

Torfield and Saxon Mount Academy Trust



Health and Safety Policy

January 2021

Next review January 2022

Health and Safety Policy – Torfield and Saxon Mount School Academy Trust (based on ESCC model policy)

Date: 31.1.2021

The Health and safety Policy for Torfield and Saxon Mount Academy Trust will be reviewed regularly and revised as necessary.

Any amendments required as a result of the review will be presented to the Academy Advisory Board (AAB) for acceptance.

Contents

1. General Policy Statement	3
2. School organisation to meet the requirements itemised under the General Policy Statement.	4
3. Safety Responsibilities of Groups and Individual Members of Staff are as follows:	5
4. Health and Safety Committee (if appropriate)	13
5. Crisis Management	14
6. General Emergency Procedures.....	14
7. Fire Procedures (See also Policy on Fire).....	15
8. Bomb Incident Management	16
9. First Aid Procedure (see also Policy on First Aid)	16
10. Accident Recording and Reporting (see also Policy on Accident Reporting and Investigation)	17
11. Health Issues	18
12. Risk Assessments and Guidance Notes/School Codes of Practice (see also Policy on Risk Assessment)	19
13. Specific Hazards	20
14. Use of Minibuses and Other Vehicles (if appropriate).....	25
15. Administration of Medicines (see also Policy on the Administration of Medicines)	25
16. Complex Health Needs (see also guidance on supporting young people with Complex Health Needs).....	26
17. Training and Information (see also the Health and Safety Training Policy).....	26
18. Monitoring Health and Safety	27
19. Visitors	27
20. Trade Union Safety Representatives	28
21. Health and Safety Policy Review	28

HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

Torfield and Saxon Mount Academy Trust recognises that ensuring the health and safety of staff, pupils and visitors is essential to the success of the Academy.

We are committed to:

- a. Providing a safe and healthy working and learning environment.
- b. Preventing accidents and work related ill health.
- c. Meeting our legal responsibilities under health and safety legislation as a minimum
- d. Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- e. Ensuring safe working methods and providing safe work equipment.
- f. Providing effective information, instruction, training and supervision.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Health and safety management procedures will be adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

Name: _____ **Signature:** _____

(Chair of AAB)

Name: _____ **Signature:** _____

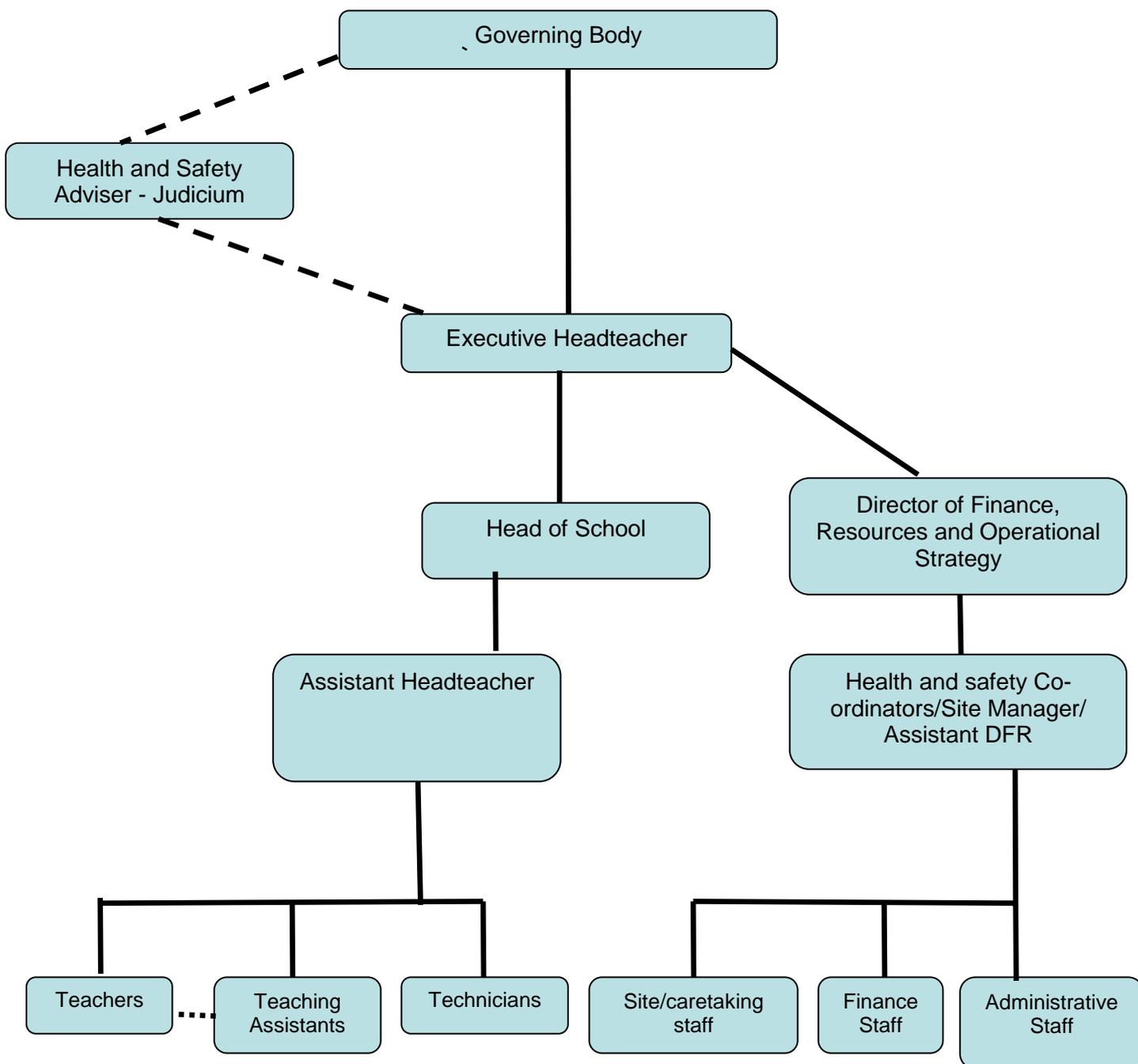
(Executive Headteacher)

Date _____

This policy was endorsed by the Academy Advisory Board at their meeting on 11th February 2021

2. School organisation to meet the requirements itemised under the General Policy Statement.

Ultimately the responsibility for all School organisation and activity rests by definition, with the Executive Headteacher. However all staff have a responsibility towards safety with the specific lines of delegation being set out as shown below.



3. Safety Responsibilities of Groups and Individual Members of Staff are as follows:

3.1 The Governing Body (Directors and AAB members)

The Governing Body in its role as employer will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, students, visitors) in accordance with Section 2 and 4 of the Health & Safety at Work Act 1974.

In order to discharge this responsibility, the board of Directors delegate governance responsibilities to the Academy Advisory Board, whilst retaining overall responsibility. Collectively the governing body will:

- a. ensure, by attending relevant governors health and safety training, ensuring that the schools receive and review copies of all relevant health and safety circulars and other information, that the Academy Trust's Health and Safety Policy is complemented by the policies and guidance received by the professional Health and Safety advisory service purchased, that these procedures are kept up-to-date and that arrangements are in place to ensure that all staff and pupils are aware of and comply with its contents;
- b. ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the school as outlined within the policy and guidance of the professional Health and Safety advisory service as purchased by the Academy Trust;
- c. ensure, via reviewing risk assessments and inspection reports, that there is adequate provision both in staffing, facilities and resources to allow the schools to meet both legal and moral obligations with respect to health, safety and welfare;
- d. nominate a Health and Safety Director (who will also fulfil governor safeguarding and child protection duties)
- e. receive updates on the health and safety action plan at each meeting of the Academy Advisory Board from the Health and Safety management groups in order to enable the AAB to monitor the adequacy of arrangements and recommend any action necessary to the Board of Directors;
- f. to consider information, statistics and reports relating to health, safety and welfare matters;
- g. to consider and make recommendations regarding individual health and safety issues which have not been resolved at management level.

3.2 Executive Headteacher

The Executive Headteacher has overall responsibility for safety policy, organisation and arrangements throughout the School and with support from the Director of Finance, Resources and Operational Strategy will:

- a. provide liaison with the Inspectors: Local Authority or other professional H and S

- body, Department for Education and the Health and Safety Executive with regard to safety aspects;
- b. budget for safety and health matters;
 - c. review the Health and Safety Policy on a two yearly cycle and when significant changes occur within the organisation of the Federation schools;
 - d. develop, introduce, maintain and review safety management procedures to ensure the schools comply with legislative requirements and good industry practice e.g. risk assessments including fire, display screen equipment and manual handling;
 - e. nominate specific staff with designated safety roles, e.g. Health and Safety Co-ordinator, Heads of School, Premises Co-ordinator, throughout the schools;
 - f. chair the Health and Safety Management Committee, or nominate a member of senior management team to undertake this activity;
 - g. ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
 - h. ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments;
 - i. ensure health and safety issues associated with major building projects are complied with;
 - j. ensure that incidents, near misses and dangerous occurrences are reported, to RIDDOR; or minor injuries forms or hazard reporting systems, as appropriate;
 - k. monitor incident trends to identify methods of reducing accidents;
 - l. ensure the necessary records are maintained relating to accidents associated with the work of the school;
 - m. make a termly report on health and safety matters including buildings and safety management to the Board of Directors, via the AAB;
 - n. ensure safety procedures are developed and adhered to for operations carried out within the Schools by his staff and by outside contractors under his control;
 - o. ensure, in conjunction with the Heads of School, that health and safety is considered as an integral part of the curriculum and lesson planning;
 - p. ensure that school inspections are carried out at regular intervals and that necessary remedial action is carried out;
 - q. ensure that health and safety is considered as an integral part of teaching;
 - r. instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Safety Policy, School Codes of Practice or health and safety legislation;
 - s. ensure that premises safety inspections are carried out at specified intervals e.g. weekly, bi-termly, recorded and that necessary remedial action is carried out;
 - t. ensure that health and safety is taken into account when considering any proposed or impending changes e.g. building works, room allocate or usage, etc.;
 - u. ensure that emergency procedures and fire evacuation practices are in place within the school;
 - v. investigate and advise on hazards and precautions;
 - w. have a general oversight of health and first aid matters;
 - x. monitor the general safety programme;
 - y. publicise safety matters;
 - z. ensure all full and part-time staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire and accident reporting), and specific sections of the Health and Safety Policy are

discussed to ensure that new members of staff are aware of their responsibilities and any restricted tasks and activities;

Aa. to monitor student health records prior to entry and to report/advise Heads of School of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy);

Bb. ensure adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements:

- First aid;
- Fire and emergency evacuation;
- Risk assessments, including fire, display screen equipment, manual handling, substances and general risk assessments.

Cc. budget for safety equipment for each school

Dd. **Heads of School** will assume these duties in the absence of, or by delegation from the Executive Headteacher and have the authority to make and implement decisions throughout the school at any level if there is:

- immediate danger, or,
- dangerous practice, or
- breach of the law.

3.3 Director of Finance, Resources and Operational Strategy and Health & Safety Co-ordinators

The DFR and Health and Safety Co-ordinators – currently determined as the Site Manager and the Assistant Director of Finance and Resources - are responsible for the co-ordination of health and safety management on behalf of the Executive Headteacher throughout the schools and in particular will

- a. make a bi-termly report, in conjunction with senior leaders with health and safety and / or child protection / safeguarding responsibility and the H and S management group, on safety matters to the Executive Headteacher and the Governing Body;
- b. undertake inspections and safety audits;
- c. investigate and advise on hazards and precautions;
- d. develop and establish emergency procedures, and organise fire evacuation practices within the school;
- e. have a general oversight of health and first aid matters;
- f. monitor the general safety programme;
- g. make recommendations to the Executive Headteacher for matters requiring immediate attention, e.g. safety reports;
- h. make recommendations to the Executive Headteacher on matters of safety policy in compliance with new and modified legislation;
- i. publicise safety matters;
- j. liaise with outside bodies concerned with safety and health e.g. Health and Safety team at County Hall or other purchased professional H and S service provider; including the Trusts insurer – the RPA.
- k. monitor accidents to identify trends and introduce methods of reducing accidents.

3.4 The Educational Visits Co-ordinators at each school will:

- a. Lead in educational visit management in order to ensure that the appropriate Offsite Activities and Educational Visits, Regulations and Guidelines are followed;
- b. work with group leaders to ensure that the aims of the educational visit are achievable and in line with those of the establishment;
- c. after discussion with the Executive Headteacher or Head of School and governing body, either approve proposal or submit proposal to the Academy Trust's professional H and S advisor, currently the Schools Resilience Officer (Off-site Visits) at County Hall;
- d. ensure that all educational visits meet the appropriate requirements as advised by the professional H and S service provider;
- e. confirm that adequate risk assessments have been carried out;
- f. support the Executive Headteacher and Head of School in the management and evaluation of educational visits;
- g. confirm the leadership of the group is appropriate, including the accompanying staff and volunteers.

3.5 Heads of School/Assistant Head with safeguarding responsibility

Each Head of School and Assistant Headteacher with safeguarding responsibility is responsible to the Executive Headteacher for the provision of safe working conditions for staff and students and in particular, liaising with the Director of Finance, Resources and Operational Strategy, Assistant Director and Federation site manager to:

- a. provide reports on safety matters for the meeting of the School Health and Safety Management Committee. Nominate, in conjunction with the Executive Headteacher, teachers responsible for particular classrooms, laboratories and workshops and the associated equipment;
- b. notify the Executive Headteacher of any proposed or impending activities or changes affecting safety, health and welfare, in room allocation or usage;
- c. ensure safety inspections of their designated schools are carried out and to ensure hazards identified from those inspections are rectified;
- d. ensure all accidents within the schools are recorded in line with school policy and investigate reports of accidents and dangerous occurrences in his/her designated areas;
- e. identify staff training and development requirements with reference to health and safety;
- f. circulate publicity relating to safety matters to staff within their control.
- g. ensure adequate numbers of staff are trained in first aid procedures and to co-ordinate the work of the First Aiders;

3.6 Learning Leaders including Senior Learning Leaders

Each Learning Leader is responsible for:

- a. instigating and ensuring that safety procedures are developed and adhered to for

- operations carried out within the schools ensuring that these are in line with curriculum codes of practice issued by the Academy Trust's H and S advisory body e.g. Science, Design Technology, PE, etc.;
- b. undertaking a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
 - a. attending to defect reports and recommendations from the Executive Headteacher, Staff, Safety Representatives and the DFR and Health and Safety Co-ordinators;
 - b. ensuring equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place;
 - c. carrying out or allocate the undertaking of risk assessments for their teaching areas which include manual handling, COSHH, and to ensure details are documented and that appropriate action is carried out;

3.7 Teachers

Teachers are responsible to their Head of School for the immediate safety of the students in his/her classroom, laboratory or workshop. Nominated teachers are responsible for particular classrooms, laboratories and workshops and their associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Additionally, each teacher will:

- a. undertake and implement risk assessments for specific activities and ensure that safe working procedures are followed personally;
- b. give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required;
- c. ensure that special working procedures, protective clothing and equipment, etc. are provided and used where necessary;
- d. ensure that clear instructions and warnings are given to pupils verbally as often as necessary;
- e. ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
- f. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- g. report defects and make recommendations to their line manager where necessary;
- h. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

3.8 Teaching Assistants

The teaching assistant is immediately responsible to the teacher whilst the class is in session. Otherwise his/her line manager is the Assistant Headteacher then Head of School.

Teaching assistants is expected to:

- a. follow safe working procedures personally;
- b. be familiar with the general and particular safety rules that apply to his/her area of work;

- c. ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
- d. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- e. report defects to his/her line manager;
- f. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

3.9 Qualified First Aiders

Nominated qualified First Aiders, when at work, are responsible for supporting health and welfare issues within the School and in particular will:

- a. be responsible for attending to and monitoring student or visitor illness/injury and for referring students to their own doctor or hospital as appropriate;
- b. maintain the school medical room and equipment;
- c. assist in the monitoring of first aid equipment and boxes on School site and vehicles;
- d. ensure the necessary records are maintained relating to accidents associated with the work of the school.

3.10 Work Experience Co-ordinator (if appropriate)

The Work Experience Co-ordinator is responsible for developing procedures to ensure that students, placed with employers for work experience as part of his/her programme, are not subject to unacceptable risks and in particular he/she will:

- a. ensure that all work placement providers are assessed prior to use for the first time;
- b. ensure arrangements are in place to comply with the guidelines issued by East Sussex Work Experience team (or other external provider) and that these are implemented and monitored;
- c. assist in the assessment of placements where there are particular causes of concern;
- d. ensure risk assessments are carried out for young people employed by or on work experience placement with the school and that these are communicated to parents;
- e. ensure that work experience employers are provided with written documentation indicating hazardous work areas/tasks that must not be undertaken by students unless proof of training/competence is available.

3.12 The Premises/Site manager will ensure that:

- a. reports on health and safety matters with respect to the Federation school buildings and grounds are prepared;
- b. safety procedures are developed and adhered to for operations carried out within the Federation schools by his/her staff and by outside contractors under his/her control. In particular, he/she must ensure work complies with the Construction (Design and Management) Regulations;

- c. keep records of hazards identified on site by staff and the remedial action taken and when;
- d. when liaising with contractors, assume the duties as outlined in 3.16 below;
- e. undertake routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
- f. the provision and maintenance of all 'fire' equipment and for the preparation and review of Fire Risk Assessments;
- g. ensure all accidents within the area of responsibility are recorded in line with the school policy.

3.13 The Site Team will:

- a. ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
- b. ensure that premises safety inspections are undertaken e.g. weekly, bi-termly, and keep records of any faults identified (if appropriate);
- c. attend to defect reports and recommendations from the Executive Headteacher, DFR, ADFR, HoS, staff, Safety Representative and Health and Safety Co-ordinators;
- d. ensure that all portable electrical equipment is tested on an annual basis; Ensure that each schools hard wiring system is inspected every 5 years by a competent person
- e. ensure all accidents within the area of responsibility are recorded in line with the school policy;
- f. ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.

3.15 Staff Liaising with Contractors

Staff liaising with contractors carrying out work at the school should bear in mind that they have a responsibility to take appropriate action if they observe the contractor or his employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the DFR/ ADFR/Site manager for him/her to rectify or, failing that, reporting to the Executive Headteacher.

Staff must ensure that contractors arriving at site, report to Reception and a nominated person ensure that the contractors are informed of any hazards on the school site e.g. asbestos. Approval must also be gained by the contractor to start work. Only those staff nominated by the Executive Headteacher to liaise with the contractors must undertake this activity due to the procedures put in place by the school to implement the Trusts Policy on Asbestos and the Management of Contractors.

3.16 Obligations of all employees

Each member of staff is responsible for his or her personal safety and that of other persons in the School by the proper observation of School rules and procedures (e.g. by ensuring visitors report to the Reception Area on arrival at the school.

Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8 viz.:

'It shall be the duty of every employee while at work

- a) to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and,*
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'*

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions,'

Staff are responsible for completing relevant training activities / CPD as required in order to fulfil their duties

3.17 Obligations of contractors

When the premises are used for purposes not under the direction of the Executive Headteacher e.g. the provision of school meals, then, **subject to the explicit agreement of the Governing Body**, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.

All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Head of School or Director of Finance and Resources of any risks that may affect the school staff, pupils and visitors.

All contractors must be aware of the Academy health and safety policy and emergency procedures and comply with these at all times.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Executive Headteacher or their representative will take such actions as are necessary to protect the safety of school staff, pupils and visitors.

4. Health and Safety Management Group

The Health and Safety Management Group at each school is comprised of:

- Executive Headteacher (Chair Person and representative of the governing body)
- Head of School
- Assistant Headteacher with Safeguarding responsibility
- Director of Finance, Resources and Operational Strategy and/or Assistant Director of Finance and Resources
- Site Manager (Health and Safety Coordinator)

4.1 Overall Function and Objective:

To provide effective communication and consultation between the Executive Headteacher, governors and staff to ensure that the health and safety policy is properly maintained and developed.

4.2 Specific Functions:

- To consider information, statistics and reports relating to health, safety and welfare matters affecting the operational area within the purview of the Management groups generally and to make recommendations and reports to the Governing Body accordingly.
- To consider and make recommendations to the Governing Body regarding individual health and safety problems which have not been resolved at operational management/ safety representative level.

Note: The Federation Schools Health and Safety Management groups, before considering any individual health, safety and welfare problem, shall satisfy itself that all possible steps have been taken to resolve the problem at internal school level. The management group shall normally not consider such cases until the above action has been taken. In the event of a safety matter not being resolved within the management group, this will be reported by the Executive Headteacher to the governing body.

To develop policy to improve and maintain health and safety issues for staff and students.

- To encourage the implementation and maintenance of effective safety rules and practices at departmental level.
- To encourage effective communication regarding health, safety and welfare matters.

5. Crisis Management

A crisis management team has been set up for each of the Federation schools to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious accident. A separate Crisis Management Plan has been developed by the school and is summarised below.

5.1 Crisis Management Team:

- The Executive Headteacher;
- Head of School;
- Assistant Headteachers
- Director of Finance, Resources and Operational Strategy
- Health and Safety Co-ordinator/ Assistant Director of Finance and Resources;
- Caretaker/Site Manager;
- Other persons as designated and identified within the Federation schools plan, dependent upon need and circumstance

5.2 Function of the Crisis Management Team:

- To act as the decision-making authority for the management of an incident.
- To develop the procedures and practices to be used for handling emergency situations and communicating these to all employees of the organisation.
- To establish and maintain a crisis management centre. The centre will have the necessary equipment available for rapid activation during an emergency. The equipment includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate maps and building plans.
- To assess the nature, degree and likelihood of threats to the organisation's interests (personnel, facilities, information and other assets) in order to determine the vulnerability to those threats of the organisation's personnel, facilities or assets.
- To test the crisis management plan on a regular basis to ensure that it is feasible and realistic. Whenever the plan is found to be deficient immediate corrections will be made.

6. General Emergency Procedures

The summoning of emergency services is via the office administrator and the Executive Headteacher or most senior member of staff available.

Out of school hours, please contact emergency services by dialling 9 - 999 and the on-duty member of the site team.

In the event of a major disaster the Crisis Management Team must be alerted.

7. Fire Procedures

All staff will be made aware of the fire safety practices and processes either by the training delivered annually or by the staff handbook as part of the induction process.

The signal for evacuation will be the continuous ringing of the fire bell. Always evacuate the school if the fire alarm sounds – assume every alarm could be for real. Never re-enter the building while the alarm is still sounding or before a senior member of staff has confirmed it is safe to do so.

On hearing the alarm, leave the room you are in and proceed to the nearest safe exit out of the building, switching off the lights, closing the doors and windows as exiting the room.

Everyone must walk swiftly – not run – and take no belongings with them.

When outside the building assemble the pupils at the assembly point. Check that all pupils/visitors/volunteers, etc. are accounted for.

Assembly Points: All staff should ensure they are aware of the assembly points at their respective school sites by familiarisation with the fire safety training guidance as presented at the annual training and in induction packs.

The office staff must take the registers and visitors book.

Staff must report to the senior member of staff whether all of their pupils/visitors/volunteers, etc. are safely out of the building.

Teachers must know the correct route for evacuating the class which they are teaching, and it is the responsibility of the Executive Headteacher to define the route and inform all members of staff. They are responsible for maintaining clear access to that escape routes at all times, and for helping to maintain access to the other escape routes. Teachers will be responsible for evacuating volunteers or other visitors to their classrooms in an emergency.

All staff must know the correct method for evacuating the building at lunchtime. This information will be conveyed by the Executive Headteacher / Head of School, who will ensure that there is a lunchtime drill periodically

Designated fire marshals will check all rooms, including the toilets. The Premises staff will liaise with emergency staff to arrange for any supplies of gas and/or electricity to be turned off should the need arise.

The DFR, Head of School and Health and Safety Co-ordinator will organise practice fire evacuations as appropriate, but at least 3 times per year. Each fire drill will be recorded in the fire log and monitored for effectiveness by the Executive Headteacher, DFR and Head of School.

The extinguishers will be serviced and maintained as part of an annual contract. This contract will be monitored via the premises inspection. Any faults must be reported to the Health and Safety Co-ordinator for immediate remedial action. Emergency evacuation notices are displayed in all classrooms. The Site Manager will ensure that these notices are displayed in a prominent position as part of the premises inspection.

Any pupil with special needs must be given special consideration by their class teacher as to whether or not a Personal Emergency Evacuation Plan (PEEP) is required. This will need to be devised with the Health and Safety Co-ordinator, if the class teacher identifies a particular problem.

A fire risk assessment has been completed for these premises and will be reviewed on an annual basis or when any changes occur.

8. Bomb Incident Management

Unlike fire evacuations it is difficult to define clear, mandatory guidelines that must be followed. Some decisions must be made at the time in question depending upon the actual circumstances. Therefore, the Crisis Management Team will liaise with the Local Authority, Police and the Fire and Rescue Service and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, pupils, visitors, etc. by an appropriate means.

Any member of staff who receives information regarding a bomb on-site must immediately inform the Executive Headteacher / Head of School or a member of senior management in their absence.

9. First Aid Procedure (see also Policy on First Aid)

There will be a minimum of two but usually at least three people on the staff who will have a current first aid at work training, with the aim that there should be one qualified person on site at any one time.

The named first aiders for the school are published in school on **the First aid notices located in each room/classroom.**

First aid boxes are kept in medical rooms, high risk areas and school vehicles. The First Aid Co-ordinator provides first aid support and maintains a central supply of first aid

materials to supplement first aid boxes. Parents will be expected to inform the school if their child has an allergy and a list of any such children will be kept and displayed.

All injuries which come to staff attention, no matter how slight, should be recorded on the minor injuries form and, when necessary on the RIDDOR incident reporting system.

In case of doubt as to whether or not a child's parent should be immediately alerted, contact the Assistant head with safeguarding responsibilities or in their absence Head of School or other member of the SLT. Err on the side of caution. In the event of an accident, if the parents (and their nominated contacts) are unavailable, we may consider it wise to send a pupil to hospital. In these cases, the pupil will be accompanied by a member of staff.

A summary of the arrangements for first aid and accident reporting is included in the school prospectus.

10. Accident Recording and Reporting (see also Policy on Accident Reporting and Investigation)

In the event of an accident the following procedure must be followed:

- render any equipment inoperative.
- summon assistance.
- if the injury is of a minor nature ensure follow-up treatment is carried out by reporting to the qualified First Aider.
- if the injury is of a major nature then an ambulance should be summoned immediately without undue delay attempting to contact parents or guardians.
- if the injured is mobile then he/she should be taken for emergency treatment to the Hospital. The Executive Headteacher, Head of School or Assistant Headteacher / most senior member of staff is responsible for arranging for a member of staff to transport the student/staff to hospital.

No student may be sent to hospital unless accompanied by an adult. If a member of staff is taking the injured person, they should:

- stay with the injured person and return with them; or
- stay with the injured person until the parent/guardian arrives at the hospital and then return to school / report to a member of the SLT.

Designated staff must report any accident (or near misses) involving themselves or visitors/volunteers by recording the details on the HSE form held by the DFR or ADFR, who will then report on the RIDDOR on-line incident reporting system if applicable. Pupil accidents, depending on the severity, will be reported either on the minor injuries/first aid form and/or the HSE form as above.

Specified categories of incidents are reportable to the HSE and these will be undertaken by the DFR or ADFR.

All accidents will be investigated, including the current risk assessments, to prevent re-occurrence. The DFR and H and S co-ordinators will monitor the accidents to identify trends. The governors Academy Advisory Board will also receive information on accidents at each meeting.

11. Health Issues

11.1 Smoking (see also the Policy on No Smoking)

In an effort to reduce the risk to health from passive smoking, there is a No Smoking Policy in all Federation school grounds and buildings.

11.2 Alcohol and Drug Abuse (see also the Policy on Drugs and Alcohol)

Staff attending work while under the influence of alcohol or drugs create an unprofessional image of the school and increase the risk of accidents both to themselves and to colleagues. To minimise the probability of accidents from alcohol or drug abuse, staff whose judgment is impaired will be excluded from work and will be subject to disciplinary procedures.

If you are feeling depressed or anxious about either your work or social situation, alcohol or drugs will not provide a long term solution. For help contact **The Staff Counselling Service, details of which can be provided by the DFR on request.**

Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when on medication, please inform your line manager so that additional arrangements may be made to safeguard you while at work.

11.3 Staff Wellbeing /stress management

Stress is defined by the Health and Safety Executive as “the adverse reaction people have to excessive pressures or other types of demands placed on them.” This distinguishes stress from the pressures or challenges that provide the motivation for everyday living and work. Being under pressure can often improve performance but when demands and pressures become excessive they can lead to stress.

People respond to pressure in different and individual ways. Much will depend on an employee’s personality, experience, motivation and the support available from managers, colleagues, family and friends. Difficulties faced outside of work can also have an impact on someone’s ability to cope or function well at work. If stress is intense and sustained it can

lead to mental and physical ill-health and contributes to employee ill-health and sickness absence. It is important that all staff are aware of the factors that can give rise to stress (stressors) so that where possible their causes can be foreseen and appropriately managed before damage/harm is done. The Executive Headteacher or Head of School or appropriate manager will liaise with staff in identifying the individual stressors and, where practicable, steps will be taken to minimise/eliminate these stressors.

11.4 Expectant Mothers (see also Policy on New and Expectant Mothers)

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and many return to work while they are still breast feeding. Some hazards in the work place may affect the health and safety of new and expectant mothers and of their children. The policy sets out the known risks to new and expectant mothers and gives advice on what needs to be done to comply with the law.

Procedure

- Staff (full and part-time) are required to inform their Line Manager and the Personnel Manager as soon as possible and in writing when pregnancy has been confirmed.
- The Line Manager will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the risk assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alter in any way.
- The DFR or ADFR, as Health and safety managers **are** available to give advice at any stage of the process, but the general principles of common risk assessment will apply.

12. Risk Assessments and Guidance Notes/School Codes of Practice (see also Policy on Risk Assessment)

Specific risk assessments are required for activities involving fire, manual handling, substances and the use of display screen equipment while more general risk assessments must be completed for those activities where specific assessments have not been carried out.

Although risk assessments relating to most activities of the school will have been or will be completed on your behalf, all staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to your area of work. Copies of these assessments are held on the Read only drive of the Federation schools intranet under Health and Safety, Risk assessments.

The following staff will complete risk assessments for the areas highlighted below:

- Premises Site manager/H and S co-ordinator/ADFR
- Curriculum/classroom Curriculum leaders/Teaching staff
- Off-site Visits Group Leader
- Individual/specific Line Manager/ Head of School
- HR related ADFR /DFR

Areas of work or activities that are deemed to be more hazardous are likely to have detailed, documented arrangements to minimise the associated risks. It is the responsibility of staff to make themselves aware of the contents of those relating to their area of work.

Various Codes of Safe Working Practice and guidance issued by the HSE and the Department for Education are available either in school or by accessing on the Web. Appropriate information is also held at school level. All new and existing staff should be aware of the contents relevant to them.

The Trust currently purchases Off site visit advice and guidance from the LA who have published guidance on Off-site Activities and Educational Visits which details clear procedures to be followed when planning and arranging a visit.

13. Specific Hazards

Schools are not generally considered as dangerous places to work in, but they can still create risk of injury or to health. The hazards relevant to this school are detailed below along with the safe procedures put in place to manage the risk.

13.1 Asbestos

The school has had asbestos surveys completed for the premises and staff will be informed of the locality of any asbestos containing materials within the school and should record that this has been undertaken. Asbestos materials in good condition are safe unless asbestos fibres become airborne, which may happen when materials are damaged. It is essential that where asbestos has been identified that staff follow the safe working systems within the school and ensure that the fabric of the building is not disturbed and follow the escalation procedure in the Asbestos policy where damage to an asbestos material has been identified. All site staff have been nominated to liaise with contractors to ensure that they are provided with relevant safety information and will approve works to be undertaken in school.

13.2 Legionella

The risk of contracting Legionellosis from our water system is low, but a managed approach to the condition and use of water systems is vital to manage risk, raise

awareness of standards and ensure compliance with specific statutory requirements. Therefore, a process is in place to commission a risk assessment of our water systems that will be reviewed on a bi-annual basis or where there has been a physical change to the water distribution system along with the risk assessment recommended regular monitoring undertaken by the site manager/caretaker.

13.3 Display screen equipment (see also Policy on Display Screen Equipment)

All staff that are designated as 'Users' of DSEs for extended periods and the majority of their working day may complete the Workstation Self-Assessment Checklist to be returned to the ADFR.

The nominated DSE Assessor is The Federation Assistant Director of Resources and an audit of all staff has been undertaken to identify those staff who would be considered as DSE 'users'. DSE 'users' are entitled, if they wish, to an eyesight test, particularly if they are experiencing visual difficulties associated with the use of DSE, and if they request it.

The optician's fee for the eyesight test will be reimbursed by the school. The standard letter must be completed by the employee prior to the eye test, and taken to the optician. The employee must return the completed form to their line manager after the test.

If the optician confirms that a user requires new visual correction specifically for work with DSE, as indicated by a tick in box 3 of the Optometrist's Report, the school may pay a contribution towards the cost. It should be noted that some users who already wear glasses may or may not need special glasses for display screen work.

13.4 Electrical Equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

All electrical equipment is checked and PAT tested annually currently in-house by the site team members qualified to do this. The Site manager, Caretakers or IT technicians are responsible for maintaining accurate records and ensuring that all equipment in current use is checked and for making arrangements for the equipment to be accessible.

If there is any doubt about the safety of the equipment it will not be used. Any potential hazards will be reported to Site manager or caretaker immediately.

Staff must not bring personal electrical items into school unless specific and express permission has been given. Any items approved will be PAT tested by the site team prior to its plug in and use.

The Executive Headteacher must be aware of and approve the use of any item being brought into schools by a member of staff, volunteer or a pupil. The Executive Headteacher must be aware of and approve the arrangements for temporary electrical extensions required for drama productions, Christmas decorations etc.

13.5 Machinery and Equipment

There is a list of all equipment owned by the school and this is kept by individual departments and on the Federation schools' inventory systems. Maintenance schedules are in place to ensure that all equipment is safe. Guidance notes will be kept individually by departments on the relevant machinery and equipment used by their staff and pupils.

Where manufacturer's instructions are not available the Learning Leader will prepare instructions for maintaining the equipment, for machinery and will liaise with the Health and Safety Co-ordinator to obtain such advice as may be needed for preparing those instructions. A copy of the instruction will be exhibited close to the equipment or machinery to which it relates.

13.6 Moving and Handling

All equipment must be moved safely. All staff are required to undertake online Manual Handling training. Large pieces of equipment will only be moved by people who have received training. PE equipment may be moved by pupils but they must be given clear instruction in the correct way to lift and handles items. Close supervision is appropriate at all times.

The site manager/caretaker will be responsible for undertaking risk assessments for moving and handling tasks, including those activities carried out by pupils. Training will be offered to those staff who are expected to lift objects. If you are apprehensive about your capability to move goods, equipment or furniture, please either ask for help or do not undertake the activity.

Where lifting equipment is provided, only those members of staff who have been trained in the use of the equipment may undertake this activity.

If there is a requirement for individual pupils be moved, the Executive Headteacher will arrange for a Back Care Adviser to undertake an individual moving and handling assessment supplemented by training for specific staff.

13.7 Housekeeping

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The site team will undertake an inspection whilst opening the

school each morning to ensure that communal areas are free from trip hazards, etc. The site team will report all hazards, obstructions, defects or maintenance requirements to the Site Manager, DFR or ADFR. It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these should be dealt with immediately.

The Federation schools will be cleaned as per the cleaning schedule and will be monitored by the Site Manager and caretakers. All waste will be disposed of according to appropriate health and safety guidelines.

3.8 Violence at Work

All staff must report to their line manager/Executive Headteacher any incident of aggression or violence (or near misses) directed to themselves from any source. All incidents of violence will be reported via the County Council's on-line incident reporting system.

13.9 Off-site Visits (see also Visits Guidance and Regulations)

The school has a separate policy on Off-site visits. Staff must ensure that prior to planning or accompanying an off-site visit, that they are aware of the Federation schools policy on Off-site Visits.

13.10 Work Experience Placements

The school has a separate policy on the arranging of work experience placements. As specific legislation applies to young workers including students on work experience, it is essential that the school's work experience policy is followed.

13.11 Hazardous Substances

Responsibility for implementation for the Control of Substances Hazardous to Health (COSHH) Regulations, annual review and (where necessary) updating has been delegated to the site manager/caretaker. The main departments that use these types of substances are Design Technology, Art, Science, IT and the Site team.

The legislation requires that any substance used in the school must have a product safety data sheet, and that hazard and risk assessments for that substance be carried out, maintained in written form, and available to the users.

A record of the arrangements currently in force will be maintained by the Site Manager. It may be inspected by the staff (or, indeed, by the Health and Safety Executive) at any time.

Any colleague unsure of their position in relation to COSHH may consult the Site Manager/Health and Safety Co-ordinator.

13.12 Radiation (Not currently appropriate)

If the Science Department were to hold any radioactive substances, a Radiation Protection Supervisor will be nominated within the school along with a Radiation Protection Officer for Children's Services. The Radiation Protection Adviser is appointed by CLEAPSS on behalf of the school and local authority. The role of the Radiation Protection Supervisor and Officer is to ensure that the school complies with the Ionising Radiations Regulations. Further information is contained in the Science Department's safety policy.

13.13 Pressure Systems

All pressure vessel systems in the school will be listed on the inventories of the buildings concerned.

All pressure vessel systems in the school will be subject to annual inspection by an appointed contractor. Safety certificates for all such systems will be displayed in the vicinity of the system concerned. Systems identified as faulty will be removed from use at once.

Written inspection and reporting schemes for affected items are kept by the Health and Safety Co-ordinator and must be consulted prior to any inspection

13.14 Noise at Work

All members of staff need to be aware of "nuisance noise" and respect the needs of others in the school. Common sense and courtesy by all members of staff, pupils and visitors to the school will prevent problems arising.

Any member of staff or visitor detecting a potential problem will report immediately to the site manager or caretaker.

13.15 Lettings

If the school is let, the Executive Headteacher must be satisfied that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement will be completed and copies kept. It is current school policy that no lettings are made of school premises.

14. Use of Minibuses and Other Vehicles (if appropriate)

The Guidelines for Minibus Operation apply to all minibuses and other large passenger-carrying vehicles e.g. people carriers and are also the minimum standards to be applied to any vehicle hired for use on school business.

Eligibility to Drive – All drivers must:

- be aged 23 and under 65 and have held a full current driving licence for at least three years without claim or conviction. *This minimum age is reduced to 23 for teachers appointed to teach physical education.*
- be authorised by their line manager to drive a minibus or other school vehicle;
- have passed a Minibus Driver Training and driving test, organised by the school and appropriate for the type of vehicle eligible to drive according to the driving licence groups qualified for i.e. D1 for minibuses, Group B only for cars and people carriers.

Drivers of vehicles on the school site are subject to all normal regulations including the wearing of seat belts and crash helmets. A speed limit of 5 mph is imposed on vehicles on site. Drivers of all vehicles, whether car or motor cycle must not drive carelessly or inconsiderately on any occasion.

Procedures are in place to notify the site manager/caretaker of any faults identified with the minibus. Guidance notes on what to do in case of an accident are kept in the glove compartment of the minibus.

15. Administration of Medicines (see also Policy on the Administration of Medicines)

The school has a separate policy on the local arrangements for the administration of medicines and staff should make themselves familiar with the content of that document.

Properly designated staff only will administer medicines and keep a record that they have been given. We must stress that pupils should not be at school if they are unwell and if at all possible, pupils should receive their medication at home.

For all medicines to be administered parents should complete a consent form. Each time there is a variation in the pattern of dosage a new form should be completed. A new form should be completed for each medicine to be administered.

The smallest practicable dose should be brought into school in individual original containers, which should be clearly labelled with the pupil's name and dosage instructions.

16. Complex Health Needs (see also guidance on supporting young people with Complex Health Needs)

The school has a separate policy on the local arrangements for supporting children and young people with complex health needs and staff should make themselves familiar with the content of that document.

Complex health needs may include the following:

- Restricted mobility;
- Difficulty in breathing;
- Problems with eating or drinking;
- Continence problems;
- Medical conditions e.g. diabetes, epilepsy;
- Susceptibility to infection.

17. Training and Information (see also the Health and Safety Training Policy)

A training needs matrix has been provided by the Health and safety advisory service provider to identify the mandatory health and safety training required for each member of staff. All existing staff will complete training as part of a scheduled online training programme and all new staff will be required to complete the training within the first few weeks of employment at the Trust. Needs will be reviewed annually or when roles and responsibilities for school staff change.

All members of staff will receive a comprehensive health and safety induction when they commence employment with the school and the induction will include specific elements of this policy being brought to their attention. A volunteer will receive a specific induction relevant to the activities they are undertaking in school.

The Executive Headteacher will:

- inform staff of any changes in the policy and ensure that all staff are given the opportunity to read and confirm understanding annually;
- assess the training requirements of the staff and integrate those needs onto the School Development Plan to inform governors;
- assess the training needs of new members of staff.

Staff are also reminded that they must provide notice of 3 months if qualifications relating to Health and Safety issues are due to expire, e.g. First Aid.

Volunteers will receive specific induction relevant to the activities they are undertaking in the school.

Supply staff will receive the Federation schools health and safety information as part of their introduction to the school.

All staff are obliged to undertake and complete any training required of them in relation to health and safety.

18. Monitoring Health and Safety

Health and safety standards must be monitored by the senior leadership team in conjunction with the school governors by the following:

- the Senior Leadership Team will include health and safety as part of the agenda of their regular meetings;
- the Executive Headteacher will conduct termly premises inspections with the heads of school, DFR and health and safety co-ordinator
- the Academy advisory board agenda and DFR report to the governors will both have Health and Safety as standing agenda items.

18.1 Inspections

To maintain and improve standards throughout the school a formal premises inspection will be undertaken three times per year and records kept. The school will be inspected by The Executive Headteacher, Head of School, DFR, and Site manager

The site team undertake weekly site and building inspections and record any findings or issues for action.

18.2 Auditing

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed, an independent H and S audit will be undertaken on behalf of the Academy Trust annually. The action points identified through the audit will form part of the school development plan where applicable.

19. Visitors

The Executive Headteacher and governors accept the responsibility for health and safety of visitors to the school, including contractors.

All visitors to the school will be asked to sign or register in at the school office and sign/register out when they leave. All visitors will also be required to read the schools information regarding safeguarding and Health and Safety provided at the reception desk and before leaving the reception area on arrival. Each class teacher will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency.

The Head of School will ensure that volunteers have the necessary safety information.

20. Trade Union Safety Representatives

Trade unions can appoint safety representatives who are legally entitled to inspect premises, investigate accidents and undertake safety training.

The trade union safety representative may consult the Executive Headteacher on any relevant health and safety matters.

21. Health and Safety Policy Review

The Federation schools acknowledge that the Health and Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues.

The schools will constantly monitor and update the policy as appropriate and will undertake a formal review every 2 years, ratified by the AAB.