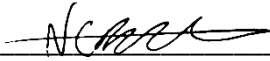




Prepared by:

**Neil Beattie**  
Compliance Manager

Signature:

  
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Date:

30<sup>th</sup> April 2024


Approved by:

**Claire Jackson**  
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30<sup>th</sup> April 2024

**Tony Lacey**  
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30<sup>th</sup> April 2024

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## 1. Statement of Intent

- 1.1. Oak Trees Multi Academy Trust recognises that people are a key resource and therefore fully accepts its responsibilities as an employer with regards to the Health, Safety and Well-being of its employees, pupils within its care, visitors to the premises and others who could be affected by its undertakings.
- 1.2. Oak Trees Multi Academy Trust understands its responsibilities under the Health and Safety at Work Act 1974 (HASAWA) and that the effective management of Health and Safety plays an important role in its overall performance as an educational establishment by the reduction in injuries, ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities.
- 1.3. Through this Policy Statement of Intent and the implementation of health and safety arrangements, Headteacher's of our academies will ensure that they are meeting the policy aims and objectives and will actively strive for continual health and safety improvements by working in consultation with staff and other partners.
- 1.4. This policy will be reviewed as it is deemed appropriate. The policy will be promoted and implemented within each academy.
- 1.5. **Our aims are to:**
  - 1.5.1. Maintain control of health and safety risks arising from our activities.
  - 1.5.2. Consult with all staff on matters affecting their health, safety & welfare.
  - 1.5.3. Provide and maintain safe plant and equipment.
  - 1.5.4. Ensure safe handling, storage and use of substances.
  - 1.5.5. Provide appropriate information, instruction and supervision for staff/pupils/visitors/contractors.
  - 1.5.6. Ensure staff are suitably trained and competent to do their work safely.
  - 1.5.7. Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill health.
  - 1.5.8. Maintain a safe and healthy working environment ensuring the welfare of all persons.
  - 1.5.9. Assess risks, record significant findings and monitor safety arrangements.
  - 1.5.10. Review and revise safety policies & procedures periodically.
- 1.6. Whilst day to day management of health and safety is delegated to individual academies, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the Oak Trees MAT Board of Trustees.

## **2. Responsibilities**

### **2.1. Board of Trustees**

- 2.1.1. The Trust will make sure that there are adequate financial and physical resources available to support this Policy, and will take steps which are reasonably practicable and within its power to meet its responsibilities, paying attention to:
- 2.1.2. Providing suitable assessment of the risks to the health and safety of employees whilst at work, and the risks to the health and safety of non-employees arising out of or in connection with work activities.
- 2.1.3. Providing a safe place of work, safe plant, equipment and machinery, the safe use, storage, handling and transportation of articles and substances at work.
- 2.1.4. Providing a safe and healthy working environment and adequate welfare facility.
- 2.1.5. Providing enough support and facilities to enable Trade Union appointed Health and Safety Representatives and other employee representatives, to carry out their functions in accordance with the Safety Representatives and Safety Committee Regulations 1977, and the Health and Safety (Consultation with Employees) Regulations 1996.
- 2.1.6. Fostering an atmosphere within the Trust that encourages employees to contribute positively to their own health and safety at work.
- 2.1.7. Providing information, instruction and training at all levels to secure competence and to avoid ill health or injury at work.
- 2.1.8. Arrangements for the effective planning, organisation, control, monitoring and review of preventive and protective measures.
- 2.1.9. Making provision for access to expert health and safety advice, from both within and outside the organisation.

### **2.2. Chief Executive Officer**

- 2.2.1. Establish structures and strategies to implement the H&S policy and integrate these into general business activities.
- 2.2.2. Ensure responsibilities for the management of H&S are appropriately assigned.
- 2.2.3. Ensure enough resources are available for the implementation of the H&S policy.
- 2.2.4. Health and safety performance are robustly monitored and reviewed.
- 2.2.5. Oversee the implementation of H&S action plans that are developed as a result of any H&S monitoring or inspections undertaken.
- 2.2.6. Ensure individual academies produce health and safety procedures and site-specific risk assessments relevant to their academy and that these are monitored and reviewed on a regular basis.

2.2.7. Ensure the Trusts H&S policy is reviewed annually.

### **2.3. Academy Headteachers**

2.3.1. Ensure H&S is implemented and managed in their academy in accordance with Trust Health and Safety Policies and procedures.

2.3.2. Ensure a specific H&S procedure is in place relevant to their academy.

2.3.3. Ensure where required, academy specific policies and procedures are in place to deal with specific risks within their academy.

2.3.4. Ensure there are adequate resources within the budget for health and safety.

2.3.5. Identify persons within their academy who will have specific H&S responsibilities and be a Competent Person for the academy.

2.3.6. Adequate H&S training is provided to enable persons to carry out their responsibilities.

2.3.7. Ensure that systems are in place for the effective monitoring of health and safety performance within their academy.

### **2.4. Health and Safety Advisor**

2.4.1. The Trust has appointed Compliance Education as their Competent Person and source of competent advice, to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

2.4.2. The Health and Safety Advisor advises the school management team on the implementation of this Health and Safety Policy, established schedules and safe working practices, and providing employees with information about precautions in general.

2.4.3. The Health and Safety Advisor has the responsibility for the following:

2.4.3.1. Ensuring the Trust is aware of statutory obligations and recommended Codes of Practice.

2.4.3.2. Advising the Trust management team of their responsibilities for accident prevention and avoidance of Health and Safety hazards.

2.4.3.3. Interpreting and keeping the school management team and employees informed of new and developing legislation and other standards.

2.4.3.4. Advising where improvements in Health and Safety standards or practices are appropriate.

2.4.3.5. Regular health, safety, and housekeeping inspections which cover buildings, plant, equipment, services, and fire arrangements, to ensure conformity with regulations.

2.4.3.6. Maintaining statutory safety records and making statutory safety returns, in addition to maintaining Health and Safety records required by the school.

2.4.3.7. Advising on possible hazards when considering the introduction of new machinery, new materials, new processes, or changes to existing ones.

2.4.3.8. Overseeing and reviewing accident investigations and assisting in preparing statistics to enable monitoring of Health and Safety performance.

- 2.4.3.9. Identifying Health and Safety training needs and advising on suitable training programmes.
- 2.4.3.10. The provision of guidance regarding first aid, fire safety, and emergency procedures as required.
- 2.4.3.11. Conduct annual health and safety audits for each academy within the trust.

## **2.5. Central Team**

- 2.5.1. Assist, monitor and formulate The Oak Trees Multi Academy Trust's Health and Safety Policy through consultation with management and appointed Health and Safety Representatives/employee representatives.
- 2.5.2. Monitor the implementation of The Oak Trees Multi Academy Trust's Health and Safety Policy, review performance, and report thereon to the Trust and SLT.
- 2.5.3. Review health and safety audits ensuring actions are implemented.
- 2.5.4. Report, as necessary, to Trustees on Health and Safety matters.
- 2.5.5. Liaise with the Health and Safety Executive and other appropriate bodies as necessary.

## **2.6. Key Personnel (e.g. site managers, SLT members)**

- 2.6.1. Being accountable for the implementation of the Policy, management arrangements, Risk Control Systems, workplace precautions and performance standards within their area of control.
- 2.6.2. Ensuring that responsibilities for safety, health and welfare are properly assigned and understood by employees within their area of control and where appropriate develop a local policy/procedure specific to their area.
- 2.6.3. Ensuring that hazards are identified, and that written Risk Assessments are up to date. Making sure that the review, monitoring and re-issue of Risk Assessments is carried out as and when necessary e.g. change in work practices, the introduction of new processes or machinery and so on, and at no less than 12 monthly intervals.
- 2.6.4. Making sure that there is communication and participation at all levels in health and safety activities.
- 2.6.5. Supervising work activities adequately to ensure good health and safety standards are maintained.
- 2.6.6. Making sure that employees new to the Trust and its Academies, as part of the induction process, successfully complete a health and safety induction programme as a minimum health and safety standard.
- 2.6.7. Ensuring active monitoring of health and safety matters for example by undertaking health and safety inspections and surveys to ensure compliance with health, safety and welfare legislation.

- 2.6.8. Seeking advice and liaising with the competent person, the Trust Central Team or external organisations on health and safety matters and best practice where necessary.
- 2.6.9. Informing the Central Team of issues which are beyond their control, or where resources are insufficient to enable compliance with the Health and Safety Policy, ensure issues escalated appropriately to Compliance Manager in first instance and COO/CEO.
- 2.6.10. Within their individual academy, ensure that all site related health and safety tasks including statutory maintenance checks are undertaken at appropriate frequencies ensuring that site related H&S issues are managed.
- 2.6.11. Bring to the attention of the Headteacher, instances where standards fall below legal requirements.
- 2.6.12. Where external services or contractors are procured to ensure that those organisations or people have systems in place to manage safety, health and environment responsibilities effectively and that contractor safety controls are adhered to.

## **2.7. All Employees**

- 2.7.1. Take reasonable care for the health and safety of themselves and of other persons who may be affected by their work activities.
- 2.7.2. Co-operate with Oak Trees Multi Academy Trust and respective academy on health and safety matters.
- 2.7.3. Ensure that they familiarise themselves with and work in accordance with guidance given in risk assessments, procedures, and protective measures with regard to their working practices.
- 2.7.4. Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- 2.7.5. Not intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety and Welfare. To include safety devices such as protective clothing; first aid; signs/labels/notices; machinery guards, etc.
- 2.7.6. Draw the attention of their line manager, without delay, to any work situation which might present a serious and imminent danger to themselves/others or any shortcomings in health and safety arrangements.
- 2.7.7. Report all accidents, near misses, incidents of violence, diseases and dangerous occurrences whether injury is sustained or not, to their line manager as soon as possible and assist fully in the reporting and investigation of any accident/near miss, dangerous occurrence and incident of violence.
- 2.7.8. Attend any health and safety training identified as required.
- 2.7.9. Take reasonable care of themselves and others who may be affected and by act or omission.

2.7.10. All equipment provided for personal safety is used and maintained in a condition fit for that use and any defect are reported immediately to their direct line manager.

2.7.11. During the course of their normal duties, they use equipment and facilities that are fit and proper for the intended purpose in a safe, correct manner as provided within the following categories:

2.7.11.1. Arranged, provided and/or otherwise approved by the school.

2.7.11.2. Provided by the Client or Contractor with specific authorisation that they may be used by employees of the school.

2.7.11.3. Provided for unrestricted use by members of the general public.

## **2.8. Pupils**

2.8.1. In accordance with their age and aptitude, are expected to:

2.8.1.1. Be responsible for their own health and safety.

2.8.1.2. Observe all the health and safety rules of their respective Academy and the procedures for and instructions of staff in relation to emergency situations.

2.8.1.3. Use and not wilfully misuse, neglect or interfere with items provided for their health and safety.

## **2.9. Appointed Contractors/Consultant**

2.9.1. The Trust may require, from time-to-time, the services of Contractors/Consultants to undertake specialist or non-routine work activities which Trust employees are unable to undertake. All Contractors/Consultants appointed by the school must be able to provide auditable evidence of their competency.

2.9.2. A summary of their duties is as follows:

2.9.2.1. Will be required to show that they have the necessary expertise and equipment to carry out the particular tasks they have been employed for.

2.9.2.2. Will be required to ensure that their work is carried out in a safe manner and that their operatives have been given adequate training.

2.9.2.3. Where a Contractor/Consultant is bringing 10 persons or more onto the school premises, they will be required to nominate a 'Safety Supervisor'. This person is required to liaise with the school management team and/or trust central team to ensure that all arrangements for safety, health and welfare are dealt with. The appointed Contractor/Consultant 'Safety Supervisor' will also be required to carefully monitor and supervise the personnel they are responsible for, ensuring compliance with all relevant regulations and the requirements of the Trust's Health and Safety Policy.



- 2.9.2.4. Contractors/Consultants are reminded of their responsibilities, not only to their own employees, but also to all other contractors' employees and others who may be affected by their works, including members of the public.
- 2.9.2.5. They must ensure that the school is provided with any information available that may affect Health and Safety on site.
- 2.9.2.6. Where any works of a hazardous or dangerous nature are contemplated, they must provide risk assessments and discuss and agree the most suitable method of carrying out the operation with the school prior to commencing work.
- 2.9.2.7. All plant and equipment provided by the Contractor/Consultant for use by their own personnel, requiring regular inspection or testing, must be maintained and tested as required. Copies of all necessary certificates and registers must be available for review by the school. Where weekly inspections are required, copies of documentation must be provided to the school.
- 2.9.2.8. All equipment used by a contractor must be monitored, secured and kept out of harms when not in use.
- 2.9.2.9. Contractors/Consultants who will use any material or substances likely to jeopardise the Health and Safety of others must provide the Trust with specific risk assessments (as required by Control of Substances Hazardous to Health Regulations) that provide all necessary and adequate safety measures.
- 2.9.2.10. Where equipment is to be used which is likely to exceed the levels permitted by the Control of Noise at Work Regulations 2005, the Contractor/Consultant should inform the trust in order to ensure that adequate steps are taken to reduce exposure to school employees and pupils.
- 2.9.2.11. Contractors/Consultants are requested to ensure that their employees make proper use of any welfare facilities provided and that they co-operate fully with the school's management team.
- 2.9.2.12. Contractors/Consultants are requested to ensure that all fire precautions are taken while working on site, that designated fire escape routes are kept clear at all times, that they provide adequate fire equipment suitable to their tasks, and that they co-operate fully with the site fire plan.
- 2.9.2.13. Contractors/Consultants must inspect their working area at the beginning of every shift to ensure that it is safe to proceed with their task. They are responsible for briefing their personnel on all safety issues on site and providing documentary evidence to the school that this has taken place.
- 2.9.2.14. Contractors/Consultants must ensure any area of work is clear from obstruction and left in an acceptable and safe condition at the end of each working day.

### **3. Policy Development**

- 3.1. Planning is the key to ensuring that health and safety efforts work at the Trust and its Academies, by planning and setting objectives, identifying hazards and assessing risks and implementing standards which all assist in creating a positive health and safety culture.
- 3.2. A premises management policy has been developed to be used alongside the Health and Safety Policy.

### **4. Co-Operation, Consultation and Communication**

- 4.1. Health and safety is part of Trust governance and reported at each Trustee Board meeting and Audit Committee meeting. It is also monitored locally by each Academy at termly Governor meetings.
- 4.2. All health and safety matters are communicated via the Trust. Appropriate staff receive feedback concerning risk assessments. Individual Academies ensure risks are either dealt with at local level by the site manager or caretaker and are escalated appropriately to the Head Teacher and Central trust team.

### **5. Competent Advice**

- 5.1. Each Academy has appointed Compliance Education as their competent advisor who is responsible for assisting the Academy in managing health and safety across the site. A competent advisor is someone with the necessary skills, knowledge and experience to give sensible advice.

### **6. Measuring Performance**

- 6.1. This Policy will be monitored actively through management of health and safety auditing systems carried by external organisations and also through the role and functions of the central team by the continued collation of property related issues, accident, near miss, violent incident and ill health statistics provided by each academy.

### **7. Management Arrangements**

- 7.1. This Policy sets out a general framework for the organisation and arrangements for health and safety within Oak Trees Multi Academy Trust. In a complex and diverse organisation such as Oak Trees Multi Academy Trust, reference must be made to the individual academy's Health and Safety Procedure. This document should therefore be read in conjunction with other policies such as the premises management policy, procedures and risk assessments.

## 8. Building

### 8.1. Academy Environments (The Workplace (Health, Safety & Welfare) Regulations 1992)

- 8.1.1. The Management Team ensures that the school premises meet the health, safety and welfare needs of all its employees, pupils, members of the public and people with disabilities. Due consideration has been given to the working environment, ensuring it is adequate in respect of ventilation, working temperature, lighting, cleaning materials, traffic routes, falling objects, translucent doors, general welfare, toilets, washing facilities, drinking water and eating facilities.
- 8.1.2. The Trust has appointed **Compliance Education** as their source for Health and Safety assistance and competent advice.
- 8.1.3. **Compliance Education** will conduct regular site visits to the school. The site visit will be used to monitor performance and ensure that all employees are aware of, and implementing, the standards which have been set and are required. The appointed Health and Safety Advisor will compile a report following each visit, detailing topics discussed, and any actions required for completion.
- 8.1.4. The Health and Safety Advisor will undertake an annual audit of safety standards following a standard set of questions established to ascertain the level of legislative compliance of the school. At least one member of the SLT will participate in the audit process and provide answers and documentary evidence on behalf of the school.
- 8.1.5. The School also have a service and maintenance (SLA) with FM ASSIST who arrange for approved competent contractors to carry out building repairs, grounds maintenance and statutory service and maintenance inspections.

### 8.2. Maintaining our Academies (School Premises Regulations 2012)

- 8.2.1. As our pupils fall under section 3 of the Health and Safety at Work etc Act 1974 this Regulation sets out additional standards for structural requirements and the health, safety and welfare needs, of pupils.
- 8.2.2. Our buildings are managed by Oak Trees Multi Academy Trust who have carried out a condition survey on behalf of each academy and have prepared a long-term maintenance programme.
- 8.2.3. As part of our ongoing commitment to preserve the life of our building periodical inspections are carried out by the Schools Caretakers, Site Management and Leadership teams who will complete a methodical check for damage to the exterior and interior fabrication of the building, doors, windows etc.
- 8.2.4. When necessary external structural professionals will be appointed to complete a professional survey or carry out remedial repairs.

### **8.3. Asbestos (Control of Asbestos Regulation 2012)**

8.3.1. Asbestos can be found in any building built before the year 2000. Therefore, an Asbestos Management Survey Report has been carried out by a competent contractor and a copy is retained on the Trust's Compliance Management Software.

8.3.2. Under general health and safety law, our Headteachers act as Duty Holders with support from the Trust to ensure they take suitable precautions to prevent or control the risk of exposure to asbestos.

8.3.3. The School's maintenance staff and contractors are required to read and comply with The Asbestos Management Survey Report and complete a registration form to inform them what to do should they discover asbestos.

8.3.4. From this report an Asbestos Management Plan has been drawn up and is monitored annually by the Management Team who then reports any concerns to the Headteacher and the Trust Compliance Manager/COO/CEO.

8.3.5. Regular inspections of the school site, as recorded in the appropriate documents will record any concerns with regard to this subject. The Headteacher will be informed and will seek appropriate help and support from specialists on this matter.

8.3.6. As part of the schools Asbestos Management Plan, we are required to address any emergencies associated to the accidental or unplanned disturbance of asbestos within the school.

8.3.7. In an emergency the following actions will be followed:

8.3.7.1.1. stop any activity in the affected area immediately

8.3.7.1.2. remove everyone from the affected area and do not remove any items from the area as the spread of asbestos can occur through contaminated clothing or possessions

8.3.7.1.3. prevent access to the area until any necessary remedial action has been taken

8.3.7.1.4. seek immediate expert advice regarding necessary remedial action to be taken – there may be a need to decontaminate individuals or areas exposed to asbestos

8.3.7.1.5. Ensure Trust Central Team (Compliance Manager, COO, CEO) and Headteacher are made aware.

### **8.4. Water Management**

8.4.1. Under general health and safety law, our Headteachers together with Oak Trees Multi Academy Trust will ensure they take suitable precautions to prevent or control the risk of exposure to legionella.

8.4.2. Therefore, our school employs the services of an external contractor to provide the school with comprehensive testing programme which includes regular water system assessments, water sampling, monthly temperature monitoring and annual thermostatic mixing valve testing and inspections.

8.4.3. The school appointed site manager or caretaker ensures that the flushing procedures are followed for all little used outlets and that these activities are recorded on the compliance management software.

#### 8.5. Drainage

8.5.1. Under the Department for Environment Food and Rural Affairs (Defra) surface water flooding is a growing challenge with climate change bringing more frequent heavy storms.

8.5.2. Therefore, as a Trust we endeavour to play our part by ensuring:

8.5.3. Our water drains are kept clear of debris to prevent blockages.

8.5.4. All gullies and guttering are inspected regularly and cleared out when necessary.

8.5.5. All blockages are dealt with

#### 8.6. Fire Prevention (The Regulatory Reform (Fire Safety) Order 2005)

8.6.1. The School will make a suitable and sufficient assessment of the risks to which relevant persons are exposed to whilst working at the premises. This assessment will be used for the purpose of identifying the measures they need to take to comply with the requirements and prohibitions imposed on them by the Order. The nature of the assessment will vary according to the type and use of the premises, the persons who use or may use the premises, and the risks associated with that use. The completed risk assessment will be reviewed regularly by the Management Team to ensure it remains up to date and valid, and to reflect any significant changes that may have taken place.

8.6.2. The School will ensure systems are in place to check all fire procedures and that monitoring, testing and maintenance of firefighting equipment, emergency lighting and alarm systems, is completed. The Management Team, assisted by the Health and Safety Advisor, will conduct regular tours/inspections of the premises and work activities to ensure that identified control measures have been implemented.

8.6.3. Fire Action signage will be placed in prominent positions throughout the premises to act as a reminder for all staff, pupils, visitors, contractors, etc. of the emergency evacuation procedure.

8.6.4. The fire procedures will be under the control of the SLT, assisted by the Health and Safety Advisor.

#### 8.7. Electrical Equipment used in school (Electricity at Work Regulations 1989 and The Provision and Use of Work Equipment Regulations 1998)

- 8.7.1. Each Academy will ensure that suitable equipment is provided, and an assessment of risk is carried out. The assessment considers the current provision of protection and preventative measures. All users of the school tools and equipment will be suitably trained in their use. The Management Team ensures that all relevant information and instructions on the use of work equipment is readily available to all staff for review.
- 8.7.2. All tools and equipment purchased, and used by staff and pupils, will have suitable control measures to protect staff/pupils against risks associated with dangerous parts of machinery.
- 8.7.3. Equipment will be checked prior to use, ensuring that all controls, indicators, switches, and displays are clear and free from obstruction, dirt, damage, etc.
- 8.7.4. All equipment will be maintained in good working order by the school. Staff are required to liaise with their Management Team representative if they have any queries or concerns regarding a piece of equipment. The piece of equipment in question will be removed from service to prevent use and a suitable replacement acquired.
- 8.7.5. The School is aware that for larger pieces of equipment, for example a fixed piece of machinery, an immediate replacement is not practical. In this circumstance, the Management Team will arrange for a suitable repair to be completed by a person with the relevant competency and skill set.
- 8.7.6. On occasion, the school may need to hire equipment, due to specialised work or quantity of work. The equipment will only be obtained from approved hire companies which supply the appropriate training and supporting documentation to ensure all staff are suitably trained in the use of the equipment.
- 8.7.7. The School will ensure electrical equipment is physically capable of doing the job and designed and constructed so that mechanical and electrical stresses do not cause the equipment to become unsafe. Electrical equipment will be visually checked by the user to spot early signs of damage or deterioration. The user's visual check will include:
- 8.7.7.1. Switching off and unplugging the equipment before any checks.
  - 8.7.7.2. Checking that the plug is correctly wired (but only if they are competent to do so).
  - 8.7.7.3. Ensuring that the fuse is correctly rated by checking the equipment rating plate or instruction book.
  - 8.7.7.4. Checking that the plug is not damaged and that the cable is properly secured, with no internal wires visible.
  - 8.7.7.5. Checking the electrical cable is not damaged and has not been repaired with insulating tape or an unsuitable connector (damaged cable will only be replaced with a new cable by a competent person).
  - 8.7.7.6. Checking that the outer cover of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards.

- 8.7.7.7. Checking for burn marks or staining that suggests the equipment is overheating.
- 8.7.7.8. Ensuring any trailing wires are positioned so that they are not a trip hazard and are less likely to get damaged.
- 8.7.7.9. If staff are concerned about the safety of equipment, they are advised to stop it from being used and report the matter to a member of the Management Team, who will arrange for the faulty equipment to be removed from service until a qualified electrician undertakes a more thorough check.

**8.7.8. Portable Appliance Testing (PAT):** Under the Electricity at Work Regulations 1989 requires that all electrical equipment that is classified as “portable” is deemed safe for use.

- 8.7.8.1. All our portable electrical equipment is inspected by a qualified contractor ‘competent’ person who has obtained certification and has relevant experience to perform this task.
- 8.7.8.2. No ‘portable’ electrical items are allowed to be brought in or used on site unless it is displaying a current PAT Test label.
- 8.7.8.3. Relevant electrical items are to be PAT tested at least bi-annually.

#### **8.8. Use of chemicals** (The Control of Substances Hazardous to Health Regulations 2002)

- 8.8.1. Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance undertaken by a member of the Management Team, assisted by the Health and Safety Advisor.
- 8.8.2. Alternative less harmful substances will be used wherever possible.
- 8.8.3. Assessments will consider storage, handling, and aspects of use, exposure, PPE requirements, workers’ health, and emergency actions. The Management Team will brief employees on any hazard or substance precautions, with written records being held at the school premises.
- 8.8.4. Following the assessment, any substance or material that has a flammable content will be stored in a separate area and held within a metal, fire retardant cabinet.
- 8.8.5. In order to comply with the legislative requirements placed upon it, the school will provide adequate control of exposure to substances by:
  - 8.8.5.1. Applying the eight principles of good practice as detailed by HSE.
  - 8.8.5.2. Design and operate processes and activities to minimise emission, release, and spread of substances hazardous to health.
  - 8.8.5.3. Consider all relevant routes of exposure - inhalation, skin absorption, and ingestion - when developing control measures.

- 8.8.5.4. Control exposure by utilising measures proportionate to the health risk.
  - 8.8.5.5. Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.
  - 8.8.5.6. Where adequate control of exposure cannot be achieved by other means, provide, in conjunction with other control measures, suitable Personal Protective Equipment.
  - 8.8.5.7. Check and review regularly all elements of control measures for their continuing effectiveness.
  - 8.8.5.8. Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks.
  - 8.8.5.9. Ensure that the introduction of control measures does not increase the overall risk to Health and Safety.
  - 8.8.5.10. Ensuring that the Workplace Exposure Limit is not exceeded.
  - 8.8.5.11. Ensuring that exposure to substances which can cause occupational asthma, cancer, or damage to genes that can be passed from one generation to another, is reduced as low as is reasonably practicable.
- 8.8.6. Most chemical substances will carry a warning that the product is to be **'Kept out of reach of children'** therefore, we will ensure all products are safely placed out of reach or locked away.
- 8.8.7. **Science Laboratories** - Is perhaps one of the most likely places to find hazardous substances. For this reason, stringent precautionary measures are implemented to keep pupils and staff safe.
- 8.8.8. This is particularly relevant for practical teaching activities in chemistry lessons, which frequently involve the use of potentially dangerous chemicals. Although these chemicals may not be hazardous on their own, they can produce toxic fumes and gases when mixed together.
- 8.8.9. **Design Technology and Art** - Potentially dangerous substances are often used in art studios and in design technology (DT) workshops.
- 8.8.10. These include solvent-based varnishes, glues, and paints. Additionally, harmful fumes and dust can be produced by sanding, soldering, or other essential fabrication processes.
- 8.8.11. Therefore, our Head of Science and DT will ensure that:
- 8.8.11.1.1. All teaching staff are trained
  - 8.8.11.1.2. Personal Protective Equipment (PPE) is purchased and worn



8.8.11.1.3. All chemicals are stored and disposed of correctly as per MSDS/CLEAPS.

8.8.11.1.4. All chemical storerooms are well ventilated and locked at all times when not in use.

8.8.11.1.5. Qualified technicians are on hand to oversee and help.

8.8.11.1.6. The technicians are logging the use of all chemicals.

8.8.11.1.7. During lesson preparations the technician only issues enough of the chemicals required to carry out a demonstration/practical session.

8.8.11.1.8. Spill kits are available and appointed staff receive training.

8.8.11.1.9. Appropriate safety instructions are communicated to all staff and pupils.

8.8.12. Use of dangerous substances **(The Dangerous Substances and Explosive Atmospheres Regulations 2002)**

8.8.12.1. The School will ensure that where a dangerous substance is, or is liable to be present, a suitable and sufficient assessment of the risks will be completed by a competent person. The regulation imposes a duty to classify workplaces into hazardous and non-hazardous areas. These areas will be defined and signage indicating their location will be posted around the site.

8.8.12.2. Where elimination of a substance cannot be achieved, each academy will:

8.8.12.2.1. Reduce the amount of dangerous substances to a minimum.

8.8.12.2.2. Avoid any minimal release.

8.8.12.2.3. Control the release at source, i.e. by extraction systems.

8.8.12.2.4. Prevent the formation of an explosive atmosphere.

8.8.12.2.5. Following any release, the collection, containment, and removal will be done in a controlled and safe manner.

8.8.12.2.6. Avoid ignition sources.

8.8.12.2.7. Segregate incompatible substances.

8.8.12.2.8. Ensure that containers of dangerous substances will be appropriately labelled that clearly identify the contents and any associated hazards.

8.8.12.2.9. Provide employees with suitable and sufficient information, instruction and training on the appropriate precautions and actions to be taken in order to safeguard themselves and other employees at the workplace, where a dangerous substance is present.

8.8.12.2.10. The academy will put in place procedures and arrangements necessary to deal with an accident, incident, or emergency relating to a dangerous substance in the workplace.

8.8.13. **Extractor and Local Exhaust Ventilation System** Workplace (Health, Safety and Welfare) Regulations 1992, Health and Safety at Work etc Act 1974, the Control of Substances Hazardous to Health Regulations 2002, the Management of Health and Safety at Work Regulations 1999 and Dangerous Substances and Explosive Atmospheres Regulations 2002.

8.8.14. The relevant academies will ensure a completed, comprehensive risk assessment and has identified several areas within the school (Kitchen, Science and DT) whereby employees and pupils are either working or partaking in lessons which are enclosed or are at higher risk from dust, mist, fumes, vapours or gas.

8.8.15. An Extractor or Local Exhaust Ventilation System has been installed in these areas as an engineering control to reduce exposure by drawing harmful substances away from the user.

## 8.9. Procedural

### 8.9.1. Critical Incident and Business Continuity Plans

8.9.1.1. The definition of what this plan is for: 'an event – or events – usually sudden, which involve significant risks that may affect the Trust's normal responses and procedures, and is likely to have organisational consequences.

8.9.1.2. The plans cover but is not limited to:

8.9.1.2.1. Deliberate acts of violence

8.9.1.2.2. A Fire or explosion

8.9.1.2.3. Destruction or serious vandalising

8.9.1.2.4. A transport related accident involving pupils and/ or members of staff

8.9.1.2.5. Bomb threats

8.9.1.2.6. A more widespread disaster in the community

8.9.1.2.7. Civil disturbance and terrorism

8.9.1.2.8. IT Outage

8.9.1.2.9. Supply Shortage

8.9.1.2.10. Loss of power or water

8.9.1.2.11. Illness outbreak

8.9.1.3. Within each academy's plans are details of an immediate place of safety and who should be contacted in an emergency. This plan will be reviewed annually by the Headteacher, Office/Business Manager, Compliance Education and Trust Central Team (CM/COO/CEO).

**8.9.2. Risk Assessments** (Management of Health and Safety at Work Regulations 1999)

8.9.2.1. With the assistance of Compliance Education all identified hazards are evaluated by the Headteacher/and The School Management Team and a set of controls are put in place to protect people from harm as far as 'reasonably practicable'.

8.9.2.2. For each hazard identified the level of risk must be evaluated High, Medium, and Low. This evaluation may include the level of harm presented by the hazard, the number of people involved, and the likelihood of the harm occurring.

8.9.2.3. Once the level of risk is established the person completing the risk assessment will consider what control measures are already in place and what actions are already being taken to reduce the risk, consider whether these are suitable and sufficient and whether further control measures are required.

8.9.2.4. When controlling risks, the following principles should be applied, where possible in the following order:

8.9.2.4.1. Eliminate the hazard altogether

8.9.2.4.2. Substitution by something less hazardous

8.9.2.4.3. Prevent access to the hazard e.g. by guarding

8.9.2.4.4. Organise work to reduce exposure to the hazard e.g. putting barriers between pedestrians and traffic

8.9.2.4.5. Create safe methods of work and safe systems of work designed to reduce the risk

8.9.2.4.6. Issue personal protective equipment e.g. clothing, footwear, goggles etc

8.9.2.4.7. Provide welfare facilities e.g. first aid and washing facilities for removal of contamination

8.9.2.4.8. Provide suitable information, instruction and training

8.9.2.4.9. Ensure appropriate supervision.

**8.9.3. Review**

8.9.3.1. Once a risk assessment is created it is imperative that it is reviewed, finalised and read by all relevant school staff.

8.9.3.2. Thereafter, the Headteacher, Head of Departments and other nominated school specialist are responsible for ensuring the risk assessments 'Live Documents' are:

8.9.3.2.1. Regularly reviewed.

8.9.3.2.2. The effectiveness of the control measures is monitored.

8.9.3.2.3. Physical control measures are used and followed by staff and pupils.

8.9.3.2.4. Kept up to date by informing the relevant people of any changes so, amendments and risk re-assessments can be carried out.

8.9.3.3. Examples that would activate a risk assessment review:

8.9.3.3.1. At regular intervals throughout the year.

8.9.3.3.2. Following a significant change and/or if there is reason to suspect it is no longer valid e.g. after an accident, ill-health incident, violent incidence or malfunction has occurred.

8.9.3.3.3. Reviewed Yearly.

#### 8.9.4. First Aid Provision (**The Health and Safety (First Aid) Regulations 1981**)

8.9.4.1. Under the Health and Safety (First Aid) Regulations 1981, employers are responsible for providing adequate and appropriate equipment, facilities, and personnel to ensure their staff receive immediate attention if they are injured or taken ill at work.

8.9.4.2. While the regulations do not require the school to provide first aid for anyone other than their own staff. We consider it our 'duty of care' to ensure all our pupils and visitors are considered when carrying out a first aid provision needs assessment which will cover both staff and pupils whilst they are at the school premises and whilst off-site taking part in an organised educational visit activity.

8.9.4.3. On completion of our 'First Aid Provision Needs Assessment' which will be carried out by the School Management Team assisted by our appointed Health and Safety Advisor we will ensure all nominated staff receive appropriate training (First Aid at Work, Emergency First Aid, Paediatric First Aid, Emergency Paediatric First Aid). So, that first aid can be administered without delay, and will therefore consider the size and layout of the school, the age of the pupils, the location of high-risk subjects, staff locations and staff absence

8.9.4.4. **Our Early Years Foundation Stage.** Under the current guidance we will ensure that at least one of our members of the early years staff who holds a current Paediatric First Aid qualification will be in school and will be available at all times whilst children are on the school premises and will accompany children on outings.

8.9.4.5. As an employer we will ensure all our newly qualified early years staff who have completed either Level 2 or 3 attend or provide us with proof that they hold either a Paediatric First Aid or Emergency Paediatric First Aid Certificate before we include them in our staff-to-child ratios.

8.9.4.6. Our school will display or make available to parents the names of all staff who currently hold a Paediatric First Aid or Emergency Paediatric First Aid Certificate.

#### 8.9.5. First Aid Containers

8.9.5.1. The number and content of our first aid containers will be identified as part of our 'First Aid Provision Needs Assessment'. As a minimum we will provide one fully stocked first aid container in the main building, with additional smaller first aid containers strategically placed around the school.

8.9.5.2. Even though there is no mandatory list of items that need to be included in a first aid container we as a Trust adopt the HSE recommendation to hold the following items within our main first aid container and all other smaller first aid kits will hold items likely to be needed to deal with an injury in accordance with its location.

8.9.5.3. a leaflet giving general advice on first aid

8.9.5.4. 20 individually wrapped sterile adhesive dressings (assorted sizes)

8.9.5.5. 2 sterile eye pads

8.9.5.6. 2 individually wrapped triangular bandages (preferably sterile)

8.9.5.7. 6 safety pins

8.9.5.8. 6 medium sized individually wrapped sterile unmedicated wound dressings

8.9.5.9. 2 large sterile individually wrapped unmedicated wound dressings

8.9.5.10. 3 pairs of disposable gloves

#### 8.9.6. Accident reporting and investigation

8.10.6.1. An appropriate investigation of any accident, incident or near miss will be carried out by a member of the SLT, assisted by the appointed Health & Safety Advisor, if required. The investigation will establish the actual or underlying cause of the incident and will enable the school to instigate additional control measures to prevent re-occurrence.

8.10.6.2. The Trust recognises and accepts the legal duties placed upon them by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 that require them to report and record some work-related accidents by the quickest means possible.

8.10.6.3. Accidents are to be recorded on compliance management or safeguarding software as appropriate and instructed.

8.10.6.4. Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.

8.10.6.5. The School has a responsibility to still maintain records of over-three day-injuries. The accident book entry will be used as the mechanism for capturing this data.

8.10.6.6. The deadline by which the over-seven-day injury must be reported has also increased to fifteen days from the day of the accident.

8.10.7. **Employee's Only** This applies to all education employees and self-employed persons on school premises.

8.10.7.1. deaths.

8.10.7.2. specified injuries.

8.10.7.3. over-7-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 7 consecutive days.

8.10.7.4. non-fatal accidents to non-workers (e.g. members of the public)

8.10.7.5. certain occupational diseases.

8.10.7.6. dangerous occurrences – where something happens that does not result in an injury but could have done.

8.10.8. **Student and Visitors Only**

8.10.8.1. All fatal and major injuries on academy premises during educational instruction hours should be reported in the same way as those to employees.

8.10.8.2. However, injuries during free time arising from collisions, slips and falls need not be reported unless they are attributable to the condition of the premises, plant/equipment on site or lack of supervision.

8.10.8.3. The student or visitor required First Aid

8.10.8.4. The injured person has been taken straight from the school to the hospital.

8.10.8.5. If an accident has occurred in a work/teaching situation, then a member of the Management Team will contact the Health and Safety Advisor to discuss the necessary course of action. Relevant accidents/incidents will be reported online via the Health and Safety Executive website.

8.10.8.6. Reporting certain accidents to the HSE (The Management of Health and Safety at Work Regulations 1999 and The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR))

8.10.8.7. The School will make appropriate arrangements for effective preventative or protective measures identified as a result of risk assessments. The Management Team, assisted by the Health and Safety Advisor, will ensure that:

8.10.8.8. All premises and activities subject to risk assessments are assessed in accordance with the relevant legislation, using an appropriate documented format.

8.10.8.9. Such assessments are repeated whenever any of the following factors occur:

- 8.10.8.9.1. Change in legislation.
- 8.10.8.9.2. Change in control measures.
- 8.10.8.9.3. Significant change in work carried out.
- 8.10.8.9.4. Transfer to new technology.
- 8.10.8.9.5. Original assessment is no longer valid.

8.10.8.10. Assessments are recorded and copies held at the school premises.

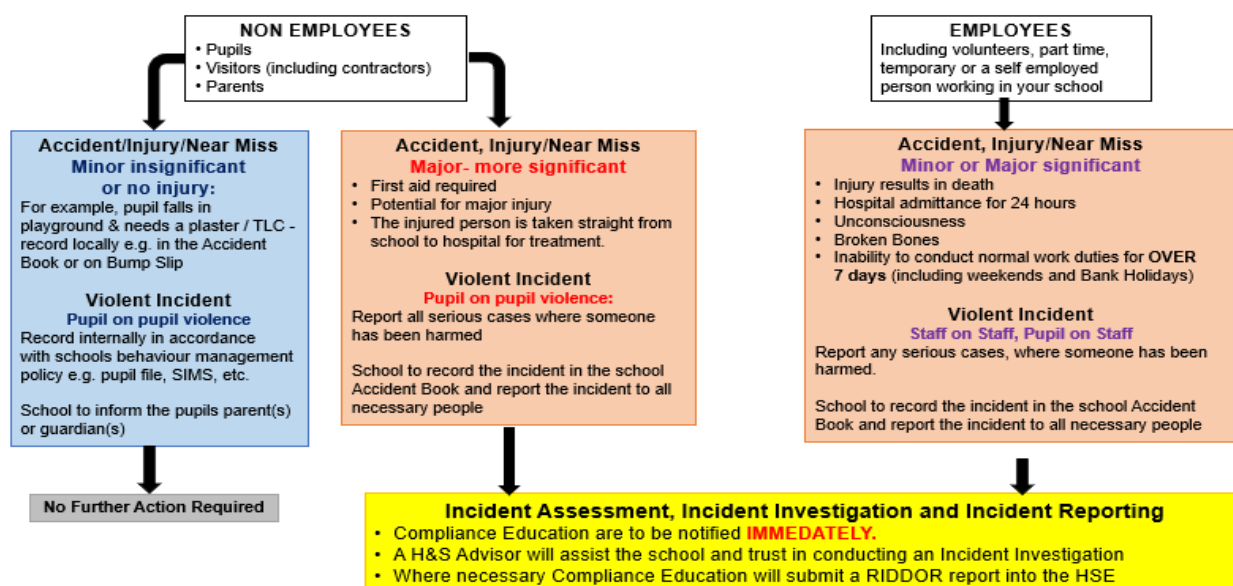
8.10.8.11. The results of all such assessments are communicated to, and available for inspection by, all employees (an acknowledgement form will be used to ensure that all persons affected by the work activity or premises have read and understood the content and the role they must undertake).

8.10.8.12. All assessments identify necessary protective and preventative measures.

8.10.8.13. Specific assessments are completed for specified groups – Young Persons, Expectant/New Mothers.

8.10.8.14. The School will monitor safety performance on an informal daily basis by ensuring Health and Safety issues are discussed with employees.

**School Accident Flowchart**



\*Please ensure Trust Central Team (CM,COO,CEO) are also notified

**8.10.9. Supporting Pupils at Schools with Medical Conditions (Supporting Pupils at School with Medical Conditions DfE Guide 2015 and the Equality Act 2010)**

8.10.9.1. All medication will be administered to pupils in accordance with the DfE document

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf)

8.10.9.2. All staff in the school have a duty to maintain professional standards of care and to ensure that our pupils are safe. It is expected good practice that our school will review cases individually and administer medicines in order to meet the all-round needs of the child. Therefore, at the beginning of the academic year a student's parent/carer is requested to fill in a medical form. An individual medical plan is drawn up, which underlies the medical condition(s) which require ongoing or emergency medication and is tailored to their needs.

8.10.9.3. The Headteacher will ensure that all staff are sufficiently trained to administer medication, deal with children who fall within the parameters of an Educational Health Care Plan and are aware of the school's planned emergency procedures.

**8.10.10. Educational Visits (Health & Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 and The Department of Education (DfE) statutory guidance for Educational Visits).**

8.10.10.1. Our Academies aim to provide a broad and balanced curriculum and believe that school trips are an essential resource for learning and a key component of the curriculum.

8.10.10.2. Each educational visit will start with a clear identification of the educational objectives. Once identified these objectives set the agenda for a detailed plan depending on whether they fall within Category 1, 2 or 3.

8.10.10.3. **Category 1 (Standard)** Headteacher approval include visits within the school day or extended school day not involving travel outside of the local area and not involving adventurous activities.

8.10.10.3.1. This is intended to cover swimming and sports fixtures and regular or routine visits to local establishment and facilities that both visiting staff and pupils are familiar with, and any particular hazards are addressed in the standard operating procedures.

8.10.10.3.2. As part of our educational visit's procedure, a blanket approval and parent consent will be obtained at the beginning of each academic year with parents being provided with information nearer to the time, as to the nature of these off-site visits (sports fixtures, visits to other educational establishments and libraries, etc.)

8.10.10.4. **Category 2 (Enhanced)** Headteacher and Chair of Governors approval include visits within the school day or extended school day which involves traveling



within or outside the local area and does not involve an overnight stay, travel by sea or air or adventurous activities.

8.10.10.4.1. This includes trips to unfamiliar facilities, to facilities the school do not visit regularly, or the school have chosen to take part in a different activity whilst visiting a 'standard' establishment.

8.10.10.4.2. An individual educational visit parent consent form will be sent out to each child's parent/guardian. If parents withhold their consent, then the pupil will not be taken on the visit but alternative arrangements for delivering the educational objectives of the visit will be made if possible.

8.10.10.5. **Category 3 (High Risk)** Trust CEO approval includes all residential visits, overseas visits and visits involving adventurous activities.

8.10.10.5.1. An individual educational visit parent consent form will be sent out to each child's parent/guardian. If parents withhold their consent, then the pupil will not be taken on the visit but alternative arrangements for delivering the educational objectives of the visit will be made if possible.

8.10.10.6. All School trips are planned in advance and risk assessed in accordance with regulations and guidance. Therefore, we follow a full and comprehensive process taken from the Outdoor Education Adviser's Panel (OEAP) and record and save all documentation relating to the educational visit on EVOLVE.

#### 8.10.11. Transport

8.10.11.1. As part of our visit planning, we look at ways in which we can safely transport our pupils and staff to and from the school, based on a number of factors.

8.10.11.1.1. Travel distance and route to the location (motorway travel, busy roads, highly populated areas, or remote locations)

8.10.11.1.2. Number of staff and pupils.

8.10.11.1.3. Do any of the staff or pupils attending have mobility issues.

8.10.11.1.4. The anticipated amount of luggage and equipment that will need to accompany us on our trip.

8.10.11.2. When considering what mode of transport will be best to use, we will conduct the following assessments:

8.10.11.2.1. If we intend to hire a Coach or Minibus with driver

8.10.11.2.2. In order to safeguard our pupils when travelling by hired coach/minibus, we will only employ authentic, reputable companies that can provide written assurances that suitable safety management systems are in place, and that appropriate operating procedures are followed.

8.10.11.2.3. (**Note:** Coaches must be fitted with seatbelts by law, but it is not the responsibility of the driver to ensure that they are worn unless the seats are in line with or in front of the driver. Staff should actively encourage pupils to keep their seatbelts fastened throughout the journey)

8.10.11.2.4. If we intend to hire a Minibus or use our own School Minibus which will be driven by a member(s) of our staff, we will ensure the nominated staff hold the correct 'Driving Category Entitlement' and that they are confident and experienced in driving larger vehicles.

8.10.11.2.5. If we intend to use Public Transport or Walk or a mixture of, we will compile a risk assessment which will highlight the risks surrounding our chosen mode of transport.

#### 8.10.12. **Manual Handling (The Manual Handling Operations Regulations 1992)**

8.10.12.1. The School is aware of the requirements placed upon it by the regulations. In order to meet these legislative requirements and to protect those employees who may be affected by manual handling activities, the school will:

8.10.12.1.1. So far as is reasonably practicable avoid the need for hazardous manual handling.

8.10.12.1.2. Conduct a suitable risk assessment for any hazardous manual handling that cannot be avoided.

8.10.12.1.3. So far as is reasonably practicable reduce the risk of injury from hazardous manual handling.

8.10.12.2. Manual handling risk assessments will be conducted by the Management Team, assisted by the Health and Safety Advisor, and will take into account:

8.10.12.2.1. The task being completed and how the risk(s) can be reduced.

8.10.12.2.2. The individual(s) conducting the task and any training requirement.

8.10.12.2.3. The load involved in the activity and any method that could be used to reduce it to a more manageable size.

8.10.12.2.4. The work environment where the activity will take place.

8.10.12.3. Employees of the school are made aware of their responsibilities and duties during the induction process and via a manual handling guidance document. All employees will:

8.10.12.3.1. Follow any implemented safe systems of work.

8.10.12.3.2. Use any supplied equipment in the manner they have been trained to do.

8.10.12.3.3. Co-operate with the Trust on Health and Safety matters.

8.10.12.3.4. Tell their SLT if they identify hazardous handling activities.

8.10.12.3.5. Make sure that their work activities do not put others at risk.

**8.10.13. Lifting Equipment** (The Lifting Operations and Lifting Equipment Regulations (L.O.L.E.R.) 1998)

8.10.13.1. The School will ensure that lifting equipment will be subjected to an assessment to ensure that the equipment is suitable for the intended task. This assessment will ensure that lifting equipment provided for use at work is:

8.10.13.1.1. Strong and stable enough for its particular use and marked to indicate safe working loads.

8.10.13.1.2. Positioned and installed to minimise any risks.

8.10.13.1.3. Used safely, i.e. the work is planned, organised, and performed by competent people.

8.10.13.1.4. Subject to on-going thorough examination and, where appropriate, inspection by competent people.

8.10.13.2. Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting the equipment. A wide range of equipment is covered by these regulations including passenger/mobility lifts, portable/fixed patient/disability hoists and climbing wall lifting and supporting equipment. The definition also includes lifting accessories such as chains, slings, eyebolts, etc.

**8.10.14. Work at Height (The Work at Height Regulations 2005 (Amended 2007))**

8.10.14.1. It is the policy of the school to comply with the Work at Height Regulations 2005, which apply to all work at height where there is a risk of a fall liable to cause personal injury. A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level. 'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work.

8.10.14.2. In accordance with these regulations, each academy will:

8.10.14.2.1. Avoid work at height wherever possible.

8.10.14.2.2. Use work equipment or other measures to prevent falls where they cannot avoid working at height.

8.10.14.2.3. Where a risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall, should one occur.

8.10.14.3. Before any work at height takes place, the below must be followed:

8.10.14.3.1. If there is an alternative means of carrying out work, which removes the need to work at height, this should be utilised.

8.10.14.3.2. All work at height must be properly planned and organised.

8.10.14.3.3. All work at height must be carried out under appropriate supervision, in as safe a way as is reasonably practicable.

8.10.14.4. For any academy building situated over a several floors. Specialist contractors would be consulted to carry out any tasks which involve working at height.

**8.10.15. Display Screen Equipment (The Health and Safety (Display Screen Equipment) Regulations 1992)**

8.10.15.1. Employees who use display screen equipment, e.g. PC/laptop users, are required to complete a workstation self-assessment form. Completed forms are reviewed by the SLT, assisted by the Health and Safety Advisor, and any issues or queries will be discussed with the DSE user. The assessments will consider factors such as the workstation set-up, equipment (chair, keyboard, screen, etc.), the environment (lighting, heating, etc.), and types of work being completed.

8.10.15.2. The SLT ensure that all relevant training and information is provided to an employee to enable them to undertake the work involving DSE in a safe manner.

8.10.15.3. As our pupils fall under section 3 of the Health and Safety at Work etc Act 1974 they are therefore, not encompassed in The Health and Safety (Display Screen Equipment) Regulations 1992. As a Trust we encourage all our pupils to adopt good ergonomics.

**8.10.16. The Personal Protective Equipment (The Personal Protective Equipment at Work Regulations 1992)**

8.10.16.1. The School recognises that Personal Protective Equipment (PPE) should only be used when risks cannot be avoided or sufficiently reduced by other preventative measures or through work re-organisation. The relevant academies will ensure that there is sufficient supply of PPE when required and that all employees are suitably trained in its safe storage and use.

8.10.16.2. All PPE issued must be stored as per the manufacturer's specification.

8.10.16.3. It is the employee's and sub-contractor's duty to not misuse or interfere with any Health and Safety equipment, including PPE, supplied for their safety.

8.10.16.4. The Management Team, assisted by the Health and Safety Advisor if appropriate, ensures that a suitable review is completed when more than one type of PPE is being worn, to confirm that each type of equipment is compatible with the other(s) and continues to provide suitable protection for the wearer.

## **9. Employees and Non-Employees (Pupils, Visitors and Contractors)**

### **9.1. Children on the School Premises and The Health and Safety at Work etc Act Section 3.**

- 9.1.1. The purposes of the Health and Safety at Work etc Act 1974 include protecting people other than those at work from risks to their health and safety arising out of or in connection with the activities of people at work.
- 9.1.2. Section 3 of the Health and Safety at Work Act places general duties on employers and the self-employed towards people other than their employees.
- 9.1.3. Therefore, The School being in 'Loco Parentis' will ensure we manage all aspects of our student's safety, welfare and health issues that are not regulated by occupational health and safety law.
- 9.1.4. The Headteacher and the School Management Team have considerable autonomy in the day-to-day running of their school. The Headteacher will exercise their autonomy in line with their employer's policies, procedures and standards.
- 9.1.5. Getting health and safety leadership right is about managing risk sensibly – not trying to eliminate it altogether. Therefore, we will:
  - 9.1.5.1. Ensure that the school is following the employer's health and safety policy and has effective arrangements for managing the real health and safety risks at the school.
  - 9.1.5.2. Maintain effective communications with employers, governors, and the school workforce, and give clear information to pupils and visitors, including contractors, regarding the significant risks on site.
  - 9.1.5.3. Make sure that the staff have the appropriate training and competencies to deal with risks in their areas of responsibility.
  - 9.1.5.4. Consult and work with recognised TU safety representatives/employee representatives and safety committees.
  - 9.1.5.5. Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.

### **9.2. Visitors and Third Parties**

#### **9.2.1. Access to the premises**

- 9.2.1.1. In accordance with the general health and safety arrangements, safe and adequate access and egress will be maintained at all times when the premises are occupied. Specific consideration will be given to those who are less able. Means of escape will be checked on a regular basis to ensure availability. It is the duty of all on site to ensure that means of escape are maintained at all times.

#### **9.2.2. The school premises (Visitors and Third Parties)**

9.2.2.1. Visitors to the school premises may not be aware of the risks associated with the site, therefore all visitors must:

9.2.2.1.1. Proceed, on arrival, to the reception/office area.

9.2.2.1.2. Be made aware of the Trust's requirements and rules for visitors.

9.2.2.1.3. Be accompanied by the person they are visiting, who in turn is responsible for the visitor's safety and ensuring that visitors are aware of any hazardous process or situation they may be exposed to.

9.2.3. Site locations/work areas/premises

9.2.3.1. Any visitors to work locations that are under the control of the school may not be aware of the risks associated with the site, therefore all visitors must:

9.2.3.1.1. Have authorisation from a school's representative to be in the work area.

9.2.3.1.2. Comply with the site rules that are communicated on arrival.

9.2.3.1.3. Adhere to any designated traffic/pedestrian routes.

9.2.3.1.4. Stay within the site area they have been nominated or instructed to visit.

### **9.3. Security**

9.3.1. Our Trust treats the security of our pupils as a top priority. Security arrangements are monitored and reviewed regularly by the school office and following a security related incident or feedback from an interested party.

9.3.2. Security arrangements across our sites include:

9.3.2.1. Intruder Alarm System

9.3.2.2. CCTV when deemed required

9.3.2.3. Keeping all external doors locked to prevent unwanted visitors and to ensure pupils cannot leave the premises unaccompanied or with an unknown adult.

9.3.2.4. Keeping all front door locks locked as an extra security measure when the premises are empty.

9.3.2.5. Keeping internal and external areas secure by closing all gates and front door on arrival and departure from the premises.

9.3.2.6. Ensuring all visitors and staff sign-in upon arrival, and sign-out when they depart on sign-in software.

9.3.2.7. Ensuring all visitors show identification upon arrival if unknown to the school and DBS if required.

- 9.3.2.8. Ensuring pupils never open the front door and staff only admit known/expected persons to the school.
- 9.3.2.9. Fitting security locks to all windows identified as requiring them by the insurance company.
- 9.3.2.10. Keeping all gates and boundaries in good repair and checked regularly.
- 9.3.2.11. Keeping all gates bolted for safe access control.
- 9.3.2.12. Ensuring that all parents/carers are made aware of the arrival and collection arrangements, including early collection, and the procedures that will be followed should they be delayed, and their child not collected.
- 9.3.2.13. Where applicable requiring parents/carers to inform staff in advance, either by telephone, email or in writing via the home message book, if another adult will be collecting their child.
- 9.3.2.14. Where applicable requiring written permission from parents/carers if child is dismissed to walk home alone.
- 9.3.2.15. Not permitting any child under the age of 14 from collecting a pupil.
- 9.3.2.16. Ensuring that pupils are handed over personally to the collecting adult.
- 9.3.2.17. Maintaining a list of key-holders stored on compliance management system.
- 9.3.2.18. Ensure emergency contact details are shared and updated regularly with Atlas Security
- 9.3.2.19. Providing lockable metal filing cabinets for personnel files etc. to satisfy data protection, confidentiality and fire risk requirements.
- 9.3.2.20. A Lockdown Procedure is in place and is practiced for all staff and pupils.

#### **9.4. Levels of Supervision**

- 9.4.1. School recognises the importance of maintaining suitable levels of supervision for our pupils. For staff-to-pupil ratios the school will follow the EYFS and DfE guidelines.
- 9.4.2. The following applies to all areas of the school:
  - 9.4.2.1. Pupils will always be within sight of an adult.
  - 9.4.2.2. Registers will be taken at the beginning of the morning and afternoon sessions to ensure pupils are on the premises. Daily absence procedures operated by school office.
  - 9.4.2.3. Pupils will be escorted and supervised in outside areas.

9.4.2.4. Pupils will be supervised when eating and drinking.

9.4.2.5. Adults will be aware of pupils using the toilet/bathroom.

## **9.5. Violence and Aggression**

9.5.1. The School will not tolerate harassment and violence of any kind. This stance is followed throughout the school and includes the relationships between colleagues, pupils/parents and employees, and between employees and any other third party.

9.5.2. Issues of harassment and violence will be treated as disciplinary offences (up to and including dismissal or, if appropriate, criminal action). The list below is an indicator as to what constitutes harassment or violent conduct. It is not an exhaustive list and other issues may be considered by the management team as equal to those listed below:

9.5.2.1. Physical violence.

9.5.2.2. Verbal violence and aggression (abusive language, swearing).

9.5.2.3. Sexual innuendo.

9.5.2.4. Intimidation.

9.5.2.5. Invasion of personal privacy.

9.5.2.6. Exclusion of individuals.

9.5.2.7. Abusive or prank phone calls/emails.

9.5.3. False accusations of harassment or violence will not be tolerated by the Trust and may result in the accuser facing disciplinary action.

9.5.4. Each Academy will conduct risk assessments for their work activities, and include/consider risks to employees from violence and aggression.

9.5.5. This process includes:

9.5.5.1. Planning - thinking ahead and considering situations where violence and aggression could arise.

9.5.5.2. Consideration as to who might be harmed and how - in particular, consideration is given to those working alone.

9.5.5.3. Communication methods - Are employees in regular contact with the office? Can they call for help if problems arise? What are the client's processes?

9.5.5.4. Recording the risk assessment and informing staff of the procedures and controls to follow.



9.5.5.5. If the risk assessment identifies a risk of violence or aggression, the Trust will develop a procedure which will clearly define the Trust's views and their stance on zero tolerance towards violence and aggression in the workplace.

## **9.6. Offensive Weapons**

9.6.1. As, our pupils develop into maturity they naturally experiment with their behaviour and test boundaries. The younger they are the less capacity they will have for restraining themselves, resisting temptation or resisting peer pressure.

9.6.2. None of this excuse's poor or criminal behaviour. It actually increases the need to intervene as early as possible, to show that actions have consequences, and that harm is being caused.

9.6.3. We strive to provide an environment in which all our pupils feel safe, able to express themselves without judgment, by building relationships and trust whilst encouraging our pupils to develop a sense of personal responsibility.

9.6.4. All school owned high-risk equipment/tools which are used by the pupils during Home Technology, Art and Design Technology (Kitchen knives, craft knives, screw drives, files etc) are locked away when not in use and are counted out and counted back in before pupils are released from the lesson.

## **9.7. Drugs**

9.7.1. When we refer to 'drugs' within this policy, this also includes alcohol, tobacco, medicines, volatile substances (aerosols, solvents, glue or petrol) and new psychoactive substances ('legal highs').

9.7.2. We have a key role to play in ensuring that our pupils understand the risks involved and have the confidence, knowledge and skills to avoid them.

9.7.3. Through a strict set of school rules, we will discourage drug misuse:

### **9.7.3.1. Medicines**

9.7.3.1.1. Each Academy has an Administration of Medicines Policy for the administration of medicines that must be followed for everyone's safety. Our practice is in line with guidance as recommended by DfE guidance 'Supporting pupils at school with medical conditions and appointed staff receive regular Administering Medication Training.

### **9.7.3.2. Alcohol**

9.7.3.2.1. Pupils are not allowed to bring alcohol onto the school premises. Parents and visitors under the effects of alcohol will be asked to leave the premises and return at a later date for the safety of the whole school.

### **9.7.3.3. Solvents**

9.7.3.3.1. Our Academies will ensure that all potentially hazardous substances are stored safely and used correctly in accordance with:

9.7.3.3.1.1. The Control of Substances Hazardous to Health Regulations 2002

9.7.3.3.1.2. CLEAPSS

9.7.3.3.1.3. DfE Guidance 'Safe storage and disposal of hazardous materials and chemicals'

9.7.3.3.2. In the interests of health and safety, should a student be found in possession of any solvent-based products or removing solvent-based products from the classroom, they will be confiscated and dealt with, in line with the School's Behaviour Policy.

#### 9.7.3.4. **Illegal drugs**

9.7.3.5. No illegal drugs are permitted to be brought on to or used on school premises.

9.7.3.6. In the interest of safeguarding staff will remain vigilant of strangers or known drug users or dealers hanging around outside the school.

9.7.3.7. The school has a no-mobile phone policy and staff will remain vigilant of pupils using mobiles during school hours.

9.7.3.8. Should a Pupil be found in possession of illegal drugs then a permanent exclusion is possible in line with the School's Behaviour Policy

### 9.8. **Lockdown**

9.8.1. Our Academies are generally a safe place for all our pupils and staff. However, we cannot control what happens outside our school. Therefore, we have created a lockdown procedure detailing what action(s) our academies will take in order to ensure the safety of all our pupils and staff.

9.8.2. The instruction to 'Lockdown' may come from an external source (Police, Fire Brigade) or the alarm maybe activated by a member of staff based on what they have seen or heard.

9.8.3. It will be used in response to an internal or external incident which is deemed as a threat to the safety of staff and pupils in the school.

9.8.3.1. A reported incident, disturbance in the local community

9.8.3.2. A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc)

9.8.3.3. A major fire in the vicinity of the school

9.8.3.4. The proximity of a dangerous dog roaming nearby.

9.8.3.5. An intruder on the site

9.8.3.6. Unauthorised visitors

**9.9. Protection of Young Persons on Work related placement.**

9.9.1. The school will ensure that young persons (under 18 years of age) employed by them are protected at work from any risks to their Health and Safety which are a consequence of their lack of experience or because they have not yet fully mentally and physically matured. Therefore, a specific risk assessment will be undertaken before work commences, as part of the induction process for young persons.

9.9.2. **Where this concerns a child (not over compulsory school age), in addition to carrying out this assessment, its findings must be communicated to a person having parental responsibilities/rights for that child. Where the young person is on a 'relevant' scheme, i.e. work placement, then the placement organisation must be involved in the assessment process**

**9.10. Lone Working**

9.10.1. The Trust endeavours to avoid lone working whenever possible. However, the SLT are aware that employees may be required to work alone at either the school premises or when visiting/working at child's/ parents' home. The school recognises and accepts that it is essential that employees remain safe at all times whilst working on its behalf.

9.10.2. All employees must:

9.10.2.1. Ensure they have read and understood any specific risk assessments that have been compiled for the activity they are working on.

9.10.2.2. Ensure they adhere to any systems developed for their protection while working alone.

9.10.2.3. Take personal responsibility for sharing information regarding their whereabouts (time out, location being visited, contact details, expected time of return).

9.10.2.4. Report any incidents concerning lone working to enable systems to be reviewed and revised.

9.10.3. If not returning to the school base at the end of the last visit, notify their appointed member of the School Management Team to inform them that they have left their client/location and they are okay (or otherwise)

**9.11. New and Expectant Mothers**

9.11.1. The Trust is aware of the obligations placed upon them by legislation regarding an employee who has notified them in writing that they are a new or expectant mother. When an employee provides written notification (regulation 18 of MHSW) to the academy stating that they are pregnant, or that they have given birth within the past six months, or that they are breastfeeding, the relevant member(s) of the SLT will immediately review any risk assessments applicable to the work activity(s) being undertaken. In addition to this review, a member of the SLT, assisted by the Health and

Safety Advisor, will conduct a specific assessment for the employee in question. If this risk assessment has identified any risks to the Health and Safety of a new or expectant mother, or that of her baby, and these risks cannot be avoided by taking any necessary preventative and protective measures under other relevant Health and Safety legislation, then the academy will take action to remove, reduce or control the risk. If the risk cannot be removed, the academy will take the following actions:

9.11.1.1. **Action 1** - Temporarily adjusts the employee's working conditions and/or hours of work or, if that is not possible

9.11.1.2. **Action 2** - Offer then suitable alternative work if available or if that is not feasible:

9.11.1.3. **Action 3** - Suspend them from work on paid leave for as long as necessary, to protect her Health and Safety, and that of her child.

**9.12. Public Health (Control of Disease)** (Public Health (Control of Disease) Act 1984 amended in 2020 to include The Health Protection (Coronavirus) Regulation 2020 Act 1984 amended in 2020 to include The Health Protection (Coronavirus) Regulation 2020)

9.12.1. The Trust recognises that staff and pupils will suffer from various types of illness and infections. However, no-one knows exactly when the Trust will be faced with having to deal with a potentially contagious illness amongst its community and therefore, will work closely with The Health Protection Team (HPT) who have operational autonomy and provide government, local government, the NHS, Parliament, industry and public with evidence-based professional, scientific and delivery expertise and support.

9.12.2. In order to maintain a clean and hygienic school the following health and safety arrangements are in place.

9.12.2.1. Suitably competent staff have been employed to clean the premises.

9.12.2.2. Cleaning staff are provided with suitable protective clothing (e.g. plastic gloves and aprons).

9.12.2.3. Cleaning staff are provided with suitable hand washing facilities.

9.12.2.4. All cleaning products are kept in locked cupboards out of reach of pupils.

9.12.2.5. All premises are to be cleaned and tidied before pupils arrive.

9.12.2.6. Hygienic and safe cleaning materials are available for use in emergencies.

9.12.2.7. Toilets are regularly checked for cleanliness.

9.12.2.8. Surfaces and tables are wiped clean between activities.

9.12.2.9. Outside sand pits are covered and cleaned/changed regularly.

9.12.2.10. Dressing up clothes, display drapes, table ware and blankets are regularly washed.

9.12.2.11. Regular pest control visits are conducted by a competent specialist pest control contractor for preventative control when necessary.

9.12.2.12. The school office holds COSHH records of all products used by cleaning staff and the pest control contractor in case of emergencies.

9.12.2.13. Good health and hygiene practices are actively promoted through notices, signs, posters, leaflets and staff meetings.

9.12.3. The School promotes good personal hygiene practices.

9.12.3.1. Staff and pupils are encouraged to observe good practice in matters of personal hygiene at all times.

9.12.3.2. Pupils are encouraged to use the toilets correctly.

9.12.3.3. Pupils are encouraged to wash their hands regularly, especially before and after handling food, after using the toilet, after handling plants and animals, and after messy or dirty activities, particularly out of doors.

9.12.3.4. Pupils are encouraged to place their hands over their mouths when they cough or sneeze.

9.12.3.5. Pupils are taught to respect cultural differences that influence people's different attitudes to hygiene.

9.12.3.6. Pupils are taught hygiene awareness through planned and spontaneous discussion, routines, activities and topics.

9.12.3.7. Staff are encouraged to set a good example to pupils in matters of personal hygiene

9.12.3.8. No dogs are allowed on school premises, including the carpark and pedestrian walkways.

9.12.3.9. Good health and hygiene practices are actively promoted through notices, signs, posters, leaflets and staff meetings.

### **9.13. Sharing Information (The Health and Safety (Consultation with Employees) Regulations 1996)**

9.13.1. The Trust recognises that having, and maintaining, a mechanism for communicating relevant Health and Safety information is important in establishing an on-going positive Health and Safety culture. To this end, the school will consult with employees or their representatives on the following:

- 9.13.1.1. The introduction of any work activity or issue which may substantially affect their Health and Safety at work, for example the introduction of new equipment or new systems of work.
  - 9.13.1.2. The contact details of the person nominated as the academies competent person with regards to Health and Safety.
  - 9.13.1.3. Information on the risks and dangers arising from the work activities, measures implemented to reduce or get rid of these risks, and what employees should do if they are exposed to a risk.
  - 9.13.1.4. The planning/organisation for Health and Safety training.
- 9.13.2. Additional information is displayed via the HSE poster displayed in the workplace, safety posters, leaflets, safety pamphlets and verbal safety information.
- 9.13.3. The Trust encourages all employees to enter into the spirit of the regulations by taking part in discussions with their SLT. Any required actions from the discussions are agreed with both parties and escalated through the Management Team for opinion and rectification where necessary. Any action taken as a result of the information given by an employee will be communicated directly to them.
- 9.13.4. The Trust fully involves, or will involve employees where English is their second language, including labour only. The Trust, assisted by the appointed Health and Safety Advisor, will utilise documents that are readily available on the HSE website in different languages. These documents and any specific site instructions will be aided by pictograms if required.

#### **9.14. Safety Training**

- 9.14.1. Preventing accidents and ill health caused by work is a key priority for everyone at the school. Trust recognises that competent employees are valuable and that providing Health and Safety information and training helps them to:
- 9.14.1.1. Ensure their employees are not injured or made ill by the work they carry out.
  - 9.14.1.2. Develop a positive Health and Safety culture, where safe and healthy working becomes second nature to everyone.
  - 9.14.1.3. Find out how Health and Safety could be managed better.
  - 9.14.1.4. Meet legislative requirements.
- 9.14.2. Members of the SLT will be provided with all relevant additional training, which will enable them to undertake the Health and Safety responsibilities that have been allocated to them. Members of the SLT will be responsible for ensuring that the academy and all its employees maintain the ethos of continual improvement in Health and Safety standards and culture.

- 9.14.3. A work-based competency matrix will be established for all employees of the school. This matrix will provide the Management Team with sufficient information to create a rolling Employee Training and Development plan. The competency matrix will include any identified re-training or refresher dates and will be reviewed on an annual basis, as a minimum, by a nominated member of the Management Team, assisted if required, by the appointed Health and Safety Advisor.
- 9.14.4. An annual training plan will be established following the review of the employee competency matrix. The plan will include both internal and external training requirements. Specialist training, both operational and required by legislation, will be included.
- 9.14.5. Records of all training will be included on the competency matrix and copies of attained certification kept on employee personnel files.

### **9.15. Refusal to Work on the Grounds of Health and Safety**

- 9.15.1. Each Academy will take all reasonable measures to ensure that those persons covered by this process (employees, self-employed, contractors/consultants) are aware that their continued employment will not be affected in the event of any invoking of this policy.
- 9.15.2. Each Academy will take all reasonable measures to prevent, so far as it is reasonably practical, any invocation placed on any person by this Policy by planning safe working conditions and taking all factors into account.
- 9.15.3. Employees, self-employed and contractors/consultants of the Trust will at all times exercise diligence in monitoring their safe working environment for themselves and other persons in the working area.
- 9.15.4. It is a condition that all employees, self-employed and contractors/consultants shall comply with the following:
- 9.15.5. If any situation arises which an employee believes will or has resulted in an unsafe working environment for some or all, they must bring their concern to the attention of their direct supervisor so it can be investigated and resolved to an acceptable conclusion, if possible.
- 9.15.5.1. The employee must clearly describe what the concerns or issues actually are.
- 9.15.5.2. If a member of the SLT cannot be immediately contacted the relevant work should stop.
- 9.15.5.3. The most senior member of staff will check that there are no instructions or information available to resolve the issue.
- 9.15.5.4. If the member of the SLT does not support the concern, a 'second opinion' is to be sought to either verify the findings or support the concerns.

**9.16. Dogs on the school premises**

9.16.1. Dogs are only allowed on school premises for educational purposes or with pupils, staff or members of the public as a registered service or therapy dog.

**9.16.2. The following advice is given out to parents who bring their dogs to school at drop off and pick up times**

9.16.2.1. Dogs are an important part of family life for many in the school community, and as such are often included in day-to-day activities such as walking children to and from school. However, others may find the presence of dogs in the playground and school grounds stressful, even frightening particularly with younger children, and even well-behaved dogs can behave unpredictably when placed in a busy, noisy and crowded environment.

9.16.2.2. Consequently, dogs are not permitted to access school grounds. The school's priority is the safeguarding of its children and staff.

**9.16.3. Dogs being brought into school as an educational activity for pupils**

9.16.3.1. From time to time a dog might come into school as part an educational activity. This could be linked to a curriculum topic on animals or pets, fund raising for Guide Dogs.

9.16.3.2. In these cases, the following guidance will be adhered to:

9.16.3.2.1. A risk assessment is completed prior to the visit and the dog is from a recognised organisation that can show evidence of the dog's nature and temperament.

9.16.3.2.2. The organisation has public liability insurance.

9.16.3.2.3. Parents/carers have been informed of the proposed visit/how the visit will be carried out; d) The extent of interaction with the pupils and permission slips received.

9.16.3.2.4. Alternative arrangements for pupils that may not wish to participate in the activity.

9.16.3.2.5. All necessary arrangements have been put in place prior to the visit, as agreed with the organisation bringing in the dog. This should take into consideration size, breed of dog, age group and numbers of children.

9.16.3.2.6. Consideration taken of any allergic reactions to dogs that pupils or staff may have good hygiene and hand washing procedures in place for pupils.

9.16.3.2.7. The only exception to the above is if they are working guide dogs. (Engaged as a seeing aid)



9.16.3.2.8. The above must apply to other animals potentially being brought onto the premises. The Trust Central Team (CM/COO/CEO) must be informed and appropriate risk assessments in place.

## **10. Mandatory Site-Specific Documents**

10.1. All sites as a minimum will have mandatory documents and procedures in place based around the individual academy with all subsequent site-specific risk assessments. The Head of each academy has the responsibility to ensure that the documents specified below are in place and reviewed annually or due to an incident:

10.1.1. Fire Logbook

10.1.2. Academy Health & Safety Policy

10.1.3. Academy Business Continuity Plan

10.1.4. Academy Lockdown Procedure

10.1.5. Academy Fire Risk Assessment

10.1.6. Asbestos Management Plan

## **11. Review**

11.1. This Health and Safety Policy will be reviewed on an annual basis and amended accordingly.