ACT MULTI ACADEMY TRUST

Health and Safety Policy

(Trust-wide policy aligned to ACT governance, statutory duties and local school arrangements)

DOCUMENT CONTROL

Field	Detail
Name of document	Health and Safety Policy
Status	Live
Approved by	ACT Board of Trustees
Policy owner	Trust Estates / Health and Safety Lead
Review cycle	Annual, or earlier following a relevant statutory or guidance change
Next review date	September 2027, or earlier following a relevant statutory or guidance change
Applies to	All ACT Multi Academy Trust schools, staff, pupils, volunteers, visitors and contractors
Version	v2.0
Date approved	2nd October 2026
Date issued	November 2026
Scheme of Delegation reference	ACT Scheme of Delegation
Related policies	Allergy and Anaphylaxis Policy; Risk Assessment Policy; Fire Safety arrangements; Premises Management Policy; Asbestos Management Plan; First Aid arrangements; Emergency and Business Continuity arrangements
Publication	Available to all staff via Trust systems and the relevant school website

VERSION CONTROL

Version	Date	Author	Summary of Changes
v2.0	September 2026	ACT Estates Director	Updated for September 2026 template, current statutory guidance and trustee approval

1. AIMS

ACT Multi Academy Trust aims to:

- Provide and maintain a safe and healthy environment.
- Establish and maintain safe working procedures among staff, pupils, and all visitors to any ACT school.
- Implement robust procedures in case of emergencies.
- Ensure that the premises and equipment are maintained safely and regularly inspected.

This policy covers all ACT schools, staff, volunteers, pupils, visitors and activities under the Trust's control, including breakfast clubs, after-school provision and educational visits. The Trust will provide suitable resources and competent advice to protect health, safety and welfare so far as is reasonably practicable.

2. LEGISLATION

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- The Health and Safety at Work etc. Act 1974.
- The Workplace (Health, Safety and Welfare) Regulations 1992.
- The Management of Health and Safety at Work Regulations 1999.
- The Control of Substances Hazardous to Health Regulations 2002 (as amended).
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- The Health and Safety (Display Screen Equipment) Regulations 1992.
- The Gas Safety (Installation and Use) Regulations 1998.
- The Regulatory Reform (Fire Safety) Order 2005.
- The Work at Height Regulations 2005.

The Control of Asbestos Regulations 2012; Electricity at Work Regulations 1989; Provision and Use of Work Equipment Regulations 1998; and Lifting Operations and Lifting Equipment Regulations 1998, where applicable.
The Manual Handling Operations Regulations 1992; Health and Safety (First-Aid) Regulations 1981; and relevant employee consultation regulations.
The Construction (Design and Management) Regulations 2015 and applicable Building Regulations 2010 duties, as amended.
The Equality Act 2010; Education (Independent School Standards) Regulations 2014, including premises requirements; and applicable food safety and allergen information legislation.
The Children and Families Act 2014, including sections 100 and 100A as amended by section 34 of the Children's Wellbeing and Schools Act 2026. The allergy-policy provisions took effect on 1 September 2026. [1–3]
The Terrorism (Protection of Premises) Act 2025 (Martyn's Law) is addressed under emergency preparedness. Its operational duties are not yet in force at this review date. [4]
The Trust will have regard to applicable statutory guidance, including allergy safety, supporting pupils with medical conditions, Keeping children safe in education and the Early Years Foundation Stage framework where relevant. References to annual or termly activity in this policy are ACT management standards unless a specific legal requirement is identified.

3. ROLES AND RESPONSIBILITIES

3.1 ACT Board

The ACT Board has ultimate responsibility for health and safety matters across the trust sites but delegates day-to-day responsibility to the Headteacher. The ACT Board will meet periodically to review health and safety matters being prioritised by the Headteacher.

The Trust remains accountable as employer when tasks are delegated. The Board will approve this policy, ensure access to competent health and safety advice, and oversee resources and significant

risks through its agreed scheme of delegation. A termly report will cover serious incidents, overdue high-risk actions, statutory compliance and support or funding required.

3.2 Headteacher

The Headteacher is responsible for health and safety day-to-day, including implementing the health and safety policy, ensuring safe premises, providing adequate training, and reporting through the Trust's agreed governance arrangements on health and safety matters.

Each Headteacher will maintain a local responsibility and contact schedule, nominate deputies and ensure that staff know the reporting route. Serious or imminent danger must be controlled immediately, including stopping an activity or restricting access where necessary, and escalated promptly to the Trust. Lack of an agreed budget must not delay immediate protective action.

3.3 Health and Safety Lead

Each school will name its health and safety lead and deputy in its local responsibility schedule and make their contact details accessible to staff. The Trust will appoint competent health and safety assistance with the skills, knowledge and experience appropriate to its risks; naming a person on an HSE poster does not, by itself, establish competence.

3.4. Trust estates support and site managers

The Trust's nominated estates lead will support Headteachers with premises compliance, specialist advice, prioritisation and escalation. Site managers and caretakers will undertake only checks and tasks within their competence, retain evidence and report defects. External advisers and contractors support these arrangements but do not replace the Trust's employer responsibilities.

3.5. Staff

Staff are responsible for taking reasonable care of their own health and safety, cooperating with the school on health and safety matters, and completing and following training and instructions.

Staff must promptly report hazards, defects, incidents and near misses, and must not interfere with safety equipment. The Trust will consult employees and their representatives on matters affecting their health and safety, including changes to work and proposed controls. [5]

3.6. Pupils and Parents

Pupils and parents are responsible for following the school's health and safety advice and reporting any incidents to a member of staff.

3.7. Contractors

Contractors will agree to health and safety practices with the Headteacher before starting work and provide evidence of completing a risk assessment and method statements (RAMS). Each trust site is responsible for alerting any contractors working on site of specific health and safety items, i.e. asbestos.

Before appointment, the commissioning manager will check the contractor's relevant competence and resources. Before work begins, suitable RAMS, site induction, segregation from pupils, emergency arrangements and safeguarding controls must be agreed. High-risk work will use appropriate permits and authorisation, including hot work and work affecting asbestos or live services.
For construction work, the Trust will discharge its CDM client duties, provide relevant pre-construction information and ensure a construction phase plan is in place. Where more than one contractor is involved or reasonably foreseeable, competent principal designer and principal contractor appointments must be made in writing. Applicable Building Regulations dutyholder appointments and approvals must also be addressed. Completion records, certificates and any required health and safety file must be handed over. [6]

4. SITE SECURITY

The school caretakers/site managers undertake delegated site security and alarm checks, supported by the Headteacher and Trust estates lead. The Headteacher is responsible for ensuring

that security concerns are assessed and escalated; responsibilities are not transferred solely to site staff.

A recorded opening and perimeter check will be carried out each school day before areas are used. It will cover fence gaps, gates and locks, unauthorised access, damage, sharp objects, animal droppings, trip hazards and unsafe play areas. Hazards will be removed safely by trained staff or the area isolated pending action. Additional checks will follow severe weather or reported damage. Visitor identification, signing in, contractor supervision and vehicle movements will follow safeguarding and site procedures. Security controls must allow safe emergency escape. CCTV will be managed under the Trust's data protection and CCTV arrangements.

4.1. Risk assessment and emergency preparedness

Headteachers will ensure that suitable and sufficient risk assessments record significant hazards, who may be harmed, controls, responsible owners and review dates. Assessments will consider disability, medical needs, young people and other vulnerable groups. Controls will be communicated to those affected and reviewed after change, incidents or evidence that they are ineffective. An annual local review will check that the assessment register remains current. [7]
Each school will maintain an accessible emergency plan covering evacuation, moving people to safety within the premises, lockdown, communications, serious injury, loss of utilities and severe weather. Roles, deputies, emergency contacts, accounting for people and arrangements for pupils needing assistance will be defined. Staff will practise proportionate responses and record lessons learned; exercises must be age-appropriate and avoid unnecessary distress.

5. MARTYN'S LAW

Martyn's Law preparation: the Trust will assess each site's likely scope, identify the responsible person and plan for future SIA notification and public protection procedures. Schools reasonably expecting 200 or more people fall within the standard tier, including schools with 800 or more; those below 200 are outside scope but should still prepare. At 30 September 2026 these operational duties are not yet commenced. The Trust will check final guidance and commencement requirements before implementation. [4]

6. FIRE SAFETY

The school conducts regular fire risk assessments, emergency evacuations, and fire alarm testing as per schedule. There must be an appropriate number of trained fire wardens to correlate to the size and level of fire risk of each site. This training should be refreshed periodically. All staff must be inducted on the site-specific fire safety measures.

Each school will retain the full fire risk assessment, assessor details, fire safety arrangements and action tracker. Reviews will follow relevant changes or incidents and any reason to doubt the assessment's validity; an annual recorded review is ACT's minimum management standard. The Trust will coordinate responsibilities with any landlord or other responsible person. [8]
Fire drills will take place at least termly as an ACT standard. Personal or other suitable emergency evacuation arrangements will cover those needing assistance, including visitors. Escape routes must remain clear, exits usable without delay and assembly/accounting arrangements understood. Alarm, emergency lighting and firefighting equipment checks and servicing will be recorded and defects acted upon.
Fire doors will receive recorded routine checks by trained, competent staff for closure, damage, seals, hinges and obstructions. Specialist assessment or repair will be commissioned where competence or the condition of the doors requires it. The inspection programme will follow the fire risk assessment and competent advice; this policy does not impose a blanket annual external inspection. Door alterations, including locks, must not compromise the doorset's fire performance. [9]

7. COSHH (CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH)

COSHH risk assessments are coordinated by the Health and Safety lead with competent input, using current safety data sheets and the actual tasks and exposures involved. A safety data sheet is not a substitute for an assessment. Exposure will be prevented or controlled, with appropriate training and PPE where required. Chemicals must be labelled, stored securely and segregated where incompatible; access will be controlled and products kept locked away when not in authorised

use. Staff must follow safe dilution, spill response and disposal arrangements and never mix incompatible cleaning products.

8. EQUIPMENT

All equipment and machinery are maintained according to manufacturer instructions, and staff are trained in their safe use. All fire fighting equipment is inspected inhouse by the site manager as well as by external, competent contractors.

8.1. Premises compliance and planned maintenance

Each school will maintain an asset-based schedule in CheckBox, or another Trust-approved system, identifying required inspections, servicing, responsible persons, due dates and evidence. Frequencies will follow applicable law, risk assessment, manufacturer instructions and competent advice; not every task is annual or requires an external contractor. Remedial actions must have an owner and deadline, with overdue high-risk items escalated to the Headteacher and Trust estates lead.
Premises plans will connect condition survey findings, compliance remedials and school priorities to costed actions and budget decisions. Staff must not mark a task complete simply because a contractor attended; reports, defects and completion evidence must be reviewed. [10]

8.2. Asbestos

Where asbestos is present or presumed, the school will maintain an up-to-date register and management plan, arrange condition checks and review the plan at least every 12 months and after relevant change. Staff and contractors must receive relevant information before any disturbance. Appropriate surveys must be obtained before intrusive work; a management survey may not cover refurbishment or demolition. Suspected disturbance requires work to stop, the area to be isolated and specialist advice sought immediately. Asbestos awareness training alone does not authorise work on asbestos. [11]

8.3. Water hygiene

A competent person will assess legionella and scalding risks and establish site-specific controls. A named responsible person and deputy will oversee monitoring, flushing, temperature checks and other actions specified by the assessment, including holiday and reopening arrangements. Records will demonstrate completion and responses to out-of-range results. Risk assessments will be reviewed when circumstances change or controls may be ineffective; a fixed two-year assessment cycle is not a universal legal requirement. [12]

8.4.Electrical gas and other equipment safety

Electrical installations and portable equipment will be maintained safely through competent inspection, testing and user checks at appropriate intervals. Defective equipment will be isolated and removed from use. Portable appliance testing is risk-based; there is no universal statutory annual PAT requirement. [13]
Gas installations and appliances will be maintained safely by appropriately registered and competent engineers. The school will record emergency isolation and gas-leak procedures. Lifts, lifting equipment, pressure systems, powered gates, ventilation, kitchen and play equipment will be assessed for applicable maintenance and examination requirements. Staff must not enter confined spaces or undertake specialist work without appropriate competence and authorisation.
School inspections will also cover building condition, trees, drainage, slips and trips, glazing, safe storage, waste, pest control, ventilation, overheating and severe weather. Structural concerns or suspected unsafe materials must be referred promptly for competent assessment and affected areas restricted as necessary.

9. LONE WORKING

Lone working activities are managed with appropriate precautions and communication with colleagues (see Lone Working Policy). Any members of staff who may work onsite alone, must comply with the lone working policy or their access to the site alone will be revoked.

The assessment will specify check-in arrangements, emergency contact and response if a check-in is missed. Tasks whose risks cannot be adequately controlled when alone must not be undertaken as lone work.

10. WORKING AT HEIGHTS

Working at Heights is properly planned, supervised, and carried out by competent individuals with necessary safety measures in place.

Work at height will be avoided where practicable. Where necessary, suitable access equipment will be selected and checked, with collective protection preferred and rescue arrangements where needed. Chairs and desks must not be used as access equipment.

11. MANUAL HANDLING

Training for manual handling is provided to staff, and proper mechanical aids are available and used when necessary. All jobs must be risk assessed before being carried out to determine if two people are required. For all site managers/supervisors/caretakers, manual handling training is mandatory.

Hazardous manual handling will be avoided where reasonably practicable. Where unavoidable, the task, load, environment and individual capability will be assessed and the risk reduced; training or a two-person lift alone does not make a task safe.

12. OFF-SITE VISITS

Risk assessments are completed for off-site visits, appropriately staffed, and necessary precautions taken.

The educational visits lead will ensure approval, emergency contacts, competent supervision and arrangements for first aid, medical needs and allergies. Reasonable adjustments will support participation, with risks assessed for transport and activities.

13. LETTINGS

The health and safety policy applies to lettings, and those hiring school facilities are informed of their responsibility to comply. A member of staff must periodically check that all lettings are correctly following the health and safety policy.

Written hire arrangements will allocate responsibilities for safeguarding, occupancy, fire precautions, first aid, access, emergency contacts and incident reporting. The school will provide relevant safety information and check that shared use does not undermine its own controls.

14. VIOLENCE AT WORK

Incidents of violence or aggression towards staff are reported and not tolerated.

The Headteacher will assess foreseeable violence risks, agree controls and support affected staff. Threats, abuse and near misses will be recorded and investigated, with police or emergency support sought where appropriate.

15. SMOKING

Smoking, including e-cigarettes, is prohibited on trust sites – this extends to all visitors and contractors who may undertake work on site.

16. INFECTION PREVENTION AND CONTROL

The school follows national guidance on infection prevention and control, including handwashing, coughing and sneezing etiquette, and cleaning protocols.

The school will use current UKHSA guidance for exclusion periods, outbreak advice and escalation, and maintain suitable ventilation, cleaning, hand hygiene and safe arrangements for bodily fluids and sharps. Staff must not handle discarded sharps without appropriate training and equipment.

17. NEW AND EXPECTANT MOTHERS

Risk assessments are carried out for pregnant employees, volunteers, or pupils, and appropriate measures are implemented. Headteacher must have periodic meetings with pregnant employees to ensure their needs are met and the workplace continues to be a safe place for them physically and mentally.

For employees, an individual assessment will follow written notification of pregnancy, childbirth within the previous six months or breastfeeding. It will be reviewed with the employee as circumstances change. Where risks cannot be removed, the Trust will consider adjustments to working conditions or hours, suitable alternative work, or paid suspension as required, with HR advice. [14]

18. OCCUPATIONAL STRESS

Systems are in place to identify and reduce workplace stressors. Headteachers are responsible for implementing these support systems if a member of staff requires it.

The Trust will assess and act on work-related stress risks proactively, consult staff and review organisational causes such as workload, support and working relationships. Individual support, reasonable adjustments and occupational health referral will be considered where appropriate.

18.1. Display screen equipment

Regular display screen users will receive workstation assessments, information on safe use, appropriate work breaks or changes of activity and access to eye tests where required. Assessments will also consider relevant home-working arrangements.

18.2. First aid and medical needs

Each school will maintain a first aid needs assessment covering staff, pupils and visitors, with trained personnel, equipment and cover for absence, trips and extended provision. Early years provision must meet applicable EYFS paediatric first aid requirements. First aid and medicine records will be retained securely. Individual healthcare arrangements will be agreed with families and appropriate healthcare professionals, with medicines accessible safely when needed. [15]

19. BENEDICT'S LAW AND ALLERGY SAFETY

The Trust will ensure that each school has an allergy safety policy, reviews it at least annually, publishes it on its website and brings it to the attention of pupils, parents and everyone working at the school at least annually. These duties, associated with the Benedict's Law campaign, are in force from 1 September 2026. [1–2]
Each school will nominate a senior allergy lead and provide staff allergy-awareness and emergency-response training. Individual healthcare plans will identify support and emergency arrangements where needed, informed by families and clinical advice. Catering, classroom activities, clubs and trips must address allergen exposure and cross-contact. [3]
ACT's proposed standard is for each school to stock appropriate spare adrenaline auto-injectors, with trained staff, accessible storage, expiry checks and replacement arrangements in line with current guidance. Staff must know how to recognise anaphylaxis, initiate the trained emergency response and call 999. Prescribed emergency medication must remain accessible. [3]
The July 2026 statutory guidance describes further specific regulations on allergy leads, training and spare devices as forthcoming. The Trust will check commencement updates and implement any new duties; these practical measures are proposed ACT requirements now. Serious reactions and near misses will be recorded, reviewed and used to improve controls. [3]

19.1. School allergy policies

Each school's published allergy and anaphylaxis policy must explain local responsibilities, staff training, individual healthcare plans, food and non-food allergen controls, emergency medication, the emergency response, educational visits and incident reporting. The allergy lead will brief all staff, including temporary staff, and coordinate with catering and wraparound providers. Policies and healthcare plans must remain accessible to those who need them, with personal information shared appropriately. [3]

19.2. Allergy emergency drills

As an ACT standard proposed for approval, each school will carry out and record an allergy emergency drill at least annually, and repeat it where staff changes, an incident or identified gaps make this necessary. This is a practice exercise, not a live medical intervention; training devices must be used. The exercise will test recognition of anaphylaxis, summoning help, locating and bringing emergency medication to the person, the simulated 999 call, staff roles and access for emergency services. [3]
The allergy lead will record the date, participants, response, lessons learned, actions, owners and completion dates. Findings must inform training, healthcare arrangements and the school's allergy policy. Exercises will

protect pupils' wellbeing and avoid unexpected or distressing simulations. Allergy drills are recommended good practice in DfE guidance; the annual frequency above is ACT's proposed standard, not a universal statutory interval. [3]

20. ACCIDENT REPORTING

Accidents, incidents and near misses will be recorded promptly and investigated proportionately. The Headteacher will notify the Trust of serious events without delay and ensure that the nominated reporting officer assesses whether RIDDOR or other reporting duties apply. RIDDOR reports are submitted to the relevant enforcing authority within statutory timescales; parents are informed through the school's separate communication arrangements. Hospital attendance alone does not make every pupil accident reportable: the circumstances and connection with the school's work must be considered. Records will be retained securely under the Trust's retention arrangements. [16]

21. TRAINING

Staff receive health and safety training as part of their induction process, with additional training for high-risk environments or pupils with special needs. Training will be proportionate to the role, delivered by competent providers and refreshed when required by the activity, guidance, changes or evidence of need. The Headteacher will maintain a training and competence record, including cover arrangements. Staff must not undertake tasks beyond their competence.

The Trust will use the DfE estate management competency framework to identify development needs for estates and site staff and provide appropriate guidance, supervision and support. [17]

22. MONITORING

This policy is reviewed annually or when changes to legislation occur, approved by the Board of Trustees, and delegated for local implementation. This policy is to be used across the ACT trust and applicable to all school sites.

Headteachers will undertake a termly review of local compliance and action completion, supported by the Trust estates lead. Trustees will receive assurance on implementation, resources and unresolved significant risks. Routine checks, assessments, training and incident lessons will inform review; approval of the policy alone does not demonstrate compliance. [18]

23. LINKS WITH OTHER POLICIES

This policy is linked to other policies including first aid, risk assessments, supporting pupils with medical conditions, accessibility plan, remote learning, lone working, lettings, and emergency procedures.

Related arrangements also include allergy safety, asbestos management, water hygiene, contractor management, fire safety, safeguarding, CCTV/data protection, educational visits and business continuity. Each school will keep these documents and emergency contacts accessible to relevant staff.

Sources for the September 2026 review

[1] Children's Wellbeing and Schools Act 2026 section 34

[2] Commencement Regulations 2026 No 933

[3] DfE Allergy safety in schools statutory guidance July 2026

[4] DfE How Martyn's Law will affect education settings

[5] HSE Consulting employees on health and safety

[6] HSE Commercial clients and CDM 2015 duties

[7] DfE Health and safety responsibilities and duties for schools

[8] Home Office Fire safety responsibilities under section 156

[9] DfE Good estate management for schools Health and safety

[10] DfE Good estate management for schools Fundamentals

[11] HSE Duty to manage asbestos

[12] HSE Legionnaires disease What you must do

[13] HSE Portable appliance testing questions

[14] HSE Protecting pregnant workers and new mothers

[15] DfE First aid in schools early years and further education

[16] HSE Incident reporting in schools EDIS1

[17] DfE Estate management competency framework and training

[18] DfE School estate management standards

[19] Benedict's Law – school allergy safety requirements (Children's Wellbeing and Schools Act 2026, section 34)

Sources checked on 30 September 2026.