

Health and Safety Policy

Health and Safety policy: document provenance

Approver	Audit and risk committee
Date of approval	March 2026
Policy owner	School and college trust leader, estates
Policy authors	School and college trust leader, estates Estates centre of excellence
Version	2.0
Date of next review	March 2027
Summary of changes in this review	<ul style="list-style-type: none">• Updated references to policies to only include current policies
Related policies and documents	<p>There are a significant number of policies, and relevant legislation which apply to this policy. The key items are listed below but all trust policies and all legislation should be considered where relevant.</p> <ul style="list-style-type: none">• Child protection and safeguarding policy• Business continuity and critical incident• Lone working policy• Premises management policy• Risk management policy• Stress management policy• Keeping Children Safe in Education

Unless there are legislative or regulatory changes in the interim, the policy will be reviewed as per the review cycle. Should no substantive change be required at this point, the policy will move to the next review cycle.



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1.0 Policy statement

- 1.1 Dixons Academies Trust is committed to ensuring the health, safety (H&S) and wellbeing of staff, students, families, visitors, contractors and partner organisations whilst they are on our premises or carrying out trust activities at other locations or travelling to them. Our policy applies in every aspect of our trust's undertakings, including educational, teaching, commercial, recreational and management activities.

2.0 Scope and purpose

- 2.1 This policy applies to all employees of Dixons Academies Trust, our contractors, placements, agency staff, visitors and students.
- 2.2 While individual staff and other users have a direct obligation in all health and safety related matters to take care of themselves, and others around them, and to cooperate with our trust, our school and college trust leaders have ultimate responsibility for health, safety and wellbeing across our trust.
- 2.3 The accounting officer, supported by our school and college trust leaders, is responsible for approving the health & safety policy, strategy, objectives, allocation of resources and reviewing progress and performance against the strategy. Operational responsibility for health and safety is delegated to the head of estates centre of excellence, who is supported by the designated health & safety team.
- 2.4 Our school and college trust leader for people is responsible for wellbeing.
- 2.5 Health and safety and wellbeing are integral to the operation of our trust and require effective management and the enhancement of a positive health and safety culture. Accordingly, and via the health and safety committee and on-going monitoring, our trust is committed to ensuring that:
- health, safety and wellbeing standards are defined and measured
 - continuous improvements are made against the standards
 - appropriate and sufficient resources are made available to achieve these outcomes and improvements
 - management and staff have competence, advice and guidance available to them
 - staff, students, business, visitors, contractors and partner organisations are provided with the necessary information, instruction, supervision and training to operate with minimal risk of harm to themselves or others and are aware of their own responsibilities
 - considerations of health, safety and wellbeing are integrated into all planning, projects and working practices within our trust, and in its dealings with suppliers, providers of services and contractors
 - there is effective communication and cooperation between management, staff, students and their respective representatives.
- 2.6 Educational school and college trust leaders are accountable for implementing the policy and standards into operational strategies, targets, plans and effective local practices and an effective health and safety culture within our academies within their own spheres of responsibility. Educational and associate managers and staff with supervisory roles, are responsible for implementing these plans and procedure in line with current trust policy requirements.
- 2.7 This policy is supported by standards, guidance, procedures both trust wide (educational and business services) central and local functions and activities, which articulate how the policy is implemented across our trust.

3.0 Roles and responsibilities

- 3.1 All manager roles at all levels within our organisational structure, regardless of explicit health and safety functional responsibility, are expected to act as health and safety leaders creating a positive health and safety culture, including reporting of any H&S concerns, risk or issues (irrespective of whether or not an incident, accident or near miss has actually occurred) in a timely manner and using appropriate trust processes. All managers are also responsible for ensuring their teams effectively implement this health and safety policy and have the autonomy to do so.
- 3.2 This policy should be read in conjunction with our Child Protection and Safeguarding Policy.
- 3.3 Our Trust Board have ultimate control of our trust. They will:
- review the policy set by school and college trust leaders
 - provide strategic guidance as required
 - strategically monitor and review health and safety issues



- ensure that adequate resources for health and safety are available
 - ensure as far as is reasonably practicable a safe environment for all users of our trust's sites
 - in their critical friend role, maintain an interest in all health and safety matters
- 3.4 The school and college trust for estates will:
- ensure the effectiveness and implementation of this policy including in the context of the effectiveness of Keeping Children Safe in Education and ensure that any necessary changes are made
 - ensure they are familiar with the requirements of the appropriate legislation and codes of practice
- 3.5 The head of estates centre of excellence will:
- create and monitor a management and responsibility structure for health and safety
 - keep up to date with new developments in health and safety issues nationally and particularly for schools and colleges
 - identify and evaluate risks relating to possible accidents and incidents connected with trust direct and supported or sponsored activities, including work experience
 - identify adequate resources (both personnel and finance) to fully deliver the policy
 - take steps to ensure plant, equipment and systems of work are safe
 - ensure safe arrangements for handling, storage and transportation of articles and substances
 - ensure safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance
 - ensure that academies provide adequate training, information, instruction, induction and supervision to enable everyone in the academy to be safe
 - maintain the premises in a condition that is safe and without significant risk
 - provide a working environment that is safe and healthy
 - provide adequate welfare facilities for staff and students
- 3.6 The principal of each academy is responsible for the day-to-day running of the academy. They will:
- be responsible for the day-to-day implementation of the health and safety policy and will be the designated contact (supported by the trusts' health & safety team) with the health and safety executive in the event of any HSE investigation.
 - promote a positive, open health and safety culture in the academy
 - report to school and college trust leaders on key health and safety issues including outcomes from the trust H&S committee, investigations, etc.
 - seek timely advice from the health and safety team or other organisations or professionals, such as the Health and Safety Executive, as and when necessary
 - ensure all academy staff co-operate and actively implement and engage with this policy
 - devise and implement local safety procedures
 - ensure they, their senior team and academy staff are aware of and collaborate with programme inspections and monitoring and implement identified improvements
 - ensure appropriate risk assessments (such as curriculum and educational visits) schedules and related mitigating actions and relevant resources are fully in place, using standardised templates provided by the health and safety team bespoke to meet individual academy needs and that these are regularly monitored and reviewed
 - ensure effective procedures and resources are in place in case of fire and evacuation
 - ensure accident and emergency procedures are embedded and effective
 - ensure practice emergency evacuation and / or invacuation procedures are undertaken not less than three times per academic year, with recorded results
 - ensure relevant staff have access to and actively participate in appropriate training and/or practice activities
- 3.7 The health and safety team will be supported within business services by the service relationship manager and academy administration manager and team particularly across communication administration. They will:
- provide advice and guidance and lead the development and implementation of effective educational and operational Health and Safety processes and protocols to help ensure our trust fulfils its health and safety responsibilities



- answer and ensure appropriate and timely follow up for queries from staff on health and safety matters
- visit academies to give advice on all aspects of new and existing health and safety policies and procedures and investigate incidents, accidents and near misses and where appropriate report to the HSE, including leading RIDDOR reporting where required
- advise on and facilitate (when possible) staff safety training
- draft and / or advise on policies, procedures and guidance for health and safety
- interpret, advise on and ensure communication of new legislation impacting our trust, academies and activities
- support and administer the activities of the health and safety committee
- attend other meetings and to advise on occupational safety issues
- ensure regular health and safety inspections and audits are undertaken with recommendations to be acted upon and confirmed at academy level within recommended timescales
- complete termly health and safety compliance audits relating to curriculum areas for DT, science, art and PE and provide detailed action plans to heads of department with a maximum timeframe for remedial actions to be addressed
- ensure risk assessments are accurate, suitable and reviewed annually and recorded on the risk assessment register
- deal with any hazardous practices, equipment or building issues and report to the principal if they remain unresolved
- provide a good example, guidance and support to staff on health and safety issues
- carry out a health and safety induction for all staff and keep records of that induction
- carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise

3.8 The cluster facilities managers are responsible for day-to-day operations, maintenance and other buildings/grounds issues. They will:

- ensure that the premises are inspected and maintained and equipment is inspected, tested and maintained so that they remain in a safe condition or appropriately cordoned off from students and staff until made safe.
- manage the keeping of records of all health and safety activities including maintenance of the building fabric and services
- ensure that any reactive or planned maintenance that has health and safety implications is prioritised and any concerns regarding unresolved hazards in academies appropriately reported, communicated (so the area can be made safe) and elevated in a timely manner
- ensure that daily checks are carried out of the grounds and buildings to identify any disrepair or other potential health and safety hazards e.g. broken windows etc.
- scope and deliver toolbox talks and other safety briefings across their academy portfolio e.g. relating to COSHH
- ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- ensure the provision and use of appropriate safety and protective equipment and clothing (including by contractors), with associated guidance, instruction and supervision
- lead fire evacuation practices and ensure weekly testing of the fire alarm is undertaken
- ensure all contractors under estates team control (follow appropriate control of contractors processes including submitting RAMS). Ensure all contractors are 'inducted' and show relevant risk assessments, asbestos records and are made aware of any hazards such as fragile roofs in the areas where they will be working. Contractors must be given the appropriate level of supervision whilst on site
- fully co-operate with health and safety arrangements during larger building projects
- ensure any contractors on site are competent in and comply with health and safety matters
- ensure appropriate provision is made for first aid

3.9 Staff with management / supervisory responsibilities will:

- make themselves familiar with the requirements of health and safety legislation and codes of practice that are relevant to the work of their area of responsibility, taking a direct interest and ensuring that staff, student and others comply with its requirements
- ensure that staff and contractors under their reasonable control meet and apply control of contractor's processes safety regulations, routines and procedures effectively



- ensure responsibilities for aspects of health and safety where appropriate are written into the job descriptions of our trust managers
- carry out and/or comply with risk assessments for teaching areas and practices / activities including equipment and substances
- ensure appropriate use of protective clothing and equipment, including fire equipment and first aid, are provided and readily available in all areas of the academy
- perform regular day to day visual health and safety inspections within their area of responsibility and ensure issues are addressed or appropriately reported

3.10 All academy staff will:

- apply our trust's health and safety policy to their own department or area of work and be directly responsible to the principal or member of academy senior leaders for the application of the health and safety procedures and arrangements
- ensure that all plant, machinery and equipment within their areas of responsibility are in good and safe working order and guards or other safety measures adequate and in use, reporting any defects appropriately to ensure they are rectified, and not make or allow improper use of such plant, machinery and equipment by students or staff
- use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied
- ensure they are familiar with COSHH legislation as appropriate and that any potentially toxic, hazardous and highly flammable substances are correctly identified, used, stored and labelled
- ensure timely health and safety reporting of any defects in academy premises, plant, equipment and facilities that they observe according to the trust's processes, also advising the health and safety team or academy estates site team directly in the event of any immediate risk
- actively participate in and follow the accident, incident and near miss reporting procedure in a timely manner
- in the event that an accident, incident or near miss occurs involving students or staff under their responsibility, ensure that all relevant evidence is retained or otherwise recorded (e.g. record of sequence and timing of events, photographs or videos of physical items involved and/or injury) in a timely way.
- take an active interest in promoting health and safety and suggest ways of reducing risks including through applying 'lessons learnt' from near misses
- leave their classroom or area of work in a reasonably tidy and safe condition for following users, ensuring any health and safety issues or risks have been reported.
- ensure that students are appropriately supervised (where appropriate according to risk mitigation measures identified in risk assessments) and advise them on how to use equipment safely including any PPE

3.11 All students are expected to:

- follow safety and hygiene rules intended to protect the health and safety of themselves and others
- follow safety instructions of teaching and support staff, especially in an emergency
- follow the academy rules and procedures

3.12 The health and safety committee will:

- be our overarching body with oversight of health and safety that will include representation from school and college trust leaders, principals from both regions across our three academy types (primary, secondary and sixth form), our key curriculum areas, estates, HR and our unions subject to their formal terms of reference
- review and make recommendations to the Audit and Risk Committee regarding: the strategic agenda for H&S, operational approaches, compliance, practices and statistics regarding accidents, incidents and near misses assist our academies in contributing to review, revision and monitoring of health and safety practice and procedures and representing staff on health and safety concerns and queries

4.0 Arrangements for health and safety

4.1 The following section sets out the arrangements that are in place for the management of health and safety within our trust. These arrangements include and refer to subject specific policies which sit independently but support the intent and nature of this health and safety policy and statement of intent.

4.2 Accidents, incident and near miss reporting (including violence at work)



- 4.3 All staff, student, and visitor accidents must be recorded according to the accident reporting procedure, with the health, safety manager submitting RIDDOR reports to the HSE after consulting with the head of estates and school and college trust leaders.
- 4.4 Risk assessments for violence at work and lone working should be in place where required.
- 4.5 All accidents, incidents, and near misses must be investigated and documented on Smartlog, including statements and photos when applicable.
- 4.6 Administration of medicines**
- 4.7 Medication prescribed by a GP or medical professional may be administered to students during core hours only with parental consent, by designated staff members identified at each academy, and stored securely (except asthma inhalers and EpiPens, which may be kept in accessible locations), with doses minimised to those essential during the school day.
- 4.8 Allergens and anaphylaxis**
- 4.9 Our trust has a legal duty to support students with medical conditions, including those with allergies. Academies must adhere to legislation and statutory guidance on caring for students with medical conditions, including the administration of allergy medication and adrenaline auto-injectors (AAIs).
- 4.10 On entry to the academy, it is the parent / guardian's responsibility to inform enrolment staff / school nurse of any allergies. This information must include all previous severe allergic reactions, history of anaphylaxis and details of all prescribed medication.
- 4.11 Staff must be aware of the students in their care (regular or cover classes) who have known allergies as an allergic reaction could occur at any time and not just at mealtimes. Any food-related activities must be supervised with due caution.
- 4.12 Asbestos**
- 4.13 Schools and other trust-occupied buildings will meet asbestos control responsibilities by first confirming its presence through a specialist contractor, documenting the location, type, and condition of any asbestos found, and assessing the risk of exposure. A comprehensive management plan will then be developed to address these risks, implemented, and regularly monitored and updated as needed. Additionally, information will be provided to anyone who might work on or disturb the asbestos, and any necessary removal will only be conducted by a licensed contractor.
- 4.14 Construction and maintenance work (including control of contractors)**
- 4.15 Our trust will employ only vetted contractors and service providers with verified competence and safety management. Contractors must complete a checklist, provide supporting documents (e.g., public liability insurance, risk assessments and method statements, accreditation certificates, enhanced DBS for operatives or a letter of assurance regarding the same), and await approval from the relevant responsible persons within our trust for that contract working with the health and safety team.
- 4.16 Before a contractor commences work:
- estates cluster managers will ensure that health and safety plans are in place for construction or maintenance projects, with contractors responsible for their employees' safety and working practices.
 - contractors must have a pre-meeting with the estates cluster manager unless this is not possible due to the works being of an emergency nature, and they must be informed of potential hazards (e.g., asbestos). All relevant documentation, including insurance, enhanced DBS, method statements, and risk assessments, etc, must be provided and permits to work issued if necessary.
 - contractors' operatives lacking enhanced DBS clearance must be supervised at all times when students or other school users who are children are or may be present.
 - permits to work will be issued for high-risk tasks, and contractors must follow our trust's health and safety policy, with a pre-start meeting to discuss safety measures. For relevant building or larger contract works to which CDM regulations apply, the trust will appoint and cooperate with the principal contractor and designer per CDM regulations.
- 4.17 Control of hazardous substances**
- 4.18 The use of hazardous substances in academies will be minimised. The estates cluster manager or other responsible manager, with support from senior leaders and the health and safety team, will complete COSHH assessments for all hazardous substances used for premises management, while curriculum subject matter experts will conduct COSHH assessments for curriculum-related substances (e.g., in DT, science, and art) to be incorporated into relevant curriculum risk assessments and related risk mitigation control measures and procedures which will be funded and enforced.
- 4.19 All equipment, materials, and hazardous chemicals must be stored in suitable containers and areas, with clear and compliant hazard signs and content labels. Managers should consider storage life when ordering new supplies. COSHH and Ionising Radiations Regulations guidelines must be followed, with all relevant COSHH assessments accessible and saved to our trust's health and safety management system, currently Smartlog.



4.20 A suitably qualified member of staff will be appointed as Radiation Protection Supervisor at relevant academies while a Radiation Protection Advisor will be engaged by our trust centrally.

4.21 Display screen equipment

4.22 All staff using computers, laptops, tablets on a regular basis and / or as part of their working routines including homeworking will be required to carry out workstation self-assessments via Smartlog.

4.23 Members of staff provided with portable devices (e.g. laptops, tablets) will be issued with the current trust guidance on their use.

4.24 Educational visits

4.25 All off site visits will be subject to an Educational Visit Risk Assessment (EVRA) and the advice of the educational visits advisor will be closely followed.

4.26 The health and safety team will work with educational visit co-ordinators to ensure the robustness of EVRAs to a consistent standard and to continually develop and evolve best practice examples for a range of typical educational visits which can be bespoke for particular trips.

4.27 EVOLVE or alternative software will be used to ensure effective trip / visit planning and approvals.

4.28 Risk assessments and up to date safety information must be obtained from external activity providers and contractors i.e. coach, minibus, taxis.

4.29 Fire safety management

4.30 Procedures to ensure effective management of safety precautions will be developed and communicated to staff. Fire risk assessments will be initially conducted at each academy and reviewed at least annually or after significant changes or incidents. Fire exits will be clearly marked and exit route plans will be displayed in teaching rooms, offices, and curriculum areas.

4.31 All staff and students must be familiar with evacuation procedures for fires, bomb threats, or other emergencies. Fire drills will be held and documented three times per academic year, with evacuation times and issues reported to the principals. Key staff will receive fire marshal training to ensure preparedness.

4.32 Firefighting equipment, including alarms and emergency lighting, will be inspected annually by an approved contractor, with records maintained. Weekly fire alarm tests will be conducted during normal occupancy, with documentation kept for accountability.

4.33 First aid provision

4.34 Our trust organises first aid training for staff, including paediatric first aid. A first aid risk assessment has been conducted to determine the necessary number of first aiders and the locations and quantities of first aid kits needed.

4.35 First aid kits are distributed at various locations throughout the academies in our trust and are regularly checked for completeness and readiness. Portable first aid kits are taken on educational visits, and a qualified first aider will accompany such visits when the risk assessment identifies the need for one.

4.36 Additionally, defibrillators are available at some academies within our trust and are registered with the NHS for accessibility in emergencies

4.37 Infectious disease

4.38 Any suspected infectious disease must be reported to the principal, and the H&S Team who will contact the health protection team for advice, draft letters and factsheets as appropriate. Reference should also be made to our trust's infection control procedure.

4.39 Food technology

4.40 Cooking equipment, including ovens and hobs, will only be used when fire precautions and appropriate risk assessments are in place as part of relevant DT curriculum risk assessments. Staff must ensure that the tasks are suitable for the students involved, and close supervision will be required during riskier parts of the cooking process, such as handling food from hot ovens.

4.41 Housekeeping

4.42 The cluster facilities managers have overall responsibility for cleaning standards, as specified in the cleaning specification, with special attention given to hygiene areas. They also will monitor the efficiency of the waste collection service.

4.43 Educational heads of department, with support from the academy admin manager, will arrange separate collection and disposal of laboratory materials, such as chemicals and broken glass, while the campus manager will oversee clinical waste and normal refuse collection. Maintaining tidiness throughout the academy is essential to prevent health and safety issues, particularly concerning slips, trips, falls, and safe access and egress.

4.44 Legionella

- 4.45 The estates team conducts temperature monitoring as part of legionella testing when necessary. Flushing is performed in areas with limited use, and widespread flushing occurs during holiday periods.
- 4.46 Water tanks are tested for legionella by approved contractors, who also provide advice, assist in preparing the trust's legionella risk assessments, and sample water as outlined in the assessments.

4.47 Lone Working

- 4.48 Lone working may be a key feature of working activities. Senior leaders have a legal responsibility to ensure all staff that face particular risks whilst working alone are effectively assessment and managed. This responsibility extends to contractors and self-employed persons who are carrying out work on behalf of our trust.
- 4.49 Employees have the responsibility of taking reasonable care of themselves and anyone else who may be affected by their work.
- 4.50 It is not against the law to work alone and in many cases; it is safe to do so. However, health and safety legislation places legal duties on employers to carefully consider and deal with any health and safety risks posed by working alone.

4.51 Manual handling

- 4.52 Manual handling training will be provided for appropriate members of staff including, if necessary, how to lift students safely.
- 4.53 Risk assessments / management processes are in place for manual handling and relate to estate services, science, DT etc.
- 4.54 Students and staff must only lift equipment and furniture within their own individual capability.

4.55 Plant and equipment (including inspection and testing)

- 4.56 Various equipment will be part of a documented programme of planned inspections by approved inspectors, maintenance contractor or an appropriately trained member of staff. Such equipment could be heating boilers, alarm systems, extinguishers, sports equipment, electrical equipment, etc.
- 4.57 Protective clothing, gloves, masks, helmets, and suitable footwear must be provided and utilized by technicians and estates staff when required. Staff and students are also required to wear protective glasses or eye shields in all workshops and laboratories, while visitors should be provided with appropriate protective clothing. Contractors are expected to supply their own personal protective equipment (PPE).
- 4.58 Students and staff operating machinery must have received prior instruction and training, with staff training being updated every three years, alongside appropriate risk assessments where necessary. When new equipment is purchased, it is the responsibility of the head of department, with assistance from the health and safety team and where relevant appropriate technician at each site as needed, to ensure that the equipment meets educational standards and complies with health and safety requirements for installation, use and is compliantly and regularly inspected.

4.59 Playground equipment and supervision

- 4.60 Playground equipment and its use is supervised during all breaks during the school day.
- 4.61 If the equipment is used during lesson time supervision is again maintained.
- 4.62 A decision is made, recorded and enforced if inclement weather (damp / icy) means that equipment becomes unsafe to use on a particular day.
- 4.63 Annual inspection of PE equipment is completed by a competent person.
- 4.64 Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment.

4.65 Risk management / assessments

- 4.66 Our trust has established controls to eliminate or manage risk through comprehensive risk assessments covering curriculum-based activities, educational visits, and the operation of academy buildings and grounds, all of which are available on our trust's database (currently Smartlog) for staff reference.
- 4.67 Academy principals and leadership teams, working with the health and safety and academy admin teams are responsible for ensuring that relevant staff are informed of applicable assessments and monitoring compliance with specified control measures, with all risk assessments reviewed annually, except for those relating to educational visits, which are reviewed or bespoke as relevant before each occurrence.

4.68 Security

- 4.69 All staff should be conscious of all aspects of the security of people and property and as part of our wider commitment to safeguarding. In particular, the emergency exit doors on the outer perimeter of the buildings must only be used in the event of emergencies, or as access to the playground as appropriate, but must be kept secure at all times.



- 4.70 Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors.
- 4.71 Staff and visitors will be required to wear their identification badges with appropriate coloured lanyards at all times which must be visible at all times.
- 4.72 Slips, trips and falls on the level**
- 4.73 To prevent slips and trips on wet or contaminated floors, precautions such as a cleaning regime, absorbent floor mats near entrances during ice or snow, well-maintained and well-lit premises, and suitable flooring in higher-risk areas like food preparation are implemented to ensure safety from loose floor coverings, trailing leads, or other obstructions.
- 4.74 Snow and ice**
- 4.75 A plan has been created to maintain main pedestrian routes during snowy and icy conditions, and if it becomes impossible to keep these routes clear, the principal is informed immediately to assist in any decision regarding the academy's closure.
- 4.76 Stress at work**
- 4.77 Proactive – our trust templates for stress risk assessment are used in order to identify how levels of stress (caused by work) amongst staff can be reduced.
- 4.78 Reactive – individuals who are identified to be suffering from excessive levels of stress (created by work or personal issues) are supported in accordance with our trust's welfare policies and, if necessary, by accessing an employee health and wellbeing service.
- 4.79 Training**
- 4.80 Health and safety training needs are assessed to reflect their role and /or may also be identified as part of a risk assessment process.
- 4.81 Role specific training needs are identified and, where applicable certified; and in-house or external training is arranged.
- 4.82 Visitors to individual academy sites**
- 4.83 In accordance with visitor safeguarding procedures, all visitors to academies must sign in at the main reception and present identification, such as a passport or driver's license and where necessary confirming their enhanced DBS status. Visitors without identification must be met by the staff member they are visiting, who will collect them from reception or escort them to their destination.
- 4.84 Visitors without an enhanced DBS must be escorted by a member of Dixons staff at all times when students (or visiting children) may be present, including outside normal school hours.
- 4.85 Visitors attending open evenings or similar events do not need to sign in or show identification, as these low-risk events ensure adequate supervision. Hirers of academy premises must use equipment safely and will be informed of their health and safety obligations upon booking.
- 4.86 Working at height**
- 4.87 Work at height will be avoided wherever possible and where it cannot be avoided the risks will be assessed, precautions taken and work will be properly planned and supervised.
- 4.88 Roof work: safe access will be provided, and access will be restricted to competent persons to prevent falls from edges and openings.
- 4.89 Fragile surfaces will be identified and avoided and where they cannot be avoided, access will be strictly controlled.
- 4.90 Ladders: where there is a requirement to use ladders staff will be trained and supervised and equipment inspected and maintained.
- 4.91 Estates staff who undertake working at heights will receive certified training as appropriate.
- 4.92 Teaching and other staff who assist in putting up displays in school, will be given appropriate in-house training.
- 4.93 Emergency / crisis planning and response**
- 4.94 In the event of an emergency such as a pandemic, flood or adverse weather; business continuity plans and related procedures are in place across our trust to respond to such incidents. Reference should be made to our trust business continuity and critical incident policy

5.0 Monitoring and review



- 5.1 This policy will ordinarily be reviewed every year to ensure its continued appropriateness to current legislative, and organisational requirements.