DMAT

Aspiration | Excellence | Transformation

Health & Safety Policy 2026 - 2027

Compiled/ Reviewed and Updated	**Author:** David Hutchinson	**Date:** September 2026
Approval By: Board of Trustees	**Approval Date:** **24 September 2026**	**Review Date:** September 2027

Contents

1. Policy Statement 3
2. Scope 3
3. Responsibilities 3
4. Commitments 4
5. Review 4
6. Health and Safety Objectives 4
7. Risk Assessment and Management 5
8. Training and Information 6
9. Reporting and Investigation of Incidents 6
10. Emergency Procedures 7
11. Contractors and Visitors 8
12. Review and Improvement 9
13. Compliance and Enforcements 9
14. Distribution and Awareness 10

1. Policy Statement

Durrington Multi Academy Trust is committed to providing and maintaining a safe and healthy environment for all staff, pupils, contractors, visitors, and members of the community across all schools within the Trust. We recognise that effective health and safety management is integral to the delivery of high-quality education and safeguarding the wellbeing of everyone involved. Individual schools will maintain local Health and Safety arrangements, procedures, risk assessments and management plans to address site-specific statutory requirements including first aid, anaphylaxis management, educational visits, asbestos, Legionella, fire safety and other operational health and safety matters.

2. Scope

This policy applies to all schools within Durrington Multi Academy Trust including all Trust-managed premises, activities, and operations.

3. Responsibilities

- **Trust Board:** The Trust Board holds overall responsibility for health and safety compliance across the Trust. They will ensure sufficient resources, support, and oversight to maintain a robust health and safety framework.
- **Chief Executive Officer (CEO) / Executive Leadership:** The CEO and Trust Executive Leadership Team are responsible for implementing this policy, monitoring performance, and promoting a positive health and safety culture across all schools.
- **Local Governing Bodies / School Leadership:** Individual schools retain responsibility for day-to-day health and safety management on their premises, including risk assessments, training, incident reporting, and compliance with Trust policies.
- **Estates Manager and Compliance Manager:** 'DMAT employs an Estates and Compliance Manager to act as the Trust's responsible person, key responsibilities of the role are to identify and control hazards, ensures legal compliance, provide adequate training and equipment, and investigate accidents to foster a safer workplace for all employees and visitors
- **Staff and Contractors:** All staff, visitors and contractors must comply with this policy, follow safe working practices, and report hazards or incidents promptly.
- **Students:** Students are expected to behave responsibly and follow all health and safety instructions provided by staff

4. Commitments

- Comply with all relevant health and safety legislation, regulations, and guidance.
- Conduct regular health and safety audits, inspections, and risk assessments at both Trust and individual school levels.
- Provide appropriate training, information, and resources to ensure competency in health and safety matters.
- Maintain effective communication and consultation channels on health and safety issues with staff,

5. Review

This Health and Safety Policy will be reviewed at least annually or following significant changes in legislation, Trust structure, or incidents affecting health and safety.

6. Health and Safety Objectives

The Trust aims to continuously improve health and safety standards across all its schools by achieving the following objectives:

- **Compliance:**
  Ensure full compliance with all relevant health and safety legislation, regulations, and statutory guidance in every Trust school.
- **Risk Management:**
  Conduct thorough risk assessments for all activities, premises, and equipment, and implement effective control measures to minimize risks.
- **Training and Competency:**
  Provide appropriate health and safety training and induction for all staff, contractors, and visitors to promote awareness and competence.
- **Incident Reduction:**
  Reduce the number and severity of accidents, incidents, and near misses through proactive monitoring, reporting, and investigation.
- **Health and Safety Culture:**
  Foster a positive health and safety culture by encouraging active participation, communication, and responsibility at all levels.
- **Monitoring and Review:**
  Carry out regular audits, inspections, and reviews of health and safety performance to identify improvements and ensure continuous compliance.
- **Emergency Preparedness:**
  Maintain effective emergency procedures and ensure all staff and pupils are familiar with these protocols through regular drills and training.
- **Wellbeing Promotion:**
  Promote the physical and mental wellbeing of all pupils and staff through supportive policies and safe working environments.

7. Risk Assessment and Management

The Trust is committed to identifying, assessing, and controlling risks to ensure a safe environment for all staff, pupils, visitors, and contractors.

Risk Assessment Process

- **Identification:** All potential hazards within the school environment, activities, and processes will be systematically identified. This includes physical, chemical, biological, ergonomic, and psychosocial hazards.
- **Assessment:** Risks associated with identified hazards will be evaluated to determine the likelihood of occurrence and the severity of potential harm. Risk assessments will be carried out by competent persons familiar with the specific activity or area.
- **Documentation:** All risk assessments will be documented using a standard risk assessment form, outlining hazards, persons at risk, existing controls, and additional control measures required.
- **Review:** Risk assessments will be reviewed regularly, at least annually, or sooner if there are changes in circumstances such as new equipment, changes to work processes, incidents, or legislation updates.

Risk Control

- The school will implement control measures following the hierarchy of controls to eliminate or reduce risks, including:
    - Elimination of the hazard where possible.
    - Substitution with less hazardous materials or processes.
    - Engineering controls such as barriers or ventilation.
    - Administrative controls including safe work procedures, training, and supervision.
    - Personal Protective Equipment (PPE) as a last line of defence.
- Staff and pupils will be made aware of relevant risks and control measures through training, inductions, and clear communication.

Responsibilities

- All staff have a responsibility to follow control measures and report new hazards or inadequacies in existing controls.
- The Health and Safety Coordinator or designated officer is responsible for ensuring risk assessments are completed, reviewed, and that control measures are implemented effectively.

Continuous Improvement

- The effectiveness of risk management will be monitored through audits, inspections, incident investigations, and feedback.
- Improvements will be made where necessary to enhance safety and reduce risks.

8. Training and Information

The Trust recognises that effective health and safety management relies on ensuring all staff, pupils, contractors, and visitors are adequately informed and trained to work safely.

Training

- All new staff will receive a comprehensive health and safety induction covering Trust-wide policies, site-specific procedures, emergency arrangements, and their individual responsibilities.
- Regular refresher training will be provided to all staff to maintain and update their health and safety knowledge and skills.
- Role-specific training will be arranged as necessary, including for staff with particular health and safety duties (e.g., first aiders, fire marshals, site managers).
- Contractors working on Trust premises must demonstrate relevant health and safety competence and will be provided with a site induction before commencing work.
- Pupils will be given appropriate health and safety information and instruction relevant to their age and activities to promote safe behaviour.

Information

- Health and safety policies, procedures, risk assessments, and emergency plans will be made accessible to all staff and relevant parties.
- Communication channels will be maintained to disseminate health and safety updates, alerts, and guidance promptly.
- Feedback and suggestions on health and safety matters will be encouraged from staff, pupils, and contractors to support continuous improvement.
- Relevant health and safety signage will be displayed prominently across all Trust premises to inform and remind occupants of hazards and safe practices.

9. Reporting and Investigation of Incidents

The Trust recognises the importance of promptly reporting and thoroughly investigating all incidents to prevent recurrence and improve safety.

Reporting

- All accidents, incidents, near misses, and unsafe conditions must be reported immediately to the designated Medical/ First Aid coordinator
- Reports should be completed as soon as possible after the event, ideally within 24 hours.
- In the case of serious incidents or injuries, emergency services should be contacted immediately, and the Estate and Compliance Manager notified without delay.
- Staff, pupils, contractors, and visitors are encouraged to report hazards or unsafe behaviours to support a safe environment.

Investigation

- All reported incidents will be investigated to determine the root causes and contributing factors.
- Investigations will be carried out by a competent person or designated team, which may include the Estate and Compliance Manager, SLT, and relevant specialists.
- The investigation process will involve gathering evidence, interviewing witnesses, reviewing documentation, and inspecting the scene where applicable.
- The purpose is to identify lessons learned and develop corrective actions to prevent similar incidents.

Actions and Follow-up

- Corrective actions will be documented, assigned to responsible persons, and monitored to ensure completion within agreed timescales.
- Serious incidents and patterns of minor incidents will be reported to senior leadership and relevant authorities, as required by law.
- Findings and lessons learned from investigations will be communicated to all relevant parties to raise awareness and improve safety practices.
- Records of incidents and investigations will be maintained securely and confidentially in accordance with data protection regulations.

10. Emergency Procedures

The Trust is committed to ensuring the safety of all staff, pupils, visitors, and contractors by having clear, effective emergency procedures in place across all Trust schools.

General Principles

- Emergency procedures will be designed to deal with a range of incidents, including fire, medical emergencies, bomb threats, severe weather, lockdowns, and other critical incidents.
- All staff and pupils must be familiar with emergency arrangements relevant to their school site.
- Emergency drills (e.g., fire drills) will be conducted regularly to ensure readiness and effectiveness.
- Emergency equipment, such as fire alarms, extinguishers, first aid kits, and emergency lighting, will be maintained and regularly inspected.

Fire Safety

- Fire Drills will take place in each term.
- At the start of the academic year fire drills will take place within the first full week of term for secondary schools and within the first week all reception pupils have joined for primary schools.
- Upon hearing the fire alarm, all occupants must evacuate the building immediately by the nearest safe exit.
- Staff will guide pupils calmly to designated assembly points outside the building.
- No one should re-enter the building until the designated fire officer or emergency services declare it safe.

- Fire evacuation procedures will be clearly displayed throughout the school.

Medical Emergencies

- First aid will be provided promptly by trained first aiders.
- Serious incidents requiring emergency medical attention will be escalated by contacting emergency services immediately.
- Records of all medical incidents and treatment will be maintained in accordance with Trust procedures.

Lockdown and Security Incidents

- Procedures for lockdown in response to external threats or intruder incidents will be clearly defined and communicated.
- Staff and pupils will be trained on lockdown signals and safe practices to follow during such events.
- Lockdown drills will take place on an annual basis in the first term of the academic year, with termly awareness sessions for staff and pupils to highlight the increasing need for vigilance relating to the introduction of Martyn's Law.

Communication

- The Trust will ensure that communication systems are in place to alert all building occupants of emergencies and to coordinate response actions.
- Parents and guardians will be informed promptly of any significant incidents affecting pupil safety.

Review and Training

- Emergency procedures will be reviewed regularly and updated as necessary.
- Staff and pupils will receive training and updates on emergency procedures during inductions and throughout the year.

11. Contractors and Visitors

To ensuring the health, safety, and welfare of all individuals on its premises, including contractors and visitors. All contractors and visitors are required to comply with our Health and Safety Policy and procedures at all times while on site.

Contractors

- All contractors and visitors are required to always comply with DMAT Health and Safety Policy and procedures.
- Complete mandatory health and safety induction before starting any work on site. This will cover emergency procedures, site rules, PPE requirements, and any specific risks.
- Be competent to carry out their duties and provide relevant risk assessments and method statements (RAMS) prior to commencing work.

- Report any incidents, accidents, or unsafe conditions immediately to their school contact

Visitors

- Receive a brief safety induction or briefing appropriate to the nature and duration of their visit, including emergency evacuation procedures and any site-specific hazards.
- Sign in upon arrival and be always accompanied by a staff member unless otherwise agreed.

12. Review and Improvement

To ensure the effectiveness of this Health and Safety Policy, the following review and improvement procedures will be implemented:

Regular Reviews:
- The Health and Safety Policy will be formally reviewed at least annually or more frequently if there are significant changes in legislation, operational activities, or following any serious incidents.

Monitoring Performance:
- The effectiveness of health and safety arrangements will be monitored through termly audits, inspections, and accident/incident reporting.

Feedback Mechanisms:
- Staff, pupils, contractors, and visitors are encouraged to report any hazards, unsafe conditions, or suggestions for improvement to the designated person.

Action Plans:
- Findings from audits, inspections, incident investigations, and feedback will be used to develop and update action plans aimed at reducing risks and improving safety performance.

Training and Communication:
- Training needs identified during reviews will be addressed promptly to enhance awareness and competence. Any changes to policies or procedures will be communicated clearly to all relevant parties.

Continual Improvement:
- The Trust aims to foster a proactive health and safety culture by learning from past experiences and adopting best practices to prevent accidents and promote wellbeing.

13. Compliance and Enforcements

To ensure ongoing compliance with statutory requirements and to promote best practices in health and safety management, the school conducts termly health and safety audit.

Purpose of Audits:

- Identify potential hazards or risks within the school environment.
- Monitor the implementation and effectiveness of the Health and Safety Policy.
- Ensure compliance with relevant legislation, including the Health and Safety at Work Act 1974 and associated regulations.
- Review accident records and near misses to inform preventative measures.
- Ensure safe procedures are in place for fire safety, first aid, emergency evacuation, maintenance, and contractor management.
- Evaluate the condition of buildings, equipment, and infrastructure for safety and suitability.

Audit Process

- Audits are conducted once per school term (three times per academic year).
- Audits will be carried out by the estate and compliance manager or an external consultant.
- A checklist is used to standardise the process and ensure all areas are covered, including classrooms, outdoor areas, corridors, plant rooms, and storage spaces.
- Findings are recorded in a formal report, with actions assigned and deadlines for resolution.
- The audit report is reviewed by the Director of Operations and outcomes shared with governors or trustees.

Follow-Up and Review

- Any urgent issues identified during the audit are acted upon immediately.
- Non-urgent issues are added to the school's action plan and monitored to completion.
- The outcomes of each audit contribute to the annual review of the Health and Safety

Policy.

- Staff are informed of any relevant changes or updates resulting from audit findings.

14. Distribution and Awareness

To ensure that all relevant stakeholders are made aware of the Health and Safety Policy and understand their responsibilities under it.

Policy Distribution

- The Health and Safety Policy will be:
    - Distributed to all schools within the Trust.
    - Made available to all staff via internal systems (e.g., staff intranet, shared drives, or printed handbooks).
    - Shared with contractors, volunteers, and external agencies as appropriate.
    - Published on the Trust and individual school websites where applicable, to ensure accessibility for parents and the wider community.

Raising Awareness

- All staff will be made aware of the policy during induction and through regular updates (e.g., annual refresher training, team briefings, or inset days).
- Key responsibilities and safety procedures will be regularly reinforced through:
    - Staff meetings and communications.
    - Posters, signage, and noticeboards in visible areas.
    - Safety campaigns and themed awareness weeks.
- Pupils will be introduced to relevant safety rules in an age-appropriate way, including through assemblies, classroom activities, and participation in drills (e.g. fire, lockdown).
- Contractors and visitors will be informed of relevant safety procedures during site induction or sign-in procedures.

Ongoing Engagement

- Staff are encouraged to familiarise themselves with the policy and ask questions if anything is unclear.
- Health and safety responsibilities will be embedded into, line management, and performance review processes.
- Feedback and suggestions for improving health and safety awareness and communication are welcomed and will be considered as part of the Trust's continuous improvement efforts.