



HEALTH AND SAFETY POLICY

2025/26

Policy ratified:
Policy updated: Spring 2026
Changes made:
New Policy

Date of next review: Autumn 2026

TMPF Trust

TMPF Trust comprises fourteen schools:

Bishop Rawle C. E. Primary School; Dilhorne Endowed C. E. Primary School; Great Wood Primary School; Hollinsclough C.E. Academy; Ilam C.E. Primary School; Manifold C.E. Academy; St.

Bartholomew's C.E. Primary School; St. John's C.E. Primary School;

St. Peter's C E First School; St. Werburgh's C.E. Primary School;

Talbot First School; The Valley Primary School and Waterhouses C.E. Primary Academy

TMPF Values:

Trust;
Mindful;
Peace;
Friendship.

1. Policy Statement of Intent

TMPF Trust is committed to conducting all its operations in a manner that protects the health, safety and wellbeing of all employees, pupils, visitors, contractors, and members of the wider community so far as is reasonably practicable. This commitment is made in accordance with the **Health and Safety at Work etc. Act 1974** and all supporting regulations, including the **Management of Health & Safety at Work Regulations 1999**.

TMPF Trust will:

- Identify hazards and assess risks associated with staff activities, school premises, rural locations, equipment and substances, implementing appropriate control measures.
- Provide and maintain safe working conditions, a safe learning environment and adequate welfare facilities across all 14 schools.
- Ensure all employees receive information, instruction, training and supervision to work safely and competently.
- Promote sensible, proportionate, and practical risk management, suitable for small rural schools with varied staffing profiles.
- Maintain open communication and consultation with staff on health and safety matters.
- Continually improve health and safety performance through monitoring, audit and review processes.

All TMPF Trust employees and volunteers must take reasonable care of themselves and others and cooperate to ensure statutory duties are fulfilled.

Role	Name	Signature	Date
Chair of Trust Board	Lee Yates		
CEO TMPF Trust	Jared Eccles		

2. Organisation and Responsibilities

2.1 TMPF Trust Board (Employer)

The Board has overall responsibility for ensuring compliance with UK health and safety legislation across all 14 schools. The Board will:

- Ensure adequate resources are available to comply with the policy.
- Promote a positive safety culture throughout the Trust.
- Review trust-wide health and safety performance regularly.
- Ensure health and safety governance and risk management systems operate effectively.
- Ensure schools have access to competent health and safety advice.

2.2 Chief Executive Officer (CEO)

The CEO oversees the operational implementation of the policy, ensuring:

- Legislative compliance across all schools.
- Trust-wide planning, target-setting and monitoring.
- Adequate communication between central teams, Leaders, staff and stakeholders.
- Suitable resources are delegated proportionately for rural settings.
- Access to competent health and safety advisors is maintained.

2.3 Executive Principal/Headteacher/Executive School Leader/School Leader

Leaders (listed above) are responsible for implementation of this policy at a school level and daily management of health and safety within their school(s). They must:

- Embed a positive health and safety culture within their schools
- Ensure risk assessments are completed, reviewed, and embedded.
- Allocate appropriate resources and staff training in proportion to school size and risk.
- Ensure accidents and incidents are properly reported and investigated.
- Ensure premises compliance checks are undertaken and documented as required (fire alarm testing, water flushing, playground checks).
- Consult with staff on health and safety matters affecting their health, safety and wellbeing.
- Effectively communicate health and safety matters to their school community.
- Seek support from the central team / Health and Safety Lead where required

2.4 Administration staff and site team

Administration staff and site team (where present) will be responsible for the day-to-day running of the site and assist leaders by:

- Embedding a positive health and safety culture within their schools
- Ensuring staff complete relevant training and induction.
- Acting immediately on any serious and immediate risks.
- Taking defective equipment out of use until made safe.
- Advising leaders on servicing and maintenance requirements.
- Ensuring the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards.
- Manage day-to-day premises safety and site arrangements by:
 - Conducting regular site inspections (daily/weekly/monthly).
 - Monitoring contractors and ensuring safe working practices.
 - Managing fire alarm testing, equipment maintenance, and statutorily required inspections.
 - Reporting defects promptly and keeping accurate maintenance records.

2.5 All staff

All employees must:

- Take reasonable care for their own health and safety at work and of those who may be affected by their actions or omissions.
- Comply with health and safety instructions/information/procedures and undertake relevant health and safety training as required.
- Report hazards, defects or unsafe conditions.
- Use equipment appropriately.
- Contribute to a positive safety culture.
- Familiarise themselves with relevant risk assessments

2.6 Pupils

Pupils must:

- Follow instructions, behave safely, and avoid misuse of equipment.

2.7 Competent Person

TMPF Trust has commissioned competent health and safety advisory services from YMD Boon to provide specialist support and assist with audits and training.

3. Health & Safety Arrangements

TMPF Trust has adopted trust-wide arrangements to ensure a consistent, proportionate system across all 14 schools.

3.1 Risk Assessment

Suitable and sufficient risk assessments will be carried out for all significant hazards. These must be school specific.

These will be reviewed at least every two years or when there are significant changes. Risk assessments must be communicated and easily accessible to all staff.

3.2 Accident & Incident Reporting

All accidents, incidents, near misses and cases of ill-health must be recorded and investigated.

Schools may record minor accidents in a way which works best for their setting.

Any RIDDOR-reportable incidents will be notified to the HSE promptly via YMD Boon.

Incident trends monitored termly at school level.

3.3 Fire Safety

Each school maintains a fire risk assessment which is reviewed annually. An external fire risk assessment (FRA) must be carried out every three years and any actions highlighted are to be rectified within the timescales outlined in the FRA.

Fire drills are to be completed and recorded termly.

Firefighting equipment must be serviced and maintained by competent persons.

3.4 First Aid (see TMPF First Aid Policy)

The first aid provisions will be of the appropriate number, based on number of employees and pupils and layout of the premises. Provisions for first aid will be reviewed on a regular basis and kits re-stocked as required.

Schools are to maintain adequate numbers of trained first aiders based on risk and size.

In EYFS, school will ensure that there will be a Paediatric First Aider on the premises at all times and accompany pupils on visits. Certification must be renewed every three years.

Only trained employees will be considered First Aiders for planning and organising purposes.

3.5 Premises Safety

TMPF Trust schools will comply with all relevant statutory inspections, including:

- Electrical installation (5-yearly) and portable appliance testing (at least bi-annually).
- Water hygiene (Legionella checks).
- Asbestos management (annual inspection).
- Playground equipment inspection.

- Gas safety servicing.

3.6 COSHH

Hazardous substances will be assessed as required under COSHH regulations, with hazards from their use or storage identified, and controls required to make use of the substance safe also documented.

A copy of this information should be kept on file, employees made aware of the risks and precautions to be taken and the assessment reviewed annually or where there are significant changes.

Office staff and/or site teams ensure safe storage and staff instruction.

3.7 Asbestos

The Trust will ensure that it complies with the *HSE's approved code of practice L143 Managing and working with asbestos Control of Asbestos Regulations 2012*. The Trust is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises and manages this by:

- Having a whole site asbestos management survey from which an Asbestos Management Plan (AMP) has been developed.
- Completing an annual visual inspection of all identified Asbestos containing materials (ACMs) that are visible, accessible, encapsulated, or in restricted access areas, are undertaken and documented. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in the Academy AMP. Where necessary, more frequent checks of ACMs are undertaken.
- Procuring a refurbishment or demolition survey prior to any works that will or have the potential to alter the fabric of the building; in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing.
- Ensuring that staff and contractors are made aware of locations of asbestos in areas that are relevant to their work.

3.8 Gas/Oil

Installations, maintenance and repair of gas/oil appliances, pipes, meters flues and other fixtures and fittings will only be completed by Competent Engineers. Regular maintenance and servicing will be completed on the system by an external Competent Engineer. 'Competent Engineer' must be on Gas Safe Register and be qualified to do the works required.

3.7 Work at Height

Working at height should be avoided where reasonably practicable. All staff must complete working at height training via The National College. Staff are not permitted to use chairs or tables for working at any height. Appropriate equipment such as step-ladders or kick-stools must be used.

3.8 Manual Handling

Avoid hazardous manual handling where possible. All staff must complete manual handling training via The National College.

3.9 Lone Working (see TMPF Lone Working Policy 2025)

Lone working is discouraged. Only low-risk tasks may be done when working alone. Staff to maintain agreed check-in procedures with school leaders for situations where lone working takes place.

3.10 Educational Visits (see TMPF Educational Visits (LOtC) Trust Policy 2025)

Schools follow Outdoor Education Advisers' Panel National Guidance. All visits require suitable risk assessments and must be input onto the EVOLVE system. Educational Visits Co-ordinators (EVCs) must have completed the EVC training which must be refreshed every three years.

3.11 Contractor Management

Contractors must be competent to complete any works which they are hired to do. All contractors are required to check the Asbestos Register and sign their understanding prior to any works being completed. All works are to be monitored by the office staff/site team.

3.12 Stress, Wellbeing and Workload

TMPF Trust acknowledges the importance of staff wellbeing and aims to eliminate work-related stress where practicable. A workplace stress risk assessment will be prepared by the schools on an annual basis, with the consultation of staff.

Policies, arrangements and expectations will be designed proportionately to avoid excessive workload, please see TMPF Reducing Workload Strategy.

3.13 New, Expectant and Nursing Mothers

In the event of an employee becoming pregnant, a risk assessment will be completed; relating to the work operations of new and expectant mothers, and appropriate measures taken as a result, in compliance with the Management of Health and Safety at Work Regulations. As far as reasonably practicable the school will make provision for pregnant and nursing mothers as dictated by the risk assessment's findings.

3.14 Display Screen Equipment (DSE)

Staff that 'habitually' use DSE should have suitable equipment to undertake the tasks that they are required to carry out, know how to use the software applicable to their role and complete a DSE self-assessment. This will ensure that all static workstations used by staff meet the minimum standards required, equipment is maintained in good working

condition, staff are aware of best practice in using DSE and issued with relevant information.

Staff whose roles require significant use of DSE complete a self-assessment which is reviewed at suitable intervals by a competent person. Assessments are reviewed if there are significant changes to equipment/layout individual health.

DSE users are made aware that an appropriate eye and vision test is available to them on request.

3.15 Monitoring & Review

An annual Trust-wide Health and Safety audit facilitated by external advisors will take place. Termly school-level quality assurance should take place by school leaders.

4. Review of Policy

This policy will be reviewed at least annually, or sooner if there are significant changes to legislation or operations or following major incidents or audit recommendations.