Health and Safety Policy
2026 - 2027

‘Because Children Deserve Better’

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1. Statement of intent

The Chairman of Pivot believes that ensuring the health and safety of staff, learners and visitors is essential to the success of all its academies.

We are committed to:

a) Providing a safe and healthy learning and working environment
b) Preventing accidents and work-related ill health
c) Compliance with statutory requirements as a minimum
d) Assessing and controlling risks from curriculum and non-curriculum work activities
e) Ensuring safe working methods and providing safe working equipment
f) Providing effective information, instruction and training
g) Consulting with employees and their representatives on health and safety matters
h) Monitoring and reviewing our systems and prevention measures to ensure they are effective
i) Setting targets and objectives to develop a culture of continuous improvement
j) Ensuring adequate welfare facilities exist throughout the organisation
k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

This Health & Safety Policy will be reviewed at least annually to ensure that it is current and that any new legislation is taken into account and that the procedures are fit for purpose.

Signed: 

Michael Smith
Chairman

Date: 14 October 2026

2. Responsibilities

Pivot is committed to fostering a strong health and safety culture and ensuring that health and safety responsibilities are clearly defined and discharged at all levels. This section outlines the key health and safety duties assigned across Pivot.

3. The role of the Chief Executive Officer (CEO)

The CEO holds overall accountability for health and safety within Pivot and will ensure the following:

- A clear and effective Health and Safety Policy is established, reviewed annually, and adequately resourced.
- Responsibilities for health, safety, and welfare are allocated to competent persons who are informed of their duties.
- Effective procedures are in place for risk assessment, control, and incident management.
- Health and safety performance is actively monitored and reviewed across Pivot.
- Appropriate financial and human resources are allocated to support health and safety initiatives.
- An external competent person is engaged to provide independent advice and support.

4. The Headteacher and Head of Estates and Facilities

The Headteacher and Head of Estates and Facilities are the key persons responsible for the effective day-to-day implementation and management of this Health and Safety Policy within their academy alongside the academy Business Manager.

The Headteacher and Head of Estates and Facilities will ensure:

- This policy is communicated to all relevant persons within the academy.
- Academies are responsible for ensuring risk assessments of their premises, equipment, and daily activities are conducted, reviewed, and lead to safe systems of work. For all other works, especially larger projects or those with technical complexities, the approval of contractor RAMS and the management of safe systems of work on the client's behalf will be undertaken by appropriately appointed competent persons (e.g., the Principal Designer under CDM regulations).
- Appropriate information, instruction, training, and supervision are provided to staff and learners.
- Emergency procedures (e.g. fire, first aid) are established, communicated, and regularly practiced.
- Premises, plant, and equipment are maintained in a safe condition, including statutory inspections.
- Accidents, incidents, and hazards are reported, investigated, and remedial actions are taken.
- Contractor activities are adequately managed and monitored for health and safety.

5. Teaching/non-teaching staff holding positions of special responsibility

These roles may include Site Leads, Deputy Heads, Business Managers, members of the maintenance team, managers/supervisors etc.

These individuals are responsible for implementing health and safety policies and procedures within their specific departments or areas of control.

They must:

- Apply the Pivot health and safety policies and procedures to their areas of work
- Ensure risk assessments for activities within their responsibility are completed, implemented, and reviewed
- Ensure staff under their management are competent and follow safe working practices
- Resolve or escalate health and safety problems to the Headteacher
- Ensure all accidents, incidents, and hazards in their area are reported promptly

6. All employees

All employees have a personal responsibility to take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.

All employees must:

- Comply with all health and safety policies, procedures, and instructions issued by Pivot
- Complete health and safety training that is assigned to them
- Act in accordance with any health and safety training received
- Report all accidents, incidents, and potential hazards (including near misses and unsafe conditions) using agreed methods
- Cooperate with management and colleagues on health and safety matters

7. Contractors, learners and visitors

Contractors must adhere to all Pivot health and safety rules, comply with relevant legislation, permit to work requirements and provide safe systems of work for their activities on site. Detailed requirements are outlined in the Pivot Management of Contractors Agreement.

Learners, in accordance with their age and aptitude, are expected to exercise personal responsibility for their own safety and that of others, and to comply with Pivot health and safety rules and staff instructions.

Visitors must adhere to Pivot health and safety rules, including sign-in procedures and emergency instructions.

8. External competent person

Pivot engages an external competent person to provide expert health and safety advice and

to conduct independent audits and inspections across the Pivot Group, providing recommendations to support compliance and continuous improvement.

9. Procedures and arrangements

Detailed procedures and arrangements for specific health and safety risks and activities have been established to ensure compliance with legal and statutory requirements.

The list below provides a brief, alphabetical summary of all the key health and safety arrangements applicable to Pivot. More detailed policies and written procedures for a number of these areas are also available, and these will be provided as applicable to staff and visitors.

Accident, incident and ill-health recording, reporting and investigation

Definitions:

- An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.
- An **incident/near miss** is an unplanned event that does not cause injury or damage but could do so.
- A **work-related illness** is illness that is contracted by an employee through the course of work as a result of activities carried out by Pivot.

We are committed to the thorough recording, reporting, and investigation of all accidents, incidents (including near misses), and cases of ill-health involving learners, staff, and visitors. This is crucial for identifying hazards, preventing recurrence, and continually improving our safety measures.

All incidents will be recorded on our Management Information System. We will comply with all statutory reporting requirements, including those under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), informing the Health and Safety Executive where necessary.

Investigations will be conducted promptly and proportionately to understand the root causes of incidents. The findings will inform corrective actions and be used to enhance our health and safety procedures.

Active monitoring systems

We are committed to actively monitoring our health and safety performance to ensure a safe environment for all. This includes regular reviews and inspections to identify potential hazards, assess the effectiveness of our controls, and ensure continuous improvement and compliance with all relevant health and safety standards.

Asbestos

Pivot is committed to robustly managing any asbestos-containing materials (ACMs) on its premises in strict accordance with the Control of Asbestos Regulations 2012. Our primary objective is to protect all learners, staff, contractors, and visitors from the risks associated with asbestos exposure. All detailed management procedures, including assessment, control measures, monitoring, training, and emergency protocols, are comprehensively outlined in the

Asbestos Management Plan, which forms an integral part of our overall health and safety management system.

Pivot will protect employees, pupils and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed. This must be read in conjunction with the Asbestos Management Plan.

Behaviour management
All staff must be familiar with the Pivot policies for behaviour management and anti-bullying. Any incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance with these policies.

Emergency preparedness and response
Pivot is committed to safeguarding the school's community from various emergency situations, including fire, medical emergencies, severe weather, security threats, and other critical incidents. We maintain comprehensive emergency plans and procedures designed to ensure the safety and well-being of all learners, staff, and visitors.

Detailed procedures covering specific emergencies, such as fire evacuation, lockdown protocols, bomb threat response, and first aid, are outlined in our dedicated Emergency Plan and associated operational documents. These documents provide specific instructions, roles, and responsibilities to facilitate an effective and coordinated response to any emergency. Regular drills and training are conducted to ensure all members of the school community are familiar with these procedures.

Catering safety and food hygiene
Pivot is committed to ensuring the highest standards of health, safety, and food hygiene within its catering facilities. The Headteacher holds overall responsibility for the safe operation of these facilities, including the preparation of necessary risk assessments and ensuring compliance with all relevant food safety legislation.

- All cookery staff receive appropriate training and are required to adhere to strict hygiene practices and reporting procedures, particularly regarding illness that could impact food safety.
- Detailed operational procedures, including specific responsibilities, food hygiene protocols, and illness reporting guidelines, are outlined in the Food Safety Management System and related procedural documents.

Cleaning and maintenance
Pivot is committed to maintaining a safe and healthy environment through effective cleaning and routine maintenance of its premises and grounds. The Business Manager is responsible for overseeing these activities ensuring that all work is conducted safely and to required standards.

Contractors – see the working with contractors on the Pivot Contractor Agreement
Pivot is responsible for the selection and management of contractors in accordance with the

Pivot contractor engagement processes.

Contractors should be made aware of the Health and Safety Policy and safeguarding procedures and their obligations under it before commencing any work on site.

Staff must be aware of this agreement and report any concerns regarding contractors' activities to the Head of Estates and Facilities immediately.

Curriculum safety (including out of academy learning activities)
Teaching and Learning Leads are responsible for ensuring that risk assessments are in place for all curriculum activities where there is a potential risk to staff and learners.

The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS, AfPE, DATA and other lead bodies should be adopted as appropriate.

Display Screen Equipment (DSE)
Pivot is committed to protecting the health and safety of all DSE users (those who regularly use DSE for a significant part of their normal work). To achieve this, we will:

- **Assess workstations:** conduct suitable assessments of DSE workstations to identify and reduce risks, ensuring controls like breaks or changes of activity are implemented.
- **Provide information and training:** ensure all DSE users receive adequate information and training on safe DSE use and workstation setup.
- **Review and respond:** periodically review DSE arrangements and take appropriate action to address any discomfort, ill-health, or special requirements related to DSE use.

Employees are required to:

- Follow training and guidance on safe DSE workstation setup and use, including taking regular breaks or changing activity.
- Report any DSE-related discomfort, health concerns, or medical conditions that may affect DSE use to their manager, ensuring confidentiality.

Eye and eyesight tests:
DSE users are entitled to a free eye and eyesight test every 2 years by a qualified optician. Corrective appliances (glasses) will be provided if specifically required for DSE work and normal corrective lenses cannot be used. Any claims for corrective glasses must be supported by an approved Eye test and VDU Examination Report Form which is available from the Business Manager.

Electrical equipment safety – to be read in conjunction with Electrical Safety Policy
Pivot is committed to ensuring the safety of all persons (employees, pupils, and others) who use, operate, or maintain electrical equipment on its premises, in compliance with the Electricity at Work Regulations 1989.

Pivot will (employer duties):

- Ensure all electrical installations and equipment are safely installed, maintained, and routinely tested by competent persons to prevent danger. This includes fixed wiring and portable equipment.
- Implement and enforce safe systems of work for all electrical activities, including inspection, maintenance, and testing.
- Prohibit live working.
- Verify that all persons (employees or contractors) carrying out electrical work are competent and qualified.
- Require that any electrical equipment brought onto the premises by third parties (e.g. hirers) is safe and compliant with current standards.

Employees must (employee duties):

- Visually check electrical equipment for damage before use.
- Immediately report any defects or concerns about electrical equipment to their manager/supervisor.
- Never use or attempt to repair any defective electrical equipment.
- Use all electrical equipment safely, following training and instructions, ensuring leads do not create trip hazards, and avoiding unsafe practices like daisy-chaining extension leads or overloading sockets.
- Not bringing personal electrical items onto the premises without prior inspection and approval and obtaining PAT testing sign-off in advance before use.

The maintenance team will ensure that testing, inspection and maintenance of equipment is undertaken as required and recorded.

Education visits policy (and journeys)
The Headteacher and the Educational Visit Coordinator are responsible for ensuring that all off-site trips are managed in accordance with the Educational Visits Policy. All staff involved in off-site visits must be familiar with this document.

Fire precautions
The Head of Estates and Facilities is responsible for ensuring:

- The formal maintenance and regular testing of the fire alarm and emergency lighting.
- The maintenance and inspection of the firefighting equipment.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking hot work.
- The completion of the annual FRA action plan according to prescribed timescales.

All staff must be familiar with the Pivot Fire Safety Risk Assessment and the Pivot emergency plan and evacuation procedures.

Fire safety and evacuation - see also separate Fire Safety Policy
Pivot is committed to ensuring the safety of all persons on its premises from fire, in compliance

with the Regulatory Reform (Fire Safety) Order 2005.

Pivot will:

- Maintain a comprehensive Fire Safety Policy and evacuation plan, informed by the Fire Risk Assessment and detailing procedures for fire prevention, detection, emergency response, and the delivery of the associated action plan, focusing on local arrangements and roles.
- Conduct regular fire drills (at least termly) to ensure all staff, learners, visitors, and contractors are familiar with evacuation procedures.
- Ensure fire safety equipment is maintained and regularly inspected.
- Provide appropriate fire safety information and training to all staff and relevant persons.
- Establish clear roles and responsibilities for fire wardens and other key personnel during an emergency.

All persons on Pivot premises must:

- Familiarise themselves with fire evacuation routes and assembly points.
- Evacuate immediately and safely upon the sounding of the fire alarm, following all instructions.
- Never re-enter the building without explicit permission from the Fire Service or a designated senior member of staff.
- Report any potential fire hazards or concerns immediately to a member of staff.

First aid and supporting learners' medical needs – See separate policies

Pivot is committed to ensuring the health, safety, and welfare of all its pupils, staff, and visitors. In line with the Health and Safety (First Aid) Regulations 1981 and Department for Education guidance, Pivot will provide adequate and appropriate first aid provision.

This provision is determined by a comprehensive first aid needs assessment, which considers all relevant factors including the number of people on site, specific hazards, and off-site activities. Pivot will ensure a sufficient number of suitably trained First Aiders and/or Appointed Persons are available during all operational hours, supported by well-stocked first aid kits and appropriate facilities.

All incidents requiring first aid will be recorded, and those meeting the criteria will be reported to the Health and Safety Executive (HSE) in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. This policy will be regularly reviewed to ensure its continued effectiveness.

Glazing safety

Pivot is committed to ensuring the safety of all persons from risks associated with glazing on its premises, in compliance with the Workplace (Health, Safety and Welfare) Regulations 1992.

Pivot will:

- Regularly inspect and maintain all glazing to identify and rectify any damage or defects that could pose a hazard.
- Ensure glazed walls and panels on corridors and walkways remain clear and unobstructed to maintain visibility and prevent hazards.

Hazardous substances (COSHH) and hazard reporting

Pivot is fully committed to protecting the health of all individuals from risks associated with hazardous substances, in strict compliance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH). We ensure that all hazardous substances are identified, assessed, and appropriately controlled through established measures and safe working practices. Comprehensive information, instruction, and training are provided to all relevant persons.

We actively encourage all employees, learners, visitors, and contractors to contribute to a safe environment by promptly reporting any hazards or unsafe conditions they identify. Pivot maintains an effective system for the recording, assessment, and timely remediation of all reported hazards, ensuring continuous improvement in our safety performance.

Detailed procedures for the management of hazardous substances, including specific control measures, safe handling protocols, and emergency responses, along with our comprehensive hazard reporting system, are outlined in dedicated procedural documents.

Inclusion and reasonable adjustments

Pivot is committed to ensuring the health, safety, and welfare of all individuals, including those with disabilities, in full compliance with the Equality Act 2010.

Pivot will:

- Ensure that health and safety risk assessments proactively consider the needs of learners and staff with disabilities and that reasonable adjustments are implemented to enable their safe participation.
- Provide adequate facilities, support, and necessary training to staff to safely accommodate individual needs.
- Strive to include all learners in activities and will only consider exclusion on health and safety grounds where absolutely unavoidable, with such decisions made at a senior leadership level.

Ligature risk reduction - see also Suicide Prevention Plan

Definitions:

- A **ligature** is anything that binds or ties - which could include a range of items such as bedding, clothing, belt, cord, rope or other material.
- A **ligature point** is anything that could be used to attach a ligature for the purpose of strangulation or hanging. This could include shower rails, coat-hooks, water pipes and window frames – but other potential ligature points should be considered. As well as ligature points at high level used for hanging, ligature points could be at low level, with

service users using other means e.g. twisting their bodies, to achieve the same effect.

Risk assessments will be undertaken at least annually in relation to suicide risks.

If building changes such as, but not limited to, structural, change of use, room layout and furnishings are made, additional assessments will be undertaken by the Business Manager. Any potential risks must be notified to the Chief Operating Officer and appropriate measures taken.

Assessment and safety should be considered both as part of the planning process and when the work is completed. If a new safety alert relating to suicide risks in any Pivot premises is received, the assessment will focus on the new risk identified with an awareness of other potential risks. Following assessment identified risks will be identified to the Chief Operating Officer for action. The outcome of the assessment will be communicated to all academies within Pivot.

Any new structures or buildings plans will be assessed for risk of potential suicidal idealisation concerns and reduced risk/anti-ligature fittings used where available.

Legionnaires' Disease
Pivot is committed to preventing and controlling the risk of exposure to Legionella bacteria in all its water systems, in full compliance with the Health and Safety at Work etc. Act 1974 and the Control of Substances Hazardous to Health Regulations 2002 (COSHH), and following the guidance in HSE's ACOP L8.

Pivot will:

- Appoint a competent person (or persons) with the necessary authority to manage Legionella control effectively.
- Conduct regular Legionella risk assessments for all relevant water systems to identify and evaluate potential risks of exposure.
- Develop, implement, and maintain a comprehensive written scheme of control for preventing or managing Legionella risks.
- Ensure the effective implementation of control measures, including maintaining appropriate water temperatures, preventing stagnation, controlling corrosion and scale, and undertaking necessary monitoring and disinfection as required by the written scheme.
- Keep accurate records of all risk assessments, written schemes, and control measures.
- Provide appropriate information, instruction, and training to all relevant staff involved in Legionella control or who may be exposed to risk.
- Establish and follow emergency procedures in the event of a Legionella outbreak or positive test result.

Lone working
Pivot is committed to ensuring the health, safety, and welfare of all employees who work alone or without close or direct supervision. This commitment aligns with the requirements

of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

Pivot will:

- Conduct suitable and sufficient risk assessments to identify and evaluate the specific hazards and risks associated with lone working activities.
- Implement and maintain effective control measures to eliminate or reduce identified risks to a reasonably practicable level. This includes establishing appropriate communication systems, emergency procedures, and providing necessary equipment or training.
- Provide information and instruction to lone workers on the risks they face and the control measures in place.
- Ensure that a permit to work is issued specifically to contractors engaged in lone working in compliance with the Contractors Agreement**.**

A comprehensive Lone Working Policy and associated procedures detail specific arrangements for safe lone working.

Supporting learners with medical conditions - see separate policy
Pivot is committed to ensuring the health, safety, and well-being of all learners with medical conditions, enabling their full participation in Pivot life. This commitment aligns with statutory guidance on supporting learners with medical conditions in schools.

Pivot will:

- Develop and implement individual healthcare plans (IHCPs) or appropriate risk assessments for learners with medical conditions, where necessary, to manage their needs safely.
- Ensure relevant staff receive appropriate training and information to confidently and competently support learners' medical needs, including the administration of medication when required.
- Maintain clear procedures for managing medication on site and for responding to medical emergencies.
- Work collaboratively with parents/carers and healthcare professionals to ensure the safe and effective support of learners.

A separate, comprehensive policy for supporting learners with medical conditions provides detailed guidance and procedures.

Maintenance and repair of equipment
The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Business Manager.

All faulty equipment must be taken out of use and reported to the Business Manager. Staff must not attempt to repair equipment themselves.

Manual Handling - see separate policy
Pivot will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the maintenance team for assistance. Learners are not allowed to move or lift any heavy or unwieldy furniture or equipment. Support staff who assist learners with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

Personal protective equipment (PPE)

Construction sites can be dangerous places. It is the Headteacher's responsibility to ensure adequate supplies of PPE for general academy operations. This should be accompanied by a risk assessment.

Where the need for PPE has been identified it must be worn by any staff member or learner who might be at risk of personal injury. Any staff member who refuses to wear PPE will be subject to disciplinary action.

PPE must be maintained and stored in designated areas. Staff must report any lost/damaged PPE to their line manager.

In respect of building projects on Pivot sites (including internal remodelling) PPE will be subject to the stipulation of the contractor, and access to site must be by permission with appropriate PPE. Do not enter without their permission.

As a minimum the wearing of hi vis jackets, work boots and hard hats are mandatory on all sites. Similarly gloves, eye protection and other levels of PPE will be dictated as required by the contractor's site manager. Permission must be sought from the contractor in advance, prior to access to site by any Pivot staff member.

Risk assessment

Pivot is committed to the proactive management of health and safety risks to ensure the well-being of all employees, learners, visitors, and contractors. We achieve this through a systematic process of risk assessment, in full compliance with the Management of Health and Safety at Work Regulations 1999.

Pivot will:

- Conduct suitable and sufficient risk assessments for all known and reasonably foreseeable hazards across our premises, activities, equipment, and operations.
- Identify and implement effective control measures to eliminate or reduce risks to a reasonably practicable level.
- Ensure that all significant findings of risk assessments are recorded.
- Provide relevant information, instruction, and training on risk assessment findings and control measures to affected persons.
- Regularly monitor and review risk assessments and revise them when there are significant changes, new risks emerge, or following incidents.

Management is responsible for ensuring risk assessments are completed, implemented, and reviewed within their areas of control.

Security
Pivot is committed to providing a secure environment for all employees, learners, visitors, and contractors, thereby protecting their health, safety, and well-being. We will proactively manage security risks to minimise the potential for harm from crime, violence, or unauthorised access.

For any contractors requiring access to Pivot sites outside of standard operating hours, a strict key protocol must be followed. Pivot is required to operate this central protocol whenever keys or fobs are signed out. This ensures proper security, accountability, and safety for all out-of-hours work.

Pivot will:

- Conduct security risk assessments to identify potential threats and vulnerabilities that could impact the safety of individuals.
- Implement and maintain appropriate security measures (e.g. access control, CCTV systems) to deter, detect, and respond to security incidents.
- Establish and communicate clear procedures for managing security incidents, including responses to intruders, aggressive behaviour, or suspicious activities.
- Provide information and instruction to staff on personal security measures and reporting security concerns.
- Ensure CCTV systems are operated in compliance with data protection legislation and used to support security and safety objectives.

All persons on Pivot premises must:

- Adhere to all established security procedures, including access control protocols.
- Immediately report any security concerns, suspicious behaviour, or incidents to the Senior Leadership Team.

Severe weather conditions
Pivot is committed to ensuring the safety and well-being of all employees, learners, visitors, and contractors during periods of severe weather.

Pivot will:

- Assess the risks posed by severe weather conditions (e.g. ice, snow, high winds, flooding) to the safety of individuals travelling to/from and on site.
- Implement appropriate control measures to minimise identified risks, such as gritting pathways, clearing snow, or securing outdoor equipment.
- Make timely decisions regarding Pivot site closures or operational changes when severe weather conditions pose an unacceptable risk to health and safety, in consultation with senior leadership.
- Ensure clear and timely communication of any closure decisions, revised operational procedures, or safety advice to staff, learners, and parents/carers.

All persons are expected to exercise caution during severe weather and follow all Pivot

instructions and safety advice.

Smoking
The CEO has adopted a no smoking or vaping policy throughout Pivot's premises.

All Pivot staff and parents will be informed, and signs will be on display at main entrances to Pivot buildings in accordance with the Health Act 2005.

Staff training and development
The Human Resources (HR) team are responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training. The HR team will identify and arrange mandatory job training for site staff in key technical and regulatory areas.

Safety inductions must be given to all new employees on the first day of employment. This induction should take the form of a checklist and new staff should be clearly informed of the Pivot's Health and Safety provisions e.g. action to be taken in the event of a fire, fire exits and knowledge of first aid arrangements.

Training must also be given to all key staff and staff with special responsibilities, such as the maintenance team, first aid staff and staff taking learners on trips.

Pivot will keep a record of all staff who have been trained and the expiry dates of any certificates.

Stress Management
Pivot is committed to promoting a healthy and supportive working environment and to preventing work-related stress. We recognise stress as an adverse reaction to excessive pressure or demands and will manage risks in compliance with the Management of Health and Safety at Work Regulations 1999 and the Health and Safety Executive's Stress Management Standards.

Pivot will:

- Proactively identify and assess workplace stressors to understand and manage their potential impact on employee health.
- Implement effective control measures to eliminate or reduce the risks of work-related stress so far as is reasonably practicable.
- Consult with employees on issues relating to the prevention and management of work-related stress.
- Provide appropriate information, instruction, and training to managers and employees on stress awareness and management practices.
- Offer access to confidential support and guidance for employees experiencing stress.
- Regularly review the effectiveness of stress management strategies and risk assessments.

Employees are encouraged to raise any concerns about work-related stress with their line manager or Business Manager, where they will be addressed promptly and confidentially.

Transport - see also separate Minibus Policy

Pivot is committed to ensuring the safe provision and use of all vehicles, particularly Pivot minibuses, to protect the health and safety of all occupants (employees, learners, and others) and other road users. This commitment aligns with relevant road traffic legislation, PUWER, and specific guidance for minibus operations.

Pivot will:

- Conduct risk assessments for all transport activities to identify and manage associated hazards.
- Ensure all Pivot vehicles are safe, roadworthy, properly maintained, and routinely inspected in accordance with legal requirements and manufacturer guidelines.
- Ensure all drivers of Pivot vehicles are appropriately licensed, competent, and have received necessary training for the specific vehicles and journeys undertaken.
- Establish clear procedures for safe loading, supervision, and passenger conduct during transport.
- Develop and communicate emergency procedures for transport-related incidents, including breakdowns or accidents.

All staff involved in transport activities must:

- Comply with all traffic laws and Pivot transport procedures, including pre-journey checks.
- Immediately report any vehicle defects, damage, or concerns to the designated responsible person.
- Never drive if they feel unwell, are fatigued, or are otherwise unfit to drive.

A comprehensive Minibus Policy details specific operational procedures and responsibilities for minibus use.

Visitors, contractors, and site security

Pivot is committed to ensuring the health, safety, and welfare of all visitors, contractors, and other non-employees whilst on Pivot premises, in accordance with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

Pivot will:

- Implement and maintain clear procedures for visitor and contractor access and registration to ensure appropriate site management and accountability.
- Conduct risk assessments to identify and manage potential hazards to visitors and contractors.
- Ensure visitors and contractors are made aware of relevant health and safety procedures, site rules, and emergency arrangements, including fire evacuation and first aid.
- Require contractors to adhere to their own robust health and safety management systems for work undertaken on site, ensuring coordination with Pivot procedures.

- Maintain appropriate security measures to protect all persons from unauthorised access or aggressive behaviour.

All visitors and contractors are required to:

- Adhere to all Pivot health and safety rules, including signing in/out and wearing identification.
- Comply with all instructions from Pivot staff regarding their safety.
- Report any incidents, hazards, or concerns immediately to their Pivot contact or a member of staff.

Detailed procedures regarding visitor management, safeguarding requirements, and site-specific security protocols are outlined in the relevant academy's separate Safeguarding Policy.

Working at height and roof access

Pivot will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

Pivot will ensure that:

- All work activities that involve work at height are identified and assessed.
- The need to undertake work at height will be eliminated whenever it is reasonably practicable to do so.
- All work at height is properly planned and organised.
- All employees required to use stepladders or ladders are competent.
- Regular inspections of all stepladders and ladders are undertaken.
- Any contractors on school property comply with this policy.
- Ladders and stepladders are secured to prevent unauthorised use.
- Ensure that working at height permits to work within the Contractors Agreements.

Standing on desks, chairs or other furniture is not permitted. If decorations or displays are to be hung then a step stool or step ladder of appropriate height must be used.

Pivot strictly prohibits any staff member from accessing roof areas due to the high-risk nature of this activity. All work requiring roof access must only be undertaken by contracted personnel. These contractors must be deemed competent and are required to provide suitable and sufficient risk assessments and method statements before commencing any work and complete a permit to work for this activity.

Work experience placements (learners) – to be read in conjunction with the 'Careers Policy'

Pivot is committed to ensuring the health, safety, and welfare of learners undertaking work experience placements, in compliance with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

Pivot will:

- Assess the suitability of work placement providers and the health and safety risks associated with each placement.
- Ensure that host employers have appropriate health and safety arrangements in place to protect learners.
- Provide learners with necessary information and instruction on health and safety relevant to their placement.
- Establish clear procedures for monitoring placements and for responding to any health and safety incidents or concerns.

Detailed procedures and responsibilities for work experience placements are outlined in the separate 'Work Placement Policy'.

10. Related policies and documents

- Anti-bullying Policy
- Asbestos Management Plan
- Behaviour Policy
- Electrical Safety Policy
- Fire Safety Policy
- First Aid Policy
- Lone Working Policy
- Manual Handling Policy
- Minibus Policy
- Educational Visits Policy
- Supporting Learners with Medical Conditions Policy
- Careers policy includes work experience guidance
- Contractor Agreements