

Framework Premises Policy

1. Overview

1.1 This Framework Premises Policy (***the Framework Policy***) applies across all partner schools in the Willow Learning Trust (***the Trust***).

1.2 The Trustees of the Trust are responsible for setting the overall policies applicable to school premises within the Trust. Each individual partner school within the Trust (each ***Trust School***) is responsible for ensuring compliance by the Trust School with this Framework Policy through the production, implementation and monitoring of compliant school-specific policies (***School Policies***) for each of the areas covered by this Framework Policy. As such, for a particular Trust School, each section of this Framework Policy should be read in conjunction with the relevant School Policy.

1.3 This Framework Policy will be reviewed on behalf of the Trustees by the Trustees' Premises Committee at least once every 2 years.

1.4 The Local Governing Bodies of each Trust School, working with the CEO and the individual Trust School Senior Leadership Teams, are responsible for ensuring the compliance of their Trust Schools with this Framework Policy.

2. Principles and aims

2.1 The Trust considers that it is of vital importance that all Trust Schools adhere to the following core overriding principles:

- (a) Each Trust School should provide a healthy and safe environment for staff, pupils and visitors
- (b) Each Trust School should produce, implement and monitor appropriate policies and plans to ensure the proper use, maintenance and improvement of the land and buildings comprising the individual school premises
- (c) Each Trust School must have in place detailed and robust plans to deal with unplanned events which might potentially affect, involve or occur on Trust School premises including, without limitation, emergencies such as fire, critical incidents, terrorism or intruder threats, or total power failure;
- (d) Each Trust School should offer an inclusive, accessible environment to all pupils, regardless of physical or learning disability;
- (e) Each Trust School must comply with all legal obligations relating to the Trust School and school premises.

3. Structure of this Framework Policy

This Framework Policy is comprised of individual framework policies with which each Trust School must comply. The individual framework policies are:

- 3.1 Framework Health & Safety Policy
- 3.2 Framework Critical Incidents Policy
- 3.3 Framework Accessibility Policy

SECTION A: FRAMEWORK HEALTH & SAFETY POLICY

1. Overview

1.1 The Framework Health & Safety Policy is produced under the Health & Safety at Work Act 1974, together with all applicable statutory requirements and codes of practice, and with advice from the Department for Education on health and safety in school. This policy takes into account the Government's February 2014 guidance – *'Health and Safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies'*.

1.2 The Trustees of the Trust are responsible for setting the overall health and safety policy for the Trust. Each individual partner school within the Trust (each **Trust School**) is responsible for ensuring compliance by the Trust School with this Framework Health & Safety Policy through the production, implementation and monitoring of a compliant school-specific policy (**School H&S Policy**) which includes detailed health and safety procedures and arrangements having regard to the context of the circumstances and organisational arrangements of the individual Trust School. As such, for a particular Trust School, this Framework Health & Safety Policy should be read in conjunction with the relevant School H&S Policy.

1.3 Each School H&S Policy should be reviewed by the Local Governing Body, CEO and relevant Headteacher annually.

2. Principles and aims

2.1 The Trust considers that the following key principles are of paramount importance to the management of health and safety across the Trust:

- Health, safety and welfare are of integral importance to all activities, whether on or off site at Trust Schools.
- All legally required and other reasonably practicable steps should be taken to provide safe and healthy conditions for students, staff and others who may be affected by these activities or visiting a Trust schools.
- All Trust Schools should comply with all relevant Health and Safety legislation.
- All staff and students are required to:
 - co-operate in complying with all legal obligations;
 - take reasonable care of their own health, safety and welfare; and
 - have regard for the health, safety and welfare of others
- The necessary information, instruction, supervision and training should be provided to all employees and students, as appropriate.
- Health and Safety Representatives should be actively supported, to enable them to carry out their duties effectively.
- Adequate resources should be provided to implement this Framework Health & Safety Policy and individual School H&S Policies, including access to support from health and safety competent persons.
- Arrangements for the local management of health and safety must be put in writing in a School H&S Policy and communicated to all colleagues.
- Individual School H&S Policies should be regularly reviewed to ensure that the principles and aims are met and to modify the relevant policy to accommodate: the requirements of new legislation; lessons learnt from incidents; and other changing circumstances.

2.2 In conjunction with these principles, the following aims have been identified for the Trust Schools to implement in their settings:

- Risk assessments are carried out, as appropriate, that identify potential hazards and ensure that suitable and sufficient standards of safety are employed
- All departments (and areas of management) have suitable health and safety procedures in place
- Comprehensive information, training and supervision is provided
- Equipment is maintained properly and is not used, knowingly, when it may present any risk to the safety of staff, students, visitors or the public
- Arrangements for access to and from the school site are safe and without risks to health
- There are up-to-date fire safety procedures and documentation and all staff and students (and, as far as is practicable, visitors) are familiar with them
- Safety awareness is developed among all employees and students and individuals' responsibility for health and safety is promoted amongst staff and students
- Health, safety and welfare of staff, students and members of the public is under continuous review by managers at all levels
- A competent, and suitably trained, person oversees the implementation of the relevant School H&S Policy and procedures
- A member of the relevant Local Governing Body is appointed as the Local Governing Body's Health and Safety Governor (***the LGB H&S Governor***) and shall be a member of the Trustees' Premises Committee. The current LGB H&S Governors are:
 - Glenthorne High School: Trevor Fitzgerald
 - Aragon Primary School: Anna Duncan
 - Abbey Primary School: Alistair Hutchinson
- A Health & Safety Representative is appointed by each school to liaise with staff, the Headteacher or Health & Safety Manager, the LGB H&S Governor and is a member of the Trustees' Premises Committee. The current Health & Safety Representatives are:
 - Glenthorne High School: TBC
 - Aragon Primary School: Adrian Hennessey
 - Abbey Primary School: Aaron Tanner
- Sufficient funds are provided for the operation of safe systems of work and for the training of relevant staff.

3. Responsibilities

3.1 The Trust

The Trust, as employer, has overall responsibility for health and safety throughout the Trust, but delegates the day-to-day operation of health and safety to Local Governing Bodies and Headteachers of Trust Schools.

3.2 Trust Finance, Audit and Premises Committee

The Willow Learning Trust Premises Committee has delegated responsibility for the production, review, monitoring and evaluation of the Framework Health & Safety Policy.

3.3 Chief Executive Officer

The CEO is responsible for:

- providing the Trustees (via their Premises Committee) with information on the implementation of the Framework Health & Safety Policy through the production and implementation of the School H&S Policies;
- providing advice and leadership, as required, in the management and review of health and safety across the Trust ensuring that the Framework Health & Safety Policy is implemented consistently and thoroughly across the Trust;
- providing direct support to Trust Schools with health and safety matters; and
- Commissioning expert advice, as required.

3.4 Local Governing Body (**LGB**)

Together with the relevant Headteacher, LGBs have overall responsibility for the production, review, monitoring and evaluation of the individual School H&S Policies. LGBs are responsible for ensuring:

- That the relevant School H&S Policy complies with the principles and requirements of this Framework Health & Safety Policy, and that the School H&S Policy and procedures are communicated effectively to all staff;
- Ensure that the Headteacher takes into account the views and recommendations of the LGB and the school Health and Safety Representative;
- Appoint a member of the LGB to be the LGB H&S Governor, with responsibility for liaison on health and safety issues with the Headteacher and staff and sitting on the Trustees' Premises Committee;

3.5 Each LGB H&S Governor must check that the School H&S Policy and procedures are in place and being correctly implemented. This member of the LGB is responsible for:

- Liaising with the Headteacher or school Health and Safety Manager if the Headteacher does not undertake this role;
- Ensuring that there is proper Health and Safety oversight of any dealings with contractors;
- Inspecting the accident/incidents logs on a termly basis; and
- Reporting to the LGB and the Premises Committee on health and safety issues/status at least once a term, including the outcomes of the annual independent health and safety audit

The LGB H&S Governor shall be entitled, but not obliged, to participate in a full or "spot-check" site inspection of the relevant Trust School, at least once a year accompanied by the school Health and Safety Representative.

3.6 Headteacher

The Headteacher/Principal has responsibility and accountability for the oversight of the management and implementation of the Framework Health & Safety Policy and the School H&S Policy reporting to the LGB, the LGB H&S Governor and the CEO. In particular, the Headteacher is responsible for:

- Ensuring that a competent person is appointed as the school Health and Safety Representative and ensure that they are appropriately trained;
- Ensuring that there is a system across the school through which appropriate risk assessments are carried out, recorded and reviewed;
- Ensuring that appropriate standards of health and safety are established and maintained for staff, students and visitors;
- Ensuring that staff are trained in health and safety, as appropriate to their roles;
- Providing adequate resources to enable the School H&S Policy to be implemented;
- Agreeing and maintaining contracts relating to health and safety and security;

- Ensuring that a system is in place that ensures that contractors, and persons hiring any part of the premises, are made aware of, and conform to, the School H&S Policy and procedures;
- Monitoring the implementation of Health and Safety procedures throughout the Trust School, including receiving an annual status review from the Health and Safety Manager if this role is undertaken by someone other than the Headteacher;
- The organisation, completion and recording of an annual independent Health & Safety Audit.

3.7 School Health & Safety Representative

The school Health & Safety Representative will be responsible for receiving health and safety concerns from staff and will report these to the Headteacher or Health & Safety Manager. They will participate in any full or "spot check" site inspections with the LGB H&S Governor.

3.8 School Health and Safety management

It is strongly encouraged that each Trust School arranges regular meetings (not less than twice a year) between the Headteacher (or Health & Safety Manager if one is appointed), the school Health & Safety Representative and the LGB H&S Governor and provides a report for the LGB. As appropriate, the regular meetings may include a site tour as well as:

- Making, and reviewing, specific health, safety, welfare and security arrangements;
- Considering accident, incident and ill-health data;
- Considering reports of any internal and external inspections;
- Considering risk assessment practice;
- Making recommendations on health and safety training;
- Considering the efficiency of emergency procedures;
- Considering the potential impact of changes of any kind that affect health and safety;
- Receiving and considering an annual Health & Safety Quality Assurance Review from the Headteacher/Health and Safety Manager and determines any necessary response; and
- Considering any other items raised by the senior leadership team or staff representatives and reports.

4. School H&S Policies

All School H&S Policies must include detailed provisions, policies and procedures covering the areas set out in the Appendix to this Framework Health & Safety Policy.

APPENDIX TO FRAMEWORK HEALTH & SAFETY POLICY

Policies, procedures and provisions to be covered by School H&S Policies

1. Organisation

Each School H&S Policy must identify in detail the relevant responsibilities and duties of staff and employees in respect of health and safety matters, including reporting, training, and monitoring responsibilities.

Each School H&S Policy must provide for the appointment of a Health and Safety Manager.

2. Scope of School H&S Policies

Each School H&S Policy must include detailed policies and procedures in respect of the following areas:

- First aid provision
- Accident reporting/investigation
- Infection protection and control
- Fire precautions
- Emergency, partial and full lockdown procedures
- Critical incidents
- Site security
- Cleaning arrangements
- Health and safety training arrangements
- Procedures to ensure compliance with statutory requirements
- Planned maintenance scheduling and servicing
- Manual handling
- Working at heights
- Lettings/use of school premises
- Occupational health
- Lone working and out of hours access
- Field trips and other off-site activity risk assessments
- Risk assessments, including frequency and review of effectiveness of control measures, and record keeping
- Training of staff, including scope of training, frequency and record keeping
- Testing policy (including frequency, scope, recording, reporting) for gas, electrical, water, COSHH, plant and machinery

3. Inspection and Reporting

Each School H&S Policy must provide for the following inspection and reports to be undertaken and provided to the Health & Safety Manager, the LGB H&S Governor and the Premises Committee:

- An annual independent health and safety audit.
- An annual report by the Health and Safety Manager or Headteacher (and, if applicable, the LGB H&S Governor) summarising their findings from any school inspection.
- An annual report confirming compliance with the testing, risk assessment and servicing policies, with a summary of any unresolved issues or required remedial action.
- As requested by the Trustees' Premises Committee, summary reports on the status and/or issues in respect of any planned or ongoing maintenance or building work.
- An annual "look-forward" report of any anticipated off-site activities (it being acknowledged that some off-site activities may not be identified at the outset of a school year).

4. Review

Each School H&S Policy must provide for a review of that policy annually and in any event, on each occasion that the Framework Health & Safety Policy is reviewed.

SECTION B: FRAMEWORK CRITICAL INCIDENTS POLICY

1. Overview

1.1 This Framework Critical Incident Policy (the **Framework Critical Incident Policy**) applies across all partner schools in the Willow Learning Trust (**the Trust**).

1.2 Each individual partner school within the Trust (each a **Trust School**) is responsible for ensuring implementation by the Trust School with this Framework Critical Incident Policy through the production, implementation and monitoring of a compliant school-specific procedure (**School Critical Incident Procedure**) which includes detailed procedures and arrangements having regard to the context of the individual Trust School. As such, for a particular Trust School, this Framework Critical Incident Policy should be read in conjunction with the relevant School Critical Incident Procedure.

1.3 A Critical Incident is defined as an emergency affecting pupils, personnel or property, requiring immediate responsive action beyond that which could be reasonably expected from the school's own management team during the day to day running of the school.

It may involve:

- the death of a child, staff member, governor or visitor
- a serious accident involving children and/or school personnel on or off the premises
- a violent intrusion onto school premises (e.g. an armed intruder or a bomb alert)
- extensive damage to school premises
- school fire, flood or explosion
- the effects of disasters in the wider community
- incidents on educational visits
- epidemics
- the release of hazardous substances near or on the school site

1.4 This Framework Critical Incident Strategy will be reviewed on behalf of the Trustees by the Trustees' Premises Committee at least every two years.

2. Purpose and aims

2.1 The Trust considers that the following are the key principles of the Trust to which each Trust School is required to adhere:

- a) Each Trust School is expected to formulate a comprehensive and robust School Critical Incident Procedure, which meets the requirements set out below.
- b) The School Critical Incident Procedure should aim to:
 - provide support to all children and staff affected by an incident
 - maintain the normal running of any parts of the school not affected
 - return the whole school to normal as soon as possible.
- c) A School Critical Incident Procedure should cover procedures for an incident occurring in school time and out of school hours, weekends and during school holidays.
- d) Each Trust School should take appropriate and reasonable steps to ensure that its staff know the School Critical Incident Procedure.
- e) Each Trust School should ensure that their Critical Incident Management Team receives critical incident management training at least once in every 3 years.
- f) Following the occurrence of a critical incident, the relevant Trust School should reflect on the effectiveness of the School Critical Incident Procedure, and update it, as necessary, in light of any learning/improvements that are identified.

3. School Critical Incident Procedures

3.1 Each School Critical Incident Procedure should identify a Critical Incident Management Team, with clear allocated roles and responsibilities, covering:

- Person to take charge of the Critical Incident Management Team
- Welfare
- Communications
- Media
- Resources

3.2 Trust Schools are:

- encouraged to develop a School Critical Incident Procedure using the national critical incident plans and resources developed for school emergencies.
- required to keep a decision log book on the school premises, to be used to record every decision taken in the event of a critical incident and, as appropriate, to facilitate the police or other third party bodies with any investigations

3.3 In any event, the School Critical Incident Procedure should set out clearly the process and individuals responsible for:

- co-ordination of the initial assessment of the incident and the initial response
- contacting and assisting the police (where appropriate) and any third party organisations whose assistance or expertise may be required
- contacting next of kin
- informing the LPA
- securing the location of the critical incident
- setting up an incident room
- gathering and speaking to witnesses
- informing staff and pupils
- recording the incident and the activities and decisions taken in response
- preparing for and dealing with media enquiries and press releases
- creating an action plan to deal with the short and longer-term recovery of the school and its community, including appropriate remembrance events
- in the case of a business continuity issue, assessing the duration of the impact and alternative interim solutions to minimise the disruption to education

SECTION C: FRAMEWORK ACCESSIBILITY POLICY

1. Overview

1.1 This Framework Accessibility Strategy (the **Framework Accessibility Policy**) applies across all partner schools in the Willow Learning Trust (**the Trust**).

1.2 Each individual partner school within the Trust (each a **Trust School**) is responsible for ensuring implementation by the Trust School with this Framework Accessibility Policy through the production, implementation and monitoring of a compliant school-specific plan (**School Accessibility Plan**, which may form part of a wider School Improvement Plan or be a separate plan) which includes detailed procedures and arrangements having regard to the context of the individual Trust School. As such, for a particular Trust School, this Framework Accessibility Policy should be read in conjunction with the relevant School Accessibility Plan.

1.3 In the context of this Framework Accessibility Policy, the definition of disability under the Equality Act 2010 applies: an individual is disabled under the Equality Act 2010 if he/she has a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on their ability to do normal daily activities.

2. Purpose and aims

2.1 The Trust considers that the following are the key principles of the Trust to which each Trust School is required to adhere:

- a) Each Trust School is expected to adopt a policy of inclusion and to ensure that no individual is discriminated against on the grounds of disability.
- b) Each Trust School should take appropriate and reasonable steps to increase the extent to which disabled students can participate in the Trust School's curriculum.
- c) Each Trust School should seek to improve the physical environment of the Trust School for the purpose of increasing the extent to which disabled students are able to take advantage of education and benefits, facilities or services provided or offered.
- d) Each Trust School should seek to improve the delivery to disabled students of information which is readily accessible to students who are not disabled.

3. School Accessibility Plans

3.1 Each School Accessibility Plan should:

3.1.1 Be reviewed and updated annually and should form part of the school improvement plan.

3.1.2 Include an assessment of the extent to which the Trust School meets the above principles, in terms of:

- facilities (disabled toilets; lifts; ramped entrances; lighting etc)
- admissions policy
- access to computer/assistive technology
- offering of a differentiated teaching provision, curriculum and resources
- accessibility of school trips and residential visits
- training and awareness of staff in respect of the needs of disabled pupils/disabled staff
- accessibility (language; format) of school information
- creation of individualised plans, where appropriate, to accommodate specific needs
- non-curricular support (e.g. counselling; learning support; peer schemes)

3.1.3 Identify:

- the systems by which information and views from students, parents, staff and visitors with disabilities are gathered.
- how such information is used to inform the School Accessibility Plan.
- identify equality and accessibility objectives for the next 12 months and (where appropriate) longer term and the specific actions which will be taken in order to meet those objectives.

3.1.4 Assess the extent to which the previous year's equality and accessibility objectives have been met and, if not achieved, identify the reasons and/or additional measures that will be taken.

3.1.5 Identify any changes to other school policies which may be required in order to meet the School Accessibility Plan.

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