Trust Approach:** Wellbeing is embedded across leadership, curriculum, staff development, and site management.
- **Mental Health Support:** Staff and pupils have access to counselling, support services, and mental health awareness initiatives.
- **Workload Management:** Feedback and flexible working help reduce stress; managers are trained to spot burnout.
- **Physical Wellbeing:** Healthy lifestyles are promoted through activity, ergonomic workspaces, and health education.
- **Inclusive Culture:** Respect, inclusion, and psychological safety are actively promoted; bullying and discrimination are not tolerated.
- **Monitoring:** Surveys, feedback, and incident reports inform continuous improvement.

- **Training:** Staff receive wellbeing-related training; pupils are supported through age-appropriate education and pastoral care.

For more information see LSP Site Handbook.

102. Working at Height

The Trust ensures all work at height is properly assessed, planned, and executed to minimise risk, in line with the Work at Height Regulations 2005.

- **Risk Assessment:** All tasks are formally assessed to identify hazards and control measures.
- **Avoidance:** Elevated work is avoided where possible; alternatives are considered first.
- **Equipment:** Only suitable, stable, and maintained equipment is used (e.g. ladders, scaffolding, MEWPs).
- **Training:** Staff must be trained and authorised to work at height.
- **Supervision:** Competent individuals oversee work and conduct regular inspections.
- **Emergency Preparedness:** Rescue plans are in place for fall protection systems as a part of Risk assessments and Method Statements conducted for all working at height.
- **Record Keeping:** All related records are stored in the Trust's compliance system and reviewed regularly.

For more information see LSP Site Handbook.

103. Working Together to Safeguard Children / Keeping Children Safe in Education.

See Safeguarding

104. Work Experience

The Trust supports work experience as a valuable opportunity for students to gain insight into the world of work, while ensuring health and safety risks are managed.

- **Risk Assessment:** All placements are assessed for suitability based on the student's age and abilities.
- **Employer Assurance:** Host organisations must comply with health and safety laws and provide supervision and induction.
- **Safeguarding and Insurance:** Safeguarding protocols and insurance arrangements must be confirmed before placement.

- **Monitoring and Feedback:** Schools maintain contact during placements and gather feedback to improve future arrangements.
- **Policy Integration:** Work experience aligns with the Trust's safeguarding, health and safety, and curriculum policies.