

HEALTH AND SAFETY POLICY

Last reviewed	February 2022 (minor changes to include reference to lockdown/invacuation)
Date of next review	February 2023
Owner	Director of Finance and Operations
Approver	Risk and Audit Committee

1. STATEMENT OF POLICY	4
1.1 Scope	4
1.2 Aim	4
1.3 Objectives.....	4
1.4 Legislation	5
2. ROLES AND RESPONSIBILITIES.....	6
2.1 The Trust	6
2.2 The Academy Council	6
2.3 Principal/Headteacher	7
2.4 Vice Principal/Deputy Headteacher	8
2.5 School Business Manager.....	8
2.6 Caretakers and other premises staff.....	8
2.7 Middle and senior leaders	9
2.8 Classroom teachers	9
2.9 Staff.....	9
2.10 Specific Risk Areas.	10
2.10.1 Catering Operations.....	10
2.10.2 The Phoenix Theatre	10
2.11 Health and Safety Representatives.....	10
2.12 Pupils and Parents.....	11
2.13 Visitors, Volunteers and Other Users of the Academy.....	11
2.13.1 Contractors	11
3. IMPLEMENTATION OF THE POLICY.....	12
3.1 Management of Health and Safety.....	12
3.2 Distribution of Health and Safety Information.....	12
3.3 Training.....	12
3.3.1 Induction training.....	12
3.3.2 General training	12
3.3.3 Management training	13
3.3.4 Specialist training	13
3.3.5 Fire and emergency evacuation training.....	13
3.4 Monitoring, Audit and Review of Performance.....	13
3.4.1 Inspection.....	13
3.4.2 Monitoring.....	13
3.4.3 Audit and Review of Performance	13
4. MANAGEMENT OF SPECIFIC HEALTH AND SAFETY ISSUES	14
4.1 Accidents, Dangerous Occurrences and Near Misses	14
4.1.1 Immediate first aid	14
4.1.2 Completion of Accident Book.....	14
4.1.3 Investigation	14
4.1.4 Reporting to HSE and compliance with RIDDOR regulations	14
4.1.5 Notifying parents.....	15
4.1.6 Reporting to child protection agencies.....	15
4.1.7 Reporting to Ofsted.....	15
4.2 COSHH – Control of Substances Hazardous to Health Regulations 1994-2002	15

4.2.1 Asbestos.....	16
4.2.2 Legionnaires Disease.....	16
4.3 Emergency Procedures.....	16
4.3.1 Bomb Threat	16
4.3.2 Chemical Incident	17
4.3.3 Evacuation and invacuation	17
4.3.4 Fire.....	17
4.4 Occupational Health.....	18
4.4.1 Access to Occupational Health services.....	18
4.4.2 Bullying.....	19
4.4.3 Display Screen Equipment.....	19
4.4.4 Drugs and Alcohol Policy.....	19
4.4.5 General Workplace Safety	19
4.4.6 Health Surveillance	19
4.4.7 Health Promotion	19
4.4.8 Manual Handling	20
4.4.9 New and Expectant Mothers.....	20
4.4.10 Noise at Work.....	20
4.4.11 Personal Protective Equipment.....	20
4.4.12 Safety Representatives/Safety Committee/Consultation	20
4.4.13 Slips, Trips & Falls	21
4.4.14 Smoking Policy.....	21
4.4.15 Stress at Work	21
4.4.16 Violence at Work	21
4.4.17 Working at Height	21
4.5 Site Security.....	21
4.5.1 Lone working.....	22
4.5.2 Separation of Vehicular and Pedestrian movement.....	22
4.5.3 Visitors.....	22
4.6 Inspections and Examinations.....	22
4.6.1 Electricity at Work	23
4.6.2 Gas safety	23
4.6.3 Glass and Glazing	23
4.6.4 Lifting Operations and Lifting Equipment.....	23
4.6.5 Plant, Machinery and Equipment	23
4.7 Safety of individuals not employed by the Trust	24
4.7.1 Supervision of Pupils	24
4.7.2 Supporting Pupils with Medical Needs.....	24
4.7.3 Off site Educational Visits/Activities	24
4.7.4 Work Experience/Placements.....	24
APPENDIX 1 - COMPETENT PERSONS AND RELEVANT LOCATIONS.....	26
APPENDIX 2 – ACCIDENT INVESTIGATION REPORT	27
APPENDIX 3 – EXAMPLE ROOT CAUSE ANALYSIS	30

FOREWORD

Northern Ambition Academies Trust recognises that making appropriate provisions for the health and safety of all persons using our premises and facilities and those participating in off-site educational activities is fundamental to the well-being of the schools.

This Safety Policy, its supporting documentation and arrangements for implementation will meet our legal obligations and contribute to our objectives relating to continuous improvement on health and safety performance.

We are committed to high standards of health and safety, commensurate with the operation of an educational establishment and expect all staff to be familiar with the contents of this policy.

Signed

Rob Hall, Chair of the Trust Board

Signed

Elizabeth Fairhurst, Chief Executive, Northern Ambition Academies Trust

PART I – STATEMENT OF INTENT

1. STATEMENT OF POLICY

1.1 Scope

The Health & Safety at Work etc. Act 1974 [section 2(3)] requires all employers with more than five employees to provide a written statement on the general policy regarding health and safety at work and the organisation and arrangements for carrying out that policy.

As employer the Trust will set the strategic direction of all policies and systems aimed at improving the smooth running of the Trust. It supports the widest opportunities for development of both staff and pupils. The Trust will delegate to the Academy Council of each school the day-to-day monitoring of the delivery and performance of Senior Management in each school on Health and Safety issues.

This policy is specific to this Trust and off-site educational visits.

The policy recognises the legal duties and responsibilities owed to all users of the Trust's sites and seeks to develop standards which are higher than those required by law as a means of contributing to the overall performance of the schools by reducing accidents, injuries and ill health, **as far as reasonably practicable**.

1.2 Aim

To provide the highest possible standard of Health and Safety, commensurate with the operation of an educational establishment.

1.3 Objectives

It is the responsibility of the Trust via the Principal/Headteacher and managerial staff to ensure that systems are in place which will deliver, as far as reasonably practicable, a safe place of work for employees, pupils and visitors. Equally it is the duty of all employees to co-operate with management on health and safety matters.

The Trust expects each employee to take reasonable care of their own safety and that of others, both those under their supervision or those who may be affected by their actions. The main objectives of this policy will apply **as far as reasonably practicable** and are as follows:

- i) to establish and maintain a safe and healthy environment throughout the Trust.
- ii) to establish and maintain safe working procedures among staff, pupils and visitors to the school site.
- iii) to make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transporting of equipment, articles and substances.
- iv) to ensure the provision of sufficient information, instruction and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety at work.
- v) to ensure that the premises and equipment are maintained safely and are regularly inspected in compliance with the law and good practice.
- vi) to maintain safe access and egress and separate movement of vehicles and people on site as far as is practicable.
- vii) to ensure, as far as reasonably practicable, that educational visits are undertaken as safely as possible
- viii) to have robust procedures for use in case of fire and other emergencies including plans for the safe and effective evacuation of academy premises;
- ix) to lay down procedures to be followed in case of accident;
- x) to provide and maintain suitable and sufficient welfare facilities.
- xi) to develop a training plan to ensure that employees are trained to the appropriate level to fulfil their health and safety responsibilities.

- xii) to monitor and review the effectiveness of health and safety systems with a view to continuous improvement.
- xiii) to ensure that staff are aware of the importance attached to Health and Safety and that management may invoke the Trust's Disciplinary Policy in the event of non-compliance with the requirements of this Policy.

1.4 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.

PART II– ORGANISATION

2. ROLES AND RESPONSIBILITIES

2.1 The Trust

The Trust Board has ultimate responsibility for health and safety matters across the Trust but will delegate day to day responsibility to the Principals/Headteachers in each school under the supervision of the Chief Executive.

The Trust 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 and off the school premises.

The strategic goals for health and safety at Northern Ambition Academies Trust are founded in common sense and practicability. They are not intended to restrict activities or limit exposure to new experiences, in fact quite the opposite they are intended to encourage a “can do safely” mentality by raising awareness and integrating health and safety into workplace culture.

In particular the Trust is responsible for:

- i) assessing the risks to staff and others affected by school activities to identify and introduce the health and safety measures necessary to manage those risks;
- ii) informing employees about risks and the measures in place to manage them;
- iii) ensuring that adequate health and safety training is provided;
- iv) encouraging strong leadership in championing the importance of a common sense approach to health and safety in the workplace;
- v) ensuring the provision of sufficient funds by Trust schools to facilitate compliance with this policy;
- vi) embracing our responsibilities as employer, but delegating to the Academy Councils of each school the day-to-day monitoring of the school’s compliance with Health & Safety policy and practice on behalf of the Board.

2.2 The Academy Council

The Academy Council is responsible for:

- i) ensuring that the Trust’s Health and Safety Policy is implemented and monitored within their school. This could be achieved by governors arranging periodic audits, review of documentation or walks of the school, as well as seeking information from the Principal/Headteacher
- ii) nominating one governor from among their number as the Health and Safety link governor who has a focus on the school’s approach to Health and Safety;
- iii) ensuring that their school has considered its health and safety obligations and has made provision for meeting these obligations;
- iv) ensuring that the school has a clear written statement which sets out the responsibilities different individuals within school have for carrying out the arrangements of Health and Safety. From time to time Governors and Trust Board will seek to satisfy themselves that the policy is appropriate and being implemented as agreed;
- v) receiving health and safety guidance and information distributed by the Enforcement Agencies or the Trust Board and checking that proper arrangements are made within the school for complying with the guidance;
- vi) ensuring that regular reports of accidents and dangerous occurrences are reported to them by the Principal/Headteacher and that any necessary alterations to working practices and procedures decided upon are implemented;
- vii) ensuring that appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties;
- viii) ensuring that health and safety issues concerning the school are identified, decisions are taken

and that effective action is carried through and these actions are reported to the Trust Board on a regular basis;

- ix) ensuring that all reasonable inspection facilities and information are provided on request to officers of the Health and Safety Executive (HSE) and any other bona fide Health and Safety Officials;
- x) ensuring that procedures exist for checking that any items offered for use by the school are safe;
- xi) ensuring that school journeys are arranged and properly supervised in accordance with relevant guidance;
- xii) ensuring that suitable health and safety provision is made for pupils with special needs and the staff involved;
- xiii) ensuring hazards are identified, risk assessments are undertaken and standards are set to achieve health and safety objectives;
- xiv) ensuring clear plans for coping with sudden emergencies are developed and maintained;
- xv) developing a positive health and safety culture;
- xvi) ensuring that a training plan is in place which:
 - enables appropriate training to be provided to employees so that they can fulfil their health and safety responsibilities;
 - provides induction training for new employees including temporary, part time and supply staff.

2.3 Principal/Headteacher

The day-to-day responsibility for the health, safety and welfare organisation and activity within each academy rests with the Principal/Headteacher, under the direction and supervision of the Chief Executive.

The Principal/Headteacher may choose to delegate the day-to-day implementation of some of these tasks to a suitably qualified person in school, such as the School Business Manager, but cannot delegate the responsibility.

The Headteacher/Principal (or such person as designated by them) will:

- i) oversee the implementation of health, safety and welfare procedures in the academy in line with the Trust's policy;
- ii) make clear any responsibilities and duties in respect of health and safety which are delegated to members of staff and the consequences of failing to observe such responsibilities and duties;
- iii) ensure that there are sufficient staff to safely supervise pupils;
- iv) ensure that the school building and premises are safe and regularly inspected;
- v) ensure that appropriate evacuation procedures are in place and regular fire drills are held;
- vi) ensure that in their absence health and safety responsibilities are delegated to another member of staff;
- vii) ensure that problems in implementing health and safety policy are reported to the Academy Council or Trust as applicable;
- viii) ensure arrangements are in place for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis;
- ix) ensure that all significant new hazards are reported immediately to the Director of Finance and Operations and Academy Council, and stop any practices or the use of any plant, tools, equipment etc. considered to be unsafe, until satisfied as to their safety;
- x) review regularly the dissemination of health and safety information in the school, paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises;

- xi) ensure that adequate training on health and safety is provided to school staff;
- xii) maintain and keep up to date the school copy of the health and safety policy together with all accompanying documentation;
- xiii) report to the Academy Council
 - annually on the Health and Safety performance of the school;
 - on any Health and Safety issues of concern.

2.4 Vice Principal/Deputy Headteacher

To deputise for the Principal/Headteacher in all areas of Health and Safety in the Headteacher/Principal's absence.

2.5 School Business Manager

The day to day responsibility for all health, safety and welfare organisation and activity within each school rests with the School Business Manager, who, as the nominated Health and Safety lead in their school will:

- i) carry out the practical implementation of all health and safety requirements set out in this policy;
- ii) be the focal point for reference on health safety and welfare matters and to give advice or seek external advice;
- iii) liaise with and report directly to the Principal/Headteacher and the Director of Finance and Operations on all matters relating to Health and Safety;
- iv) ensure the day to day implementation of this policy including the maintenance of appropriate Risk Assessments for school and off-site activities and seeking the approval of the Principal/Headteacher and Director of Finance and Operations for meeting the financial implications of identified control measures;
- v) ensure that all certification and statutory inspections are kept up to date and maintain records of these inspections in electronic form as required by the Director of Finance and Operations;
- vi) to organise the investigation of accidents, dangerous occurrences and near misses, and complete and send RIDDOR notifications (F2508) to the enforcing authority in consultation with the Director of Finance and Operations and the Principal/Headteacher;
- vii) make recommendations to the Principal/Headteacher and Director of Finance and Operations for additions or improvements to plant, tools, equipment, machinery, etc. which presents hazards;
- viii) arrange annual review of the working documents and systems which support the policy, such as:
 - emergency procedures
 - provision of first-aid
 - risk assessments
 - off-site visits
- ix) develop a health and safety training plan for all employees and ensure that appropriate training is undertaken in line with requirements;
- i) put in place procedures to monitor and report on health and safety performance to the Director of Finance and Operations and the school's Academy Council.

2.6 Caretakers and other premises staff

Caretakers, site technicians, cleaners and other premises staff will:

- i) have a general responsibility for the application of the school's health and safety policy to their own area of work;
- ii) maintain good standards of housekeeping and cleanliness in plant rooms, boiler rooms, store rooms, workshops and other restricted access areas;

- iii) establish and maintain safe working procedures including (referring to relevant documents) arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. furniture, chemicals, boiling water and sharp instruments);
- iv) carry out regular health and safety assessments of the activities they routinely undertake, and report to the Principal/Headteacher (or such person as the Principal/Headteacher directs) any defects which need attention;
- v) ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training, supervision, to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety, as part of the Trust's health and safety training requirements;
- vi) where appropriate, ensure relevant advice and guidance on health and safety matters is sought;
- vii) advise the Principal/Headteacher (or such person as the Principal/Headteacher directs) on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery.

2.7 Middle and senior leaders

Middle and senior leaders (including Assistant and Associate Principals/Headteachers, Heads of Faculty, Subject Leads and other TLR holders) will:

- i) be responsible for ensuring that the day to day operational requirements of the health and safety policy are implemented in their area of responsibility;
- ii) maintain an up to date copy of the health and safety policy together with all associated documentation relevant to the department/phase/year group involved (including risk assessments and safe systems of work);
- iii) notify the Business Manager and/or Principal/Headteacher of any health and safety concerns and any financial implications identified by the risk assessment process;
- iv) proactively support the Business Manager in the development of appropriate risk assessments relating to their area of responsibility, including notifying the Business Manager of any changes to activities which may necessitate a review of existing, or production of new, risk assessments.

2.8 Classroom teachers

The health and safety of pupils within classrooms is the responsibility of class teachers. Class teachers are expected to:

- i) visually check the classroom area is safe and that there are no apparent risks to health and safety before use;
- ii) visually check equipment is safe before use;
- iii) ensure safe procedures are followed by themselves, pupils and any other adults in their classroom;
- iv) explain risk assessments and give clear instruction and warnings to pupils as often as is necessary;
- v) report defects promptly to the Business Manager;
- vi) follow safe working procedures personally.

2.9 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff across the Trust (both teaching and support staff) will:

- i) take reasonable care of their own health and safety and that of others who may be affected by what they do at work;
- ii) know the health and safety organisation and arrangements to be adopted in their own working

areas and to ensure they are applied;

- iii) cooperate with the school and other employees in positions of authority on health and safety matters;
- iv) observe standards of dress consistent and appropriate with safety and/or hygiene;
- v) exercise good standards of housekeeping and cleanliness;
- vi) avoid introducing personal items of equipment (electrical, mechanical) into school without authorisation from the Business Manager;
- vii) work in accordance with training and instructions, including using any PPE deemed appropriate;
- viii) undertake such training in health and safety as is deemed appropriate by the school or wider Trust;
- ix) know and apply procedures in respect of fire, first aid and other emergencies;
- x) use and not wilfully misuse, neglect or interfere with things provided for their own health and safety and/or the health and safety of others;
- xi) inform the appropriate person of any work situation, defect or dangerous occurrence representing a serious and immediate danger without undue delay so that remedial action can be taken;
- xii) using the school's reporting procedures, notify the appropriate person of any accident they have been involved in which resulted in injury to them, as soon as possible after it has taken place;
- xiii) model safe and hygienic practice for pupils;
- xiv) co-operate with the appointed Trade Unions Health and Safety Representatives and the officers of the Health and Safety Executive or the Local Authority;
- xv) understand emergency evacuation procedures and feel confident in implementing them.

2.10 Specific Risk Areas.

2.10.1 Catering Operations

- i) The Trust's Catering Manager is responsible for ensuring that suitable and sufficient health and safety processes and procedures are designed and implemented across the Trust's catering operations.
- ii) The Kitchen Manager (or any person acting up into this role) is responsible for ensuring that health and safety requirements are implemented on a daily basis and will ensure that the relevant parts of the Health and Safety policy, especially those relating to emergency procedures, are followed by all catering staff;
- iii) The Kitchen Manager will advise the Catering Manager, Business Manager and/or Principal/Headteacher of any health and safety concerns relating to their kitchen.

2.10.2 The Phoenix Theatre

- i) The Theatre Manager will be responsible for ensuring that health and safety requirements are implemented in the theatre on a daily basis.
- ii) The Theatre Manager will advise the Business Manager and/or Principal of any health and safety concerns.
- iii) The Theatre Manager will maintain an up to date copy of the health and safety policy and documents specific to the operation of the theatre.
- iv) The Theatre Manager will ensure that the health and safety requirements of the Public Entertainment Licence and Alcohol Licence are complied with where such a licence is required.

2.11 Health and Safety Representatives

The Trust recognises the role of Health and Safety representatives appointed by a recognised Trade Union. Where appointed, Health and Safety representatives must be allowed:

- i) to investigate accidents and potential hazards.

- ii) to investigate complaints by staff about matters relating to health, safety and welfare.
- iii) to make representation to the employer about such matters arising from such complaints, and such investigations and on general issues affecting health, safety and welfare in the workplace.
- iv) to carry out school inspections within directed time, but wherever practicable outside teaching time.
- v) to represent constituents in consultation with enforcement agencies.
- vi) to receive information that inspectors are required to provide.

2.12 Pupils and Parents

Pupils and parents will:

- i) follow the school's health and safety advice, both on-site and when engaged in school activities off-site. In the case of young children, parents will ensure that their child understands what is expected of them to keep themselves and others safe;
- ii) report any health and safety incidents related to school to a member of staff as soon as possible.

2.13 Visitors, Volunteers and Other Users of the Academy

Visitors and other users of the premises will be required to observe the health, safety and welfare rules of the school.

Volunteers helping out in the school must be made aware of the health and safety policies applicable to them by the teacher or other member of staff to whom they are assigned and must adhere to the same expectations as for employed staff in relation to complying with health and safety requirements.

Visitors to the school must be assigned a link member of staff who is responsible for ensuring that the visitor understands the health and safety rules which apply to them, particularly those relating to emergency evacuation. Employees will ensure that all reasonable steps are taken to safeguard visitors and that they are made aware of emergency procedures. In the event of an evacuation, visitors should accompany the employee they have come to see to the assembly point.

Support staff must be briefed on the relevant health and safety procedures on arrival by the person responsible for placing the supply booking.

2.13.1 Contractors

Contractors will agree health and safety practices with the Principal/Headteacher or Business Manager before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of their planned work, taking into account the particular issues associated with working on a school site.

All Contractors will:

- i) observe their own health and safety policies and procedures;
- ii) report to the Business Manager and sign in at Reception on arrival or agree arrangements for one representative of the contractor to sign in on arrival;
- iii) comply with the general requirements of the Health and Safety policy and contractors' handbook, particularly in relation to emergency procedures;
- iv) Examine the Asbestos Register where applicable prior to commencing any work on site;
- v) Comply with the requirements of the latest Construction (Design & Management) Regulations and the Approved Code of Practice L144;
- vi) report to the Business Manager and sign out at Reception when leaving.

Further details are available in the Contractor's Handbook.

PART III - ARRANGEMENTS FOR IMPLEMENTATION

3. IMPLEMENTATION OF THE POLICY

This part gives details of local implementation under specific subject headings and wherever possible gives references to detailed relevant Approved Codes of Practice, Guidance and advice issued by the HSE, DfE etc. which are to be considered in conjunction with Working Policy Documents.

3.1 Management of Health and Safety

The Management of Health and Safety at Work Regulations 1999 and the Approved Code of Practice and Guidance L21 will form the basis of the Trust's health and safety system. In addition the principles contained in HSG65 ***Successful Health and Safety Management*** and ***Managing Health & Safety in Schools*** (HSC1995) will be given high priority and implemented wherever practical.

The Trust wishes to ensure that health and safety becomes an integral part of the daily operation of each school and to that end it is essential that all employees comply with Section 7 of the Health and Safety at Work Act 1974. This section imposes duties on employees to take care of their own health and safety and that of others who may be affected by their actions or omissions. In demonstrating that care staff will be expected to follow advice and training given and to report to their immediate line manager any hazards, incidents or near misses.

Risk assessments and safe systems of work will be developed and implemented in each school by competent persons, with the assistance of a suitably qualified service provider where necessary. Any activities due to be undertaken in school not already covered by a risk assessment must be notified to the Business Manager and a new risk assessment produced.

Further details can be found in the Trust's Risk Assessment policy.

3.2 Distribution of Health and Safety Information

The master copy of the Health and Safety Policy (including school-specific additions), Risk Assessments, COSHH Assessments, Working Documents, Codes of Practice and guidance will be kept by the Business Manager. Staff are encouraged to refer to these documents and seek advice whenever they are considering health and safety issues.

Copies of the Health and Safety Policy together with relevant documents concerning specific areas will be kept by Heads of Faculty, Kitchen Manager, Theatre Manager and Caretakers.

The Business Manager will issue updates, new guidance and approved revisions to staff as soon as they become available and staff will be expected to familiarise themselves with the contents.

All new staff including part time, temporary and supply staff will be provided with a copy of the policy (parts I to III) and will receive induction training which will include relevant health and safety issues. Risk assessments, policy documents and health and safety information will be made available to all staff on the shared computer network.

3.3 Training

All employees shall be instructed as to possible hazards which may occur at their place of work and shall receive such information, instruction and training as may be deemed necessary to enable them to do their work in a safe and efficient manner.

3.3.1 Induction training

All new staff must receive appropriate induction training which should include making them aware of their statutory duties, emergency procedures, relevant risk assessments and an explanation of this policy.

3.3.2 General training

All staff will undertake health and safety training on key topics via the online training software or otherwise, with regular refreshers scheduled to keep knowledge up to date.

3.3.3 Management training

The Trust and Academy Council recognise that all sectors of management must receive the training necessary to enable them to effectively carry out their duties in the areas for which they are responsible.

3.3.4 Specialist training

The Business Manager of each school will arrange for staff to undertake specialised courses of training (including refresher courses) as appropriate based on their role and duties. The need for such courses will have been identified in the Training Plan.

3.3.5 Fire and emergency evacuation training

All members of staff shall receive training on actions to be taken in the event of fire, advice on fire precautions and, where deemed appropriate, practical training on the use of fire fighting equipment and alarms.

3.4 Monitoring, Audit and Review of Performance

3.4.1 Inspection

Regular routine inspections will be undertaken by premises staff in the course of their duties and as directed by the Business Manager.

General inspections will take place once per term by the Business Manager with the assistance of other managers as necessary and in consultation with the Safety Representatives where appropriate.

In addition, middle leaders and staff in supervisory roles will carry out monthly checks on their area of operation and report any problems to the school's Business Manager.

3.4.2 Monitoring

Where present, the Safety Committee will meet at least once per term and usually following the termly inspection so that any issues found can be addressed.

The Business Manager will routinely monitor the school's performance on Health and Safety issues and provide this information to the Director of Finance and Operations on a termly basis for submission to the Risk and Audit Committee.

The Risk and Audit Committee will consider the Health and Safety information provided by all Trust schools at each meeting and recommend any further action the Trust should take.

The Academy Council will receive a report on the review and audit of Health and Safety at least annually and will have a standard item on the agenda of each meeting for any Health and Safety issues arising.

3.4.3 Audit and Review of Performance

Each school should undertake an annual audit of all aspects of Health and Safety, including reviewing all risk assessments. Where present, Safety Representatives will be invited to participate in the audit process. Findings will be reported to the Academy Council. This report, along with any actions arising from it, will also be presented to the Risk and Audit Committee.

PART IV – MANAGEMENT OF SPECIFIC HEALTH AND SAFETY RISKS

4. MANAGEMENT OF SPECIFIC HEALTH AND SAFETY ISSUES

4.1 Accidents, Dangerous Occurrences and Near Misses

4.1.1 Immediate first aid

Accidents involving injury or ill health effects should be notified immediately to the appointed member of staff or to the nearest first aider (see appendix 1 for details of first aiders) to facilitate first aid treatment. Where injuries are serious enough to warrant hospital treatment, staff must telephone 999 for an ambulance to transport the patient to hospital, inform the next of kin and the Principal/Headteacher. In the event of an accident requiring hospital treatment, the Trust must also be informed in case of future litigation.

Further details regarding first aid can be found in the Trust's first aid policy.

4.1.2 Completion of Accident Book

Staff should ensure that all accidents involving injury or ill health effects to pupils, staff or visitors are recorded in the accident book without undue delay by the member of staff or first aider who deals with it. As much detail as possible must be supplied when reporting an accident and all information required by the accident reporting form must be provided.

Once an accident form is completed, this must be passed immediately to the nominated person in school (Business Manager or other deputy) for review to determine if an investigation needs to take place.

Records of accidents (including accident investigations) will be retained by the Trust for a minimum of six years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and in case of subsequent legal claims, then securely disposed of. These should be scanned and attached to personnel files on Jane in the case of employees or attached to pupil records in the case of Bromcom. Accidents involving any other parties must be retained securely by the Business Manager and securely disposed of after the appropriate timescale.

4.1.3 Investigation

The Business Manager (or a designated deputy) will investigate all incidents reported by staff or pupils unless so trivial in nature that investigation is not warranted. Investigations will aim to identify the root cause of the accident and allow the school to implement preventative strategies.

A copy of the Trust's template for accident investigations is included at appendix 2.

4.1.4 Reporting to HSE and compliance with RIDDOR regulations

The Business Manager in each school will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

Following consultation with the Director of Finance and Operations, the Business Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident. In the event of a major injury or fatality the notification must be immediate, by telephone, with written confirmation (F2508) following as soon as possible. A representative of the Trust must also be notified immediately.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment

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

Information on making a RIDDOR report is available at: <http://www.hse.gov.uk/riddor/report.htm>

4.1.5 Notifying parents

The Business Manager in the relevant schools will ensure that arrangements are in place to inform parents of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

The Business Manager must ensure arrangements are in place for parents to be notified of any accident or injury sustained by a pupil of any age while in the care of the school which may require medical attention beyond the basic first aid provided in school.

4.1.6 Reporting to child protection agencies

The school's Designated Safeguarding Lead will notify Wakefield Council Children's Services of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

4.1.7 Reporting to Ofsted

The Chief Executive will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

4.2 COSHH – Control of Substances Hazardous to Health Regulations 1994-2002

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

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

Risk Assessments required under COSHH will be undertaken on all hazardous substances. These assessments will be carried out by competent persons. For the purposes of this policy a competent person is one who has received sufficient training and has the knowledge and experience to make decisions about the risks and actions needed. The assessments and required actions will follow the guidance set out in the Approved Code of Practice (ACOP).

In the vast majority of commercially available chemicals the presence of a warning label will indicate whether COSHH is relevant. Such labelling is required under the Chemicals (Hazard Information and Packaging for Supply) Regulations 1994-2000 (CHIP). These Regulations also require the supplier

to provide a safety data sheet.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. Staff will also be provided with protective equipment, where necessary.

Hazardous products are stored in locked cupboards or storerooms and access by pupils to these areas is prohibited.

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.

As a general principle it is the policy of the Trust that wherever possible safer alternatives be considered when purchasing hazardous substances.

4.2.1 Asbestos

It is the policy of the Trust that no work of any kind shall be undertaken by any staff employed by the Trust on any material which either contains or may contain asbestos.

The Control of Asbestos at Work Regulations 2002 require that all materials containing or having the potential to contain asbestos will be identified and their location marked. A survey to comply with these requirements is kept by the Business Manager.

Staff in schools which may contain asbestos are briefed on the hazards of asbestos, the likely or known locations of such asbestos in the school and action to take if they believe it has been disturbed.

All contractors must check the available information in the Asbestos Register before commencing work on site. Contractors are advised that if they discover material they suspect to contain asbestos, they must stop work immediately until the area is declared safe.

Where substantial and intrusive works are to be carried out on the fabric of the building suspected to contain asbestos, the Trust requires the school to commission an Asbestos Refurbishment and Demolition Survey to confirm the presence or otherwise of asbestos-containing materials. This is equally the case if there is intrusive damage to an area of school suspected to contain asbestos.

4.2.2 Legionnaires Disease

Legionnaires disease is caused by ubiquitous bacteria which are present in water systems and when allowed to colonise and proliferate can cause serious outbreaks of disease. This is well recognised and an Approved Code of Practice has been issued by the HSE.

Whilst it has frequently been associated with cooling towers it is also common in showers, whirlpool baths, spray taps and virtually any water system capable of generating airborne droplets which can be inhaled.

The advice in the Code of Practice will be followed on site.

Specific actions will include removal of all shower heads and sterilising them prior to the commencement of each term. Hot and cold water systems will be flushed through to remove any stagnant water from the system and storage tanks will be checked for any growth of algae. This will be undertaken by the Caretaker or an independent contractor.

Each school must have in place a contract for the regular monitoring of water systems via an approved contractor. Any issues identified by such monitoring must be dealt with swiftly.

4.3 Emergency Procedures

4.3.1 Bomb Threat

In the event of a warning the Principal/Headteacher or most senior member of staff on site at the

time will implement emergency evacuation procedures. Personal belongings should be taken out at the same time if that can be achieved without causing undue delay. This will facilitate the search process.

Any suspicious objects should be reported to line managers or directly to the Business Manager or Principal/Headteacher. Under no circumstances should the object be touched or moved.

4.3.2 Chemical Incident

Any chemical incident will be dealt with according to the scope and seriousness of the incident. Appropriate emergency procedures will be applied by the Business Manager in consultation with the Principal/Headteacher.

4.3.3 Evacuation and invacuation

Buildings will be evacuated in emergency situations such as suspected fire, bomb threat, gas leak or any other situation, which may cause an imminent risk to personal safety.

In the event of a suspected fire the alarms will be operated but, where it is deemed dangerous to use the fire alarm system, such as a gas leak, emergency contact procedures will operate to evacuate all buildings without sounding the alarms or operating any electrical equipment.

In all cases buildings will be evacuated by the nearest fire exit route that is safe to the approved assembly points.

The Principal/Headteacher or most senior member of staff on site at the time of the evacuation will determine when it is safe to re-occupy the buildings.

Invacuation occurs in an emergency situation where it is deemed safest for all staff, pupils and visitors to take shelter within the school buildings. Invacuation is typically employed if moving outside would increase the risk to safety, e.g. dangerous animal loose in the grounds, toxic fumes in the air etc.

Lockdown is similar to invacuation whereby staff lock external doors and windows and staff, pupils and visitors take immediate shelter in a secure location such as a cupboard or locked classroom until such time as the all clear signal is given. Lockdown would typically be invoked as a response to a security incident/threat.

Each school has a site-specific policy setting out the arrangements for their site. The Principal/Headteacher or most senior member of staff on site at the time of the invacuation will determine if invacuation or lockdown is required and when it is safe to leave the buildings.

4.3.4 Fire

All fire appliances will be checked at least annually by specialist maintenance personnel.

All fire stop doors must be free swinging at all times so that they are normally closed. Fire exit doors must be unlocked and easily accessible and openable from within the building.

The fire alarms will be tested on a weekly basis and the results should be recorded.

Fire Drills will be held three times per year, when the Principal/Headteacher will record the evacuation time and the general performance of the drill.

Appropriate members of staff will be trained how to use relevant fire appliances. Subject Heads and the Business Manager will identify fire training needs and will incorporate that information into the Health & Safety Training Plan.

Clear instructions must be issued to staff regarding the nearest fire call point, fire extinguisher, the means of escape and assembly points during fire drills. These instructions must be issued on the first day of employment as part of the induction process. It is Trust policy that these instructions are delivered as a refresher to staff on an annual basis. Details of Fire Marshals and assembly points are set out in Appendix 1.

Each school is inspected periodically by a Fire Safety Officer to ensure compliance with relevant fire legislation including the Fire Precautions (Workplace) Regulations 1997. Fire risk assessments have been carried out by a competent person.

4.3.5 First Aid

First Aid boxes will be maintained at the sites specified in Appendix 1. The “Appointed Person” for the purposes of the First Aid at Work Regulations 1981 is named in Appendix 1 and will ensure that first aid box contents are replenished

In compliance with The Education (School Premises) Regulations 1996, each Academy Council has ensured that an adequately-stocked space is available for medical treatment.

It is the policy of the Trust and Academy Council that there will be sufficient numbers of trained First Aiders on the site at all times. Those with current certificated training are listed in Appendix 1 to this part. Below 50 employees only an “Appointed Person” is required, between 50 and 100 employees one First Aider is required and one per 100 employees thereafter. In consideration of pupil safety, it is recommended that additional First Aiders in the ratio of one per 250 pupils be provided.

The decision to call an ambulance normally lies with a trained First Aider; however, in an emergency any member of staff may call for an ambulance. If an ambulance is called, the member of staff must immediately provide Reception with details of the person requiring medical attention, the location of the patient, brief details of the incident and the name of the person who called the ambulance. Reception staff must then notify the patient’s parent/carer or emergency contact of the incident and also notify most senior member of SLT available in school.

If a pupil is taken to hospital by ambulance, a member of staff will accompany them until handover arrangements can be made with the child’s parent/carer.

Where hospital treatment is required but it is not an emergency, a First Aider will telephone the patient’s parent/carer or emergency contact to arrange for them to take the patient to hospital. If the next of kin cannot be contacted, the school may decide to transport the patient to hospital.

Where the School makes arrangements for transporting a child, only staff cars insured for this purpose will be used and two staff members must accompany the child in the vehicle, at least one of whom should be the same sex as the pupil. No individual member of staff should be alone with a pupil in a vehicle.

Where a child has to be accompanied to hospital by a member of staff, all reasonable steps will be taken to ensure that there is a face to face hand over to the family.

A record of treatment given must be maintained by the qualified first aider or appointed person and shall be used in conjunction with the accident reporting and investigation procedures as a means of accident prevention. In addition, good records of initial treatment may be valuable if further medical attention is required, or if legal action is considered by those involved in an accident.

Contractors including those with Service Level Agreements will maintain their own first aid boxes and provide their own trained first aiders, although they will be allowed to use the school first aid boxes in an emergency. In that event the appointed person must be notified so that replenishment can be organised.

The Approved Code of Practice and guidance No L74 will be followed where applicable.

Further details regarding first aid can be found in the Trust’s first aid policy.

4.4 Occupational Health

4.4.1 Access to Occupational Health services

Occupational Health Services, which can provide confidential assistance on a wide range of matters affecting personal health will be provided by an independent contractor.

Staff wishing to access this service should initially discuss the problem with their line manager. However, if they feel unable to do this and would prefer the matter to be handled confidentially an approach can be made to the Trust’s HR team, who will respect the privacy of the individual concerned.

Where the health of an individual is causing concerns for the health and safety of others, management reserve the right to refer that person to the occupational health service. The Trust also reserves the right to refer any individual whose health is causing concern to occupational health

services.

4.4.2 Bullying

Bullying of any employee will not be tolerated and will be regarded by the Trust as a serious disciplinary issue.

The Trust's Anti-Bullying policy will be followed by management in dealing with such incidents.

4.4.3 Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to minimise the risks for staff who habitually use DSE as a significant part of their normal work.

All staff who use computers daily as a significant part of their normal work must have a display screen (DSE) assessment carried out by a competent person. 'Significant' is taken to be continuous or near continuous spells of an hour or more at a time with no break/switch to a different task.

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).

Staff using DSE must ensure that the adjustable elements of their workstation are set to promote ease of use and comfort e.g. screen, mouse and keyboard position, height of seat, avoidance of glare and reflections, etc. More detailed information is available in the guidance and in the HSE leaflet *Working with Display Screen Equipment* <https://www.hse.gov.uk/pubns/indg36.pdf>.

4.4.4 Drugs and Alcohol Policy

Where it is apparent that the behaviour and performance of an individual is impaired by drugs, substance misuse or alcohol to the extent that there is a potential risk to the health and safety of others, the matter will be dealt with in accordance with the Trust's Drugs and Alcohol Policy.

Managers have the option of involving occupational health services following discussion with the individual concerned in an attempt to provide constructive assistance. In serious cases managers may invoke disciplinary procedures.

4.4.5 General Workplace Safety

The Workplace (Health, Safety & Welfare) Regulations 1992 and the Approved Code of Practice and Guidance No L24 cover a wide range of basic health, safety and welfare issues. They set out what is required in relation to ventilation, temperature, lighting, cleanliness, space, traffic routes, drinking water, sanitary conveniences, changing and rest facilities and other matters relating to the workplace.

The maintenance elements of these regulations will be checked in accordance with the section on Inspections, Monitoring etc.

4.4.6 Health Surveillance

It is not considered that any employees on site are subjected to continued exposure to any substances which are so hazardous as to require their health to be monitored.

4.4.7 Health Promotion

The Trust and Academy Council recognise that, whilst they will make every effort to provide a healthy workplace, it is the behaviour and personal choices of the employee that have the greatest impact on individual health. The three most important factors affecting health are smoking, diet and lack of regular exercise.

Assistance will be given wherever practical in relation to:

- smoking cessation courses
- encouraging healthy diet (including healthy options available in school dining facilities)
- encouraging staff to use the sporting and exercise facilities where available.

4.4.8 Manual Handling

Manual Handling causes over one third of all reported injuries. It is the policy of the Trust and Academy Council that management and staff will comply with the requirements of the Manual Handling Operations Regulations 1992 and the guidance issued by the HSE.

The general principles are to avoid manual handling wherever possible, to assess the risks where manual handling is necessary and to reduce those risks to the lowest level which is reasonably practicable.

Training will be a key part of reducing the risks for those staff involved in manual handling.

4.4.9 New and Expectant Mothers

The guidance issued by the HSE in HSG 122 *"New and expectant mothers at work – A guide for health employers"* will be followed together with the appropriate internal policy.

Upon notifying the school of their pregnancy, the pregnant employees will be risk assessed using the relevant risk assessment documentation. The pregnancy must also be notified to the Trust's HR team as soon as the school is advised by the employee. Guidance for pregnant employees and their line managers is available from the Trust's HR team.

4.4.10 Noise at Work

The control of Noise at Work Regulations 2005 require employers to assess and minimise the risks associated with exposure to high levels of noise. There is an Approved Code of Practice (L108) on the implementation of these regulations issued by the HSE.

In a school environment the circumstances where these regulations may apply are very limited. Assessments have been made on the noisiest activities to determine whether they apply e.g. woodworking and metalworking equipment, ride on grounds maintenance equipment and hedge trimmer.

The revised trigger levels are 80 and 85 dB(A) over an eight hour period.

Assessment of the noisiest activities has revealed that only one machine breaches the upper trigger level; this is the petrol driven hedge trimmer which outputs 95dB(A). Use is limited to two hours on only two or three occasions per year and BS EN 352-3 ear defenders are mandatory. Two other machines breach the lower trigger level (band saw and circular saw at 82 and 81 dB(A) respectively) and their use of less than two hours per day bring them below the level.

Annual assessment will be made on specific machines.

4.4.11 Personal Protective Equipment

The requirements of the Personal Protective Equipment at Work Regulations 1992 and the Guidance on Regulations issued by the HSE will be followed.

The circumstances where these regulations apply are limited within school premises but where risk assessment has identified that any personal protective equipment is necessary it will be supplied by the school. Employees must then ensure that it is worn at appropriate times.

Abuse of any PPE supplied is a direct offence under Section 8 of the Health and Safety at Work Act 1974.

4.4.12 Safety Representatives/Safety Committee/Consultation

Under the Safety Representatives and Safety Committees Regulations 1977 employers must put in place arrangements to enable Safety Representatives to be consulted on appropriate health and safety issues.

The Health and Safety (Consultation with Employees) Regulations 1996 require employers to consult with nominated representatives or directly with non-union employees. Employers also have obligations under the Health and Safety (Information for Employees) Regulations 1989

The Trust and Academy Council will fulfil these obligations through the Principal/Headteacher who will involve all staff in health and safety matters, including safety representatives where these are appointed.

4.4.13 Slips, Trips & Falls

Most incidences of slips, trips and falls occur in wet or contaminated conditions or where housekeeping is poor. Whilst they are often seen as humorous, in reality they are serious.

Risk Assessments will identify appropriate control measures, which are often simple and cost effective, and are likely to include a combination of some or all of the following:

- Prevention of contamination
- Management of spillages & cleaning
- Maintenance to prevent leaks
- Appropriate flooring
- Good housekeeping
- Effective matting systems
- Suitable footwear where appropriate
- Effective training and supervision
- Prevention by design

Guidance for Employers on identifying hazards and controlling risks due to slips and trips is available in HSG155 and the leaflet ***Preventing slips and trips at work*** (INDG225 revised 11/03) both published by HSE.

4.4.14 Smoking Policy

Neither smoking nor 'vaping' is allowed anywhere on the Trust's sites or in Trust vehicles. Any employee found in breach of this policy will be dealt with under the Trust's disciplinary policy.

4.4.15 Stress at Work

The HSE has issued guidance in HSG218 Tackling work-related stress: ***A manager's guide to improving and maintaining employee health and well-being***. It has also issued in conjunction with the Education Service Advisory Committee a guidance document entitled ***Managing work-related stress: A guide for managers and teachers in schools***. It is the policy of the Trust that this guidance be followed as far as possible.

Other useful publications from HSE that employees can refer to are ***Work Related Stress – A short guide*** and ***Tackling work-related stress – A guide for employees***.

Advice should be sought from the Trust's HR Team regarding how to support any employee suffering from or believed to be suffering from stress. The Trust's approach is that such employees should be encouraged to participate in a stress risk assessment to identify the causes of such stress and identify any possible solutions or support which might reduce their risk of stress.

4.4.16 Violence at Work

Violence to any employee will be treated very seriously and the advice set out in the document issued by the HSC Education Service Advisory Committee will be adopted as the means of dealing with such incidents when they occur and in the development of strategies to minimise their occurrence.

4.4.17 Working at Height

The Working at Height Regulations 2005 cover work in any place from which a person could fall a distance liable to cause personal injury and includes work at or below ground level.

A task based risk assessment system will be used to identify all situations where working at height is relevant. The risk control hierarchy will be: Avoid, Prevent and Mitigate. Consideration should always be given to the use of a mobile scaffold tower where possible.

The use of ladders across the whole site must only take place with the prior approval of the relevant Business Manager/Caretaker, who will assess the risks involved and the suitability of the equipment for the task to be performed.

4.5 Site Security

Ultimate responsibility for the security of the school site in and out of school hours lies with the Business Manager, although on a day-to-day basis this is delegated to the school's caretaker. The

Business Manager is responsible for ensuring that regular visual inspections of the site take place to identify any security risks, and for ensuring that intruder and fire alarm systems are maintained and routinely tested.

The site should be securely fenced but - where it is not possible to secure the whole site - strategically placed CCTV cameras or automated gates will be used where possible to provide a deterrent to unauthorised access.

All staff will wear personal badge identification which includes a photograph.

Where buildings are provided with smart card access locks, keypad locks, key operated locks or other forms of securing the building in order to reduce unauthorised access, these must be utilised. It is important that entry doors are closed and not wedged open.

A number of staff in school are designated as keyholders and will be available to respond in an emergency. Details of the school's keyholders are included in appendix 1

4.5.1 Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site management duties (opening/closing site)
- Site cleaning duties
- Working in a single occupancy office or isolated area of school, particularly outside the normal school day/during school holidays

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

If lone working is to be undertaken, a colleague, friend or family member must be informed about the whereabouts of the staff member and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

Further information can be found in the Trust's Lone Working Policy and Guidance.

4.5.2 Separation of Vehicular and Pedestrian movement

The Business Manager will ensure that car parking arrangements, including those for disabled persons, do not compromise the safety of pedestrians.

The Business Manager will ensure, when contractors are on site, that their activities and vehicular movements do not compromise the safety of pedestrians.

The Business Manager will ensure that (except in unavoidable emergencies) deliveries are not made during break or lunch times, or for 15 minutes after the close of school in order to avoid peak pupil movement times.

Where separate access has been delineated for pedestrian access which removes as far as reasonably practicable the risk of contact with moving vehicles, this must be used.

4.5.3 Visitors

Visitors must sign in at reception and will be issued with a visitor's badge which must be worn while on the school site. They must sign out before leaving the site.

4.6 Inspections and Examinations

Statutory inspections and examinations of boilers, pressure vessels, lifting equipment and fire equipment will be carried out at statutory intervals by competent persons. This will be arranged by the Trust on behalf of its schools with a competent provider.

A register of those items covered under the engineering inspection requirements will be held on behalf of the Trust by the Business Manager who will confirm that arrangements for inspection and examination are made by the due dates.

The Principal/Headteacher of each school is responsible for ensuring that arrangements are in place for other equipment subject to a statutory inspection regime to be inspected as required by the legislation.

4.6.1 Electricity at Work

The Electricity at Work Regulations 1989 require that electrical installations be maintained to prevent danger.

Fixed installations will be inspected and tested by an approved contractor (see Appendix 1) at least every five years, or in the event of a fault developing.

Portable equipment shall be checked in accordance with the guidance (INDG236) issued by the HSE and summarised in their leaflet ***Maintaining portable equipment in offices and other low risk environments***.

In addition to the safety inspections, staff using portable equipment should take notice of the condition of plugs and flexes each time a particular piece of equipment is used and should report any faults identified to the Business Manager.

4.6.2 Gas safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer. Gas pipework, appliances and flues will be regularly serviced and maintained, with copies of certificates submitted to the Trust.

All rooms with gas appliances must be checked to ensure that they have adequate ventilation

4.6.3 Glass and Glazing

Doors which can be pushed open from either side should have a viewing panel appropriate to users so that a clear view of the area close to both sides is allowed.

Where windows and transparent or translucent surfaces in walls, partitions, doors, etc. pose a risk of injury they should be made of safety material or otherwise protected against breakage

4.6.4 Lifting Operations and Lifting Equipment

The Trust has a passenger lift, a stair lift and lifting equipment which is covered by the Lifting Operations and Lifting Equipment Regulations 1995 (LOLER) and the Approved Code of Practice issued by the HSE in other schools.

Statutory inspections are undertaken as part of an Engineering Inspection contract commissioned by the Trust. The Business Manager will ensure that the statutory inspections take place when due and ensure any matters arising from the inspections are addressed.

All staff using the equipment must be familiar with the Health and Safety requirements regarding its use.

4.6.5 Plant, Machinery and Equipment

The relevant requirements are contained in the Provision and Use of Work Equipment Regulations 1992 (PUWER). It is the responsibility of manufacturers and suppliers to ensure that any article is designed and constructed to be safe and without risk to health when properly used. They must give instructions to purchasers as to the way in which the article may be used safely. This information will then be given to employees during instruction on safe use.

Second hand articles or those belonging to staff will not be allowed to be used on site without the express permission of the Business Manager, who will not grant such permission unless he/she can be sure that all Health and Safety implications have been considered.

4.7 Safety of individuals not employed by the Trust

4.7.1 Supervision of Pupils

The Principal/Headteacher shall take all reasonable steps to ensure that appropriate staff supervision is provided for pupils during lessons and off-site activities.

The Principal/Headteacher shall take all reasonable steps to ensure appropriate supervision of pupils by duty staff at break time and lunch time.

All staff will share the responsibility for ensuring that pupils adhere to the school's code of conduct in terms of their behaviour when moving between different parts of the building.

Staff supervising pupils in and around practical rooms i.e. in science laboratories, gyms and sports hall, cooking or technology rooms, etc will be responsible for ensuring that pupils' behaviour is safe and in accordance with the school's code of conduct

4.7.2 Supporting Pupils with Medical Needs

Each school will develop a policy regarding supporting pupils with medical needs so that they can maximise their involvement in normal school activities. This policy will follow the latest DfE guidance which sets out health and safety requirements.

Parents are responsible for the maintenance and safety of any specialist equipment their child brings into school e.g. wheelchairs. In school, staff will promote the responsible use of this equipment.

4.7.3 Off site Educational Visits/Activities

It is the policy of the Trust that the educational benefits and personal development opportunities provided by such visits should be supported wherever possible

A good practice guide has been issued by the DfE entitled ***Health and Safety on Educational Visits*** which must be followed.

All visits to sites which involve overnight stays must be assessed and approved using a Health and Safety Service Provider authorised by the Trust Board.

Any teacher wishing to participate in an off-site visit must follow the school's policy on Educational Trips and Visits and must submit a request for permission together with a risk assessment carried out by a competent person in accordance with that policy.

4.7.4 Work Experience/Placements

The Principal/Headteacher will ensure that all young persons under the age of 18 who are placed on work experience at the school are not subjected to any risk of injury or harm.

All places of employment utilised for placements or experience will be risk assessed. Parents should be provided with relevant information including Health and Safety prior to the person commencing work. Matters to be covered when conducting a risk assessment may include:

- The inexperience, lack of awareness of risks and immaturity of young persons.
- The fitting and layout of the workplace or workstation.
- The nature, degree and duration of exposure to physical, biological and chemical agents.
- The form, range and use of work equipment and the way it is handled.
- The extent of the health and safety training provided to young persons.
- The risks from agents or other processes carried out at the workplace.
- The protection measures to be taken.
- Any risk notified to him/her by any other employer sharing the same workplace.
- Any work beyond the young person's physical or psychological capacity.
- Any work involving harmful exposure to agents, which are toxic, carcinogenic, mutagenic or have chronic effects.
- Involving harmful exposure to radiation
- Extreme heat or cold
- Noise or vibration
- The appropriate procedures to be followed in the event of serious and imminent danger and the

names of the competent persons who implement the procedures.

The above are just some of the matters that employers should consider before allowing young persons to work in their establishments.

PART III – APPENDICES

APPENDIX 1 - COMPETENT PERSONS AND RELEVANT LOCATIONS

(This section should be kept up to date within each school)

RESPONSIBILITY	NAME	LOCATION/CONTACT DETAILS
Health and Safety Competent Person		
Keyholders		
First Aid Appointed Person		
First Aid Box Locations		
First Aiders (First Aid at Work)		
First Aiders (Emergency) <i>Please mark any paediatric first aiders with (P)</i>		
Accidents Notified to:		
Accident Book kept by:		
RIDDOR Notifications by:		
Fire Marshals		
Assembly Points		
Emergency Procedures		
Asbestos Management Survey		
Asbestos Log kept by:		
Engineering Inspections (LEV, pressure vessels, lifts and hoists, electrical installations)	Allianz – part of RPA+ insurance procured by Trust	Every
Fire Risk Assessment		
Water (Legionella) Risk Assessment		
Educational Visits Coordinator		
Out of School Visits Risk Assessments		Evolve
General Risk Assessments		
COSHH Assessments		
Noise Assessments		
Manual Handling Risk Assessments		
Work Station & DSE Risk Assessments		
Occupational Health		
Health and Safety Representatives		

APPENDIX 2 – ACCIDENT INVESTIGATION REPORT

ACCIDENT INVESTIGATION REPORT									
PART 1: THE ACCIDENT									
Date		Time		Location					
Type of person injured (employee, pupil, visitor)									
Name of injured person (IP)									
Home address (for RIDDOR reporting)									
Name of person making report (if not IP)									
Brief description of incident (what happened?)									
Description of injury (how have they been hurt?)									
Was first aid given?			YES	NO	Was IP taken to hospital for treatment?			YES	NO
Names of any witnesses									
PART 2: NEXT STEPS REQUIRED									
Which of the following applies:									
Death RIDDOR		Specified Injury RIDDOR		Disease RIDDOR		+7 day absence RIDDOR		None Not reportable	
RIDDOR reported by					Date				
What was the immediate cause of the accident?									
Immediate cause: did the accident occur due to an issue relating to: (circle all that apply)									
Premises		Equipment and/or materials		Behaviour		Some other reason			
If yes, complete Part 3: Accident investigation						No further action needed – sign below, append to accident book entry and submit for upload to employee/pupil record or retention by SBM for visitors			
Signed					Date				
PART 3: ACCIDENT INVESTIGATION (use root cause analysis template to help if necessary)									
What was the nature of the injury/ill health?									
Where and when did the incident happen?									
What activity was taking place at the time of the incident?									
What happened to cause the injury?									
Who else was involved?									
Were there any adverse conditions in relation to the environment at the time of the accident? (e.g. available space, layout, state of repair, maintenance)									

issues) If so, what? Did any aspect of the environment contribute to the accident?				
Was any equipment in use at the time of the accident (e.g. machine, hand tool, computer, craft knife)? If so, what? Was this equipment in good condition and suitable for the task? Has it recently been maintained or serviced (if relevant)? Did any aspect of the equipment contribute to the accident?				
Were any materials being used at the time of the incident (e.g. heavy box, cleaning solution, cooking oil)? If so, what? Did any attributes of the materials contribute to the accident?				
Were any hazardous substances involved at the time of the incident (e.g. chemicals, vapour, dust)? If so, what? Did the materials contribute to the accident?				
How were the individual and others in the vicinity behaving at the time of the incident (e.g. were pupils pushing and shoving on stairs?) Was there any behaviour that was inappropriate? Did this behaviour contribute to the accident?				
Was appropriate clothing/footwear being worn by the injured person, including any PPE being worn/used appropriately where required? If not, why?				
Did the incident arise in relation to a known hazard or risk? If yes, has an adequate risk assessment been documented for the hazard/risk?				
What procedures are in place to manage and control the risks associated with this incident, e.g. <ul style="list-style-type: none"> • Induction training • On the job training • Safe systems of work • Use of PPE • Workplace inspection • Cleaning • Maintenance • Other 				
Was the person/people involved competent and suitably trained? If not, why not?				
Were procedures in place, were they being followed and are they adequate? If not, why not?				
Was anything unusual about the circumstances at the time of the accident? Did any other circumstances contribute to the accident?				
IMMEDIATE, UNDERLYING AND ROOT CAUSES				
What are the immediate causes of the accident?				
What are the underlying causes of the accident?				
What are the root causes of the accident?				
RECOMMENDATIONS				
	Recommendation	By who?	When?	Date completed
1				
2				
3				
4				
5				
OTHER DOCUMENTS APPENDED IN CONNECTION WITH THIS INCIDENT (TICK IF INCLUDED)				
1	Accident book entry (required)			

2	RIDDOR report (if relevant)	
3	Witness statements (if relevant)	
4	Photographs/diagrams (if relevant)	
5	Training records (if relevant)	
6	Risk assessments - before (if relevant)	
7	Risk assessments - after (if relevant)	
8	Documented procedures (if relevant)	
9	Other relevant documents	
ACCIDENT INVESTIGATION COMPLETED BY:		
Signed		Name in capitals
		Date

APPENDIX 3 – EXAMPLE ROOT CAUSE ANALYSIS

