

Chorus Education Trust

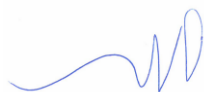
Health and Safety Policy

Important: this document can only be considered valid when viewed on the Trust or School website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.

(Note a copy of the H&S policy should be displayed in every staff room)

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Related documents:	Fire Risk Assessment, PEEP, Fire Strategy, Register of Hazardous Substances, Asbestos Survey or Register, Display Screen Equipment Workstation Assessment & Guidance, Lone Working Procedures, Manual Handling Procedures, Working at Height Procedures, School Visits and Journeys Policy, Lettings Procedure, Management of Work-Related Stress Framework, Accident Procedures & Accident Log, Managing Children and Young Peoples' Health Needs Procedure, Driving on Work Related Business Procedures.

Chair of Trustees Signature:



(John Jex)

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1. Statement of Intent

Chorus Education Trust (“the Trust”) has overall responsibility for the health, safety and welfare of staff, students and visitors in the academies it operates. The Trust recognises that decisions about workplace health and safety should be collaborative, reasonable and proportionate in order to maintain a safe environment where students can learn and achieve their full potential and where employees are supported to ensure work related stressors are avoided.

The health, safety and welfare of staff, students and visitors is of paramount importance. We will achieve a safe environment for all by embedding a positive health and safety culture throughout our organisation and assisting all members of the school community to play their part.

The safety culture of our academies is the product of individual and group values, attitudes, perceptions, competence and patterns of behaviour. This policy includes our vision to ensure that our academies have a strong and positive safety culture through communication, training, collaboration and leading by example.

Together, we are committed to achieving the following objectives:

- To provide, as far as reasonably practicable, a safe and healthy working environment for all.
- To ensure that all members of the Trust community are aware of their health and safety responsibilities, what is expected of them and what they need to do to discharge them.
- To ensure that all staff have access to appropriate training and resources to enable them to play an active part in achieving a safe and healthy working environment.
- To have an effective system for communicating and consulting on health and safety matters.
- To effectively plan, implement, monitor and review the arrangements in place to ensure we have a safe and healthy working environment.
- To encourage, promote and continuously improve the Trust’s health and safety performance.
- To ensure that we protect the environment.

2. Responsibilities for Health and Safety

2.1 Overall and final responsibility for health and safety

The Board of Trustees, Chair of Trustees and Chief Executive Officer (CEO) carry the key responsibilities for assessing, recording and implementing the correct health and safety procedures. They will do this by:

- Leading by example on all matters relating to health, safety and welfare,
- Promoting and following this Health and Safety Policy,
- Dedicating budget to the health and safety provision at the academies,
- Communicating effectively with parents, staff and students,
- Monitoring and reviewing health and safety procedures and practice

2.2 Day to day responsibility for ensuring this policy is put into practice

The Board of Trustees, Chair of Trustees and CEO have assigned health and safety responsibilities as follows:

2.2.1 Chief Operating Officer (COO)/ Health and Safety Representative of the Board of Trustees

- The COO will attend the Joint Consultation Committee (JCC) with the Union Representatives and discuss health and safety matters raised by their members. Health and Safety Committees can be requested and the Trust will set up a meeting within appropriate timeframes, findings are reported back to the Audit & Risk Committee of the Trust Board.
- ensuring that the Board of Trustees is aware of and up to date with any health and safety legislation or reasons for change in health and safety provision
- They will seek support and professional advice from external advisors as necessary.

2.2.2 Facilities / Estates Director

- The Facilities / Estates Director carries out periodic health and safety audits within Academies and reports back findings to the Health and Safety Representative and the Audit & Risk Committee, ensuring requirements to monitor, review and record safe systems of working within Academies are being met.
- They will carry out periodic health and safety walk rounds, inspections and audits to ensure requirements to monitor, review and record safe systems of working within Academies are met.
- They will seek support and professional advice from external advisors as necessary.

2.2.3 Senior Leadership Team and Head Teachers/Principals

The Head Teacher/Principal has the following responsibilities:

- To lead by example
- ensuring that adequate and appropriate risk assessments are carried out and reviewed prior to any activity either on-site or off-site
- liaising with the health and safety representative of the Board of Trustees (COO) and /or Director of Estates to inform that person of any health and safety issues or risks that arise
- ensuring that the information on health and safety good practice that is available to academy staff and visitors is up to date, easily accessible and promoted throughout the academy. This includes the academy Trust's [health and safety policy](#) and risk assessment templates
- ensuring that all support and cover staff are fully trained and equipped to deal with health and safety issues and emergencies
- ensuring that the governing body is aware of and up to date with any health and safety legislation or reasons for change in health and safety provision
- ensuring that funding is allocated to individual departments for their health and safety requirements

- ensuring that all staff, pupils and volunteers are aware of their health and safety obligations to one another
- ensuring that regular fire drills are undertaken
- ensuring that adequate information related to health and safety is obtained and passed on to relevant staff, contractors, members of the public, statutory authorities etc.

The Senior Leadership Team has the following responsibilities:

- to lead by example
- ensuring that all new employees are given the appropriate health and safety induction training, relating to both whole-school health and safety and any specific provision relating to their role in the school
- ensuring that any school activity, either on or off-site, is risk assessed and consideration has been given to health and safety in terms of the wider school procedures ~~policy~~
- keeping up to date with any changes to arrangements surrounding activities and the implications of these on health and safety
- ensuring that all the relevant checks are done on the equipment and competency of contractors that come in to the school
- ensuring that all staff and pupils are aware of their health and safety responsibilities, including what to do in case of a fire, emergency, or medical emergency, and that all those taking part in any given activity are given proper training and health and safety briefing
- managing their particular budgets to cover health and safety maintenance, checks and provision for activities under their department

2.2.4 Site Facilities Managers/ Head Caretakers

- Academy Site Facilities Managers advise the Director of Estates/ ~~Facilities~~ Estates Manager, ensuring that details related to health and safety management are passed on. They provide support and advice to the Senior Leadership Team and staff.
- Site Facilities Managers act as Health and Safety representatives for the site they are responsible for.
- Site Facilities Managers will undertake periodic health and safety audits to ensure the site they are responsible for are fulfilling their requirement to follow safe systems of work in the running of their area of the business and the appropriate licences, test certificates, insurances etc are up to date and fit for purpose. This person will formalise the on-site communication of health and safety matters with contractors that are appointed.
- Site Facilities Managers will be the representative for the Academy when dealing with any health and safety meetings/committees.

2.2.5 Line Managers and Supervisors

Line Managers, whether Teaching or Support Staff, where appointed, are responsible for:

- leading by example

- the practical implementation of the *Health and Safety Policy* and other subsidiary policies and procedures, the requirements of the *Health and Safety at Work etc Act 1974* and other relevant legislation
- ensuring that operations under their control are, so far as is reasonably practicable, conducted without detriment to the health and safety of employees or others affected by their activities
- obtaining and ensuring adherence to a safe system of work by competent employees and contractors
- ensuring that their area of responsibility is subject to risk assessment, regular inspections and adequate supervision
- ensuring that all accidents, incidents and dangerous occurrences, within their area of responsibility, are reported. Reviewing all such reports and ensuring that a full investigation is carried out and appropriate remedial action is taken where necessary
- making adequate consideration to health and safety when specifying, purchasing or hiring equipment or materials and ensuring that contractors under their control do likewise where applicable
- ensuring that all pupils, staff and volunteers understand their health and safety responsibilities and are familiar with the *health and safety policy* and procedures
- ensuring that all relevant training and preparation is carried out for all on- and off-site activities

2.2.6 Employees and Staff

Employees of the Trust, whether they are fixed term, contract, or permanent take the responsibility of:

- ensuring that they are familiar and up to date with the Trust's *health and safety policy* and standard procedures
- keeping their managers informed of any developments or changes that may impact on the health and safety of those undertaking any activity, or any incidents that have already occurred
- ensuring that all the correct provisions are assessed and in place before the start of any activity
- making sure that the pupils taking part in the activity are sure of their own health and safety responsibilities
- cooperating fully with the employer to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance
- ensuring that any equipment used is properly cared for and in the proper working order. Any defects should be immediately reported to a senior manager and that piece of equipment should not be used.

All employees and staff are required to as part of the *Health and Safety at Work etc. Act 1974*:

- take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions

- To co-operate with their employer in matters relating to health and safety to enable the employer to comply with requirements
- Duty not to misuse or interfere with anything provided in the interests of health and safety or welfare (not restricted to employees).

Employees and staff are required to:

- Co-operate in the implementation of the requirements of all Health and Safety legislation, related codes of practice and safety procedures /instructions
- Refrain from doing anything or omitting to do anything that causes danger to themselves or others
- Immediately bring to the attention of their Line Manager or Site Health and Safety Representative, any situation or practice of which they are aware, which may lead to injury or ill health
- Take responsibility for good housekeeping in the area within which they work
- Report all accidents, incidents and dangerous occurrences in accordance with company guidelines
- Follow the advice given in Company Health and Safety Training in order to control workplace risks
- Take responsibility for their own health and safety.

Volunteers have the same responsibilities for health and safety as any other staff and will be expected to be familiar with the Trust's [health and safety policy](#) and procedures.

2.2.7 Class Teachers

Class teachers are expected to:

- Lead by example
- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant risk assessments
- Give clear oral and written instructions and warnings to pupils when necessary
- Follow safe working procedures
- Require the use of protective clothing and guards where necessary
- Make recommendations to their Head Teacher/Principal or manager regarding equipment and improvements to plant, tools, equipment or machinery
- Integrate all relevant aspects of safety into the teaching process
- Report all accidents, defects and dangerous occurrences to their manager.

2.2.8 Pupils

While Trust staff carry the main responsibility for health and safety provision, and the correct implementation of policy and procedure, it is vital that pupils understand their role and responsibilities

when it comes to whole-school and personal health and safety in order for staff to be able to carry out their roles effectively. As members of the Trust community, and allowing for their age and aptitude, pupils are expected to:

- Take personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene
- Observe all the health and safety rules of the academy and in particular the instructions of staff given in an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety
- Behave sensibly around the academy site and when using any equipment
- Report health and safety concerns or incidents to a member of staff immediately
- Act in line with the [school code of conduct / school behaviour policy](#).

2.2.9 Contractors

All Contractors working on Trust premises, or elsewhere on their behalf, are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on Trust premises or elsewhere on the Trust's behalf, the safety of their workforce and for ensuring that their work does not endanger the safety or health of others. Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement.

2.3 Responsibility for ensuring health and safety standards are maintained and improved

2.3.1 Communication

Part 1 of this Policy acknowledges the importance of involving all members of the academy community in matters of health and safety including by means of consultation and discussion in order to achieve a collaborative approach to health and safety. This is achieved through the Trust JCC which meets regularly and the COO reports to the Board of Trustees.

Safety representatives of trade unions recognised by the Trust will be consulted on all matters of health and safety that may affect staff and on the provision of health and safety information and training. Non-union staff will also be consulted directly.

All members of the academy community are encouraged to report any health and safety issues or concerns to their teachers, line managers, Head Teachers or to the Board itself. Before making any decisions which could have health and safety consequences for staff, the Trustees will inform safety representatives about the proposed course of action and give them an opportunity to express their views.

2.3.2 Training

Trustees along with Head Teachers/Principals, Senior Leaders and Managers of each Academy under its overall jurisdiction are committed to involving employees at all levels in the maintenance of Health and Safety standards.

Employees will be provided with training to enable them to play their part in establishing and maintaining a safe environment and a positive culture of health and safety.

External Health and Safety Consultants will be used to provide professional health and safety advice if required.

2.3.3 Policy Review

The Health and Safety Policy is to be monitored and reviewed on a regular basis. For this to be successful a series of benchmarks need to be established.

There are several reasons to review the *Health and Safety Policy* such as, but not limited to:

- Significant organisational changes have taken place.
- There have been changes in key personnel.
- There have been changes in legislation and/or guidance.
- New work methods have been introduced.
- There have been alterations to working arrangements and/or processes.
- There have been changes following consultation with employees.
- The monitoring of risk assessments or accident/incident investigations indicates that the Health and Safety policy is no longer effective.
- Information from manufacturers has been received.
- Advice from an insurance company has been received.
- The findings of an external Health and Safety Audit has been received.
- Enforcement action has been taken by the HSE or Local Authority (LA).
- A sufficient period of time has elapsed since the previous review.

2.3.4 Monitoring, Reporting and Supervision

Monitoring and reporting are vital parts of a health and safety culture. Management systems must allow the board to receive both specific (e.g. incident-led) and routine reports on the performance of the *health and safety policy*. Only a strong system of monitoring can ensure that the formal review can proceed as planned – and that relevant events in the interim are brought to the board's attention.

The Board of Trustees will ensure that:

- appropriate weight is given to reporting both preventive information (such as progress of training and maintenance programmes) and incident data (such as accident and sickness absence rates);
- periodic audits of the effectiveness of management structures and risk controls for health and safety are carried out;
- the impact of changes such as the introduction of new procedures, work processes or products, or any major health and safety failure, is reported as soon as possible to the board;
- there are procedures to implement new and changed legal requirements and to consider other external developments and events;

- sickness absence and workplace health will be monitored effectively to identify any underlying problems that could damage performance or result in accidents and long-term illness;
- workplace health and safety data is collected and reviewed to allow benchmarking against other organisations in the sector;
- senior manager appraisals include an assessment of their contribution to health and safety performance;
- contractor performance is reported and reviewed;
- supervisory and line management arrangements are assessed, clearly defined and appropriately allocated – relevant individuals have the necessary skills and training.

3. Arrangements for Health and Safety – Site Operational Management

3.1 Site security and visitors

School security is a vital component of good health and safety, and we want pupils and staff to feel safe in trust schools.

To ensure that our school is a secure environment we:

- Ensure arrangements exist to maintain adequate levels of security and safety at all times, liaising with, where necessary, the PFI providers and communicating our arrangements to all relevant site users.
- Either the Site Supervisor (Head Caretaker), a named contractor, or a named PFI provider, are responsible for the security of each school/trust site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.
- Ensure activities that take place do not compromise security arrangements or the safe access/egress of site users.
- Ensure clear and concise procedures are in place to manage a range of emergency situations and that these are appropriately communicated, to ensure that all relevant site users are aware of the actions to take in an emergency situation.
- Site teams, sub contractors, or PFI providers are named as key holders and will respond to an emergency out of hours for each site.
- Safeguarding and security arrangements in place are communicated to all site users and are periodically reviewed at each site to ensure they remain suitable.

3.2 Fire Safety and Evacuation

Each academy carries out whole school fire drills once a term, organised by each Head of School/BSSM (or designated person at a Trust office site), who will also have responsibility for ensuring that where a **personal emergency evacuation plan (PEEP)** is required this is undertaken and the findings shared as appropriate.

There are emergency exits located and signposted around the sites, and emergency procedures (*Fire Strategy*) posters detailing what to do in the event of a fire are posted around the-site in each room.

Escape routes and fire doors are checked daily to ensure that they are free from obstruction.

Fire risk assessments are carried out, recorded, and reviewed annually or following changes for each building. Fire alarm safety checks are carried out regularly and recorded as per statutory legislation.

The *Fire Strategy*/ emergency procedures should be followed in the event of an evacuation of the academy for any reason. In the event of a power cut, emergency exit lights will indicate where the emergency exits are. Emergency lights are tested along with the other fire maintenance checks.

During an emergency evacuation:

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.

Form tutors/class teachers will take a register of pupils as per the site *Fire Strategy*, which will then be checked against the attendance register of that day, note some buildings are swept.

- Some sites will take a register of all staff or sweep of building per the *Fire Strategy*.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.

Each site will have special arrangements in place for the evacuation of people with mobility needs *PEEPS*, and *fire risk assessments* will also pay particular attention to those with disabilities. The *PEEPS* are written by the person responsible for SEND and passed to the BSSM for records at each site annually.

3.3 Emergency procedures

In the case of an emergency situation, the academy will work closely with emergency services to do everything practicably possible to reduce the health and safety risk to those in the academy. In some cases, such as extreme weather, major power failure, or flooding, emergency situations cannot be avoided. In these circumstances the academy will carry out its emergency procedures, following the *Business Continuity and Critical Incident Plan*, which include:

- Raise the alarm,
- Evacuate,
- Identify a place of safety,
- Nominate competent, responsible people to take control,
- Have appropriate equipment / first aid supplies available,
- Communicate and regularly update key individuals.

There are a number of mechanisms in place to ensure that parents, staff, and pupils can be made aware of an emergency situation and remain informed. The school advises that in addition to the provision outlined below, parents and their children have their own individual arrangement planned for communicating in the case of an emergency. We ask that parents follow these emergency communication guidelines and do not call the academy during a school emergency, but wait to be contacted, as it is important that school telephone lines are kept free for use by the academy itself.

It is important that parents inform the academy immediately of any changes in phone number or address as it is vital that these are accurate in the academy records in case of an emergency.

How the academy communicates with pupils during an emergency is detailed in the [Business Continuity and Critical Incident Plan](#).

How the academy communicates with parents/families/carers during an emergency is detailed in the [School Home Communications Guide](#).

The academy will take proactive measures to prevent emergencies, and the academy's health and safety provision outlined in this policy is designed with this in mind.

3.4 Building and site maintenance

The headteacher/ principal / in conjunction with the Director of Estates and COO is responsible for ensuring that the academy premises are maintained so as to comply with health and safety laws, and are easily accessible and reasonably safe for the whole academy community.

Each academy will appoint a named person to be responsible for reporting any health and safety concerns relating to the academy premises. They will co-ordinate any safety precautions that are necessary during ongoing site maintenance or building work. This will entail filling out a risk assessment form and co-ordinating method statements, work permits etc. as required.

Where required the following records and management plans will be kept, updated and shared as necessary:

- Asbestos – [Asbestos Management Survey](#)
- Reinforced Autoclaved Aerated Concrete (RAAC)
- Legionella Risk Assessment
- Construction, Design and Management Health and Safety file
- LOLER records
- Machine / equipment testing and certificates
- Gas Safety certificates
- Electrical Safety certificates

3.5 Control of Substances Hazardous to Health

There are areas in the academies where hazardous substances will be stored. The Trust has systems in place to ensure that hazardous substances are used correctly, and records are kept in order to prevent the misuse or accidental misuse of such substances. The precautions the Trust takes include:

- safe storage in locked cabinets, with a clear system explaining how and where chemicals are stored and who has responsibility for any keys to locked cabinets. Hazard data sheets and information on procedures for assessing substances hazardous to health are kept [in the location where substances are stored and centrally electronically]. Hazard data sheets describe the hazards the chemical presents, and give information on handling, storage and emergency measures in case of accident
- only staff that are trained to use these substances will have access to them. These staff will be trained in proper maintenance, storage, and use of these chemicals

- clear labelling of all chemical bottles. Any hazardous substances should be stored in the original containers wherever possible and not decanted into an unlabelled container. Where they are decanted, full COSHH details should be transferred to the new container
- clear record of chemicals ordered, who they are ordered to, and that they are ordered for
- safe disposing of chemicals
- appropriate PPE for use when handling hazardous substances
- strict 'off-limits' policy for pupils. Pupils will only be allowed to handle hazardous substances under the supervision of a member of staff (in science lessons, for example).

Each school holds a central *register of all hazardous substances* on site as well as individual departmental inventories.

Control of substances hazardous to health (COSHH) risk assessments are completed by the roles below and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

- Cleaning products are the responsibility of each site team and where applicable PFI contractors.
- Science, design and technology, art and other relevant curriculum substances are the responsibility of the relevant heads of department. For more information on the control of these substances please see the supporting department health and safety documents.

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

All COSHH signage must conform to the requirements of the ***Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended)*** relating to labelling and packaging of chemicals. Staff and pupils will be taught to recognise signs and any posters in use will display signs.

4. Arrangements for Health and Safety – Equipment Operational Management

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.

4.1 Machine maintenance

The Trust operates the academies in accordance with ***the Provision and Use of Work Equipment Regulations 1998 (PUWER)***. These regulations require that the work equipment in schools is:

- suitable for use, and for the purpose and conditions in which it is used;
- maintained in a safe condition for use so that people's health and safety is not at risk; and

- inspected in certain circumstances to ensure that it is, and continues to be, safe for use. Inspections are carried out by a competent person (this could be an employee if they have the necessary competence to perform the task) and a record kept until the next inspection.

The Trust ensures that risks created by the use of the equipment are eliminated where possible or controlled by:

- taking appropriate '**hardware**' measures, e.g., providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment; and
- takes appropriate '**software**' measures such as following safe systems of work (e.g. ensuring maintenance is only performed when equipment is shut down etc), and providing adequate information, instruction and training.

4.2 Electricity and Electrical Equipment

The Trust recognises that electricity has the potential to cause serious harm in order to minimize the risks involved all fixed wiring installations are inspected by external competent contractors or the PFI providers (as appropriate) at least every five years.

Portable appliances are in line with HSE legislation on the following schedule/frequency:

- | | |
|--|---------------------------------------|
| • Office and teachers desktop computers
Dept – site specific) | 3 year rolling programme (by floor or |
| • Desktop Computers used by pupils | 12 months |
| • Class 1 | 12months |
| • Class 2 Mostly used by pupils | 12months |

Staff are required to visually check items before use, report defects immediately to the site teams and/or the Business Manager and not use equipment they consider to be unsafe. 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
- 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 or contractor
- All isolators 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.

4.3 Display Screen Equipment (DSE)

The Trust recognises the importance of taking into consideration the health and safety surrounding the use of DSE and operate in accordance with ***the Health and Safety (Display Screen Equipment) Regulations 1992***. Some of the potential health problems associated with incorrect use of DSE are:

- Upper Limb Disorders (ULD) (e.g., upper limb aches and pains caused by poor posture)
- backache
- fatigue and stress
- temporary eye strain.

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out annually by their line manager. The Trust views 'Significant' as continuous/near continuous spells of one hour or more at a time in a desk based role, this excludes teachers, some technicians etc.

There is a Trust procedure [*Display Screen Equipment Workstation Assessment and Guidance*](#) for managers to follow.

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 up to the value of £50.00). Please seek guidance from the central HR team or your school HR advisor as to the current provider and any limits applied.

4.4 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.

Any concerns about the condition of the gym floor or other apparatus will be reported by the PE staff to the appropriate helpdesk, if it an urgent health and safety hazard the BSSM on site will also be notified.

All fitness and sports equipment is inspected and serviced in line with manufacturers recommendations and statutory legislation.

4.5 Specialist Equipment

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

Specialist equipment including, but not limited to: Evac Chairs, Oxygen cylinders etc are stored in a designated space, and staff are trained in the removal, storage and replacement of oxygen cylinders.

5. Arrangements for Health and Safety – Working Operational Management

5.1 Risk Assessment

Effective risk assessment is the foundation of all school health and safety checks, and the Trust takes steps to ensure that all academy staff are confident and familiar with carrying out risk assessments and recording and reporting risks.

Risk assessments are stored electronically on the shared network and will be reviewed:

- at regular intervals
- after accidents, incidents and near misses
- after any significant changes to workplace, working practices or staffing
- after any form of notice has been served.

Under the Management of Health and Safety at Work Regulations 1999 the minimum the Trust will:

- Identify what could cause injury or illness (the hazard)
- Decide how likely it is that someone could be harmed (the risk)
- Take action to eliminate the hazard, if this is not possible then control the risk.
- The level of detail in a risk assessment will be proportionate to the risk and appropriate to the nature of the work.

The Trust carries out risk assessments in accordance with the **Health and Safety at Work Act 1974**. It is impossible to eliminate all risk, but the Trust does take reasonable steps in order to decrease risk as far as is reasonably practicable. Any activity that is considered too high risk to the health and safety of our pupils, staff, or the general public through risk assessment will not be carried out.

5.2 Infection Prevention and Control

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

5.2.1 Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

5.2.2 Coughing and Sneezing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

5.2.3 Personal Protective Equipment

- 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, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

5.2.4 Cleaning of the Environment

- Clean the environment frequently and thoroughly
- Clean the environment, including toys and equipment, frequently and thoroughly (primary)

5.2.5 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

5.2.6 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

5.2.7 Clinical Waste

- Always segregate domestic and clinical waste, in accordance with local 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

5.2.8 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

5.2.9 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. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

5.2.10 Exclusion periods for infectious diseases

The trust/school will follow recommended exclusion periods outlined by Public Health England. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

5.3 Training

Health and safety induction training will be provided for all new employees and for work experience placement students. A signed register confirming that induction training has been received and understood will be kept.

Where annual refresher training is required for specific areas a record will be kept and updated to ensure that knowledge and skills are up to date.

Curriculum / Subject Specific Health and Safety training is provided and records will be kept and updated to ensure that knowledge and skills are up to date.

Strategic Health and Safety Management and Premises Management Training is provided and records will be kept and updated to ensure that knowledge and skills are up to date.

All employees will have a health and safety training record which will be stored in their HR file.

Training needs will be identified, arranged and monitored by Human Resources.

5.4 Consultation

The Trust has a mechanism for consulting with Trade Unions through the Joint Consultation Committee (JCC) and will also arrange Health and Safety Committee meetings on request.

Any planned changes in working practice or to the working environment which has the potential to impact health and safety in the workplace, will be consulted on at each Individual school by their senior leadership team.

Any employee can raise health and safety concerns with their line manager or trade union representative.

5.5 Workplace Safety

The Trust will take reasonable steps to ensure that the school environment(s) and workplace is reasonably safe for pupils, staff and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards such as loose wires. Appropriate clothing and good conduct will also be expected in school and both contribute to good health and safety practice.

Any hazards around the academy site that are noticed by any member of the academy community should be reported to a senior leader.

Certain departments such as science labs and design technology workshops will have more health and safety risks due to equipment and substances being used in these lessons. **Information on health and safety in each department can be found in their departmental shared drives.** Only teachers and pupils

trained to use specialised equipment will be allowed to do so, with appropriate risk assessments being carried out prior to commencement of activities.

5.6 Manual handling

Manual handling activities will be discouraged where ever practical to do so, however where staff routinely undertake such tasks a suitable risk assessment, with appropriate procedures and training will be provided as necessary. Please refer to the [Manual Handling Procedures](#).

The Trust operates in accordance with the **Manual Handling Operations Regulations (1992)** as amended. 'Manual handling' describes activities which involve lifting, carrying, moving, holding, pushing, lowering, pulling or restraining an object or person. The Trust will provide information, instruction, and training on safe manual handling for day to day tasks, and will, as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involve a risk of injury.

Risk assessments are carried out by the Head Teacher/Principal or BSSM and measures required to eliminate risk, or reduce it to the lowest level which is reasonably practicable, are identified from the information in the risk assessment and used to implement a safe system of work.

While the Trust takes steps to reduce risk in the workplace, it is also the responsibility of staff and pupils to act in accordance with health and safety legislation and this policy. The Trust expects employees:

- to safeguard their own health and safety whilst at work, and also that of any person who may be affected by their actions
- to follow safe systems of work as determined by the result of the risk assessments
- to use mechanical aids which have been provided for their use and which they have been trained to use. Faults with any equipment should be reported to line management immediately
- to ensure that they use equipment as per manufacturer's instructions
- to attend training sessions as required and apply the knowledge/skills to daily tasks
- to report all accidents and incidents which have either caused or could have caused harm or injury
- to report any difficulties, including 'near misses' they have experienced in order that the risk assessment can be reviewed to prevent injury occurring
- to inform line management if they are unable to perform manual handling duties
- to ensure that they do not try to perform a manual handling operation which they believe is beyond their physical capability
- to comply with policy regarding suitable clothing, such as footwear and jewellery, so as not to injure pupils or themselves when undertaking a manual handling task
- to avoid the need to lift, carry, push, pull, lower or support loads wherever possible
- to mechanise tasks where they cannot be avoided by the use of trolleys, barrows, lifts or hoists
- to ensure risk assessments have been carried out, which take into account the work task, the activity involved, individual capacity, working environment and any other relevant factors.

5.7 Work at Height

Working at height activities will be discouraged where ever practical to do so, however where staff routinely undertake such tasks a suitable risk assessment, with appropriate procedures and training will be provided as necessary. Please refer to the [Working at Height Procedures](#).

The classroom and school environment can and should be a colourful place where students have the opportunity to display their work and share their achievements. This often means using ladders to create work displays. The Trust will take a sensible approach but does expect that some activities will require a risk assessment, selection of appropriate equipment and other precautions being in place in accordance with the **Work at Height Regulations 2005**. Factors to weigh up include the height of the task, the duration and frequency and the condition of the surface being worked on. Before working at height staff are expected to do the following:

- Assess the risks,
- Avoid work at height if possible,
- Select the right type of equipment, and ensure that it has been maintained and regularly checked,
- Ensure you can get to and from where you need to work at height.

5.8 Lone Workers

Lone working activities will be discouraged where ever practical to do so, however where staff routinely undertake such tasks a suitable risk assessment, with appropriate procedures and training will be provided as necessary. Please refer to the [Lone Working Procedures](#).

There will be some situations where staff at the academy will be working alone or one on one with a pupil. Examples of this would be a staff member locking up the academy at the end of the day, attending to an alarm call out of hours or one to one invigilation of exams. There is an increased risk to the health and safety of lone workers and the academy has provisions in place to both identify and manage these risks.

Any staff, pupils, contractors or visitors who are identified as lone workers will be given all the necessary training, information and instruction to enable them to recognize the hazards and appreciate the risks involved with working alone. Risk assessments will also be carried out.

As a minimum anyone working alone will adhere to the following:

- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one informed member of staff on site for the duration of the meeting.
- Late meetings must finish promptly and not leave one member of staff alone on-site.
- Staff must not approach, or let into the buildings, unauthorised persons when lone working.
- Be familiar with the building, location of entrances and exits, location of first aid kits, telephones, alarm points etc.
- Carry identification(wear their staff ID badge).
- On attending the site keyholders must be mindful of and protect themselves against the worst-case scenario, that is, an intruder who may still be on-site.

- Initial arrival should be to the front of the building's main entrance. If an intruder has not already left on hearing the alarm, your arrival may disturb them. Your main priority is your personal safety. If you disturb an intruder, attempt to withdraw to a safe point. Do not attempt to apprehend.

Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site(s).
- Carry either a mobile phone or school telephone at all times when lone working.
- Let someone know you are coming into work, how long you expect to be and when you are leaving.
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

The following activities are not to be carried out by lone workers under any circumstances:

- **Working at height**
- **Manual handling of heavy or bulky items**
- **Transport of injured persons.**

Where it is necessary to work alone or have a one-to-one lesson with a pupil staff should do the following:

- Inform someone about the activity, the location, the likely duration and let them know when it has ended. Assess the need to have another adult present or close by.
- Avoid working in isolated parts of the building and leave the door open if possible so you and the pupil can be seen.
- Where this is not possible then alternative safeguards should be put in place. This might include a location in which the staff member and pupil are visible through a window or door panel.

It is especially important to ensure that the pupil feels at ease at all times and that they do not misconstrue actions or intentions.

- Make sure the pupil is comfortable with the arrangement.
- Avoid unnecessary physical contact, e.g., sitting too close.
- Any incident of concern which arises during a one-to-one activity should be reported to a member of the senior leadership team immediately, along with a detailed written report including names dates and times etc.

Pupils must follow the following guidelines related to lone working in school:

- No pupil should work unsupervised in an outer building after xx and will be required to move into a designated area (Library, Dining Hall) in the main building.
- All pupils unless supervised should vacate the site before xx
- Pupils who arrive before xx are not supervised unless a school activity is taking place, i.e. rehearsals.

- On hearing the fire alarm pupils must evacuate the building and assemble at the fire point, until the all clear is given.

5.9 Code of Conduct

The Trust is concerned with ensuring the good health and safety of members of the Trust/school community both on an individual basis and as a whole school body. Appropriate and considerate school behaviour and conduct is an important part of health and safety and there are various school regulations in place to monitor behaviour, as well as provisions for behaviour support. Please refer to each schools(s) [Behaviour Policy](#) and the [Staff Code of Conduct](#)].

5.10 Slips and Trips

Slips and trips are the most common cause of injury at work – and the most reported injury to members of the public. They can lead to both minor and major injuries – and sometimes fatal accidents from head injuries following a fall from height, where the underlying cause was a slip or trip. Slips and trips occur across all education premises. Sites can be busy with large numbers of people moving around at the same time – often rushing. Slip and trip accidents in education premises happen for a number of reasons. They typically involve:

- members of staff or pupils/students running or carrying heavy or awkward items,
- wearing unsuitable footwear,
- poor lighting - particularly where there are uneven surfaces and changes of level
- contamination – both from wet surfaces – caused by water, and fluid spillages; and slippery surfaces - caused by contaminants e.g. food, litter etc.
- Obstructions – particularly bags and trailing cables

To prevent slip and trip incidents we will:

- Ensure suitable cleaning regimes are in place,
- Ensure appropriate footwear is worn, including slip resistant footwear for kitchen staff,
- Ensure there is appropriate lighting,
- Ensure there is appropriate storage space

5.11 Accidents and near misses

All accidents to our staff, students or visitors will be recorded and investigated by the relevant School Business Manager BSSM or central Director of Estates, at a level appropriate to the nature of the incident and or the injury sustained, to find out what happened and how any similar incident can be avoided.

All staff have a responsibility to report and record accidents in line with our policies and procedures as soon as is practically possible. (Each school will make staff aware of the site specific reporting procedures.)

Our Trust recognises that under the **First Aid at Work Regulations 1981**, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. First aid staff will be made aware of any staff or student with medical conditions or allergies. Any one suffering with a minor injury should attend the medical room, in the event of a more serious accident reception should be contacted and the injured person should not be moved. First aid boxes are kept in the medical

room, science, art, technology and PE departments and a list of first aiders is available in the staff room or from medical room. First aid boxes will be checked regularly.

See [Accident Reporting and Investigation Procedures](#) for detailed information. An investigation may be launched by external authorities in the case of accidents or incidents that fall under **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013** (RIDDOR). Accident reports will be reviewed and witnesses may be interviewed. There are Trust [Accident Reporting and Investigation Procedures](#) and an [Accident Log](#) at each site.

5.12 First Aid

The Trust recognises that under the **First Aid at Work Regulations 1981**, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. First aid staff will be made aware of any staff or student with medical conditions or allergies. Any one suffering with a minor injury should attend the medical room, in the event of a more serious accident reception should be contacted and the injured person should not be moved.

First aid boxes are kept in the medical room(s) or school offices (primary), specialist practical departments (science, art, technology and PE etc secondary) and a list of first aiders is available in the staff room or from medical room. First aid boxes will be checked regularly.

There is a [Managing Children and Young Peoples Health Needs Policy](#) that the trained medical room staff follow.

5.13 Medicines

Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

We will ensure that we consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported. Please also refer to our separate procedure on [Managing Children and Young Peoples Health Needs Policy](#) .

5.14 Violence in the workplace

The Health and Safety Executive (HSE) defines work-related violence as, ‘any incident in which a person is abused, threatened or assaulted in circumstances relating to their work’. This can include verbal abuse or threats, face to face, online and on the telephone as well as physical attacks.

The Trust is committed to ensuring the safety and welfare of its employees and will not tolerate violent or threatening behaviour towards employees. It will identify any violence related issues by effective reporting of any such incidents. A risk assessment will be conducted and reviewed and appropriate action will be taken if necessary.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/head/ BSSM immediately. This applies to violence from pupils, visitors or other staff.

5.15 Vehicle and pedestrian segregation

Where possible vehicle movement e.g. car parking / deliveries, will be away from footpaths, crossings, gates and doorways.

Traffic entering Trust premises will be controlled and monitored to ensure that vehicle movement is, where possible, reduced and managed.

Where bus operators are required to collect / drop off children, the Trust will follow its selecting and managing *contractor procedures*. Specifically the Trust will take reasonable steps to ensure that bus operators have the appropriate Operator's licence, are insured, MOT'd and drivers have been DBS checked.

Students, staff and visitors are reminded to be extra vigilant when crossing roads near to Trust sites at the start of and at the end of the school day due to the large numbers of vehicles and pedestrians around at that time. In particular, students are reminded that distractions such as wearing headphones, texting or otherwise using a mobile phone should not be engaged in.

5.16 Occupational Health / Welfare

The Board of Trustees takes the health and wellbeing of all its staff and pupils very seriously and acknowledges that in a busy and hard-working environment, managing work-related stress alone can be very difficult.

We urge any staff member who is experiencing stress to talk to their line manager, or HR colleagues, and the Trust will do everything that it can to support them.

All staff will be encouraged to attain a suitable work/life balance. The Trust also recognises that workplace stress can occur from time to time, our *Management of Work Related Stress Framework* has been developed to help minimise the risk of work place stress. Occupational health services/health surveillance will be available to staff where appropriate.

We will talk to members of staff to listen to their concerns and opinions about stress in the workplace as well as checking sickness absence records, staff turnover data, exit interviews, incident reports etc. to identify any problem.

The Trust has developed a *Employee Wellbeing Framework* and recognises that it is essential that this policy is embedded. The Trust is committed to identifying vulnerable students and staff, developing school-based prevention programmes and strengthening co-operation with mental health services, students and parents. A healthy school policy may contribute to the prevention of suicide as it is aimed at improving factors such as resilience, coping skills, social inclusion, and a safe school environment, which could function as protective factors for suicidal behaviour.

The Trust is committed to investing in mental health, providing better information and awareness, increasing social inclusion and cohesion, supporting teachers and involving parents and mental health services. The Trust will address any instances of bullying and will adopt methods to reduce bullying in our academies.

5.17 New and Expectant Mothers

Employees are advised to notify their manager in writing of pregnancy or when returning to work having recently given birth, to ensure a suitable risk assessment can be undertaken and that their tasks will not cause any detrimental health effects.

Risk assessments will be carried out by line managers whenever any employee or pupil notifies the trust/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, or is not immune. 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 or is not immune 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 they are immune to rubella.
- 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.

5.18 Off-site visits

School trips, off-site visits, residential visits, and any school-led adventure activities are carried out as part of an enriched curriculum and to support the learning and development of our pupils. Please refer to the Trust **Educational Visits Policy and Procedures** when taking pupils off the school premises. Before any activity is allowed to take place the board of trustees will ensure that:

- the objective of the visit is clear
- they are informed well in advance about less routine visits
- Risk assessments will be 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
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate

5.19 Selecting and managing contractors

It is vital that any company or persons invited into a Trust site under a contractual agreement to work on maintenance or the building site operates under the highest level of health and safety possible and is aware of our policy and procedures.

It is the trustees' responsibility to select and oversee the management of contractors.

When engaging a contractor the following will be considered:

- all aspects of the work will be identified and set out in a job specification,
- qualifications and experience,
- references,
- insurances and certifications,
- memberships of professional trade bodies
- safety method statement

We will co-ordinate with any contractor and ensure that they have information about the site available to them including the [asbestos management plan, evacuation procedures](#) etc.

For information on safeguarding pupils against visitors or contractors to the academy, please read our [child protection and safeguarding policy](#).

5.20 Food Safety and Hygiene including Allergens

The Trust engages in a range of activities involving food, therefore it has responsibility for ensuring that food hygiene standards are met. This includes:

- personal hygiene
- opening and closing checks
- clear and clean
- chilled storage
- separating foods
- training and supervision

A number of items of equipment used in school kitchen areas or food technology rooms pose potential risks to users. We will therefore ensure that appropriate information and training at the outset is provided.

In accordance with the ***Gas Safety (Installation and Use) Regulations 1998***, gas appliances will be properly installed by someone registered with the Gas Safe Register. They will also be fully serviced by a Gas Safe registered engineer, and will be sited where there is adequate ventilation. It is unlawful to use any gas appliance which is known, or suspected, to be unsafe.

Wherever food is prepared or served, safe and adequate cleaning routines need to be established to ensure compliance with health and safety requirements. Whether these duties are carried out by pupils, teachers, caretakers, canteen workers, lunchtime supervisors or cleaning staff, it is vital that all involved are aware of these routines and that they are followed at all times. For example:

- hands should be washed before and after cleaning routines, and consideration given to the wearing of protective gloves in certain circumstances (note that certain types of rubber gloves can cause anaphylactic shock where the user has an allergy or sensitivity)
- cross-contamination issues should be addressed, e.g. different cloths for different surfaces
- an appropriate slip hazard warning sign should be used when mopping floors
- tasks involving the carrying of trays, equipment, buckets etc should not incur any manual handling risks
- any corrosive or irritant cleaning substances, e.g. bleach, are subject to ***a Control of Substances Hazardous to Health (COSHH)*** assessment and appropriate measures taken to avoid harm.

The Trust takes all allergies seriously and it is important that parents **inform the academy immediately** of any allergies and medications that might be required in an emergency so that a separate risk assessment can be undertaken.

The Trust operates its academies in accordance with the **Food Information (Amendment) (England) Regulations 2019** which require all food prepared on site and pre-packaged for direct sale to display the following clear information on its packaging:

- The food's name
- A full list of ingredients, emphasising any allergenic ingredients

5.21 Driving on Work Related Business

Any member of staff driving on Trust/School related business is required to read the Trust **Driving on Work Related Business Procedure** and comply with requirements before undertaking any journey.

5.22 Workers Under the Age of Eighteen

It is highly unlikely in the environments we operate that we would employ any workers under the age of 18, however if this was the case we would undertake a specific Risk Assessment for workers under 18 which considers:

- The extent of training provided, their inexperience/immaturity & lack of risk awareness
- the fitting and layout of the workplace, and the range and use of work equipment
- the nature, degree and exposure to processes and or physical/biological/chemical agents and or work/environments beyond their capabilities.

5.23 Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities directly from the school (excluding PFI arrangements) will be made aware of the content of the health and safety policy, and will have responsibility for complying with it.

There is a separate **Lettings Procedure** for those Trust sites that operate third party lettings.

5.24 Smoking

Smoking is not permitted anywhere on the trust/school premises. This includes the use of e-cigarettes.