

# Chorus Education Trust

## Health and Safety Policy

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## 1. Statement of Intent

Our Health & Safety Policy is outlined below. It is endorsed by the Board of Trustees, who accept full responsibility for these issues, and require all employees to help in complying with our legal and moral duties. The Board accept the delegated overall responsibility for all operational matters within the organisation.

- This Policy sets out the health and safety management system, policy and organisational responsibility for health & safety at Chorus Education Trust, detailing our organisations commitment to and arrangements for providing a safe environment.
- This policy applies to all employees of Chorus Education Trust.
- The policy will be reviewed as a minimum every year, or earlier if legislation changes.

The Trustees, executive leadership team, and our Heads of School, senior leadership teams, and local governors and staff at our Trust/schools are committed to providing a safe and healthy environment for all users of the trust premises. We all take responsibility for being vigilant and aware of possible risks. Students and adults alike are encouraged to look out for themselves and one another and share any concerns they may have swiftly and appropriately. We will keep an active balance between security and safety and the maintenance of a comfortable and welcoming environment.

### 1.1 Health and Safety Aims

- To ensure a safe working environment for members of the Trust/schools, visitors and others using trust premises.
- To ensure the systems in place provide plant, equipment, resources and systems of work that are safe and minimise the risk to health as far as is reasonably practical.
- To raise awareness among all users of the Trust schools as to their responsibility for managing the health & safety of themselves and others.
- To provide sufficient information, instruction, training and supervision to enable all employees and authorised volunteers to avoid hazards and contribute positively to their own health and safety at work.
- To periodically monitor and review safety procedures throughout the Trust/schools.
- To create, maintain and monitor an appropriate system for health & safety which places the safety of all who use the Trust buildings at the forefront of our processes and procedures.
- To routinely review, update and appropriately communicate our health & safety principles and policy.

### 1.2 Legislation

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

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

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

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

## 2. The Health and Safety Management System Framework

The successful management of health & safety in the Trust and our schools is a key priority of the Trustees and executive team, each Head of School, senior managers/leaders and the local governing bodies. Our health & safety management system and health & safety policy demonstrates:

- Our clear commitment to the safety and well-being of employees, students and visitors/other users of our schools
- Compliance with legal requirements and the enhancement of our reputation.

Our Trust will devise and develop appropriate policies, procedures and systems which support the key Health & Safety Executive principles. This will ensure that our Trust/Schools:

- Achieve a balance between the documented systems implemented and the physical behaviours of managers, staff and students.
- Treats health & safety management as an integral part of good management generally, ensuring we clearly demonstrate a sustained and systematic approach to health & safety management.

Our Trust health & safety management system will incorporate the following key elements:

**Policy** An effective health & safety policy which sets the clear direction our Trust will follow and will contribute to the efficiency, effectiveness and continuous improvement of our organisation, it will demonstrate senior management commitment as well as clearly defining key roles and responsibilities of everyone within each of our schools.

**Organising** The Trustees and executive team in conjunction with each Head of School and local governing bodies will ensure a strong and effective management structure is in place to proactively deliver our policy. There will be a shared understanding by both managers and staff of the Trust/school's desire to promote a positive and risk aware culture.

**Planning & Implementing** Our Trust will have a systematic approach to the implementation of our policy, by ensuring we have in place an effective management system integrating health & safety induction and training for all staff and ensuring any matters raised are promptly and effectively addressed. Our planning processes will use a risk assessment methodology, setting clear objectives for the effective identification and control of hazards and the mitigation of risk.

**Training** Will be provided at a level suitable to the individual and the task/s they perform. In addition to a general awareness training as part of our induction programme for all new staff and/or volunteer workers, specialist training identified as appropriate to the post, or through training and development plans as part of the appraisal process., or risk assessments will be provided. Details of training identified and received will be formally recorded in the appropriate HR system with refresher training provided as required.

**Measuring, Auditing & Reviewing Performance** We will measure our Trust/schools performance, so we can clearly identify when and where improvements are needed. We will achieve this through both internal review and external auditing (scrutiny) of our policies, premises, people and activities as well as through monitoring accident and incident information. Both internal and external findings and reports highlighting both good working practices as well as areas for improvement will be provided to both Trustee/ governor and staff representatives on at least an annual basis.

## 2.1 Organisation and Responsibilities

Our health & safety management system, associated policies and defined key responsibilities contained within this document are designed to underpin good health & safety management and meet our statutory responsibilities under health & safety law.

The Board of Trustees has ultimate responsibility for health and safety matters in the Trust, but will delegate day-to-day responsibility in line with the roles below.

The Board of Trustees has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Trust as the employer, also has a duty to:

- 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

### 2.1.1 The Trustees Role

- Ensure that adequate funding is provided from the Trust/Schools budget in conjunction with Local Governing Bodies to enable the Trust schools to be organised and run in a safe and healthy manner.
- Where funding for particular hazards is the responsibility of another party (e.g. the PFI provider/3rd party contractors etc), the Trustees and governors, through the Trust Facilities and Estates Manager and School Business Support Services Managers, will ensure the problem is highlighted and a satisfactory resolution is achieved.
- Deal with any health and safety problems brought to them by each Head of School/ BSSM, staff or parents, through their termly meetings or any emergency meetings, which may be called due to unforeseen circumstances.
- Ensure that the Trusts Health & Safety Policy is reviewed annually, brought to the attention of all staff and is implemented in each school.
- Confirm the Trusts compliance with statutory policies and procedures.
- Ensure that suitable systems are in place to undertake risk assessments.
- Ensure that systems are in place so that all members of staff receive appropriate training.
- Ensure adequate consultation takes place between managers and employees to allow everyone to contribute to safe working, through the appointment of a governor with health & safety responsibility, ensuring that clear two-way communication is in place.

### **2.1.2 The Chief Executive Officer and Heads of School Role**

- Ensure (as duty holder) as far as is reasonably practicable the requirements of health & safety legislation are complied with.
- Ensure that staff have access to this and other relevant policies centrally and information required, and that such documents reflect any changes in legislation and guidance. (Central team responsibility).
- Ensure that health & safety is incorporated into the planning and organisation of all curriculum activities, Trust functions, and tasks undertaken.
- To be available to any member of staff to discuss and to seek to resolve health and safety problems not solved at a lower level or through established arrangements through the BSSM or Trust Facilities and Estates Manager (central team).
- To seek additional advice from the central team specialists and competent health & safety professionals as appropriate, and report to the Trustees or Local Governing Bodies those instances where the Head Teacher's executive authority does not allow the elimination or reduction of an identified hazard to a satisfactory level.
- Ensure that adequate communication takes place between managers, employees, students and others working on or visiting Trust schools to allow everyone to contribute to safe working. This consultation and communication will take place through:
  - Appropriate induction processes
  - The appraisal process
  - Staff/Team/Manager Meetings
  - Provision of Information through electronic means

- Satisfy themselves that arrangements are in place for; suitable and sufficient training, supervision, provision of protective equipment and the undertaking of risk assessments in both curriculum and non-curriculum areas and where activities take place out of school hours or away from Trust/school sites.
- Ensure suitable arrangements are in place for the reporting, recording and investigation and analysis of accidents, incidents and near miss occurrences centrally, and followed by each site/school.
- Ensure health & safety is on the agenda at all appropriate management and Trustee or Local Governing Body (Resources Committee) meetings, reporting findings from audits/ inspections/ investigations of accidents to all relevant stakeholders.
- Ensure that in consultation with the (PFI) facilities management contractor, systems are in place to; undertake regular inspections of all areas of the schools, relevant information on health & safety matters is shared between Trust organisations and that action is taken to rectify any issues noted.
- Ensure that effective arrangements are in place and appropriately communicated and practiced in order to facilitate a safe evacuation of all Trust sites.

### **2.1.3 Health and Safety Lead Role(s)**

The nominated health and safety lead roles as delegated are:

Central team

- COO delegated day to day to
- Trust Facilities and Estates Manager

Schools

- BSSMs
- Heads of Schools

### **2.1.4 All Managers, Employees and Authorised Volunteers Role**

- Ensure that they are fully aware of their roles and responsibilities, co-operate with the Trust/schools policies, procedures and risk assessments and follow any information, instructions or guidance documents made available to them by their manager.
- Ensure that safe working practices are adopted at all times and comply with the findings/other outcomes of risk assessments, whether in school, as part of extended provision and or on offsite activities.
- Attend health and safety training courses/events/meetings as appropriate.
- Undertake suitable and sufficient risk assessments within their areas of responsibility/ for activities to be undertaken as required.
- Bring to the attention of their line manager and or other appointed person on site any accidents, near misses, dangerous equipment, premises defects or situations which may occur whilst in school or during offsite activities.
- Report to their line manager and or the appointed person any problems that they feel they cannot deal with themselves.

- Have the responsibility to do what they can to take care of themselves, their colleagues, students and visitors. In particular employees must co-operate with their managers and not interfere with safety procedures or equipment designed to protect people from harm.

### **2.1.5 Pupils and Parents Role**

- Pupils and parents are responsible for following the Trust/school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff as soon as possible.

### **2.1.6 Contractors Role**

- Contractors will agree health and safety practices with the appropriate senior leader (Head/BSSM, COO/Trust Facilities and Estates Manager) before starting work. Before work begins with the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

## **3. Site Operational Management Arrangements**

### **3.1 Site Security and Safeguarding**

The Trust recognises the importance of having suitable arrangements in place to manage general site security and safeguarding issues. We will:

- 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**

#### **3.2.1 Fire Risk Assessments**

An outbreak of fire in a school can be extremely serious. Under the [Regulatory Reform \(Fire Safety\) Order 2005](#), there is a legal requirement for each building to have an up to date **fire risk assessment**. The trust's site specific fire risk assessments will identify all sources of heat with the potential to cause fire along with considerations relating to the use and storage of combustible materials, the findings of fire risk assessments

undertaken by the central team, the school and, where applicable, the PFI contractors will be discussed and appropriate details cascaded to all staff. Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

### 3.2.2 Fire Drills

A fire drill /emergency evacuation will be undertaken each term and 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.

- The fire alarm is a loud bell/buzzer which differs by site, building occupiers are made familiar with the sound
- Fire alarm testing will take place weekly at each site
- New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

Each site has a site specific **Fire Strategy** which is reviewed annually, 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 in each schools **Fire Strategy** and clearly displayed in each room.
- 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 Control of Hazardous Substances (COSHH)

The Trust recognises that the **Control of Substances Hazardous to Health Regulations 2002 (COSHH)** requires an assessment to be made of the work processes that involve the use of substances that are hazardous to health, 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

Each school holds a central **register of all hazardous substances** on site as well as individual departmental inventories. Trust employees 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. They are stored in appropriate metal locked cabinets, cleaning cupboards, or science chemical stores to which pupils do not have access.

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.

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.

### **3.4 Gas**

All gas appliances central heating boilers, gas water heaters, cookers/hobs etc) will be checked, serviced and maintained by a competent (Gas Safe registered) Contractor on an annual basis, this will be arranged by either the Site /Premises Manager (head Caretaker) or the PFI contractors as appropriate.

Gas pipework, appliances and flues are regularly maintained and all rooms with gas appliances are checked to ensure that they have adequate ventilation.

Staff who think they can smell gas should report this to the site teams immediately.

### **3.5 Legionella Risk Management**

Water hygiene management is the responsibility of the Trust premises teams and where applicable the PFI contractors, who will ensure the necessary testing is completed and employ competent contractors. Details of records are kept in the relevant site offices.

### **3.6 Asbestos**

Appropriate 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.

Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises 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.

A record is kept of the location of asbestos that has been found on the school site. The **Asbestos Survey** and related information for each Trust site is held on the relevant reception desk and available for consultation by contractors should they wish to see it.

## 4. Equipment Operational Management Arrangements

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 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	3 year rolling programme (by floor or Dept – site specific)
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.

## 4.2 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.

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.

## 4.3 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 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 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. Working Operational Management Arrangements

## 5.1 Risk Assessments

The Trust acknowledges that risk assessments are a legal requirement particularly under the *Management of Health and Safety at Work Regulations 1999*, and we will formally record our risk assessments, in part this will be through using curriculum lesson planning/schemes of work documentation, as well as by using generic and specific task and activity based risk assessment documents.

Risk assessments will be reviewed periodically (depending on the significance of the risks involved), following an accident, on the introduction of any new process/equipment/ substance, as a result of staff raising concerns or any other significant change in circumstances.

All educational visits undertaken by our schools will also be subject to a written risk assessment and appropriate approval in line with schools' procedures.

## 5.2 Health and Safety during Practical Lessons

The Trust recognises the educational benefits of using practical equipment during lessons. Learning is enhanced through conducting experiments, using tools, machinery or apparatus.

The following precautions will be considered by staff in order to minimise the safety risk to students;

- Pre use check of substances, tools and equipment/apparatus to ensure they are suitable and safe for use by younger people
- Review of the risk assessment by the teacher and or technician
- Review of staffing levels to ensure they are suitable to maintain adequate supervision at all times
- Inform students of the safety rules and procedures before the practical element of any lesson begins
- Always instruct and supervise students carrying or moving equipment or apparatus
- Provide and enforce the wearing of suitable personal protective equipment (staff & students)

### 5.3 Lone Working/Working at Height/Manual Handling

These 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. Where staff are working in buildings after 5pm they are to advise another responsible adult where they are and what time they are due to leave. Under normal circumstances the buildings are to be vacated by 6pm on PFI sites and 7pm at Trust managed sites.

Please refer to the ***Lone Working Procedures, Manual Handling Procedures and Working at Height Procedures.***

### 5.4 Offsite Visits

Please refer to the Trust ***Educational Visits Policy and Procedures*** when taking pupils off the school premises, we will ensure that:

- 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
- For other trips, there will always be at least one first aider on schools trips and visits

### 5.5 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.***

## **5.6 Violence at Work**

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

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.

## **5.7 Smoking**

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

## **5.8 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.

### **5.8.1 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

### **5.8.2 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

### **5.8.3 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

### **5.8.4 Cleaning of the Environment**

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

### **5.8.5 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

#### **5.8.6 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

#### **5.8.7 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

#### **5.8.8 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

#### **5.8.9 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.

#### **5.8.10 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.

### **5.9 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.

## 5.10 Occupational Stress and Emotional Wellbeing

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 are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessments.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads. Employees should speak with their line manager or HR in the first instance.

## 5.11 Accidents

All accidents to our staff, students or visitors will be recorded and investigated by the relevant School Business Manager BSSM or Trust Estates and Premises Manager, 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.

**[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#)**

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, 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.

There is a ***Managing Children and Young Peoples Health Needs Policy*** that the trained medical room staff follow.

## 5.13 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.

## 5.14 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.

## 6. Training

All Trust 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, with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

Staff responsible for the maintenance and upkeep of any Trust site will have additional task and site specific training.