



# **Frays Academy Trust Health and Safety Policy & Manual**

**Date Ratified: November 2022  
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## Approval

Signed by Chair of Directors	
Date of Approval/Adoption	November 2022
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To enable continuous improvement, all readers are encouraged to notify the author of errors, omissions and any other form of feedback.

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## **FOREWORD**

As the employer, the Frays Academy Trust recognises that making appropriate provisions for the health and safety of all persons using our school facilities and those participating in off-site educational activities is fundamental to the wellbeing of the Trust and each of our schools.

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

We are committed to high standards of health and safety and expect all staff to be familiar with the contents of this policy.

## **PART I: STATEMENT OF POLICY**

### **1.1 Scope**

This policy is specific to the Trust and all schools within the Frays Academy Trust and off-site educational visits. It is supported by policies of other relevant organisations such as the contractors working on site.

The Health and Safety system will be integrated with the daily management of the Trust and all schools and will be continuously developed, maintained and implemented via a comprehensive series of documents, as set out in this manual, including:

- The Statement of Policy (part I of this manual);
- Organisation (part II of this manual);
- Arrangements for Implementation (part III of this manual);
- The Trust's Risk Assessment Policy;
- Required risk assessments as set out in the appendices to this manual;
- Guidance included in this manual and the appendices;
- Subject specific guidance periodically issued by the Department for Education (DfE), the Health and Safety Executive (HSE) and others.

The policy recognises the legal duties and a responsibility owed to all users of the sites and seeks to develop standards, which are required by law as a means of contributing to the overall performance of the Trust by reducing accidents, injuries and ill health.

### **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 employer (Frays Academy Trust) via the Executive Headteacher/CEO, Chief Operating Officer, Headteacher and managerial staff to ensure that systems are in place, which will deliver a safe place of work for employees, pupils and visitors. Equally it is the duty of all employees to co-operate with the employer on health and safety matters. The employer expects each employee to take reasonable care of their own health and safety and that of others either under their supervision or who may be affected by their actions. The main objectives of this policy will apply as far as reasonably practicable and are as follows:

- To establish and maintain a safe and healthy environment throughout the Trust and at each school.

- To establish and maintain safe working procedures among staff and pupils.
- 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.
- To ensure the provision of sufficient information, instruction and supervision to enable everyone to eliminate, and where this is not possible, to avoid hazards and contribute positively to their own health and safety at work.
- To maintain safe access and egress and separate movement of vehicles and people on site as far as is practicable.
- To ensure, as far as reasonably practicable, that educational visits are undertaken as safely as possible.
- To formulate procedures for application in case of fire and other emergencies including plans for the safe and effective evacuation of the school premises.
- To lay down procedures to be followed in case of accident.
- To provide and maintain suitable and sufficient welfare facilities.
- To develop a training plan to ensure that employees are trained to the appropriate level to fulfil their health and safety responsibilities.
- To monitor and review the effectiveness of health and safety systems with a view to continuous improvement.
- To ensure that members of 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 Safety Representatives and Safety Committees Regulations 1977](#) as amended, and [The Health and Safety \(Consultation with Employees\) Regulations 1996](#) as amended which require employers to inform and consult with employees in good time on matters relating to their health and safety.

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

- This policy is also informed by the [statutory framework for the Early Years Foundation Stage](#).

## **PART II. ORGANISATION**

### **2.1 Roles and responsibilities**

Frays Academy Trust has ultimate responsibility for health and safety matters in each of its schools. The Trust will oversee health and safety, as led by the Chief Operating Officer, but will delegate day-to-day responsibility in each school to the Headteacher and Site Manager as set out in this policy.

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 or off the school premises.

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

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

The Board of Directors will approve the policy for the Trust and delegates its day to day responsibility and implementation to each Local Governing Body/Federated Governing Body and school.

### **2.2 Chief Operating Officer – responsibilities**

The Chief Operating Officer of the Trust is responsible for:

- Overseeing the development of the Health and Safety policy and associated guidance.
- Updating guidance as a result of learning.
- Providing reports to the Board of Directors.
- Procuring external H&S advisor(s).
- Acting as point of contact for schools on H&S issues.
- Providing support with risk assessment.

### **2.3 Local Governing Bodies – responsibilities**

Each Local Governing Body is responsible for:

- Ensuring that the Health and Safety Policy is implemented and monitored within the school.
- Ensuring that the school has considered its Health and Safety obligations and has made provision for meeting the obligations. It is recommended that this is best achieved by making health and safety an integral part of the school development plan.
- Ensuring that the school has a clear written and signed policy statement. The policy will ensure that the school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements of Health and Safety. From time to time, Governors will satisfy themselves that the policy is appropriate and being implemented as agreed.
- Receiving health and safety information distributed by the Trust, the Health and Safety Executive (HSE) and others and ensuring that proper arrangements are made with the school for complying with any requirements.
- Ensuring that regular reports of accidents and dangerous occurrences are prepared by the Headteacher supported by the Chief Operating Officer and that any resulting alterations working practices and procedures are implemented.
- Ensuring that appropriate facilities and opportunities are provided for accredited safety representatives to perform these duties.
- Ensuring that Health and Safety issues concerning the school are identified, decisions are taken and that effective action is carried through.
- Ensuring that all reasonable inspection facilities and information are provided on request to officers of the Office for Standards in Education (OFSTED), Inspectors of the Health and Safety Executive (HSE) and others as required.



- Ensuring that conformity to safety standards for goods purchased and equipment installed.
- Ensuring that procedures exist for checking that any items offered and parts of premises for use are safe.
- Ensuring, that school journeys are arranged and properly supervised. This relates to children arriving/leaving school as well as any transport organised by the school to go on a trip or other activity.
- Ensuring that suitable Health and Safety provision is made for pupils with special needs in discussion with the staff involved. This should be carried out in consultation with parents and relevant specialists, i.e. educational psychologists, Community Paediatrician, Health Visitor and so on. Further guidance is available in the Trust's Supporting Pupils with Medical Conditions Policy.
- Ensuring that there is an adequate budget set aside for the provision of health and safety, for example for servicing, maintenance, training and so on.
- Ensuring that a governor visits the school on a termly basis (at a minimum annually) to monitor compliance and reporting back to governors and the Trust. See Appendix 1 for a template.

The Local Governing Body is also responsible for planning and setting standards, which include:

- Ensuring hazards are identified, risk assessments are undertaken and standards are set to achieve Health and Safety objectives.
- Ensuring clear plans for coping with sudden emergencies are developed and maintained.
- Developing a positive health and safety culture.
- Ensuring that a training plan is developed 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.
- Health and Safety will be considered at regular staff meetings, at which trade union representation will be welcomed, where representatives are in place. Staff will also be consulted on health and safety matters.

## **2.4 Headteacher – responsibilities**

The day-to-day responsibility for all school Health, Safety and welfare rests with the Headteacher, who will:

- Work in conjunction with the Local Governing Body to ensure the health and safety policy is implemented and action taken to address any areas for improvement.
- Co-ordinate the implementation of health and safety and welfare procedures in the school.
- Make clear any duties in respect of health and safety, which are delegated, to members of staff.
- Ensure that problems in implementing health and safety policy are reported to the Local Governing Body and Chief Operating Officer.
- Ensure arrangements are in place for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis.
- Arrange annual review of the working documents and systems, which support the policy, such as:
  - a) Emergency procedures
  - b) Provision of first-aid in the school
  - c) The risk assessments, Health and Safety Monitoring of Educational visits and make appropriate recommendations to the Local Governing Body
- Put in place procedures to monitor the health and safety performance of the school and ensure that the Safesmart system is being used.
- Ensure that all known hazards are reported immediately.
- Seek advice from the relevant reputable sources (manufacturers/suppliers/contractors) on additions or improvements to plant, tools, equipment, machinery, etc. which presents hazards.

- Review regularly the dissemination of health and safety information in the school staff, paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises.
- Implement the Trust's e-learning training schedule and any additional training needed as appropriate to the school (see Appendix 2).
- Maintain and keep up to date the master copy of the health and safety policy together with all accompanying documentation.
- Ensure that appropriate risk assessments are undertaken for off-site educational visits (or delegating this role to an appropriately trained member of staff) and approving visits.
- Report to the Trust and Local Governing Body:
  - a) annually on the Health and Safety performance of the school
  - b) to secure funding for any identified Health & Safety costs
  - c) on any Health & safety issues of concern
- Cooperate with Health and Safety Adviser of the Trust (where relevant) to implement the Safety management system and to carry out audits to check compliance.

## 2.5 Site Manager – responsibilities

The responsibility for all school health, safety and welfare organisation and activity rests with the Headteacher supported by the Site Manager. The Site Manager will:

- Be the focal point for reference on health safety and welfare matters and to give advice or indicate source of advice.
- Liaise with and report directly to the Headteacher on all matters relating to Health and Safety.
- Ensure the day-to-day implementation of this policy including the maintenance of appropriate Risk Assessments for School and seeking the approval of the Headteacher for meeting the financial implications of identified control measures.
- Ensure that all certification and monitoring inspections are kept up to date.
- To investigate accidents, dangerous occurrences and near misses. Where necessary, advise the Headteacher on incidents that should be notified to HSE under RIDDOR, and assist in completing the HS1 form on the HSE website [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) (0845 300 99 23).
- Communicate with Safesmart, HSE and all their relevant bodies on all relevant matters.
- Have general responsibility for the application of the school's health and safety policy to their own area of work (e.g. fire, water, asbestos, work equipment, risk assessments etc.) and report directly to the Headteacher.
- Put in place emergency plan in consultation with the Headteacher.
- Forward planning – actions from inspections, audits etc. tabulated and addressed. Also calls in maintainers, engineers to attend to maintenance and statutory inspections.
- Will ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training, supervision, to enable themselves and any other employees and pupils to avoid hazards and contribute positively to their own health and safety, as part of the school's health and safety training requirements.
- Will, where appropriate, ensure relevant advice and guidance on health and safety matters is sought.
- Obtain and maintains statutory inspection records.
- Maintain all relevant Health and Safety records.
- Carry out daily (recorded weekly) and monthly inspections. Assist the Headteacher to complete the annual documentation check and termly inspections. Checks will be undertaken in accordance with the Frequency of Checks Schedule (Appendix 3). This process ensures compliance with relevant legislation.
- Manage contractors on-site using the Contractor Management Pack (Appendix 4) and understands the basics of Construction and Design and Management regulations: 2015 (CDM).

## **2.6 Classroom Teachers – responsibilities**

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

- Check classroom area is safe.
- Check equipment used is safe before use and after use.
- Ensure safe procedures are followed.
- Give clear instructions and warnings to pupils, based on a risk assessment(s) for the activities, as often as necessary.
- Report defects to the Site Manager.
- Avoid introducing personal items of equipment (electrical, mechanical) into school.
- Follow safe-working procedures and carry out the relevant risk assessments.
- Ensure the room is left in a safe state at the end of lesson.
- Ensure any relevant risk assessments are carried out and students/pupils are briefed and mitigations are applied.

## **2.7 Responsibilities of all employees under the Health and Safety at Work Act 1974**

All employees are expected to:

- Know the health and safety organisation and arrangements to be adopted in their own working areas and to ensure they are applied (e.g. co-operate with employer, carry out/assist with risk assessments for activities and implement findings);
- Observe standards of dress consistent and appropriate with safety and/or hygiene;
- Exercise good standards of housekeeping and cleanliness;
- Know and apply procedures in respect of fire, first aid and other emergencies;
- Use and not wilfully misuse, neglect or interfere with anything provided for his/her own health and safety and/or the health and safety of others;
- Co-operate with other employees in promoting improved health and safety arrangements in the school;
- Co-operate with the Trade Union Health and Safety Representatives and the officers of the Health and Safety Executive or the Trust;
- Report all accidents, defects, dangerous occurrences, near misses and safety concerns to the Site Manager/Headteacher.

## **2.8 School Health and Safety Representatives**

The Trust recognises the role of Health and Safety representatives appointed by a recognised Trade Unions. They work in conjunction with the Headteacher and Site Managers. Health and Safety representatives must be allowed to:

- assist in the investigation of accidents, near misses and potential hazards;
- assist in the investigations of complaints by anyone about matters relating to health, safety and welfare;
- make representation to the employer about such matters arising from such complaints, and such investigations on general issues affecting health, safety and welfare in the workplace.
- assist with school's Health and Safety inspections.
- assist in the representation of the school if/when enforcement agencies are involved.
- receive copies of information that inspectors provide.
- support the Trust in creating a positive attitude and culture towards health and safety.

## **2.9 Major Risk Areas**

### **2.9.1 Catering Operations**

Caterlink (the Trust's catering contractor) in conjunction with the schools catering manager (i.e. Chef/Cook) is responsible for ensuring that the health and safety requirements are implemented on a daily basis and will ensure that all catering staff follow the relevant parts of the school policy, especially those relating to emergency procedures. The Head Cook/Chef will advise the Site Manager and/or the Headteacher of any health and safety concerns.

### **2.9.2 Maintenance**

All maintenance will have its own health and safety aspects relating to their activities, which must be considered whilst working on site and in addition those who are working will familiarize themselves with the relevant policies of the school. Each Site Manager will have a planned preventative maintenance schedule (See Appendix 5 for template schedule).

### **2.9.3 Contractors**

Contractors will have their own health and safety procedures and risk assessments relating to their activities, which must be followed on site, and in addition they must make themselves and their employees aware of relevant school rules, site hazards, Emergency Procedures and welfare facilities. They must let the school have their competence details; risk assessments and agree supervision arrangements with the school. Site Managers will use the Contractor Management Pack (Appendix 4) for this purpose.

### **2.9.4 Sports activities**

The sporting activities are carried out after completing risk assessments. The Headteacher will be involved in the preparation and review of such documentation and the results communicated to the pupils.

### **2.9.5 Minibus**

Where a school has a minibus, the school will be responsible for ensuring that appropriate checks and training are in place. The school will ensure that that it has its own safety policy and procedures for the minibus. The school will ensure that all drivers of a minibus comply with the legal requirements for driving a minibus.

The school will ensure that the minibus carries, at all times, a fire extinguisher (of recommended type and size) and a first aid box. The fire extinguisher must be comply with British Standards and must be subject to an annual service by a competent engineer. Additionally, a visual check must be carried out before and after each journey (or at least once a week) and the results recorded. The first aid box must be of a good, reliable quality and suitable design. The contents must be checked weekly and stock replenished after use. See section 3.13 of this policy and the Trust's First Aid Policy.

## **PART III. ARRANGEMENTS FOR IMPLEMENTATION**

### **3.1 Distribution of Health and Safety information**

The risks are managed using risk assessments and then discussing and communicating the contents with those involved in the activities. The school is required to follow the risk assessment planner to manage the risk assessment and review process. Schools must refer to the Trust's Risk Assessment Policy and have a process in place for managing the risk assessment process. A list of required risk assessments is included as Appendix 6. A generic risk management plan template is included as Appendix 7.

The Health and Safety Policy, Risk Assessments, COSHH Assessments, working documents, Codes of Practice and guidance will be kept by the Headteacher. Members of staff are encouraged to refer to these documents and seek advice whenever they are considering health and safety issues.

All permanent staff will receive copies of the Health and Safety Policy and will be expected to familiarise themselves with the contents. Any temporary staff will have access to the Health and Safety policy and the related documentation. All staff will be briefed on joining the establishment as to their responsibilities. Staff should be aware of the policy and know how to access it.

The Headteacher and the Site Manager will issue updates, new guidance and approved revisions as soon as they become available.

All new staff including part time, temporary and supply staff will be provided with a copy of the policy and will receive induction training, which will include relevant health and safety issues.

The Health & Safety Law poster is displayed at appropriate location(s) in the workplace.

The Trust and each school will display (and provide a copy when requested) a copy of the Trust's current Employee Liability Insurance Certificate (to the minimum of £5 million).

### **3.2 Accidents, Dangerous Occurrences and Near Misses**

#### **3.2.1 Immediate first aid**

Accidents involving injury or ill health effects will be notified immediately to nominated person or the nearest first aider 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 Headteacher.

#### **3.2.2 Completion of Accident Book – Minor Incidents**

Staff should ensure that all accidents involving minor incidents such as cuts and bruises are notified to the internal nominated person with sufficient information to allow that person to complete the Accident Book.

Each school will decide the best way to record accidents and incidents. The Trust provides a template for reports and a template is also provided by Safesmart. The important point is that accidents/incidents are recorded and include:

- Date, time and place of the incident
- Name and job of the injured or ill person
- Details of the injury or illness and what first aid was given

- What happened to the person immediately afterwards (for example, went back to work or class, went home, went to hospital)
- Name and signature of the first-aider or person dealing with the incident

Guidance is included as Appendix 8.

The nominated person in school will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### **3.2.3 Internal Reporting and Investigation – Major Incidents**

A member of staff who witnesses, or is first on the scene or first to be informed of any major accident, dangerous occurrence or near miss will complete the internal report form as soon as possible after the incident. The school will decide who will retain a copy for their records. The nominated person will investigate all major incidents reported by staff. Investigations may involve consultation with Trade Union Safety Representatives with the aim of identifying the cause, how the risk/hazard will be eliminated or minimised going forward and implementing preventative strategies/control measures. Guidance and an Investigation Report Template is available as Appendix 8. Further advice and more detailed templates for complex adverse events is available in the HSE workbook, Investigating accidents and incidents (HSG245)

<http://www.hse.gov.uk/pubns/books/hsg245.htm>

### **3.2.4 Compliance with RIDDOR regulations**

The Headteacher will determine which accidents and dangerous occurrences are required to be notified to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. More details are on the website stated below.

The relevant incident has to be reported to the enforcing authority without delay and at most within 10 days of the incident. For accidents resulting in the over-seven-day incapacitation of a worker, you must notify the enforcing authority within 15 days of the incident, using the appropriate online form. In the event of a major injury or fatality the notification must be immediately telephoned (0845 300 99 23), with written confirmation using the form F2508 or reported via the website <http://www.hse.gov.uk/riddor/>. All incidents will also be reported to the local governing body, and the Executive Headteacher/CEO or Chief Operating Officer.

### **3.3 Asbestos**

It is the policy of the Trust that any staff employed at the school shall undertake no intrusive work of any kind on any material, which contains or may contain asbestos as the release of fibres in to the atmosphere should be avoided.

The Control of Asbestos at Work Regulations 2002 requires that all materials containing or having the potential to contain asbestos will be identified and their location marked. The survey to comply with these requirements, which may be a desktop survey, should be carried out by an accredited contractor.

A copy of the results of that survey will be kept by the Headteacher, delegated to the Site Manager.

All contractors must be given access to the Asbestos Register and check available information. The contractor must and sign the asbestos log to say they are aware of the location of asbestos containing material before commencing work on site.

### 3.4 Contractors

All Contractors will:

- Be given access to this and any other relevant policy i.e. safeguarding;
- Adhere to their own health and safety policies, risk assessments and procedures and will give a set to the school;
- Report to the Site Manager and sign in at reception on arrival;
- Comply with the general requirements of the health and safety policy particularly in relation to emergency procedures;
- Comply with the Permit to Work system;
- Examine asbestos information and sign the Asbestos Log prior to commencing any work on site;
- Comply with the requirements of the Construction (Design & Management) Regulations 2007 where required;
- Report to the Site Manager and sign out at reception when leaving;
- Seek advice and assistance as needed;
- Cooperate with the school on all Health and Safety matters.

### 3.5 COSHH – Control of Substances Hazardous to Health Regulations 2002

The school will carry out the Risk Assessments required under COSHH on all hazardous substances.

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 2009 (CHIP). These Regulations also require the supplier to provide a material safety data sheet (MSDS) so that COSHH assessments may be easily carried out.

COSHH also applies to biological agents connected to the workplace e.g. Legionella, bodily fluids, dust in harmful concentrations and substances produced in chemical processes.

Copies of COSHH risk assessments including actions required will be kept by the Site Manager.

As a general principle, wherever possible, safer alternatives are considered when purchasing hazardous substances.

### 3.6 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.

DSE awareness training (e-learning) and initial workstation risk assessments will be carried out by the user and those assessments will be analysed by a competent person who will offer the relevant advice or perform a further assessment if issues are identified.

Basic DSE sight tests will be arranged and paid for, by the school, for those staff falling within the regulations in accordance with the DSE guidance (INDG36[rev4]) issued by the HSE (as a rule of thumb, those using DSE/screens etc. for 5 or more hours per day on average).

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.

For staff using DSE at home, a home worker risk assessment is available on Safesmart. It should be completed by the member of staff and reviewed with their line manager.

### 3.7 Electricity at Work

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

Fixed installations will be periodically inspected and tested by competent contractors, accredited with NICEIC or NAPIT competency for commercial buildings, at 5 yearly intervals or in accordance with the recommendation from the previous inspection and in the event of a fault developing.

Portable equipment shall be checked in accordance with the guidance issued by the HSE and summarised in “Maintaining portable equipment in low risk environments” (IDNG236 rev3) available at <https://www.hse.gov.uk/pubns/indg236.htm>.

In addition to the safety checks detailed above all 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 Site Manager.

The use of extension cables should be kept to a minimum and under no circumstances, plugged into another extension cable, this is known as ‘daisy-chaining’. Multi-point adaptors (cubes) are prohibited for use on Trust property.

### 3.8 Hot work

Hot work is any process that generates flames, sparks or heat. It includes welding, cutting, grinding and sawing. Alternatives to hot work (i.e. cold cutting) should be undertaken whenever reasonably practicable where there is a risk of fire or explosion. Where hot work is unavoidable, it should not be carried out unless it is authorised and properly supervised by an experienced manager or supervisor who has knowledge of the work to be carried out, the risks involved and the precautions to be taken.

Site Managers will not carry out hot works, which must be undertaken by an external contractor.

#### 3.8.1 Hot work permits

A hot work permit is used to prevent fire or explosion and will specifically detail the work to be carried out, how and when it is to be done and the precautions to be taken.

The hot work permit should check the following items (where appropriate):

- Preparation of work area, including isolation, emptying, cleaning, gas-freeing, inerting, etc.
- Good housekeeping
- Use of protective curtains
- All 'hot works' equipment should be regularly maintained and inspected
- Ensure a competent person visits the area after the hot works has finished to ensure that no smouldering embers or hot surfaces remain
- Provision of suitable fire extinguishers
- Ensure that sprinklers (if installed) are isolated and reactivated after the works

A Hot Work Permit form is attached as Appendix 21. On satisfactory completion of the job, the authorising person should cancel the permit.

#### 3.8.2 Re-issuing of the permit

If the work has not been completed on the day stated, a re-issue of the permit is required. The Site Manager must visit the location and ensure that conditions have not substantially altered since the permit was initially issued. If the conditions have altered the situation must be reassessed and, as necessary, further controls should be specified.



### **3.8.3 End of operations**

On completion of hot work, the permit must be signed-off by the contractor, stating that the work area is safe for normal operations and that all workers are clear from the work area. The site manager should check the essential services and if agreed, the permit should be cancelled. Part two of the permit should be completed and signed by the contractor and Site Manager.

## **3.9 Emergency Procedures**

### **3.9.1 Evacuation**

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.

The emergency plan proforma will be completed by each school to identify major incidents and state what actions to be taken in the event of:

- Fire
- Intruder threat
- Bomb threat

In the event of a suspected fire and other emergencies, the alarms will be operated but in other cases, such as a gas leak, emergency contact procedures as defined by each school 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 emergency exit route that is safe to use and onwards to the approved assembly points identified by each school.

Either the commanding officer of the responding emergency services, the Headteacher and/or Site Manager will determine when it is safe to re-occupy the buildings.

Major emergency incident actions are further detailed below.

Guidance on Emergency Evacuation Assessment and Personal Emergency Evaluation Plan (PEEP) guidance is included as Appendix 9.

### **3.10 Fire Prevention**

All fire safety appliances (extinguishers, alarms, emergency lighting, a call points) will be checked at the prescribed intervals by specialist maintenance personnel.

All internal fire resisting doors must be free to move at all times so that they are normally closed, unless they are fitted with appropriate automatic closing devices. Final, external, emergency exit doors must be unlocked, free of obstruction and openable from within the building with a single action, ideally without the use of a key.

The fire alarms must be tested on a weekly basis using a different call point each time and the results must be recorded by the Site Manager and on Safesmart.

Fire Drills will be held once per term when the Fire Marshals will record the evacuation time and the general performance of the drill. These drills should be unannounced, and all staff, students and visitors must participate. It is not uncommon (not at this Trust specifically, in general) for staff working with pupils with special needs (who may react negatively to the alarm) to avoid participating.

If anything, these staff and pupils need the practice to ensure that, in the event of a real incident, they can evacuate safely. Further guidance is available in Appendix 9.

The Site Manager and the Headteacher will identify fire training needs and will incorporate that information into the Health and 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 as well as annually. Details of Fire Marshals and assembly points will be set out by each school.

There is a template on Safesmart to carry out a fire risk assessment. The school is expected to carry out this assessment to manage fire risks on a daily basis. Also, an external competent contractor will carry out a fire risk assessment, and reviews of previous assessments, pertaining to building structures, fittings and fixtures where required.

### **3.11 Bomb Threat**

In the event of a credible warning the Headteacher and/or the Site Manager will institute 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. Each school will also determine its own procedures for lockdown.

Any suspicious objects and packages should be reported to line managers or directly to the Site Manager or the Headteacher. Under no circumstances should the object be touched or moved. Do not use a mobile phone near the object/package.

Under no circumstances should the fire bell be rung to aid notification; this may cause a package to ignite. Word of mouth should be used to start the evacuation; the Headteacher, Site Manager and members of the senior leadership team will notify each classroom.

### **3.12 Chemical or Biological Incident**

In the event of an incident involving chemicals or biological material, which may affect the school, procedures will be implemented to close all windows and doors and to keep everyone within the building until the emergency has passed.

Any chemical or biological incident within the school will be dealt with according to the scope and seriousness of the incident. Appropriate emergency measures will be applied by the Site Manager in consultation with the Headteacher.

### **3.13 Lockdown**

Each school will have a local lockdown procedure. This will identify how the school will manage lockdown in the event of hostile intruder(s) onsite.

### **3.14 First Aid**

The Trust must make sure immediate help is given to anyone if taken ill or injured. Each school must have:

- a suitably stocked first aid kit
- an appointed person or people to take charge of first aid arrangements
- information for all staff telling them about first aid arrangements

Each school is responsible for identifying who will take responsibility for First Aid as set out in the Trust's First Aid policy. It is the policy of the Trust that there will be sufficient numbers of trained First Aiders on the site at all times. Training for emergency skills in the full Paediatric First Aid course should be delivered face to face, not through virtual training. Those with current certificated training will be identified and listed by each school and displayed prominently around the school.

First Aid boxes will be maintained at the sites specified by each school. There will be weekly check of each first aid box to confirm that the recommended stock is present and available for use (see the First Aid Policy and HSE guidance for a suggested contents list <https://www.hse.gov.uk/simple-health-safety/firstaid/index.htm>). The check will be recorded. This will include a check of the first aid kit in the minibus if there is a minibus.

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 engaged to work on Trust premises are expected to maintain their own first aid supplies and provide a sufficient number of their own trained first aiders/appointed persons. They will only be allowed to use the school first aid boxes either in an emergency or after negotiation with the school. If the school first aid box is used, the appointed person must be notified so that replenishment can be organised and if required, records of treatment made.

Further guidance on Supporting Pupils with Medical Conditions is available in the Trust's policy.

### **3.15 Fragile surfaces, 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, transparent or translucent surfaces in walls, partitions, doors, sky lights, porches, etc. pose a risk of injury they should be made of a suitable safety material or otherwise protected against breakage. If they do become damaged, they should be replaced with like for like materials i.e. fire resisting glazing in fire doors.

Regular assessments of the condition of fragile surfaces, glazing and glass within the workplace will be conducted and any actions raised will be resolved as soon as practicable.

### **3.16 Infection prevention and control**

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

#### **3.16.1 Handwashing**

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

#### **3.16.2 Coughing and sneezing**

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues

- Spitting is discouraged

### **3.16.3 Personal protective equipment**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

### **3.16.4 Cleaning of the environment**

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

### **3.16.5 Cleaning of blood and body fluid spillages**

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

### **3.16.6 Laundry**

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

### **3.16.7 Clinical waste**

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

### **3.16.8 Animals**

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

### **3.16.9 Pupils vulnerable to infection**

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

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

### **3.16.10 Exclusion periods for infectious diseases**

The school will follow recommended exclusion periods outlined by Public Health England, summarised in Appendix 20.

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

## **3.17 Monitoring and Audit and Review of Performance**

### **3.17.1 Monitoring**

Daily (recorded weekly) and monthly – such inspections are carried out by the Site Manager.

Termly – these are carried out by the site manager in conjunction with the Headteacher. A termly check will also be carried out by a governor on behalf of the local governing body. A records schedule (documentation check/audit) will be carried out annually by the Headteacher and Site Manager.

### **3.17.2 Audit and Review of Performance**

The Headteacher and the Site Manager will meet at least once per term and usually following the termly inspection so that any issues found can be addressed. An annual workplace inspection will be undertaken using the Safesmart system.

The Headteacher will monitor the school's performance on Health and Safety issues.

Health and Safety is a regular item on the agenda of staff meetings. This slot is allocated for Tool Box talks, briefings and airing staff concerns. Issues arising will be recorded in the minutes and actioned accordingly with feedback on the resolution given in a timely manner.

There will be an audit of all aspects of Health and Safety every 12 months. The Governors and any other Safety representative will be invited to participate in the audit process. Findings will be reported to the Trust and Local Governing Body.

## **3.18 Management of Health and Safety**

The Management of Health and Safety at Work Regulations 1999 and the Approved Code of Practice will form the basis of the school health and safety system. In addition, the principles contained in HSG65 Successful Health and Safety Management will be given high priority and implemented wherever practical.

Risk assessments and safe systems of work will be developed and implemented in each section by competent persons with the assistance of the Site Manager. Training will be given where necessary in accordance with the e-learning training schedule (Appendix 2), which will be reviewed by each school annually.

An Early Years specific risk assessment will be carried out annually by the Headteacher and include the specific risk associated with our younger children (see Appendix 10 for a model risk management plan).

The Headteacher will ensure that health and safety is an integral part of the daily operation of each school and to that end it is essential that all employees comply with Section 7 and 8 of the Health and Safety at Work Act 1974. This section imposes duties on employees to take care of their own health, safety and welfare 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.

### **3.19 Lifting Operations and Lifting Equipment**

Passenger or goods lifts on site together with any lifting equipment is covered by the Lifting Operations and Lifting Equipment Regulations 1995 (LOLER) and the Approved Code of Practice issued by the HSE, which will be complied with.

All staff using this equipment must be familiar (having received specific training) with the Health and Safety requirements regarding its use and ensure the activities are backed by risk assessments.

The Site Manager will ensure that the statutory inspections take place when due (six monthly or as specified by the lift maintenance company). All work equipment must only be used for the purpose it was designed and manufactured for. It must not be adapted in any way to alter the purpose for usage.

### **3.20 Manual Handling**

Manual Handling causes over one third of all reported injuries nationally. It is the policy of the Trust that staff will comply with the requirements of the Manual Handling Operations Regulations 1992 and 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 regularly involved in manual handling.

### **3.21 New Plant, Machinery and Equipment**

The relevant requirements are contained in the Provision and Use of Work Equipment Regulations 1998 (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 are not allowed to be used on site.

All staff using this equipment must be familiar with the Health and Safety requirements regarding its use and ensure the activities are backed by risk assessments.

All work equipment must only be used for the purpose it was designed and manufactured for. It must not be adapted in any way to alter the purpose for usage.

### **3.22 Noise at Work**

The Noise at Work Regulations 2005 requires employers to assess and minimise the risks associated with exposure to high levels of noise.

In the School environment the circumstances where these regulations may apply are very limited. Assessments will be made on the noisiest activities to determine whether it is likely that they will apply e.g. woodworking and metalworking equipment and ride on grounds maintenance equipment.

As a general rule the regulations will not apply where noise levels are below 80 dB. Where this trigger level is believed to have been exceeded an external competent person will be commissioned to carry out the required measurements and assessment. The Trust will consider the recommendations of the competent person and ensure that appropriate control measures are introduced to eliminate the risk to health, or where this is not possible to minimise the risk.

### **3.23 Grey Fleet**

RoSPA explains that 'grey fleet' is simply the term used to describe any vehicles that do not belong to the company, but which are used for business travel. This might include a vehicle purchased via an employee ownership scheme, a privately rented vehicle or a vehicle privately owned by an employee. When they are driven on company business, often in return for a cash allowance or fuel expense, these vehicles then become considered part of the 'grey fleet' – and as such fall under the responsibility of the employer. A risk assessment is available on Safesmart for completion by the member of staff using a private vehicle in return for mileage claim.

### **3.24 Work at height and use of ladders/scaffolding towers**

#### **3.24.1 Working at height**

The purpose of the Work at Height Regulations 2005 is to prevent death and injury caused by a fall from height. Working at height remains one of the biggest causes of fatalities and major injuries. Common cases include falls from ladders and through fragile surfaces. 'Work at height' means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury (for example a fall through a fragile roof). Further detailed guidance is available at: <https://www.hse.gov.uk/work-at-height/step-by-step-guide.htm>

The Site Manager and anyone in control of any work at height activity must make sure work is properly risk assessed, planned, supervised and carried out by competent people. This includes using the right type of equipment for working at height. Low-risk, relatively straightforward tasks will require less effort when it comes to planning. Risk must be assessed, and a template is available on Safesmart. Site Managers must not sign off their own working at height – the Headteacher should authorise this.

#### **3.24.2 Control measures for working at height**

The first step is to assess the risks. Factors to weigh up include the height of the task, the duration and frequency, and the condition of the surface being worked on. Before working at height work through these simple steps:

- avoid work at height where it's reasonably practicable to do so
- where work at height cannot be easily avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment
- minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated

#### **3.24.3 Dos and don'ts of working at height**

Do...

- as much work as possible from the ground
- ensure workers can get safely to and from where they work at height

- ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly
- take precautions when working on or near fragile surfaces
- provide protection from falling objects
- consider emergency evacuation and rescue procedures

Don't...

- overload ladders – consider the equipment or materials workers are carrying before working at height. Check the pictogram or label on the ladder for information
- overreach on ladders or stepladders
- rest a ladder against weak upper surfaces, e.g. glazing or plastic gutters
- use ladders or stepladders for strenuous or heavy tasks, only use them for light work of short duration (a maximum of 30 minutes at a time)
- let anyone who is not competent (who doesn't have the skills, knowledge and experience to do the job) work at height

#### **3.24.4 Work at height permit**

In addition to risk assessment (a template is available on Safesmart) a permit for working at height must be issued. The Site Manager must not sign off their own working at height and the permit should be signed by the Headteacher. A template is included as Appendix 22.

#### **3.24.5 Use of ladders**

Guidance on ladder safety is also available from the HSE at <https://www.hse.gov.uk/work-at-height/using-ladders-safely.htm>. A template for the termly inspection of ladders and other equipment by the Site Manager is included as Appendix 11.

#### **3.24.6 Use of scaffolding towers**

Schools need to consider this information before deciding whether to use towers or not. The HSE have specific guidance about scaffolding available at: <http://www.hse.gov.uk/work-at-height/faqs.htm#about-scaffolding> which must be read in full.

If you are thinking of using a Tower you need to be competent to build, inspect, use, and dismantle a tower. The following are all essential safety features that should be supplied upon purchase or hire of the tower:

- purpose built platforms with trapdoor entry and exit. There must be enough platforms so that they can be installed at 2m height intervals during assembly and dismantling.
- guardrails fitted all the way around every platform at a minimum height of 950mm and with a maximum 470mm vertical gap between the guardrails and the platform
- a built in access ladder or staircase for safe ascent and descent
- 4 stabilisers of the correct size for the height of the tower
- toe boards to prevent the fall of any materials
- user instructions which show one of the two recognised safe assembly and dismantling methods

You should use one of the two recognised safe methods to assemble and dismantle a tower:

- Advance Guardrail (AGR). Guardrail side frames are put in place in advance of anyone getting onto the platform. They are put in place from ground level for the first platform level, and from the protected position of a platform below for the higher platform levels.
- Through The Trap (3T). Guardrails are put in place before stepping onto the platform. The operator positions themselves within the open trap door, seated on the platform, from where they install or remove the guardrails.



Once the tower is built it must be inspected by a competent person:

- before it is first used
- at suitable intervals depending on the environment and use
- every time something happens that may affect its stability or safety

Further information is available from [PASMA – the Prefabricated Access Suppliers' and Manufacturers' Association](#).

This means:

- Staff using a scaffolding must be trained- typically this would be a Site Manager
- A risk assessment must be written – the training should cover writing the risk assessment
- The Headteacher/Chief Operating Officer will need to agree who the training provider is: what evidence is required to show whoever has been trained is competent: and sign off the risk assessment
- **Scaffolding must not be used until this is all in place.**

### **3.25 Occupational Health**

#### **3.25.1 Access to Occupational Health services**

Frays Academy Trust has an Occupational Health Service, which can provide confidential assistance on a wide range of matters affecting personal health.

Where the health of an individual is causing concerns for the health and safety of others, the Trust reserves the right to refer that person to the occupational health service.

#### **3.25.2 Bullying**

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

#### **3.25.3 Alcohol and Drugs**

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

In relation to drug misuse, any breaches of the law will be reported to the police. Illegal drugs must not be used or brought into the workplace. There will be no consumption of alcohol during working hours.

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.

#### **3.25.4 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.

#### **3.25.5 Health Promotion**

The Trust recognises that, whilst it 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 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 (smoking is not permitted on Trust property);
- Encouraging healthy diet (healthy options available in school dining facilities);
- Encouraging staff to use sporting and exercise facilities.

### **3.25.6 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. A procedure and a Log Book to assist with the management of water, which is based on the Approved Code of Practice (L8) has been issued by the HSE. A legionella risk assessment is available on the Safesmart system.

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 procedure will be followed in each school. Specific actions will include removal of all shower heads and sterilising them prior to the commencement of each school 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. They will be flushed and chlorinated annually. This will be undertaken by the Site Manager in conjunction with a specialist contractor. See Appendix 5 for the Planned Preventative Maintenance Schedule.

### **3.25.7 Hepatitis B**

The Trust is aware that a small number of staff may be exposed to the Hepatitis B virus (HBV) as a consequence of their work. This has come to light because of a number of staff at one of our schools having been bitten by a small number of pupils with additional needs.

Hepatitis B virus (HBV) is a serious viral infection causing inflammation of the liver which is spread by contact with blood or body fluids from an infected person through broken skin or mucous membrane. The virus can infect without causing symptoms but some people suffer an acute disease with flu-like symptoms. If the infection persists it becomes chronic and the infected person may develop cirrhosis or liver cancer. In the UK, babies are routinely immunised against Hepatitis B at the ages of 8, 12 and 16 weeks.

Immunisation is by intramuscular injection; this vaccine cannot cause the disease against which it protects. Full protection involves having three injections of the Hepatitis B vaccine at the recommended intervals. A follow-up appointment for a blood test is undertaken to confirm whether the body has responded to the vaccine.

The risk of exposure to our staff is low, and only relates to staff at a small risk of being bitten. Each Headteacher will identify if this is the case. The Trust will make immunisation available to at risk staff, if staff wish to do so, as a precautionary measure. The Trust's Occupational Health provider will provide the immunisation programme. Alternatively, the Headteacher will provide the member of staff with a letter in order for them to secure the vaccination programme themselves from their own GP practice. A template letter (Appendix 12) is provided to assist with this. The Headteacher/Head of School will be responsible for contacting the Occupational Health provider on behalf of the staff member or for providing a letter to the member of staff for their GP practice. The Headteacher/Head of School will ensure a record of the Hepatitis B immunisation is kept in the staff member's personnel file. If a member of staff chooses not to be immunised this will also be recorded on the personnel file.

Staff exposed to the Hepatitis B virus who have not been vaccinated before should seek immediate medical advice, as they may benefit from the Hepatitis B vaccine. In some situations, exposed staff may also need to have an injection of antibodies, called specific Hepatitis B immunoglobulin (HBIG), along with the Hepatitis B vaccine. HBIG should ideally be given within 48 hours, but it can still be given up to a week after exposure. A report of the incident should be completed by the Headteacher in line with the accident and incident reporting procedures.

Further guidance is available on the HSE website: <http://www.hse.gov.uk/biosafety/blood-borne-viruses/hepatitis-b-vaccination.htm>

### **3.25.8 New and Expectant Mothers**

The Headteacher/relevant line manager have the responsibility for completing the risk management plan (Appendix 13) and associated PEEP (see Appendix 9). The Headteacher/line manager should also seek support from Schools HR.

### **3.25.9 Smoking Policy**

No smoking will be allowed on school premises.

### **3.25.10 Stress at Work**

The Trust has a specific policy for the management of stress. A risk assessment is available on Safesmart.

### **3.25.11 Violence at Work**

Violence to any employee will be treated very seriously. The Trust's violence at work policy outlines action to be taken to address violence and security related incidents.

## **3.26 Offsite Educational Visits/Activities**

Guidance from the Department for Education states that for routine visits, involving no more than an everyday level of risk, such as slips and trips and are covered by a school's current policies and procedures. They only need a little extra planning beyond the educational aspect of the trip. They can be considered as lessons in a different classroom. A template risk management plan for off-site day trips is included as Appendix 14.

Trips that need a risk assessment and extra planning are those which are not covered by current policies. This could be due to, for example, the distance from school, the type of activity, the location, or the need for staff with specialist skills

Sometimes a school may just need to review its current plans or arrangements that were successful on previous trips. However, some trips will need risk assessments, detailed planning, and informed approval of the Headteacher. The person given the job of managing this should:

- have the skills, status and competence needed for the job;
- understand the risks involved;
- be familiar with the activity.

Plans should be proportionate and sensible, focusing on how to manage genuine risks. A template risk assessment for off-site residential trips is included as Appendix 15. This must be completed by the Headteacher/Head of School and signed off by the Executive Headteacher/CEO. For residential visits, choice of venue must be discussed by the Headteacher/Head of School in advance with the Executive Headteacher/CEO. When the Executive Headteacher/CEO has authorised the choice of venue, the Headteacher/Head of School may book the venue.

For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate. For other trips or visits, there will always be at least one first aider.

Further guidance can be found on the following websites:

- DfE, Health and safety on educational visits, available at: <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>
- HSE, School trips, available at: <http://www.hse.gov.uk/services/education/school-trips.htm>
- The Outdoor Education Advisers' Panel <https://oeapng.info/>

Schools using an outside organisation to provide an activity must check they have appropriate safety standards and liability insurance. The Council for Learning Outside the Classroom (LOtC) awards the badge to organisations who meet nationally recognised standards. Schools can check whether organisations have the badge on the following website: <http://lotcqualitybadge.org.uk/search>. If a provider does not hold a badge the school will be responsible for checking that they are suitable (see the above DfE guidance). Some activities also need to be licenced and further information is available on the HSE website <http://www.hse.gov.uk/aala/public-information.htm>

Each school should appoint an educational visits co-ordinator and provide training. The Headteacher has this duty unless they have delegated it. The co-ordinator should:

- be an experienced visits leader;
- have the status to be able to guide the working practices of other staff;
- be confident in assessing the ability of other staff to lead visits;
- be confident in assessing outside activity providers;
- be able to advise the Headteacher when they're approving trips;
- have access to training, advice, and guidance.

The Headteacher will report to the Local Governing Body on trips through their Heads report.

### **3.27 Personal Protective Equipment**

The requirements of the Personal Protective Equipment at Work Regulations 2002 will be followed.

The circumstances where these regulations apply are fairly limited within school premises e.g. Science and Technology, but where a 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.

### **3.28 Trade Union 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 representatives or directly with non-unionised employees.

Employers also have obligations under the Health and Safety (Information for Employees) Regulations 1989.

The employer will fulfil these obligations through the Headteacher who will involve all staff including representatives in the development of health and safety. This policy details the methods of involvement including accompanied inspections, safety committee meetings, development of risk assessments, disseminating information and assisting in developing training needs.

### **3.29 Site, Building and Staff Security and Safety**

#### **3.29.1 Site**

The site should be securely fenced but, where it is not possible to secure the whole site, measures must be taken to ensure children cannot leave the site. Where reasonably practicable, strategically placed CCTV cameras will provide a deterrent to unauthorised access with suitable signage.

#### **3.29.2 Separation of Vehicular and Pedestrian movement**

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

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

The Site Manager will ensure that deliveries are not made during break or lunch times or for 15 minutes prior to the opening and after the close of school in order to avoid peak pupil movement times.

Separate access will be delineated for pedestrian access which removes, as far as reasonably practicable, the risk of contact with moving vehicles.

A risk management plan will be completed by the Site Manager. A template is available as Appendix 16.

#### **3.29.3 Buildings**

Where reasonably practicable, each building is provided with access control systems designed to reduce unauthorised access. It is important that entry doors are closed and not wedged open.

#### **3.29.4 Staff Security (including lone working)**

Where reasonably practicable, all staff should wear Personnel identification badge, which includes a photograph.

Staff working either in isolated parts of the building and/or out of normal hours should follow the guidance on lone working (attached as Appendix 17) and the line manager will complete the lone working risk assessment available on the Safesmart system.

#### **3.29.5 Visitors**

Visitors must sign in at reception and will be issued with a visitor's badge, which must be returned on leaving the site.

Visitors who are listed on the school's single central register and have DBS checks in place will not need escorting.

All other visitors will need to be escorted by the staff member they are visiting.

### **3.29.6 Trees**

In the UK, 5-6 people are killed by trees or branches falling onto them each year, 3 of which occur in a public space. Whilst the risk of injury caused by a tree is low, the Trust has a duty under the Health & Safety at Work Act 1974 to do all that is reasonably practicable to ensure that people are not exposed to risks arising from their presence. This does not mean that all trees have to be individually examined on a regular basis. A decision has to be taken on what is reasonable in the circumstances and this will include consideration of the risks to which people may be exposed.

For trees belonging to the Trust, a risk assessment is to be carried out that will consider the following factors in order to determine the reasonable control measures to be adopted:

- The location of the tree i.e. do staff, pupils and visitors regularly pass the tree? If the tree was to fall, is it likely to collide with a person or property including vehicles and buildings?
- Are the roots of the tree likely to cause subsidence or structural damage to a property?
- Do the trees present a trip or fall hazard by disturbing the footways? This may cause an injury.
- Does the tree obscure sightlines on the highway or those attempting to cross the highway?

Control measures that can be introduced to eliminate or reduce the risk of injury or damage are:

- Monthly/weekly visual inspection of the trees by the Site Manager (or similar role) to check for damaged branches or evidence that branches have fallen recently and to check that the tree roots are not presenting as a trip or falling hazard.
- Periodic inspection of all trees by a suitably qualified and competent person to confirm the health of the tree, remove (make safe) any branches and so on that have the potential to cause harm or injury and carry out any maintenance works specific to the species.
- Cordon off areas surrounding higher risk trees to prevent people from accessing the hazardous area. Consider removing the tree (ensure that it is not under a preservation order).
- After bad weather (strong winds and lightening), a visual check will be made at the earliest opportunity to check for damage and potential falling hazards. If any is identified, cordon off the area to prevent access and employ a suitably qualified and competent person to eliminate the risk.

### **3.29.7 Play areas – lunch and break time**

Guidance and a model risk management plan are included as Appendices 18 and 19.

### **3.30 Statutory Inspections and Examinations**

Statutory inspections and examinations (e.g. boilers, play equipment, fire equipment, lifting equipment and so on) should be carried out by competent persons. The register of these will be held by the Site Manager, who will keep records. Also he/she will invite those persons to carry out those inspections and examination by the due dates.

### **3.31 Supervision of Pupils**

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

The Headteacher shall take all reasonable steps to ensure appropriate supervision by duty staff at break time and lunchtime.

All staff will share the responsibility for ensuring that pupils adhere to the Behaviour Policy 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, technology rooms, etc. will be responsible for ensuring that pupils behaviour is safe and in accordance with the school code of conduct.

### **3.32 Training**

All employees shall be informed and instructed as to possible hazards which may occur at their place of work and shall receive such information, instruction, training and supervision as may be deemed necessary to enable them to do their work in a safe and efficient manner. Training will be incorporated into an annual plan by each school. The Site Manager should be trained to the equivalent of IOSH standard.

#### **3.32.1 Induction Training**

Every effort must be made to ensure that all new members of staff 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, on the first day of employment. The Induction Checklist must be completed as a record of provision and understanding along with a copy of this policy.

#### **3.32.2 Management Training**

The Trust recognises 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 and will facilitate the provision of suitable training.

#### **3.32.3 Specialist Training**

The Headteacher will arrange specialised training courses as appropriate for staff to ensure the safe delivery of their duties. The need for such courses will have been identified by the Headteacher.

#### **3.32.4 Fire Training**

All members of staff shall receive training on actions to be taken in the event of fire, advice on fire precautions and where necessary, practical training on the use of firefighting equipment and alarms. This will be done as part of their induction (on day 1) and annually (via e-learning on Safesmart), or sooner if there are significant changes to the building or procedures.

### **3.33 Visitors**

Employees will ensure that all reasonable steps are taken to safeguard visitors and that they are made aware of emergency procedures. Visitors are normally supervised or escorted whilst on site.

In the event of an evacuation, visitors should accompany the employee they have come to see to the approved assembly point identified by each school. The school will identify a person who will ensure that the signing in register is available at the assembly point.

### **3.34 Work Experience/Placements**

The Headteacher will ensure that all young persons under the age of 18 who are either employed by the school or placed on work experience are, as far as reasonably practicable, not subjected to any risk of injury or harm and a young person's risk assessment will be conducted for any such individuals. Employees will be covered by this policy. A risk assessment is included on the Safesmart system.

All places of employment utilized for placements or experience will be assessed and approved by the Headteacher. Parents should be provided with relevant information including health and safety prior to the person commencing work.

Where parents or pupils arrange their own work experience the Employer should be reminded of their responsibilities under the Management of Health and Safety at Work Regulations 1999 and confirm in writing that have taken into account the following matters:

- 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 risk to the young person's health and safety must be assessed.
- The risks from agents or other processes carried out at the workplace 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, and mutagenic or have chronic effects.
- Involve harmful exposure to radiation.
- Extreme heat or cold.
- Noise or vibration.
- The appropriate procedures to be followed in that event of serious and imminent danger and the names of the competent persons who implement the procedures.
- Any other workplace hazard or foreseeable risk not identified above.

This list covers some of the matters that employers should consider before allowing young persons to work in their establishments and is not to be considered complete or exhaustive.