



Health & Safety Policy

September 2019

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SECTION 1:



1. UFFCULME ACADEMY TRUST HEALTH AND SAFETY POLICY STATEMENT

This Policy applies to all schools and employees within the Uffculme Academy Trust.

General Policy

Uffculme Academy Trust (the Trust) as the employing body recognises its overall responsibility for the health, safety and welfare of all employees, students and others who may be affected by using the trusts premises or participating in trust sponsored activities.

We regard the promotion of health and safety to be critical to our success and in supporting our aim “to provide a safe and healthy working and learning environment for students, staff and visitors”. Therefore, we shall in so far as is reasonably practicable, comply with the requirements of the Health and Safety at Work Act 1974 and all statutory provisions associated with it and support staff in meeting their obligations under the Act.

High standards can only be achieved with the full involvement of the Academy Trust community. The Chief Executive Officer should be supported with a high degree of commitment from managers, teachers and supervisors at every level.

Uffculme Academy Trust believes that by integrating sensible health, safety and welfare practices into all our work/educational related activities will form part of the good education of our students; this will effectively control and manage risks

It is the policy of Uffculme Academy Trust to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, students, contractors, clients, general public and others while working, studying, participating or supporting events at any of its premises.

The Trust will ensure, so far as is reasonably practicable, that:

- premises provide a healthy and safe working environment for all students, staff, clients, temporary contractors and the general public,
- there are safe systems of work for all employees, students, contractors and volunteers,
- suitable and sufficient work equipment is provided,
- there are adequate welfare arrangements,
- information, instruction, training and supervision is provided to employees, students, contractors and volunteers to ensure their competency to perform their tasks.

The Trust recognises its responsibility to provide adequate control of the health and safety risks arising from its schools and clients' activities. When staff or students operate on behalf of the Trust, an assessment of risks specific to the activities, or tasks will be prepared. Where a significant risk has been identified, all reasonably practicable measures will be put in place to manage those risks and ensure the activities, or tasks can be conducted in a safe manner.

Whilst day to day management of health and safety is delegated to the individual schools, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the Board of Trustees as the employer.

Specific health and safety policies of each Trust school must integrate into this Health and Safety Policy. This will support the Trust to deliver its overall health and safety responsibilities and ensure good and consistent practice in all Trust schools.

All Members, Trustees, Governors, Headteachers and members of staff must familiarise themselves with the contents of this statement, organisational structure and individual school policy and arrangements together with supporting sources of safety information and guidance from the Trust's externally commissioned competent person.

Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. All health and safety procedures must be communicated to staff with consultation. Staff are encouraged to play a positive role in developing and maintaining a healthy and safe working environment and to report health and safety concerns to the school health and safety officer who will refer it to the school's and Trust's leadership team as appropriate.

The Trust commits itself to implementing the Health & Safety at Work etc. Act 1974 and UK Statutory Instruments, as well as any future health and safety legislation, where legally applicable and relevant. The School's competent health and safety representative will provide to the school's leadership regular information on updates, changes and arrangements, about any revisions to safety legislation.

It is the belief of the Trust that a positive health and safety culture is of significant benefit to the good performance and safety of all the schools, and itself. We aim to encourage, support and develop a positive and proactive approach for students, through risk education and awareness. The organisational structure will ensure that sufficient resources, both financial and physical, are available so that the policy and its arrangements can be implemented effectively.

This policy and our health and safety standards will be kept under continual review in the interests of improvement. Formal amendment to this policy will be conducted biennially or as necessary to reflect changes in the Trust's strategy, Health & Safety legislation and any changes will be brought to the attention of all staff.



2. UFFCULME ACADEMY TRUST HEALTH AND SAFETY ORGANISATION AND RESPONSIBILITIES

- Organisation Structure:



- **Introduction**

The Uffculme Academy Trust (UAT) acknowledges that as the employer, they are ultimately responsible for health and safety in each school. They will ensure they are fulfilling their legal requirements and that persons using the premises are safe and levels of risk are reduced to acceptable levels. The Trust appoints the Headteacher of each school who holds overall responsibility for health & safety within their school.

The Trust recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within the Trust, each Trust school and anyone who visits Trust premises.

The Trust understands that the Health and Safety at Work etc. Act 1974 places ultimate and overall responsibility for health and safety with the Trust's Board of Trustees. This Trust Health and Safety Policy directly relates to the Board of Trustees, as a corporate body, the Local Governing Committees, the Headteachers of the individual schools within the Trust and the Executive Team (including the Chief Executive and the Director of Finance and Resources).

The following is an outline of duties and responsibilities that have been assigned to these specific groups:

Each school is required to acknowledge the Trust's organisational approach to health and safety and complement it with its own organisational structure and arrangements. Prime delegation for the delivery of health and safety falls to the Headteacher of each school, which may include the delegation of various roles to colleagues in order to maintain a robust safety system and working with the MAT as necessary. The Trust will monitor the approaches taken and require management reports to assess statutory compliance.

- **Uffculme Academy Trust Board of Trustees**

The Board of Trustees, as a corporate body, has the responsibility to set the strategic direction and objectives of all health and safety matters across the Trust and to comply with all legal requirements.

The Board of Trustees is responsible for ensuring that high standards of corporate governance are maintained. It exercises its powers and functions by addressing such matters as policy and strategy development, monitoring Trust safety management systems, managing the Trust risk register and making strategic decisions about the direction of the Trust. The overall aim is to ensure a positive health and safety culture is established and maintained across the Trust.

The Board of Trustees must ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students, contactors and/or visitors.

The Board of Trustees committees, the Local Governing Committees and the Executive Team will be kept informed of all developments relating to health and safety matters and will include such matters in an annual health and safety report.

The Board of Trustees' responsibilities are to:

- Appoint a "Competent Person" as defined by Regulation 7 of the Management of Health and Safety at Work Regulations 1999. This responsibility is currently carried out by the Devon Health and Safety Service under an annual Service Level Agreement. They will advise, consult, support and liaise with the Chief Executive officer and other relevant employees.
- Ensure that each Member of the Board of Trustees accepts their individual role in providing health and safety leadership for the Trust
- Ensure that it formally and publicly accepts its collective role and responsibility in providing health and safety leadership for the Trust.
- Ensure that its decisions reflect its health and safety intentions, as articulated in the Trust's Health and Safety Policy statement.
- Provide and ensure an overall Trust health and safety strategic development plan is implemented and undertaken.
- Lead an effective health and safety culture which seeks to promote high standards of health and safety within the establishment;
- Integration of good health and safety management with business decisions
- Ensure that there is an effective and enforceable policy for the provision of health, safety and welfare, and that it is reviewed annually
- Ensure that each school has access to competent health and safety advice
- Ensure that all external and third-party contracts that are awarded across the Trust have consistency of approach and ensure legal compliance and that successful contracts awarded by the Trust must have been appropriately vetted for health and safety standards, and other measures deemed appropriate.
- Ensure that there are adequate communications channels of co-operation between relevant third parties, to enable the Trust to meet its statutory requirements.
- Ensure that the Headteachers and Executive Team assist the Trustees by:
 - implementing and reviewing policies
 - appropriate strategic and operational decision making
 - identify ways of reducing the likelihood of people getting harmed by the Trust's activities
 - ensuring that compliance audits, building condition surveys and any necessary inspection audits are carried out
 - sharing findings from health and safety audits
 - complying with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)
 - minimising the likelihood of prosecutions and penalties under current health and safety and other relevant legislation
 - ensuring that there is an overall development plan outlined and implemented.

- Provide and ensure an informed, proportionate and prioritised risk management system for the Trust is implemented and monitored.
- Establish and ensure effective accident reporting and investigation procedures are in place across the Trust.
- Ensure there are effective and adequate formal internal and external communications on health and safety across the Trust.
- Ensure monitoring of compliance contracts throughout the Trust is undertaken and suitable reports are provided to the Director of Finance and Resources and reported to the Trust, e.g. M&E statutory inspections, fire risk assessments, asbestos surveys and management systems and water hygiene monitoring.
- Ensure that the action plans from those inspections are appropriately acted upon to ensure appropriate health & safety standards are maintained.
- Ensure there are effective business continuity and emergency plans and procedures for the safe evacuation and, where appropriate shutdown of all the Trust premises. Contingency emergency arrangements must be in place to ensure the Trust's strategic and educational operations continue in line with their statutory requirements.
- Confirm that there have been no instances of material irregularity, impropriety, lack of integrity or negligence of health and safety statutory instruments, across the Trust.
- Ensure, as part of an overall and effective approach, that health and safety is not a standalone subject but has a major and integral part to play in effective Safeguarding.
- Ensure that employees or their representatives are involved in decisions that affect their health and safety.

- **The Trust's Finance, Premises and Risk Committee**

The Trust's Finance, Premises and Risk Committee will take a more supportive role in upholding the Trust's responsibilities. It will ensure that there are practical arrangements in place to support the aims of the health and safety policy and it will regularly review information and reports regarding health and safety across the year.

The Finance, Premises and Risk Committee's responsibilities are to:

- Implement an overall trust health and safety strategic development plan.
- Identify and manage risk, at all levels of the Trust.
- Carry out and record a formal health and safety inspection, using a competent practitioner, of all parts of the premises and sites of each school within the Trust at least annually and implement new arrangements where necessary thus ensuring that sites and premises are a safe place of work for employees and pupils, including safe means of access and egress
- Openly and transparently inform the Board of Trustees on:
 - implementing and reviewing policies
 - strategic and operational decision making
 - ways of reducing the likelihood of people getting harmed by Trust activities

- findings from health and safety audits, compliance audits, building condition surveys and inspection audits
- Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports and minimising the likelihood of prosecutions and penalties under current Health and Safety legislation.
- Gather data, record, monitor and provide reports to the Board of Trustees on the effectiveness of the Trust's health and safety systems to ensure that the Board of Trustees is satisfied with the support and governance of health and safety.
- Ensure suitable and sufficient monitoring, reviewing and recommendations of all health and safety management systems across the Trust is warranted and implemented.
- Ensure that there are adequate communication and cooperation channels between all levels of the Trust and relevant third parties, to ensure that the Trust meets its statutory requirements.
- Receive reports from the Director of Finance and Resources, which incorporates information and advice from Independent health and safety specialists, on the effectiveness of the health and safety policy, safety management systems, procedures and arrangements within every school.
- Ensure that effective business continuity and emergency plans and procedures for the safe evacuation of all the Trust's premises are in place. These must be in place to ensure the Trust's strategic and educational operations continue in line with their statutory requirements.
- Ensure that adequate health and safety resources are available to meet health and safety requirements
- Have procurement standards for goods, equipment and services can help prevent the introduction of expensive health and safety hazards
- Ensure health and safety appears regularly on the agenda for committee meetings including health and safety inspection reports and accident reports, and reporting on health and safety matters to parents through the minutes, Annual Reports etc.
- Consider immediate reviews in the light of major shortcomings or events.
- **Director of Finance and Resources supported by the individual School Business Managers**

The Director of Finance and Resources must ensure that arrangements are in place to manage all aspects of the schools' sites, buildings and premises in compliance with the health and safety policy and associated guidance.

The Director of Finance and Resources is responsible for:

- Ensuring that the Headteachers of the individual schools implement and review individual Health and Safety Policies to ensure that they reflect the status of the school and that the policy is regularly reviewed, revised and new arrangements are implemented, as and when necessary.

- Ensuring that risk assessments are undertaken for any activity that may have significant risks and associated hazards and that a written record of these assessments are kept and reviewed regularly.
- Ensuring that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety across the Trust and at each individual school.
- Considering the impact of health and safety in all strategic and operational decision making.
- Implementing ways of reducing the likelihood of people being harmed by the Trust's activities.
- Monitoring findings from health and safety audits, compliance audits, inspection audits, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, and to implement changes to policy and procedures where required.
- Ensuring that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions.
- Implementing and monitor an informed, proportionate and prioritised risk management system for the Trust.
- Receiving a progress report on individual school findings, issues and progress to date on health and safety audit action plans.
- Enabling and encouraging regular feedback from schools in relation to their health and safety function and be the point of contact to enable staff representatives, and Senior Leadership Teams of the schools to discuss higher level health and safety issues e.g. funding and building issues.
- Implementing spot checks on specific target areas for consistency of approach and compliance.
- Ensuring the efficient reporting, recording and investigation of accidents and that where appropriate accidents are reported as necessary to the HSE if RIDDOR reportable.
- Ensuring that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or other emergency and that firefighting equipment is available and maintained and that emergency drills and procedures are carried out regularly and monitored for effectiveness;
- Recording, implementing, monitoring and reviewing the business continuity plans across the Trust, including emergency plans and procedures for the safe evacuation and shutdown of the Trust's premises.
- Monitoring and reviewing that contingency emergency arrangements are in place to ensure that the Trust's strategic and education operations continue in line with statutory requirements.
- Overseeing contractors on site and arranging for contractors and visitors to be informed of any hazards on site of which they may be unaware and the emergency procedures.

- **Responsibilities of the School Health & Safety Officer**

In addition to the appointment of the Devon Health and Safety Service to act as the Competent Person and in addition to the general duties which all members of staff have, the schools' health and safety officers have responsibility for the day-to-day maintenance and development of safe working practices and conditions for students, staff, and any other person using any of the Trusts premises or sites or engaged in activities sponsored by the Trust.

They shall be responsible to the Headteacher of each school and to the Trust Board for:

- Attending appropriate Health and Safety Training Courses including IOSH Managing Safely to enable him/her to discharge his/her duties effectively;
- Promoting health and safety matters throughout the school by co-ordinating Health and Safety and disseminating safety information to all staff, through notices and appropriate meetings.
- Carrying out inspections of the school at least once a term with the Premises or Business Manager, ensuring that appropriate action has been taken to address any deficiencies;
- Monitoring the maintenance of plant and equipment, ensuring that all statutory inspections of equipment are completed, and records kept.
- Ensuring that action plans from inspections are appropriately acted upon to maintain health & safety standards in the school.
- Ensuring that Health and Safety Manuals and associated Logs (fire, asbestos, legionella etc.) are kept up to date;
- Supporting Department Managers in the preparation and monitoring of Risk Assessments for their area
- Arranging the necessary health and safety training for all staff including temporary employees, and an induction to ensure that new employees are briefed about safety arrangements and have access to a copy of the school's Health and Safety Policy (this document) and the opportunity to read it;
- Keeping staff health and safety training records up to date.

- **Other Employee Duties**

Under the Health and Safety at Work Act etc. 1974 (sections 7&8), and the Management of Health and Safety at Work Regulations 1999 (section 1.12.2), all employees have general health and safety responsibilities. Employees must take reasonable care for the Health and Safety of themselves and others affected by their acts and omissions.

All employees have responsibility to:

- Comply with the Trust's health and safety policy and procedures at all times.
- Take action to prevent work related accidents and ill health.
- Report unsafe processes, practices and equipment to supervisors or managers.

- Raise health and safety concerns with supervisors or managers.
- Report all accidents and incidents (however minor) in line with the reporting procedure.
- Report immediately to their line manager any shortcomings in the Trust's or a schools' arrangements for health and safety.
- Co-operate with the employer and others to enable them to fulfil their legal obligations.
- Not to interfere with or misuse any equipment, fittings or other safety provisions provided in the interests of health, safety and welfare.
- Inform the Trust's or school's management if something happens that might affect their ability to work. e.g. suffering an injury, taking prescribed medications that could affect them, penalty points on a driving license, or becoming pregnant, etc.
- Follow the appropriate safety rules and procedures relating to each work activity.
- Use the safe systems of work, control measures, protective clothing, equipment and devices where required.
- Ensure that they only use equipment, machinery or substances that they are competent / have been trained to use and use it in accordance with training or instruction given by the employer.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.
- Report to the employer any serious or imminent danger and any other 'Health and Safety Cause for Concern' using the local reporting procedure.
- Observe good standards of dress consistent with safety and hygiene.
- Set a good example to others, always behaving in a responsible manner and never instigating or participating in any form of reckless behaviour will ensure that a safe and enjoyable working/learning environment is maintained for the good of all users of the school.

7. First Aid

Staff, who are competently trained will be appointed as first aiders and will receive refresher training as necessary.

First Aiders will be required to ensure that they have a fully stocked first aid kit at their normal place of work to enable them to respond effectively to any notified incident.

Notices giving details of first aiders and the whereabouts of first aid facilities must be displayed in appropriate locations.

Where the school has nursery and/or reception aged children the school will need to have first aiders trained in paediatric first aid.

8. Trade Union Representative

Any trade union representative will be encouraged to fulfil his or her duties as well as being released for any appropriate training. They will consult regularly with the health and safety representatives in the school on health and safety matters. They will be entitled to inspect the establishment in accordance with the agreed trade union procedures.

9. Competent Health and Safety Advice

The Trust will appoint competent health and safety advice to meet their management and Board legal duties. The current service providers will be clearly marked on all HSE laminated posters across the Trust and its premises.

The Trust's appointed Health and Safety Advisor is contracted to provide an effective health and safety service, as published within the Service Level Agreement for the Trust.

A summary of the Service Level Agreement is to:

- Provide timely health and safety advice, support and training to the trust, schools and their staff
- Support the Trust to ensure that all Members, Trustees, Governors and members of staff are aware of their duties and responsibilities in relation to health and safety, in line with legislation and any forthcoming legislation, and how to implement those duties to full effect
- Undertake general supportive audits and higher risk area supportive audits on a rolling basis, each followed up by support for proportional, prioritised action planning to celebrate successes and remedy areas for development.
- Provide all communications, feedback and reports in a constructive manner and style that achieves 'buy in' so as to aid legal compliance with comfort and confidence that then benefits overall strategic health and safety planning for the Trust.



3. ARRANGEMENTS FOR IMPLEMENTING THE HEALTH & SAFETY POLICY

3.1 Management Tools

The specific arrangements adopted by the Trust are guided by the Health & Safety Guidance Notes provided by the Health & Safety Service at Devon County Council (DCC) . Details of these arrangements can be found in the Guidance Notes which can be accessed via the OSHENS system Document Library.

The Trust also has a subscription to CLEAPSS via the Health & Safety Service. CLEAPSS guidance has been adopted to guide arrangements in Science, D&T and Art.

DCC Health & Safety Service agree a focus for the annual audit with the Trust's Health & Safety Officer and the Director of Finance and Resources.

3.2 Risk Assessment

The underlying process, which informs these arrangements, is risk assessment. Assessments of significant risks will be made in conjunction with those persons responsible for the activity/area affected and recorded in writing. Wherever possible, affected staff will be included in the risk assessment process. Staff and other affected parties will be briefed in the risk assessment findings before the activity tasks place.

Risk assessments are available for all staff to view and are held within each school. It will be the responsibility of each school Headteacher, Heads of Departments and Line Managers to ensure that relevant risk assessments are maintained and kept up to date.

Risk assessments for events in The Venue will be carried out by the Venue Events/Theatre Manager and kept on file in The Venue office. Each event will require an individual risk assessment. This RA is a stand-alone document for The Venue only.

Uffculme Sport and Fitness also hold separate stand-alone Risk Assessments that will be reviewed regularly by the Sports Centre Manager/Duty Manager.

Risk assessment records will be reviewed either annually or every 3 years depending upon the levels of risk or whenever the situation changes. This will be identified on each risk assessments.

This will be achieved principally by amending and adopting the model risk assessments provided by the Health & Safety Service. Specifically the model risk assessments amended and adopted in order to identify suitable risk control measures are listed in Appendix 1.

3.3 Related Policies

This policy is supported by a number of other policies and guidance. These are:

Asbestos Policy – MAT policy covering all sites.

Asbestos Management Plan –School Specific plans

Emergency & Business Continuity Plan – School Specific plans

Administration of Medicines Policy – School Specific plans

Off Site Visits and Activities Policy - MAT policy with school specific arrangements

Lone Working Policy - MAT policy covering all sites.

Security Policy – School Specific plans

Mini Bus Policy - MAT policy with school specific arrangements

Fire Arrangements – School Specific plans

3.4 Specific arrangements

The Trust will take note of the guidance contained within the Devon Health and Safety Guidance Notes for Academies.

3.5 A-Z Arrangements

Accident/Incident Reporting

All employee accidents must be reported to the Finance, Premises and Risk Committee of the Trust. This will be achieved by entering accident details onto the OSHENS on-line accident reporting system and through an annual report to the committee.

Accidents to students and other non-employees should be recorded in the accident book.

Those accidents to students and members of the public which are work related, in that they have arisen out of a material defect or organisational failure, must also be reported to the Finance, Premises and Risk Committee entering accident details onto the OSHENS on-line accident reporting system. This relates to any accident that has happened on the site at any time of the day or night.

Parents / carers will be notified immediately of all major injuries. Schools must detail in their site specific arrangements document how and by whom this will be done.

Accidents will be monitored for trends and a report made to the Finance, Premises and Risk Committee of the Trust.

The Trust's Health & Safety Officer will investigate accidents and take remedial steps to avoid similar instances recurring.

All accidents which fall within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 will be reported to the HSE via the OSHENS on-line accident reporting system. This will be undertaken by the Health & Safety Service.

Air conditioning systems (see Water systems for wet systems)

An annual certificated inspection must be completed to make sure that there is no leakage of refrigerant. This is required under the [Fluorinated Greenhouse Gases Regulations 2015](#).

This is applicable to installations with a total cooling capacity of 12kW or greater.

A Qualified Energy Assessor must carry out maintenance and certification.

Asbestos

The Trust will take all necessary steps to avoid the possibility of uncontrolled release and exposure by carefully controlling building and refurbishment projects to its estate. Detailed arrangements are contained in the Asbestos Policy & Site-specific Asbestos Management Plans.

Boilers (and other gas installations)

Maintenance must be carried out in accordance with Regulation 35 of the [Gas Safety Installation and Use Regulations 1998](#) by a certificated competent technician.

Annual safety checks should be carried out, to ensure that all gas appliances flues and installation pipework is maintained in a safe condition. If any premises are used for residential accommodation then regulation 36 would apply and it would be a legal requirement to carry out annual safety checks.

Buildings/Premises

The Trust will ensure that our sites are kept in a condition which is safe for staff, students and others who may be present, in accordance with statutory requirements, including statutory inspection and maintenance of workplace plant and equipment.

Chemical storage: checks and testing

Chemicals need to be stored securely and an up-to-date inventory maintained. The handling and use of hazardous substances is governed by the [Control of Substances Hazardous to Health Regulations 2002](#). Under the Workplace (Health, Safety and Welfare) Regulations 1992 schools must ensure that the workplace is ventilated by a sufficient quantity of fresh or purified air.

Communication and Training

Detailed guidance and information about health and safety issues can be found in the Health & Safety Service's Guidance Notes which are located in the OSHENS Document Library. The Health & Safety Service also provide competent health and safety advice for Academy staff and can be contacted on 01392 382027 or via email on healthandsafety@devon.gov.uk.

The Health and Safety Law poster is displayed in each school's staff room and next to the Trust's Finance office and is accessible to all staff.

Health and Safety Training

All employees will be provided with:

- induction training in the requirements of this policy
- updated training in response to any significant change
- training in specific skills needed for certain activities as identified by the relevant risk assessment
- refresher training where required.

The Health & Safety Officer is responsible for co-ordinating health and safety training needs. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

Health and Safety training can be given in varying formats. This will include on-site/off-site training with external providers or through the online training system (currently 'EVERY') and as allocated by the Trust's Health and Safety Officer.

Each member of staff is also responsible for drawing the relevant line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All employees shall undertake work tasks as instructed and trained.

Consultation

Members of staff with concerns should normally raise them with their department head. If the matter cannot be resolved by them then it should be referred to the Health & Safety Officer for the Trust.

Contractors

All contractors used by the trust shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to Main Reception of the school in which they are working where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions. Where necessary, contractors will also be requested to sign to confirm that they have read and understood the Asbestos Register.

To ensure contractor competency, the Operations Manager or external Project Manager will undertake appropriate competency checks prior to engaging a contractor. Contractors will be asked to provide risk assessments and method statements (RAMS) specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

The individual school's site teams are responsible for monitoring areas where the contractor's work may directly affect staff and students and for keeping records of all contractor work. The School Business Manager or external Project Manager will ensure that the specific client requirements of the Construction (Design & Management) Regulations 2007 have been complied with.

Control of Substances Hazardous to Health (COSHH)

Where it is consistent with the effective performance of the task in hand, every attempt will be made to choose the least harmful chemical possible. All staff who using hazardous substances must undertake COSHH training, which should be recorded and updated regularly.

Curriculum Safety

All programmes of study require that students should be taught about how to identify and reduce risks in the way that they work and a balance must be achieved between independent learning and the supervision necessary to ensure safety. Staff will ensure that they are familiar with all risks that might arise from the tools, equipment, materials and processes they plan for children to use.

Risk assessments for curriculum activities will be carried out by the relevant Heads of Department or Subject Teacher using the appropriate Health & Safety Service's model risk assessments listed in Appendix 1.

Within science, CLEAPSS Hazards and Recipe Cards are used as model risk assessments to manage the risks within practical activities. The specific controls adopted in these activities will be checked against these models and significant findings incorporated into schemes of work and technicians requisition sheets.

In DT all students should be trained in the safe use of equipment. This training must be recorded and updated when new equipment is introduced.

No students should be left alone in rooms with equipment e.g. DT rooms and Science Labs.

Display Screen Equipment (DSE)

All staff who use computers daily for continuous spells of an hour or more, or a total daily time of 3 hours or more will have a DSE assessment carried out. This will be carried out by the Academy Health and Safety officer in person or via the OSHENS DSE online training and assessment.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician and corrective glasses (if required specifically for DSE use) subject to a total cost of £35.

Electrical Safety

PAT testing of electrical items is carried out at each school site and a log is maintained of all items checked.

Any Electrical Equipment donated or brought from home must be checked for safety before being used in any school. New equipment does not require testing (as long as the purchased equipment meets the minimum British Standard required) but should be added to the log for testing at the appropriate time.

Staff are expected to be aware of the basic safety rules for using electrical equipment. All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported as appropriate to the site team when the defect is found.

A fixed wire electrical installation test will be conducted every 5 years. The School Business or Operations Manager at each site is responsible for arranging the remedial actions for all Code 1 and 2 non-compliances identified in the report.

Emergency & Business Continuity Plan

This deals with incidents liable to attract national media attention such as the death or serious injury of a pupil(s) a major fire or traffic accident. There is a separate plan for each school within the trust and staff must be made aware of procedures in these situations. It is good practice to test your systems at least yearly to ensure they remain relevant and workable.

Extraction systems: checks and testing

These systems may be employed to maintain a safe environment by removing:

- hazardous fumes, as in the case of a laboratory fume cabinet or kitchen extract
- dusts and fumes, as in the case of technical workshops

Where such systems are installed they should be adequately maintained as advised by the supplier or installer.

Catering extract systems

Mechanical extraction is often used to remove cooking fumes and heat and provide effective ventilation in kitchens. Build-up of fat etc. in filters and ducts will affect efficiency and increase the risk of fire. Planned maintenance should therefore include regular removal and cleaning of grease filters and accessing ductwork for cleaning.

Fume cupboards and exhaust ventilation from workshops

Local Exhaust Ventilation Systems (LEVs) should be examined and tested at least every 14 months.

Fire Safety

Each school within the Trust will have an individual Fire Risk Assessments covering all their buildings. In addition, each school will have detailed Fire Evacuation Arrangements in place and displayed in each room. All staff must be familiar with the fire drill and in particular the arrangements for those with mobility difficulties. There will be a fire drill every term at each site and this will be recorded in the Fire Book. Each September when the new cohort of pupils arrive the fire drill is to be instructional rather than a 'practice'. Fire safety training is available on the Intranet and must be completed by all staff annually. Where the Fire Evacuation Arrangements identifies Building Wardens, these nominated members of staff must complete an additional training programme on the intranet.

A member(s) of the site team in each school is responsible for ensuring that the school's Fire Log is kept up to date and that the following inspection / maintenance is undertaken:

- Dates of fire fighting equipment inspections and checks
- Dates and outcome of fire alarm system(s) inspections and checks
- Dates and outcome of emergency lighting system - records of tests
- Dates and outcome of visits by Devon & Somerset Fire & Rescue
- List of all fire training / instruction carried out
- Dates and outcome of fire drills.

Fire detection and alarm systems

Information and guidance about fire safety in new and existing school buildings, including fire risk assessments, can be found in [Fire Safety in new and existing school buildings](#).

Fire detection and alarm systems should have a weekly alarm test. In systems with multiple manual call points, a different one should be tested each week, so that all are eventually included in the schedule of testing over a period of time. The system should also be subject to quarterly and annual inspections and tests by a competent person.

All work on the fire alarm system, including routine testing, should be:

- recorded
- accessible to the fire service

Ideally, zone diagrams should be available at the main control panel to enable the fire services to:

- determine the location of the incident
- devise the most appropriate methods of fighting the fire

Existing school estates

School premises, and the accommodation and facilities provided therein, must be maintained to a standard such that, so far as is reasonably practicable, the health, safety and welfare of pupils are ensured. For academies, Part 4 of the Schedule to the Education (Independent School Standards) Regulations 2014 applies.

Further advice is available on the [standards for school premises](#).

Fire safety

The Regulatory Reform (Fire Safety) Order 2005 imposes duties on employers and persons with control of school premises. You must, amongst other things, have an appropriate and up-to-date fire risk assessment for all buildings under your control. This will include, amongst other things, ensuring procedures are in place to reduce the likelihood of fire, maintaining fire detection and alarm systems, and familiarising staff and pupils with emergency evacuation procedures.

The [interim report](#) from the independent Review of Building Regulations and Fire Safety recommends that fire risk assessments are reviewed annually for high-rise residential buildings. Building on this advice, schools of any height should consider reviewing their assessment on an annual basis, or on a regular reporting cycle of at least every 3 years.

However, the Regulatory Reform (Fire Safety) Order 2005 states that you must ensure the fire risk assessment is reviewed and updated (where appropriate) regularly, and particularly where there is reason to suspect it's no longer valid or where significant changes to the premises or use take place.

Those completing [fire risk assessments](#), or providing advice in relation to them, should be appropriately qualified or experienced. The Fire Risk Assessment Competency Council (FRACC) has [issued advice](#) on what to consider when appointing a 'competent person' to carry out the fire risk assessment.

New schools

New building work must comply with Building Regulations 2010 on fire safety. This can be achieved by following Building Regulation guidance [Approved Document B, Fire Safety](#). The Department for Education has published [Building Bulletin 100, Design for Fire Safety in Schools \(BB100\)](#) to support school designers.

Fire doors

All fire doors and associated hardware must remain in efficient working order and should be regularly checked and maintained by a competent person. It is advisable to keep a record of any maintenance. The inspection of fire doors should include checks on the following:

- self-closing devices operate properly
- hold-open devices release when the fire alarm operates
- glazed panels are intact and undamaged
- warning signs are in place: 'Automatic Fire Door – Keep Clear' if the door has automatic release, or 'Fire Door Keep Closed' if manually operated
- doors open and close freely and are free from damage
- there is no distortion or warping of the door or frame
- intumescent (a substance that swells as a result of heat exposure, thus increasing in volume and decreasing in density) strips and smoke seals are in place and not damaged
- hinges and locks are properly lubricated
- fire doors are not propped open by staff or pupils

Firefighting equipment

Extinguishers:

These should be maintained and inspected by a competent person at least once a year. This involves a visual inspection of the extinguisher and a check of the contents and stored pressure. A written record should be kept of the date of the last maintenance examination and this should usually be attached to the extinguisher.

Fire blankets:

These should be inspected at least annually and replaced as required.

Hose reels:

Hose reels are for the use of the fire service and staff should not normally be trained in the use of this equipment. All hose reels should be inspected on a yearly basis by a competent person. They must also be recorded in the risk assessment for Legionella and maintained accordingly.

Fixed systems:

Fixed systems are those which when activated by the warning/alarm system, release the extinguishing medium for example, sprinkler systems. All fixed systems should be inspected at least on an annual basis or to manufacturer's guidelines. It is advisable to keep a record of any maintenance and testing.

Fire service facilities:

Facilities for the fire service may include:

- dry risers
- access for emergency vehicles
- emergency switches for installations
- information in respect of the premises and its contents

Where these facilities are provided they should be maintained and kept in good order. Maintenance and testing is required annually and varies dependent upon the height of the building.

First Aid

The Trust is committed to providing sufficient numbers of first-aid personnel to deal with accidents and injuries. Each school within the Trust will have in place a First Aid Risk Assessment providing detailed arrangements. The School will provide information and training on first aid to staff to ensure that statutory requirements and the needs of the school are met. A list of the staff who hold current first aid certificates is displayed in every school.

For evening events in The Venue or the Sports Centre, there will be always be a First Aider on site with the named list of qualified staff clearly on display (for The Venue, this is displayed on the noticeboard in the foyer and by exit points).

Fuel oil storage

The [Control of Pollution \(Oil Storage\) \(England\) Regulations 2001](#) cover the storage of oil at schools and other establishments.

All tanks, bunds and pipework should be regularly checked for signs of damage and it's recommended that they are checked at least weekly, with a more detailed annual inspection and service by qualified inspectors to ensure that any potential defects are found and rectified.

There are security and environmental issues regarding oil storage areas and these areas should be as resistant as possible to unauthorised interference and vandalism.

If there are any permanent taps or valves where oil can be discharged from the tank to open areas, these should be fitted with a lock and should be locked shut when not in use. Where appropriate, notices should be displayed telling users to keep valves and trigger guns locked when they are not in use.

Pumps should be protected from unauthorised use, and taps and valves marked to show whether they are open or closed. Where these are not in use, they should be fitted with a blanking cap or plug.

Professional advice should be sought where schools have redundant oil storage tanks, particularly if the removal of redundant tanks is proposed, as there is a risk of fire or explosion.

Glazing

Under the Workplace (Health, Safety and Welfare) Regulations 1992 every window or other transparent or translucent surface in a wall, partition, door or gate should, where necessary for reasons of health and safety, be of a safety material or be protected against breakage and be appropriately marked.

Legionella

A water risk assessment for each school has been completed by the schools' Water Safety Contractors. The School Business Manager or Operations Manager at each site is responsible for ensuring that the identified operational controls are being conducted and recorded in the water hygiene log book. The risk assessment will be reviewed where significant changes have occurred to the water system.

Lettings/shared use of premises

Each school must ensure that hirers have public liability insurance and will share with the hirer all relevant health and safety information. The hirer will be required to provide a copy of their risk

assessment where their activities present a significant hazard either to the building itself or to the safety or health of the occupants within it.

Lifts

Lifts should usually be inspected at least every 6 months (Lifting Operations and Lifting Equipment Regulations 1998). This may vary depending on the individual circumstances of each

lift, which will be advised by the inspector.

Inspections will often be completed by an insurance company.

Local Exhaust Ventilation (LEV) extraction systems

Systems should be thoroughly examined and tested at least every 14 months.

Maintenance of Plant and Equipment

Regular inspection and testing of school equipment are conducted to legislative requirements by competent contractors. Records of such monitoring will be kept on the 'Every' Premises management system. All staff are required to report any problems found with plant/equipment to the responsible manager. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Medication Arrangements

The Trust recognises that children with medical needs have the same rights of admission to its schools and that there will be children who will need to take medication during the school day. Each school within the Trust has a policy for the Administration of Medicines and a policy to support pupils with medical conditions. In addition, where appropriate an individual school will have in place an Intimate care policy.

Monitoring

The School's Health and Safety Officer will put in place procedures to monitor compliance with the arrangements described in this policy using the 'Every' Property Maintenance Management System. The central component of this process is the 3 yearly Health & Safety Review process undertaken by the Devon Health & Safety Service. Feedback from this process is to be referred to the Trust Board.

An annual audit of each school within the Trust will be carried out. This will focus on an area agreed between the Health & Safety Officer and the Health & Safety advisor. The findings of those reports will be fed back to the Finance, Premises and Risk Committee.

Moving and Handling

Generic risk assessments for regular manual handling operations are undertaken as described in the risk assessment section (3.2). Staff engaged in these activities will be provided with information on

safe moving and handling techniques and will receive specific training where the need is identified in the risk assessment.

All moving and handling of students will be risk assessed by the SENCO and recorded in a specific Handling Plan and risk assessment for the individual concerned. The format found in the HSA0035 Guidance Note will be used. All staff who move and handle students will receive appropriate training both in the controls listed in the Handling Plan and specific training on any lifting equipment that they may be required to use.

Equipment (EVAC chair) for moving and handling people is subject to inspection on an annual basis by Evachair Ltd.

Offsite Visits & Activities

Each school has a separate policy for the organisation and execution of Off-Site Visits and Activities. The school's Educational Visits Co-ordinator is responsible for overseeing this.

Personal Safety

Certain personal safety issues may arise, such as lone working (Lone Working Policy), work affecting new and expectant mothers, young people and volunteers. We will seek to ensure that such issues are appropriately risk assessed, controlled, supervised and managed.

The Trust believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff. A behaviour policy is in place in each school.

Playground and gymnasium equipment

Equipment used for physical education often carries an enhanced need for regular inspection.

In respect of playground equipment, British Standard EN 1176 requires that an inspection should be carried out at regular intervals subject to its use, purpose and position.

Radioactive Sources

Any school in the Trust that have Radioactive Substances in School must adopt the CLEAPSS guidance L93 '*Managing Ionising Radiations and Radioactive Substances in Schools & Colleges*' as its policy arrangements for the use of radioactive sources. And provide details within its site-specific arrangements for Health & Safety.

Radon Gas

All schools within the trust should make themselves aware of the potential for Radon Gas in their geographical area and make the necessary arrangements for the issues associated with that risk.

Repairs and Maintenance

All staff should be consciously monitoring all areas of the school and report any dangerous or potentially dangerous situations. Maintenance contracts are in place for all machinery and other items requiring statutory inspections. A list is available of all such contracts is available from the Premises office.

Security

Each school within the Trust will have an individual Security Policy. All visitors must report to the reception office and collect a visitor's badge. Reception has a list of all regular visitors who have had a CRB/DBS check. These people will be issued with a badge on a black lanyard indicating that they may move around the site un-accompanied. Visitors not on the list will be given a red lanyard and must always be accompanied when students are on site. If you have any doubts about strangers, ask if you can help them: report their presence if you still have doubts. Any staff leaving the premises during the school day should sign in and out.

Stress at Work

Staff or pupils under stress can react in a manner that is likely to affect the Health and Safety of themselves or others. The Trust has a generic Stress Risk Assessment and an individual Risk Assessment will be conducted by the HR Officer with those suffering from stress. A Wellbeing programme is offered to all staff within the Trust and the Trust has a stress management policy.

Swimming pools

It is the responsibility of swimming pool operators to:

- carry out a suitable and sufficient risk assessment of their operations
- identify necessary control measures

This would have to take account of the whole user population of the swimming pool and the fact that a fatal incident can occur very quickly.

Swimming and Hydrotherapy Pools should also be included in the risk assessment for Legionella.

Training and Induction

Training and development needs will be evaluated and appropriate briefing and training provided. Health and safety training will be available to employees and records maintained by the Health & Safety Officer. All new staff will receive an Induction Pack guiding them to health and safety information and training. No machinery will be used until the operator has been instructed in its use or has undergone specific training, depending on the complexity of the machinery.

Trees

Schools within the Trust that have large trees on their premises will be subject to an annual inspection by a qualified arboriculturist. Each school is responsible for ensuring that any recommendations are followed.

Vehicle & Road Safety

The Trust recognises that there needs to be careful management of traffic on their sites but relies heavily on each school community and visitors to take responsibility for the safe movement of traffic around each school. Each school within the Trust will have local policies and guidelines to suit their particular site situation.

Water systems

To assess the risk of Legionella, a risk assessment of water systems should be carried out in accordance with the approved code of practice, L8. Depending on the findings of this assessment, a regime of monitoring may be recommended, as well as other measures to prevent and control the risk. Records of all checks and reviews of the scheme should be kept.

Working at Height

Work at height will be avoided wherever possible. Work carried out at height where a significant injury could result will be risk assessed by the relevant line manager in order to identify and implement control measures. Staff who work at height will be briefed in risk assessment findings. When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Formal training on work at height will be undertaken where the need is identified in the work at height risk assessment. Such training will also be undertaken by those who line manage staff who work at height. The Academy Trust's nominated person responsible for work at height is the Health & Safety Officer

The nominated person shall ensure:

- all work at height is risk assessed and properly planned and organised
- all those involved in work at height are trained and competent to do so (review period of 5 years)
- the use of access equipment is restricted to authorised users
- a register of access equipment is maintained and all equipment is regularly inspected and maintained.

Work Experience

If the MAT hosts a work experience placement, any significant hazards within the planned work tasks will be risk assessed by the manager and findings will be communicated to the student and their parents/guardians. This assessment will be recorded on the RAA28 risk assessment document.

Appendix 1 Schedule of Risk Assessments

List of Risk Assessments to be added in here

SECTION 2



HEALTH AND SAFETY POLICY [INSERT SCHOOL NAME] SCHOOL ORGANISATION AND RESPONSIBILITIES

1. Aims

The school aims to:

- Provide and maintain a safe and healthy environment for all
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

2. Legislation and policy framework

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height
- [Control of asbestos regulations 2012](#), which details the 'duty to manage' asbestos, to protect anyone using or working in the premises from the risks to health that exposure to asbestos causes.
- [The Construction \(Design and Management\) Regulations 2015](#), the main set of regulations for managing the health, safety and welfare of construction projects.
- [Legionella bacteria in water systems \(L8\)](#), contains practical guidance on how to manage and control the risks in your system

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

This policy complies with the Trust's Health and Safety Policy Statement

3. Roles and responsibilities

The following is a structure and an outline of duties and responsibilities that have been assigned to the Headteacher, Local Governing Committee and members of staff.

School to insert Health and Safety responsibility structure chart (See UAT document for an example).

3.1. The Local Governing Committee

The Local Governing Committee (LGC) are responsible for complying with health and safety legislation and the Trust's Health and Safety Policy. Whilst the LGC holds these responsibilities it may delegate day-to-day responsibility to the Headteacher.

The Local Governing Committee must ensure that:

- The LGC has a duty to take reasonable steps to ensure that staff, pupils, visitors and contractors are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

- Sufficient resources are allocated and authorised within the school's budget to meet statutory procedures and standards for health and safety within the school.
- Competency, management, monitoring and auditing of all statutory requirements, compliance contracts, asbestos management, fire risk assessments, water hygiene management, management of radioactive sources and all other maintenance services agreements are carried out on the school premises and in line with current legislation.
- The Local Governing Committee appoints a Health and Safety Governor and receives an annual audit of health and safety systems and standards for the school.
- There are effective arrangements for business continuity and an effective emergency plan and emergency procedures for the safe evacuation and shutdown of the school.
- Health and safety is on the agenda by including it intrinsically with business discussions.
- A Health and Safety Committee is established with key representation from senior school staff and staff groups. The chair must be a person in a position of responsibility and influence. The purpose and objectives of the committee are to be defined and the committee must meet a minimum of three times per year.
- Ensure that the Headteacher reports areas of non-compliance to the Chief Executive Officer.

The Trust, as the employer, also has a duty to carry out the following activities. The task of carrying out these duties is delegated from the Board of Trustees to the Local Governing Committee:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks.
- Inform employees about risks and the measures in place to manage them.
- Ensure that adequate health and safety training is provided.

3.2. The Headteacher

The Headteacher is responsible for health and safety day-to-day. This involves:

- Implementing and complying with the health and safety policy
- Ensuring there are enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Ensuring appropriate evacuation procedures are in place and a minimum of three planned fire drills are held (at least one of which must be unannounced to staff)
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff.
- Ensuring all risk assessments are completed and reviewed.
- Co-operating with the Local Governing Committee to advise on any safety policies that need to be introduced, to enable health and safety policy and procedures to be implemented and complied with.

- Ensuring a positive health and safety culture is encouraged and developed within the school.
- Ensuring effective health and safety management arrangements are in place for carrying out statutory requirements, regular inspections, surveys, risk assessments, implementing actions and submitting inspection reports to the Local Governing Committee and other agencies where necessary.
- Ensuring that there are effective arrangements in place for business continuity along with an emergency plan and/or relevant emergency procedures, and that they are effectively communicated to all students, staff, contractors, volunteers, visitors, other members of the public and, where applicable, emergency services and the Local Authority as part of Safeguarding.
- Ensuring that the policy and other appropriate health and safety information is communicated to all relevant people, including contractors.
- Carrying out health and safety investigations, or to ensure an investigation has been carried out by a competent person.
- Ensuring all staff have had induction training and are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring that a Health and Safety Committee is established with key representation from senior school staff and staff groups. The chair must be a person in a position of responsibility and influence. The purpose and objectives of the committee are to be defined and the committee must meet a minimum of three times per year.
- Ensuring consultation arrangements are in place for staff. This will be in partnership with their trade union representatives (where appointed) and recognising the right of trade unions in the workplace.
- Reporting to the Local Governing Committee and the Trust's Chief Executive and Director of Finance and Resources, respectively, including any areas of non-compliance and any hazards which cannot be rectified within the school's budget.
- Ensuring that the premises, plant and equipment are maintained in a safe working condition.
- Ensuring that the school appoints a lead first aider and lead on pupil medication. This can be held by one postholder.
- Ensuring that the school appoints a named Educational Visits Co-ordinator and Lead/Deputy Party Leaders, who have received relevant training to carry out the roles.
- Ensuring that pupil off site visits or learning outside of the classroom has effective health and safety management arrangements in place for pupils and staff to:
 - Ensure risk assessments for the activities are undertaken, and suitable and sufficient action plans and procedures are implemented, and
 - Ensure information and arrangements to parents/carers of pupils on all off-site visits or learning outside of the classroom activities are communicated effectively.

The Headteacher may either undertake or devolve certain tasks to appropriate senior staff or managers within the school. Some health and safety responsibilities have been delegated by the Headteacher to the Business Manager as detailed below. It is clearly understood by everyone concerned that, the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the school. [Adapt this paragraph as appropriate to the set up in the school]

3.3 Business Manager [Add to Headteacher responsibilities if no Business Manager in post or rename if you call the role something different]

The Business Manager is responsible and accountable for delivering the schools health and safety strategic plan in collaboration with the Headteacher. The Business Manager must also ensure the school meets and adheres to the health and safety legislation, as advised by the Trust's competent health and safety provider.

The Business Manager is also required to:

- Be responsible for awarding, checking competency, managing, monitoring and auditing all compliance contracts and maintenance service agreements carried out on the school premises.
- Develop and implement relevant action plans based on risk assessments, outcomes of meetings, audits and inspections and emergency arrangements.
- Review existing health and safety policies and procedures in the school, to ensure all staff, students and contractors adhere to them.
- Be responsible for the implementation of effective arrangements for business continuity and an emergency plan, emergency procedures and the safe evacuation and shutdown of school premises.
- To ensure that the school's asbestos register and the asbestos management plan is maintained, updated when appropriate and is available as required.
- Investigate all serious incidents and liaise with appropriate authorities and third parties as necessary.
- Convene and attend all Health and Safety Committee meetings. Working with the Headteacher to ensure that a Health and Safety Committee is established with key representation from senior school staff and staff groups. The purpose and objectives of the committee are to be defined and the committee must meet a minimum of three times per year.
- Monitor purchasing and contracting procedures to ensure compliance with the schools Health and Safety Policy.
- Ensure there is a systematic and methodical system of servicing and inspection to maintain workplace equipment in the school.
- Ensure that first aid boxes are available in agreed strategic places around the site and that these are inspected on a termly basis and are restocked as required.

- Monitor cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.
- Be responsible for checking the competency of contractors. Managing, monitoring and auditing all statutory requirements, compliance contracts, asbestos management, fire risk assessments, water hygiene management, management of radioactive sources and all other maintenance service agreements carried out on the school premises. This should be undertaken with guidance from the Trust's Director of Finance and Resources.
- Ensure competency of all contractors engaged by the school to undertake work or activities at the school e.g. insurance, financial viability, health and safety policies, appropriate registration, method statements, risk assessments, accident records, DBS, etc.
- Ensure building projects comply with the Construction (Design and Management) Regulations 2015 (CDM 2015), length or project as well as other statutory instruments e.g. 'Principal Designer' has been appointed.
- Ensure reasonable attempts to identify the hazards arising out of any contractors work or activities are undertaken. Provide any health and safety information to contractors' e.g. asbestos register/location, underground services, floor loading, safe working loads, school activities, ensuring safeguarding requirements are met.
- Reporting to the Headteacher any areas of non-compliance and any hazards which cannot be rectified within the school's budget.
- Ensure the school notifies the Trust ahead of entering into any new contracts.
- Ensure all staff are made aware of the contents of the Health and Safety Policy and their responsibilities within it.
- Ensure the development of the overall health and safety strategic plan.

3.3. Facilities Manager / Site Manager [Add to Headteacher/Business Manager responsibilities if no Facilities/Site Manager in post]

The Facilities Manager/Site Manager is responsible and accountable to the Business Manager and Headteacher for all matters relating to health, safety and welfare within the scope of their duties.

The Facilities Manager's/Site Manager's responsibilities are to:

- Report to the Business Manager/Headteacher any non-compliance, defects and hazards that are brought to his/her notice.
- Notify the Business Manager/Headteacher whenever contractors are due to enter the school to undertake maintenance, service or works contracts. Any works that affect the fabric of the building will be subject to a permit to work.
- Ensure all relevant information, surveys, inspections, statutory and compliance findings are communicated to the Business Manager/Headteacher for actions to be considered, authorised and implemented.

- Support, attend and contribute to the effective operation of the Health and Safety Committee.
- Be responsible for coordinating all contractual work and maintenance carried out on school premises, including health and safety matters concerned with other contractors.
- In conjunction with the Business Manager ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or re-modelling schemes.
- Ensure that all site, cleaning and catering staff are equally aware of the school's Health and Safety Policy and that they are aware of any arrangements of the policy that affects their work activities, e.g. storage arrangements, materials, equipment and hazardous substances.
- Implement a systematic and methodical system of servicing, inspecting, maintaining and checking workplace equipment within the school. Once tested ensuring that a full list of items tested is generated and retained.
- Implement a systematic and methodical system to ensure that all safety systems are checked and serviced, e.g. fire alarm, fire doors, firefighting equipment, smoke detectors, etc.
- Implement a systematic and methodical system to ensure that the use of showers and all water systems are checked and maintained to ensure the control of Legionella.
- Ensure asbestos information is provided to all relevant contractors to enable them to plan and undertake their works without risk of exposure to asbestos fibres.
- Ensure that all contractors share the school's commitment to safeguarding children.
- Undertake and co-ordinate the site team's specific emergency procedures, as detailed in the emergency plan.
- Manage full details of Compliance contracts and ensure they are carried out according to the contracts in a timely manner, maintaining full records of visits.
- Work within the Trust's Estate Handbook.

3.4. Deputy & Assistant Headteachers, Heads of Faculty/Department, Heads of Houses and Support Staff Line Managers

Line Managers are responsible to the Business Manager for the health and safety of all staff, workplaces and activities under their control. To achieve this, their duties include the following:-

- Developing strong, positive health and safety attitudes among those employees reporting directly to them. Ensuring that a positive health, safety and welfare awareness culture is also developed, actively encouraged and reinforced with all students.
- Applying the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Business Manager /Headteacher for the application of the health and safety procedures and arrangements to all staff and students.

- Developing, publishing and sharing with members of the team, specific Health and Safety procedures for high risk departments, such as Science, Design and Technology, PE and Art.
- Maintaining or having access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS, **The Association for Physical Education (afPE)** and ensure that all staff are aware of and make use of such guidance.
- Ensuring regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented and shared with all staff.
- Ensuring that appropriate safe working procedures are brought to the attention of all staff under their control.
- Ensuring that where necessary, the appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented.
- Resolving any health, safety and welfare problems members of staff refer to them and inform the Business Manager/Headteacher of any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carrying out termly inspections (as a minimum – 3 times per year) of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections, reporting any defaults in line with school procedure where required. Arrange for the repair, replacement or removal of any item of furniture or equipment that has been identified as unsafe.
- Checking the adequacy of fire precautions and procedures in liaison with the Business Manager. Ensuring that a copy of the shutdown, Fire Action Notices and assembly point(s) are prominently displayed in all rooms and areas for which they are responsible.
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- Establishing acceptable housekeeping and safe storage standards, in all areas of their responsibility.
- Developing a training plan that includes specific job instructions and induction for new or transferred employees. Ensuring that the training needs of their staff are monitored, and training opportunities made available. Notify the Business Manager of any identified training needs annually and as part of the induction programme for any new staff that join during the year.
- Ensuring that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc.

3.5. Teaching Staff, Cover Supervisors and Supply Teachers

Teaching Staff, Cover Supervisors and Supply Teachers are responsible to their line managers or heads of department for the health and safety of themselves, other staff and students, and activities under their control. In order to achieve this, their duties include the following: -

- Ensuring that a positive health, safety and welfare awareness culture is developed, actively encouraged and reinforced with all students.
- Implementing the health, safety and welfare procedures for students at a level appropriate for their requirements. Ensuring that these procedures are explained in terms that they can be easily understood.
- Carrying out safety briefings that refer to specific risk assessments, especially before any hazardous or high-risk activities and lessons. Seeking information on any special safety measures that must be adopted in their own areas of responsibility and ensuring that they are adhered to.
- Ensuring that all students, NQTs and supply teachers are aware of the general health and safety requirements of the school and the detailed requirements, or arrangements for activities relevant to them.
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- Exercising effective supervision of students and maintain an awareness of emergency procedures in respect of shutdown, fire, first aid and accident or incident reporting.
- Setting an example by personally following safe working practices.
- Ensuring that, where necessary, the appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented.
- Ensuring that all electrical and other equipment, particularly in higher risk areas, is visually checked before use.
- Reporting to the Line Manager any defects in equipment or identified inadequacies in procedures. N.B where any defect renders the equipment potentially hazardous, it should be isolated and clearly labelled 'awaiting repair', until repaired or replaced.
- Integrating all relevant aspects of health and safety into the teaching process and if necessary, giving special lessons - e.g. the use of equipment in technology lessons.
- Highlighting any training needs deemed necessary to fulfil their role to their line manager.
- Establishing acceptable housekeeping and safe storage standards, in all areas of their responsibility.

3.6. Other Employees

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Comply with the Trust and school's health and safety policy and procedures at all times.
- Work in accordance with training and instructions
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them
- Report all accidents and incidents in line with the reporting procedure.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager and/or use the system available for doing this, and where relevant, taking any immediate safety action to stop the issue causing harm to others while a remedy is put in place.
- Report immediately to their line manager any shortcomings in the schools arrangements for health and safety.
- Co-operate with the school's leadership and management on all matters relating to health and safety
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Inform their immediate line manager if something happens that might affect their ability to work, e.g. suffering an injury, taking prescribed medications that could affect them, penalty points on a driving license, becoming pregnant or any other matter that may impact on the safe and healthy performance of their role.
- Ensure that they only use equipment or machinery that they are competent/have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

3.7. Pupils and parents

All pupils and parents are required to:

- Adhere to detailed procedures and policies at the school,
- Cooperate with all staff on health and safety matters,
- Not interfere with anything provided to safeguard their own health and safety,
- Take reasonable care of their own health and safety,
- Report all health and safety concerns to a member of staff.

3.8. Contractors

All contractors must report to reception, be signed in and given an identity/visitor badge. On leaving the site they will need to sign out and inform the appropriate member of staff of the work that has been carried out and any further work that is required.

Contractors will agree health and safety practices with the Headteacher/Business Manager/Site Manager [Amend as appropriate] before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

A contractor's health and safety record will be taken into consideration as part of any procurement selection process.

3.9. Visitors

All visitors must report to reception, be signed in and given an identity/visitor badge. On leaving the site visitors will need to sign out.

Visitors will be provided with site safety information on arrival.

3.10. Work Experience Students

A nominated person will provide health and safety induction to work experience students. The nominated person will also carry out the risk assessment and ensure all suitable and relevant checks are carried out on the work experience provider.

The student(s) will be monitored/supervised by the class teacher or other member of staff that they are assigned to and liaise if necessary with the nominated person.

In addition to the duties outlined above the following organisations, services or individual roles have additional duties as outlined:

3.11. First Aiders and Nominated Persons

Staff, who are competently trained, will be appointed as first aiders and will receive refresher training as necessary. First Aiders will be required to ensure that they have a fully stocked first aid kit at their normal place of work to enable them to respond effectively to any notified incident. First Aiders should also ensure that the first aid cupboard has a stock of incident reporting forms to enable them to complete and report the incident in a timely manner.

Staff, who are competently trained will be appointed as first aiders and will receive refresher training as necessary to:

- Attend to injuries resulting from minor accidents occurring at the School and ensure that students receive appropriate attention and advice. Parent/guardian to be informed.

- Depending on advice from paramedics, the parent/guardian OR member of staff, escort them to a doctor or hospital where injuries are considered more serious. Telephone parent/guardian to inform of status of student.
- To complete accident reports in respect of all incidents affecting staff, students and other persons on site.
- Immediately inform the Business Manager/ Headteacher of all serious incidents.
- To inform the Business Manager of all RIDDOR reportable incidents within 24 hours of the incident occurring.

3.12. First Aid Coordinator

The First Aid Coordinator will develop and maintain working relationships with other staff, work effectively and in co-operation with all other staff in the school using their own knowledge and skills, to contribute positively to the overall welfare of the school and its students.

The First Aid Coordinator will be responsible for:

- Maintaining school and student records of first aid support given to staff and students.
- Maintaining first aid stocks and records, ensuring that sufficient appropriate materials and equipment are available to administer first aid when the need arises and maintaining and restocking first aid boxes.
- Completing accident reports in respect of all incidents affecting staff, students and other persons on site.
- Immediately informing the Business Manager of all serious incidents
- Informing the school's Business Manager of all RIDDOR reportable incidents within 24 hours of the incident occurring.
- Analysing the accidents and reporting them to the Health & Safety Committee on a termly basis.
- Maintaining an up-to-date log of current first-aiders and ensuring this information is distributed/displayed as necessary

3.13. Appointed Educational Visits Coordinator (EVC)

If an Educational Visits Coordinator (EVC) (or Lead/Deputy Party Leader) has not been appointed by the school, the roles and responsibilities remain with the Headteacher or Business Manager.

[Amend as appropriate]

The Educational Visits Coordinator's responsibilities are to:

- Attend appropriate and relevant training when required to ensure the competence for the role.
- Coordinate pupil off-site visits or learning outside the classroom and ensure that effective health and safety management arrangements are in place for pupils, staff and volunteers.

- Ensure that suitable risk assessments have been recorded for the activity and suitable and sufficient actions and procedures have been implemented.
- Ensure that advice from the SENCO is sought if applicable for individual students.
- Ensure that there are emergency contingencies, alternative options and that necessary details and information is provided at key locations, or within online / server systems.
- Communicate all relevant information and arrangements to providers of off-site visits, staff, students and parents/carers of students to ensure that the key learning objectives of the visit can safely be achieved.
- Ensure that sufficient finances and resources are allocated and authorised for pupil off-site visits or learning outside the classroom activities.
- Take reference from the National Guidance for the Management of Outdoor Learning, Off-Site Visits and Learning outside the Classroom www.oeapng.info , the Foreign Office, and the Trust, when appropriate.

3.14. Competent Health and Safety Advice

The School's appointed Health and Safety Advisor is contracted to provide an effective health and safety service, as agreed within the Service Level Agreement.

A summary of the Service Level Agreement is to:

- Provide timely health and safety advice, support and training to schools and their staff
- Support the school to ensure that all Governors and members of staff are aware of their duties and responsibilities in relation to health and safety, in line with legislation and any forthcoming legislation, and how to implement those duties to full effect
- Undertake general supportive audits and higher risk area supportive audits on a rolling basis, each followed up by support for proportional, prioritised action planning to celebrate successes and remedy areas for development.
- Provide all communications, feedback and reports in a constructive manner and style that achieves 'buy in' so as to aid legal compliance with comfort and confidence that then benefits overall strategic health and safety planning for the school.

3.15. Trade Union Safety Representative

There is no requirement to have a union health and safety representative at the school. If a person wishes to represent staff, they should have been employed by the school for the preceding two years or have enough experience in similar employment. The Safety Representative and Safety Committees Regulations 1977, as amended, has detailed information on what the law requires employers to undertake when consulting staff on health and safety matters.

Any Trade Union Safety Representative will be encouraged by the Headteacher and/or Business Manager to fulfil his or her duties as well as being released for any appropriate training. They will

also consult regularly with the Safety Representative on health & safety matters. He or she will be entitled to inspect the school in accordance with the agreed Trade Union procedures.

4. Site security

The site supervisor [Change the post holder name as appropriate] is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The following posts are key holders and will respond to an emergency during school open times (when the school is closed, the school's security contractor will contact the key holder):

- Insert key holding posts

-

5. Fire

The school maintains a fire log containing full details of evacuations, servicing and checks. The log is regularly updated by the Facilities/Site Manager. [Amend as appropriate]

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices, and free from obstructions. Final exit doors must be unlocked while there are people in the building.

Fire risk assessment of the premises is maintained and reviewed regularly.

Emergency evacuations are practised at least three times per year. Details should be recorded in the school's fire log book.

The fire alarm is a loud continuous bell/buzzer. [Amend as appropriate]

Fire alarm testing will take place at least once a week. Manual break glass points from different zones should be used to trigger the alarm to ensure that all break glass or other points are in working order. Details should be recorded in the school's fire log book.

Fire extinguishers and emergency lighting are formally inspected at least annually. Details are recorded in the school's fire log book.

The location of explosive substances such as gas supply pipes, butane gas cylinders and highly flammable substances should be known and made available to emergency services as required.

New staff will be trained in fire safety as part of their induction training and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately.

- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk.
- Staff and pupils will congregate at the assembly points. These are the assembly points:
 - List assembly points
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day.
- The Headteacher [Change as necessary] will take a register of all staff.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

A fire safety checklist can be found in appendix 1.

6. Shutdown procedures

Management of the shutdown procedure is the responsibility of the Headteacher. The Headteacher will devise and communicate the shutdown procedure to all necessary staff, pupils, parents/carers, contractors and visitors.

The shutdown procedure will be practised and reviewed at least annually.

7. COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

An inventory of all hazardous substances used on site is maintained by the school and reviewed regularly.

Control of substances hazardous to health (COSHH) risk assessments are completed by [insert name of role] and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary. The COSHH register is located in [insert location].

Staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

7.1. Gas safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.

Gas pipework, appliances and flues are regularly maintained.

All rooms with gas appliances are checked regularly to ensure that they have adequate ventilation.

7.2. Legionella

The school recognises that the management of water hygiene is essential to ensure the prevention of Legionnaires disease, which is a potentially fatal pneumonia caused by legionella bacteria, and other diseases caused by water borne organisms.

Legionnaires disease can occur from exposure to legionella bacteria, usually in airborne water droplets, mists or vapours, generated from systems such as cooling towers, evaporative condensers and hot and cold water services. The propagation of Legionella bacteria is enhanced by the following system conditions:

- Where the water temperature in a system falls between 20°C and 45°C; the active temperature range of the bacteria
- Systems in which water is re-circulated or stored
- Situation where bacteria growth is supported by the presence of biofilms and other organic material, scale, rust or sludge which provide nutrients to the bacteria.

The Headteacher [Change as appropriate] is appointed as the responsible person for implementing arrangements to control the risk of legionella within systems and for reviewing the effectiveness of the arrangements. The Headteacher [Change as appropriate] appoints the Business Manager [Change as appropriate] as the deputy responsible person and will ensure that arrangements are in place if either the responsible person or their deputy are not available.

The Headteacher will manage potential risk from Legionella exposure in accordance with current legislation, guidance and good practice by:

- Identifying and assessing sources of risk,

- Implementing, managing and monitoring Legionella control measures (detailed below),
- Ensuring that suitable and sufficient staff, training and financial resources are available,
- Keeping up to date records.

The following control measures are designed to mitigate the risk of Legionella exposure and should be delivered in accordance with [Legionella bacteria in water systems Approved Code of Practice](#):

- A Legionella risk assessment is carried out every two years. This risk assessment will be reviewed at least annually and when significant changes have occurred to the water system and/or building footprint.
- Little used water outlets will be tested at least weekly
- Temperature checks will be completed at least monthly
- Disinfection of showers will be completed at least quarterly
- Calorifiers, thermostatic valves and water storage tanks will be inspected at least annually and the necessary cleaning/servicing undertaken
- Control measures will be completed by a suitable competent individual
- The Site Manager [Change as appropriate] is responsible for ensuring that the identified control measures are conducted and recorded in the school's water log book.

If an outbreak of Legionella bacteria is expected the Headteacher should contact the schools competent H&S adviser and the Director of Finance and Resources as a matter of urgency.

The necessary notification to the Health and Safety Executive along with the necessary remedial action will be undertaken immediately by suitable competent individual.

7.3. Asbestos

The school has an asbestos management plan and associated guidance which should be referred to.

Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

An asbestos condition survey must be undertaken every year. If asbestos is identified, a decision must be made as to whether the asbestos should be removed, in consultation with the Trust's Director of Finance and Resources. If the asbestos is not deemed to be a risk, due to its location and/or condition, the Headteacher will become responsible for its management.

A regular inspection system is in place to monitor the condition of the asbestos (where it is accessible) and the findings recorded. If any damage or flaking is noticed to an asbestos containing material, either during an inspection or otherwise, it should be reported immediately to the Headteacher and the Trust's Director of Finance and Resources.

Material known to contain asbestos e.g. ceiling tiles, must never be drilled or screwed into, nor must any item be affixed to it e.g. posters, mobiles, especially with pins or staples.

Arrangements are in place to ensure that contractors are made aware of any asbestos in the area that they will be working in and that it is not disturbed by their work. Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately, until the area is declared safe, and report to the Headteacher. Contractors are required to sign and confirm that they have seen the asbestos register in relation to the area they will be working in or the activities they will be undertaking.

An Asbestos Register records the location of asbestos that has been found on the school site. The Asbestos Register is available to view at [insert location](#).

8. Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

8.1. Electrical equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

Any potential hazards, electrical faults or faulty fittings must not be used and must be reported to the Headteacher [\[Change as appropriate\]](#) immediately.

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.

Only trained staff members can check plugs.

Where necessary a portable appliance test (PAT) will be carried out by a competent person in line with the risk assessment. A PAT registers is maintained, and all defects identified are either repaired or removed immediately.

All isolator switches are clearly marked to identify their machine.

Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

Staff are informed that they should not bring electrical items in from home unless they are new or a recent portable appliance test (PAT) can be evidenced.

Where it is necessary to use an extension lead this must be only as a temporary measure. Extension leads should be fully unwound and PAT tested as necessary.

Hirers of the school's facilities, contractors and visitors must ensure that any electrical equipment they bring in to the school must have an appropriate PAT test and be safe to use. Random checks of electrical equipment may be required to ensure compliance with this arrangement.

8.2. PE equipment

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely before use.

Any concerns about the condition of the gym floor or other apparatus will be reported to the caretaker [Change as appropriate]

PE equipment will be inspected annually.

8.3. Outdoor play equipment

External play equipment will only be used when supervised. The equipment will be checked daily by staff for any apparent defects and for contamination by animals.

Outdoor play equipment will be independently inspected annually by a suitably qualified individual.

8.4. Display screen equipment

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

8.5. Specialist equipment

Parents are responsible for the maintenance and safety of their children's individual specialist equipment such as wheelchairs. In school, staff promote the responsible use of such equipment.

Oxygen cylinders will be stored in a designated space, and staff will be trained in the removal storage and replacement of oxygen cylinders.

9. Glazing

Glazing surveys are completed, as necessary, in critical locations and any required actions taken.

10. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken the colleague's line manager must be informed about where the member of staff is and receive confirmation of their safe return.

A risk assessment should be completed for instances of lone working. The employee(s) has a responsibility to report any medical conditions that may make them unsuitable to work alone.

11. Working at height

The school will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. A risk assessment should be completed for instances of working at height.

In addition:

- The school will ensure that appropriate ladders are available in school for working at height, that staff are trained in how to use them safely and that they are regularly inspected by a suitably qualified person
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height

- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons
- Contractors are expected to provide their own equipment and will not be permitted to use the school's equipment.

12. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, where necessary and that staff are trained in how to use them safely.

A manual handling risk assessment should be carried out and recorded for all manual handling activities that pose a risk of injury to school staff.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
- Take the more direct route that is clear from obstruction and is as flat as possible.
- Ensure the area where you plan to offload the load is clear.
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

Expectant mothers must not undertake any hazardous manual handling activities.

13. Off-site visits

The School may appoint an Educational Visits Coordinator. Where an Educational Visits Coordinator has not been appointed by the school, the roles and responsibilities remain with the Headteacher.

When taking pupils off the school premises, the school will ensure that:

- Risk assessments are completed where off-site visits and activities require them.
- All off-site visits are appropriately staffed.
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details.
- There will always be at least one first aider on school trips and visits.
- For schools with Early Years Foundation Stage provision, there will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

14. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy by the School Business Manager [Change as appropriate], and will have responsibility for complying with it.

15. Violence at work

Staff should not be in any danger at work, and violent or threatening behaviour towards staff will not be tolerated.

All staff will report and record (using the accident report form provided as Appendix 5) any incidents of aggression or violence (or near misses) directed to themselves to their line manager immediately. This applies to violence from pupils, visitors or other staff.

16. Smoking

Smoking is not permitted anywhere on the school premises. This includes electronic cigarettes.

17. Infection prevention and control

School follows national guidance published by Public Health England when responding to infection control issues.

Staff and pupils are encouraged to follow this good hygiene practice, outlined below, where applicable.

17.1. Handwashing

Wash hands with liquid soap and warm water, and dry with paper towels or electronic dryers.

Always wash hands after using the toilet, before eating or handling food, and after handling animals.

Cover all cuts and abrasions with waterproof dressings.

17.2. Coughing and sneezing

Cover mouth and nose with a tissue and wash hands after using or disposing of tissues.

Spitting is discouraged.

17.3. Personal protective equipment

Personal protective equipment will be provided free of charge where it is identified as an appropriate control measure.

Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, dealing with a first aid incident).

Wear goggles if there is a risk of splashing to the face.

Use the correct personal protective equipment when handling cleaning chemicals.

17.4. Cleaning of the environment

Clean the environment, including toys and equipment, frequently and thoroughly.

17.5. Cleaning of blood and body fluid spillages

Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment.

When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface.

Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below.

Make spillage kits available for blood spills.

17.6. Laundry

Wash laundry in a separate dedicated facility.

Wash soiled linen separately and at the hottest wash the fabric will tolerate.

Wear personal protective clothing when handling soiled linen.

Bag children's soiled clothing to be sent home, never rinse by hand.

17.7. Clinical waste

Always segregate domestic and clinical waste, in accordance with policy.

Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins.

Remove clinical waste with a registered waste contractor.

Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

17.8. Animals

Wash hands before and after handling any animals.

Keep animals' living quarters clean and away from food areas.

Dispose of animal waste regularly and keep litter boxes away from pupils.

Supervise pupils when playing with animals.

Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

17.9. Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly, and further medical advice sought. These children should be advised to have additional immunisations, for example for pneumococcal and influenza.

17.10. Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 3.

In the event of an epidemic/pandemic, the school will follow advice from Public Health England about the appropriate course of action.

18. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.

- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

19. Occupational stress

The school is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

Schools should refer to the Trust's Stress Management Policy for further information.

20. Accident, First Aid and reporting

20.1. Accident record book

An accident form/book will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 2.

As much detail as possible will be supplied when reporting an accident.

Information about injuries will also be kept in the pupil's educational record.

Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

20.2. Reporting to the Health and Safety Executive

The Headteacher [Change as appropriate] will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher [Change as appropriate] will take advice from the School's appointed Health and Safety Advisor who will report incidents, where appropriate, to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident. The School must report any incidents that are reported to the Health and Safety Executive to the Director of Finance and Resources within the same timeframe.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days.
- Where an accident leads to someone being taken to hospital.
- Where something happens that does not result in an injury, but could have done.
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](#)

20.3. Notifying parents

The Headteacher [Change as appropriate] will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

20.4. Reporting to Ofsted and child protection agencies

The Headteacher, in conjunction with the Director of Finance and Resources, will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher, in conjunction with the Director of Finance and Resources, will also notify the appropriate Local Authority of any serious accident or injury to, or the death of, a pupil while in the school's care.

20.5. Reporting to the Governors Health and Safety Committee

Details of all accidents are provided to the schools Health and Safety Committee, where issues and trends can be identified. If required, measures to prevent reoccurrence will be implemented.

20.6. Pupil Medications

Information on pupils who have specific medical requirements e.g. asthmatics, epileptics, is kept on the schools SIMS system and made available to the necessary staff.

Children and young people, who are asthmatic, are required to keep a spare inhaler at the school. Spare inhalers must be kept in a secure staffed area and labelled with the child/young person's name. The secure storage area should be accessed by designated staff to ensure that the inhalers are available in an emergency.

Medication may only be administered for documented medical conditions where routine administration has been formally agreed or in an emergency situation, where it is critical to life and the Headteacher has prior written knowledge about the child or young person's medical condition. Any medication of this nature must be kept in a secure location and all relevant staff be informed and advised on how to access it.

Staff administering medication in an emergency must be fully trained to do so.

The [insert post name] is responsible for:

- Administering prescription and other medicines where there is no alternative to them being taken in school time, when written parental consent has been obtained to do so.
- Collecting data including administration of medication, Personal Health Plans, consent forms and medication retained, and keeping it up to date at all times.
- Liaising with the Health and Safety Advisor, Health Centre, School Nurses and parents as appropriate.
- Managing the input, maintenance and retrieval of all medical data in respect of students and staff at the School, ensuring that confidential information is held securely.

21. Training

All staff are provided with health and safety training as part of their induction process.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs and disabilities (SEND), are given additional health and safety training.

22. Monitoring

This policy will be reviewed by the Headteacher biannually.

At every review, the policy will be approved by the school's Local Governing Committee

23. Links with other policies

- Stress Management
- Risk Management
- Safeguarding
- Supporting pupils with medical conditions
- Estates Handbook
- Asbestos Management Plan and Guidance

Appendix 1- Fire safety checklist

Issue to check	Yes/No
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Is fire-fighting equipment tested annually and a stickered with last test details?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms? And clear of obstacles?	
Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	
Is the fire alarm tested weekly using a different call point each time?	
Are termly fire drills scheduled (including at least one unannounced)?	
Signed: Position: Date:	

Appendix 2 - Accident report

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
<p><i>Describe in detail what happened, how it happened and what injuries the person incurred</i></p>			
Action taken			
<p><i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i></p>			
Follow-up action required			
<p><i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i></p>			
Name of person attending the incident			
Signature		Date	

Appendix 3 - Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from Public Health England. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check.](#)

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	<p>Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school.</p> <p>A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.</p>
Cold sores	None.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.

Measles	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise.</p>

	If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.

Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).

Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.