



## Orchard Head Health & Safety Policy



## Summary:

The purpose of this policy is to set out our general approach to health and safety. It explains how we, as the employer, will manage health and safety across the school, giving clarity to who does what, when and how.

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## Document Control

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## **1. Statement of intent**

### **Introduction**

This policy underpins the Trust Health and Safety policy, providing the specific structure and arrangements for health and safety at The King's School.

The King's School is committed to providing a safe and healthy working and learning environment for all its employees, learners, visitors, and contractors, in accordance with its responsibilities under the Health and Safety at Work Act etc. 1974 and subsequent or associated legislation.

The school will pay particular attention to:

- Providing and maintaining a safe place of work, with safe systems, equipment, and environment in which to work and study.
- Providing suitable and sufficient information, instruction, training, and supervision to ensure all employees are aware of their responsibilities.
- Taking positive action to prevent and protect individuals from harm through arrangements for periodic independent review, regular internal review, assessments, maintenance, and inspections.
- Providing a robust health and safety organisational structure to implement and maintain the highest standards of health and safety policies, procedures, and guidance in accordance with the Trust Policy.

The school will strive to maintain or improve its' arrangements through on-going monitoring and review processes.

The Trust Health and Safety Policy requires its' individual schools and central office to have their own specific Health and Safety Policy and procedures in accordance with the Trust Health and Safety Policy framework.

The "Health and Safety Law" poster and Certificate of Employers Liability must be displayed in an area where it is visible and all employees can easily read it.

### **Purpose**

This Policy outlines the school's responsibilities and obligations regarding health and safety. It also sets out the responsibilities of the individual to ensure compliance. The policy aims to ensure that everyone is able to work in a safe environment.

### **Scope**

The Health and Safety Policy applies to all employees employed throughout the Trust. In adherence with the policy employees are required to take reasonable care for their own health and safety, and for that of others who may be at risk of being affected by their acts or omissions.

Some staff may have additional responsibilities to ensure compliance with this Policy. This will be indicated in the Policy should this apply.

All visitors and contractors are also required to adhere to this policy and must be capable of demonstrating their compliance with the associated policies and procedures which are associated with this policy.

### **Policy review**

The Trust will make arrangements to monitor and review the effective implementation and maintenance of this policy and associated procedures. A review of the policy and associated procedures will be undertaken on an annual basis or earlier.

## **2. Roles and responsibilities**

### **The Headteacher**

The Headteacher has the overall responsibility for the day-to-day management of health and safety in the school. Functions and responsibilities have been delegated in respect of health and safety matters to other employees within the school, however this does not relieve the Headteacher of the overall management responsibility.

This includes to:

- review and monitor this policy and associated procedures in accordance with section 3 of the Trust Health and Safety Policy.
- monitor health and safety matters in their school and provide information, via the Compliance System, to the Trust as required on:
  - the number of accidents, incidents, and near misses and detail where any modifications to control measures are being implemented as a result;
  - the number of instances of staff absence due to workplace related injury or work-related mental impairment e.g. stress related;
  - health and safety training completed, schedules in place to train where it is required;
- progress against any Health and Safety external audits or any other recommended actions from inspection reports; Undertake review of policies and procedures within the Trust framework and update local policies and procedures as necessary.
- ensure that effective health and safety management procedures are in place for carrying out regular inspections and risk assessments, making appropriate records, implementing appropriate control measures or actions where necessary, and providing information to employees and trustees as appropriate.
- ensure adequate and appropriate first-aid provision.
- ensure that effective management procedures are in place for emergency situations (e.g. in the event of fire or security breach).
- ensure that all employees within their school receive the necessary health and safety information, instruction, training, and supervision to conduct their roles and responsibilities safely.
- ensure that all the school's students, contractors, or visitors understand and follow school policies or procedures which apply to them.
- promptly inform the Chief Executive Officer of all matters relating to serious breaches of this policy including any major incident to be addressed under this policy. Wherever reasonably practicable this should be prior to action being taken but should not hinder reporting to the appropriate legal body within the timescales specified.

- ensure that health and safety investigations are carried out where necessary and implement actions required to eliminate/reduce future risks to health and safety.
- ensure that the advice of the competent person or the Trust is acted upon.
- ensure appropriate and reasonable adjustments are made to provide for health and safety of employees who may have a temporary or permanent impairment meaning they require additional support or protection.

### **All employees**

All employees of the school have a responsibility to take due care of their own Health and Safety whilst at work along with that of others who may be affected by their actions or omissions both at work and during off-site activities.

All employees of the school will act responsibly to ensure that they:

- understand and comply with the Trust and School's Health and Safety policy and procedures at all times.
- co-operate with the Trust and individual School management on all matters relating to health and safety.
- only use equipment or machinery that they are competent or have been trained to use.
- use equipment provided in a safe manner and in accordance with the manufacturer's instructions, guidance, and correct operating procedures.
- make use of all necessary control measures are in place and ensure appropriate personal protective equipment (PPE) is provided to all users for health and safety reasons.
- report accidents, incidents and near misses in accordance with procedures and participate where requested in any subsequent investigation.
- immediately report any concerns or issues in the interests of Health and Safety (e.g. equipment/premises defects; policy or procedure failures) in accordance with procedures.
- do not misuse anything that has been provided for health and safety purposes.
- encourage students to follow safe practices and observe safety rules including:
  - to follow instructions by a member of staff in case of emergency.
  - to not intentionally interfere with safety equipment, e.g. fire extinguishers and fire alarms.
  - inform a member of staff of any situation, which may affect their safety or that of another pupil.

### **Visitors and contractors**

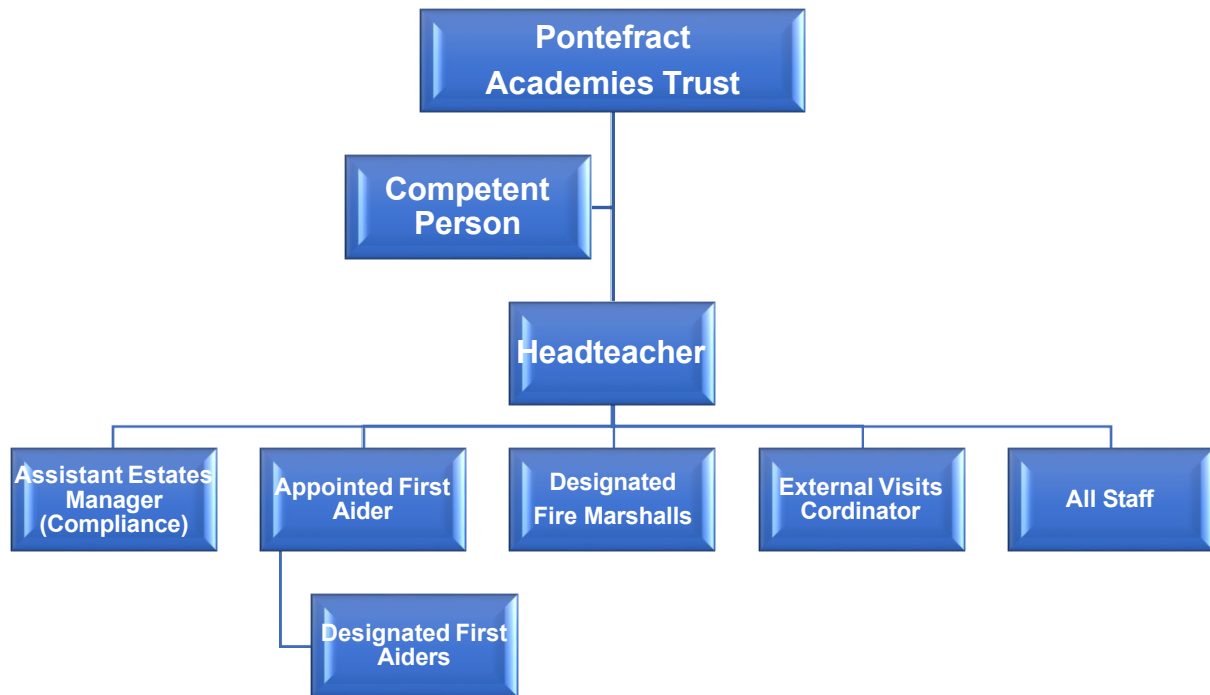
The school recognises its responsibility for the actions and safety of visitors and contractors on its premises.

Visitors must be escorted at all times and must not be placed at risk when conducting their business in and around the school.

All contractors are required to read, understand, and comply with the health and safety procedures (including emergency procedures) whilst on site. All contractors and any of their sub- contractors involved will agree the risk assessment and safe systems of work to be used prior to any works commencing. Signed documentation must be obtained to ensure all contractors on site have received and understood their duties in accordance with our health and safety procedures.

## Health and safety responsibility structure

The Health and Safety responsibility structure is set out in the diagram below.



### 3. Arrangements

#### Consultation and health and safety representatives

The Headteacher is responsible for ensuring effective arrangements are in place to consult employees on matters relating to health and safety. This will be provided through inclusion of health and safety in employee team (or for learners in school council) meetings, briefings, and appropriate programmes of training. All employees and learners will be strongly encouraged to discuss safety concerns; report accidents, incidents or near misses and be encouraged to promote a positive health and safety culture.

School departmental meetings must be held at least termly and will be used as a forum for the two-way communication of Health and Safety matters. Minutes of the meetings, including agreed actions and owners, must be taken, and stored on the compliance system. Items raised at these must be reported to the Capital Projects & Estates Manager.

Under the Safety Representatives and Safety Committee Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the Trust or school in writing when a health and safety representative has been appointed and, where this is the case, the Trust/school will consult with that representative on health and safety matters. Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees. The Trust/school will consult in good time with health and safety representatives on any measures, which may affect the employees represented by the health and safety representative. The school will ensure that paid time off is provided for the



inspections that the health and safety representative is entitled to undertake as well as for training necessary to enable the health and safety representative to carry out their functions effectively.

## **Health and safety information and training**

### ***Health and safety inductions – all new employees***

- The Headteacher is responsible for ensuring that each new employee appointed in the school completes a health and safety induction, this would normally be provided by the Assistant Estates Manager at the beginning of their employment (unless there are extenuating circumstances). Inductions for all employees will include (but not restricted to) information on:
  - The location of the health and safety law poster.
  - Health and safety responsibilities outlined in their job description.
  - How they can access health and safety policies and information.
  - How they are able to raise any concerns or issues they may have in regards to health and safety matters.
  - First aid provision – location of first aid boxes, names of first aiders.
  - Accident/incident and near miss reporting – location of accident/incident/near miss forms, reporting procedures.
  - Fire and emergency procedures – what to do in an emergency, what does the fire alarm sound like e.g. continuous or intermittent sound; a walk around the fire escape routes, final fire exit doors and route(s); location of assembly points.
  - Welfare facilities – eating, drinking and rest arrangements, toilet facilities.
  - Personal Protective Equipment (PPE) – relevant to their job, who is responsible for ordering PPE, and how PPE is safely stored.
  - Read and sign all risk assessments/safe systems of work that are relevant to their normal tasks.

On completion of the health and safety induction, the employee will be required to sign the record form to say that they have been provided with and understand the information provided. A copy of this signed induction form is to be held within the individual's personnel file.

### ***Health and safety training***

The Headteacher is responsible for ensuring that all employees receive regular training in the following:

- Fire awareness
- Basic health and safety at work
- Accidents, incidents and near misses

The following additional training should be completed where relevant to role:

- COSHH awareness
- Manual handling
- Working at height (e.g. ladder, stepladders)
- Display Screen Equipment Assessment
- Asbestos Awareness
- Legionella

In the case of an employee who was employed before the above mandatory Health and Safety requirements have been adopted, their training must be undertaken within eight weeks from the effective date of their arrival (unless there are extenuating circumstances). A copy of the training certificate is to be held within the individual's personnel file.

### ***Designated first aiders***

The Headteacher is responsible for ensuring that they have an adequate number of designated first aiders based on the findings of the first aid risk assessment and prior to designation, ensure that they are fully trained and receive a valid certificate demonstrating their competence in first aid. Refresher training will be undertaken within 3 years of original certification to continue to be a designated first aider. Other staff may benefit from undertaking first aid awareness. A copy of the training certificate is to be held within the individual's personnel file.

### ***Designated fire marshals***

The Headteacher is responsible for ensuring that they have an adequate number of fire marshals and prior to designation they are fully trained in fire awareness and in the operation of firefighting equipment. Refresher training will be undertaken within 3 years to continue designation as a fire marshal. A copy of the training certificate is to be held within the individual's personnel file.

### ***Accredited managing safely***

The Trust will make arrangements for ensuring that the following employees complete an accredited Management Safety training in line with their differing levels of responsibility.

Headteacher  
Deputy Headteacher  
School Support Manager  
Assistant Estates Manager

A copy of the training certificate is to be held within the individual's personnel file.

### ***Asbestos awareness***

The Trust will make arrangements for ensuring that the following employees/trustees/school governors throughout the Trust will complete asbestos awareness training as early as practicable following the start of their employment/appointment (or from the effective date of this policy). Training will be refreshed on a two-year cycle or sooner:

- Competent person
- Person responsible for asbestos register at each site
- Assistant Estates Manager

A copy of the training certificate is to be held within the individual's personnel file.

All staff will receive an awareness brief of the presence of Asbestos within the school and their responsibilities in accordance with the Control of Asbestos Regulations 2012.

### ***Asbestos duty to manage training***

The Trust will make arrangements for ensuring that the person responsible for the Asbestos register in the school will complete Asbestos Duty to Manage training as early as practicable following their start of their employment/appointment (or from the effective date of this policy). Training will be refreshed on a two-year cycle or sooner:

A copy of the training certificate is to be held within the individual's personnel file.

### ***Legionella training***

The Trust will make arrangements for those responsible for Legionella Management to conduct training as early as practicable following the start of their employment/appointment (or from the effective date of this policy). Training will be refreshed on a two-year cycle or sooner:

A copy of the training certificate is to be held within the individual's personnel file.

### **Health and safety monitoring and inspections**

A general inspection of each school will be conducted on a termly basis and undertaken by the nominated competent person, in liaison with the Headteacher.

The Trust will make arrangements for an external independent health and safety review on a triennial basis.

### **Risk assessments**

In accordance with the Management of Health and Safety at Work Regulations (1999) the school will ensure that arrangements are in place for carrying out risk assessments of work activities to identify significant hazards that could harm either employees or others affected by the activity, in order to decide what actions are required to eliminate, reduce, or manage the risk as far as is reasonably practicable. Where control measures are implemented they will be reviewed on an annual basis or as required (e.g. as a result of an accident/near miss, a change to the work activity or a change of legislation) whichever happens earliest.

Any individual given the responsibility for undertaking a risk assessment or approving a risk assessment will be suitably qualified individuals who are aware of the processes involved and maintain a record of the assessment in accordance with Appendix A.

A risk assessment register in accordance with Appendix B will be maintained in the school by the nominated manager. All employees are made aware of any changes to risk assessments relating to their work.

Specific risk assessments relating to individuals will be held on that person's file. It will be the responsibility of employees to inform the Headteacher or his/her nominated individual of any medical condition (including pregnancy) which may impact upon their work.

Advice and assistance on the completion of risk assessments may be sought from the Trusts' appointed Competent person and performed in accordance with the below:

- Any activity with a potential risk to safety must be the subject of a written risk assessment.

- Risk assessments are used to identify potential hazards and appropriate control measures to ensure that those activities can be undertaken safely.
- Specific risk assessments must be carried out in respect of higher risk areas, such as sports facilities, design and technology departments, science laboratories and kitchens, and in respect of high-risk activities identified by legislation.
- Risk assessments must be undertaken by or under the control of the Capital Projects & Estates Manager and the school Assistant Estates Manager. Training will be provided, as necessary, to any person who is required to record risk assessments.
- The findings of the risk assessments must be reported to and approved by the Capital Projects & Estates Manager. Control measures required to remove or control risks identified by the risk assessments, must be approved by the Capital Projects & Estates Manager, who will ensure that responsibility for implementation is delegated, communicated, and implemented effectively.
- The school Assistant Estates Manager must check to ensure that control measures are implemented and that they are operating effectively.
- Copies of risk assessments must be held by the school and be available to all employees as hard copies and held on the compliance system. All employees must ensure that they are fully conversant and comply with these documents.
- Any new hazards or circumstances which render a risk assessment inadequate must require a revised document to be agreed by the Capital Projects & Estates Manager before work continues.

### **First aid**

The Health and Safety (First Aid) Regulations 1981 places a legal duty on the Trust and its' schools to provide 'adequate and appropriate' equipment, facilities and qualified first aid personnel to ensure all employees receive immediate attention if they are injured or taken ill whilst at work.

This legal duty does not make first-aid provision for non-employees, however, it is strongly recommended by the Health and Safety Executive and therefore it is the Trust's policy that provision should be made for them at all its' schools.

The Headteacher is responsible for ensuring that legislation and supporting Trust guidance is complied with and they have the necessary detailed action to take, recorded in their local health and safety policies and associated risk assessments.

Adherence to the Trust policy as outlined below is required:

- First aid can only be given by a trained first aider or a medically qualified person. Only a first aider or the injured person can apply a plaster or bandage.
- Any person may apply a plaster or bandage to their own skin.
- Names of appointed first aiders are displayed on staff notice boards. There are no rules on exact numbers. Employers have to make a judgement based on their own circumstances and a suitable and sufficient risk assessment. You should consider the likely risks to students and visitors, as well as employees, when deciding on the numbers of first aid personnels.
- Non-first aid trained persons can help the injured person if requested, provided they act ONLY under the instructions of the injured person or a medically trained person. All remaining staff are authorised to call 999 in a medical emergency to ask for medical help.
- First aid kits and eye wash stations are provided throughout all premises.

- A list of the items which must be present in each first aid kit is kept inside each first aid kit. The contents of each first aid kit are checked weekly by a nominated person.

### **Accident, incident and near miss reporting procedure**

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) all employees are required to report any accident, incident and near miss.

- An accident is defined as an undesired event that results in personal injury or damage. A near miss is an incident that did not result in injury, allowing the opportunity to prevent a serious event in future.
- All accidents and near misses must be reported immediately to the School Support Manager (or nominee). The School Support Manager (or nominee) will ensure that these are recorded on Every on the day of occurrence.
- It is the responsibility of the School Support Manager (or nominee) to ensure each incident is correctly recorded and that an investigation is carried out as appropriate.
- Events that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) will be reported to the HSE by the Capital Projects & Estates Manager. It is the responsibility of the School Support Manager (or nominee) to let the Capital Projects & Estates Manager know that there is an event reportable under RIDDOR.
- Accident and near miss statistics will be compiled by the Capital Projects & Estates Manager, by school, on a term basis and will be provided to the Head of Governance with dialogue and initial analysis performed.
- The site of any accident or near miss should not be cleared without the authorisation of the Capital Projects & Estates Manager as the Police, Health & Safety Executive and Environmental Health Officer consider an incident site to be a potential crime scene and expect a careful investigation of the incident to be recorded if it cannot be left undisturbed.

The school will use Every to collect personal information about the (potentially) injured person(s) in relation to accidents, incidents, near misses, or dangerous occurrences and arising out of or in connection to their work. This procedure includes a record form which must be kept safely and accessible to all employees. All completed records will be retained in a secure location once completed and in accordance with the Data Protection Act 2018.

The Headteacher will review and report (in accordance with paragraph 2.4 of this policy) on the occurrences of accidents, incidents, near misses, or dangerous occurrences which have taken place each term (and cumulatively during the academic year) and any actions taken as to reduce or eliminate the risk of future occurrences of any particular instance.

Where any serious injury results in an employee, or visitor requiring medical attention at a hospital then the nominated competent person should be immediately notified by the Headteacher for advice and assistance in the investigation process and reporting to the Health and Safety Executive (HSE) where required in accordance with RIDDOR 2013. The competent person will liaise with union representatives as appropriate. Where injuries involve learners, the parent will be notified by the Head teacher or his/her nominated person.

### ***What to do in the event of an accident***

- Do not approach until it is safe to do so.

- Call a first aider or ambulance if necessary.
- Report the accident to the School Support Manager (or nominee).
- Do not move anything except to release the injured person(s) until given specific authority to do so in case the police /HSE/EHO wish to investigate the incident.

***Responsibilities of a designated first aider in responding to an accident***

- Make the area safe and seek support from those required to assist.
- Arrange additional medical support, including the emergency services.
- Liaise with emergency services, or arrange for this to take place.
- If relevant, ensure the COSHH assessment and/or data sheet is provided to medical personnel.
- If possible determine injuries.

***Responsibilities of the Headteacher (or nominee) in responding to an accident***

- Investigate the cause.
- Record information, conditions, statements.
- Take photos, measurements, samples, etc.
- Record the incident in the accident book.
- Check the area is safe before restarting work.
- Report all incidents required under RIDDOR.
- Carry out an incident investigation and if necessary prepare a report with relevant measurements, information, statements, photographs, CCTV footage, etc.
- Keep records of all incidents for reference.

The Capital Projects & Estates Manager (or nominee) will assist and act on the findings of the investigation to try to prevent further recurrence.

Records must be securely retained for at least three years after any incident which:

- Requires reporting in accordance with RIDDOR 2013.
- Is an occupational injury which results in an employee being away from work or incapacitated for more than 7 consecutive days.
- Is an occupational accident-causing injury which results in an employee being away from work or incapacitated for more than 3 consecutive days (not counting the day of the accident but including any weekends or other rest days) a record must be kept.

The Headteacher is responsible for ensuring that legislation and supporting Trust guidance is complied with.

***Workplace slips and trips***

Slips and trips are one of the most common causes of injury at work. We aim to reduce the likelihood of slips and trips by a combination of good housekeeping measures, including effective cleaning, and by enforcing the use of sensible footwear by our employees.

Cleaning chemicals used on floors by cleaners are selected for their non-slip properties.

Lids must be used when transporting containers of liquid or food. Any spillages, flooring defects or obstructions observed must be removed or reported to the school Assistant Estates Manager immediately. Warning signage is placed by spillages until they have been removed and the area is thoroughly dry.

### ***Skin conditions***

Extended exposure to some cleaning products or food juices can lead to skin problems. To reduce this exposure, it is compulsory for all employees in kitchens and food technology departments, as well as cleaners, to wear the non-latex protective gloves provided whenever they are handling food or cleaning (including cleaning glasses, dishes, etc.).

The following general protective measures are to be followed:

- All hand jewelry, other than wedding rings, should be removed whilst at work.
- Tongs, etc. are provided for handling food and should be used wherever possible.
- Hands should be thoroughly dried after washing.
- Any skin rashes, itches, etc. should be reported immediately to your line manager.

### ***Musculoskeletal injury***

Tasks are varied and are managed to reduce the likelihood of exposure to musculoskeletal injury (also known as work related upper limb disorder or repetitive strain injury).

Should an employee experience any symptoms (such as sore arms or swelling) they should report these immediately to their line manager. The line manager will then take action in accordance with this policy in seeking guidance from the relevant competent person.

### ***Food safety***

All employees who are to be involved in handling food are provided with independently accredited food hygiene training as soon as possible after commencing work.

Controls in place include:

- Ongoing cleaning regime in all work and storage areas;
- Temperature controlled food storage;
- Daily, recorded temperature checks;
- Segregated food storage;
- Food is marked with "use by" dates;
- Pest control points;
- Use of colour coded cutting boards;
- Use of separate knives for different types of food (meat, vegetables, etc.);
- Regular cleaning of all work equipment and surfaces.

Any employee whose role involves handling food who has suffered from diarrhoea or vomiting is required to phone in sick and remain away from the premises for at least 48 hours.

### ***Security and safeguarding***

The school aims to provide a safe and secure environment for our employees, visitors, students, and others who may visit our premises or use our facilities.

Access is restricted to authorised persons. A security risk assessment is carried out and all reasonable steps are taken to prevent unauthorised access to our premises.

Measures in place will depend on the location but will include a mixture of physical barriers such as security fencing and access control systems, CCTV systems, intruder alarms and staff training.

Safeguarding/Child Protection policies are in place where appropriate and are reviewed as required. Designated persons are responsible for managing the implementation of these policies. Varying levels of safeguarding training will be deployed in accordance with individual roles and requirements. A copy of any training certificate is to be held within the individual's personnel file.

### ***Visitors***

Visitors must report their arrival and departure at reception. They are then supervised while on site by the person responsible to host their visit. Safety rules and emergency procedures will be communicated prior to leaving the reception area.

Employees are encouraged to challenge anyone seen unaccompanied or unidentified on the premises and to report them to their line manager if there are any suspicions.

### ***Alcohol, drugs and substances***

It is our policy to prohibit the misuse of all prescribed and non-prescribed drugs or alcohol at or before work to avoid the associated risks to those taking the substance and those who may be affected by the consequences. Any misuse or abuse of alcohol or drugs at work will be treated as gross misconduct and will be subject to disciplinary action.

Any employee who is involved in taking such substances while not at work will be provided with advice and support in dealing with the situation provided it does not put themselves or others at risk while at work. Any contractor found to be under the influence of alcohol or drugs will be asked to leave and will not be asked to carry out work for the Trust in future.

Please refer to the Alcohol and Other Substance Misuse Policy for further information.

### ***Stress***

Although stress can be a significant concern, we can only provide help and support when aware of any employee suffering stress problems.

Employees are informed at induction and routine briefings to report any such problems or concerns about themselves or others so that appropriate help can be provided. Any employee reporting a concern will be treated with respect, and care will be taken to investigate the issues, approach the relevant person sympathetically and to develop a practical and realistic solution for immediate and longer-term needs in accordance with the HSE guidelines for managing stress.



A stress risk assessment will be conducted in order to assist in the management and provision of support.

We recognise that stress is a key area of concern for employees and the Trust. Through a third-party provision, the Trust have a contract in place for all employees which includes an employee assistance programme (EAP) and Active Care. Active Care provides support and information for employees, and their line managers, to facilitate an earlier return to work.

### ***Smoking***

Smoking is banned inside our premises and grounds. It is a risk to health for smokers and those nearby, and also involves a risk of fire from unsafely discarded smoking materials.

Smoking within the premises or grounds will be treated as gross misconduct and will be subject to disciplinary action.

The use of e-cigarettes is also banned from premises and grounds.

### ***Driving on Trust business***

Driving at work is covered by Occasional Business Use Insurance Policy arranged through the Trust. This avoids having to make a claim under your own motor insurance policy should an accident occur in which case, it should be reported to the Trust Procurement and Contracts Manager to arrange a claim.

### ***Fire safety***

The school recognises the importance of ongoing management of fire safety as part of safeguarding the safety of its employees, learners, visitors, and contractors. The school will comply with the Regulatory Reform (Fire Safety) Order 2005 following accepted standards of good practice, having its first priority the immediate and total evacuation of the building upon the discovery of fire, and ensure that adequate means of escape in the case of fire exist for all person on the school premise. The school operates a strict no smoking and no vaping policy.

The Regulatory Reform (Fire Safety) Order 2005 places a duty on the 'Responsible Person' to ensure that it's fire safety management and in particular, fire equipment, fire notices, and fire drills are in place and up to date.

The Headteacher is the 'responsible person' and will ensure that appropriate arrangements are in place to ensure the safety of premises and occupants. This shall be in accordance with current legislation and supporting Trust guidance as outlined below:

- A fire risk assessment is carried out and held for the school premise. All of the control measures identified are implemented and the risk assessment is reviewed annually or whenever there are any changes to the workplace (whichever is the soonest).
- Fire escape routes, doors and corridors are kept clear at all times. Fire doors should not be propped open or obstructed in any way, unless a suitable control measure is in place. Escape routes are checked daily by the school Assistant Estates Manager or other designated person. Emergency lighting is provided on escape routes and must be periodically tested and maintained by an approved contractor.

- Fire extinguishers are provided at fire extinguisher points throughout the buildings.
- Extinguishers are maintained under contract by an approved contractor and are inspected for misuse and damage routinely by the site teams.
- Where a fire alarm system has been installed, this must be maintained under contract by a specialist contractor. Fire points should not be interfered with or obscured in any way. Fire points are tested weekly by the school Assistant Estates Manager (or nominee). It is recommended that alarmed call point covers are installed over the fire points to discourage misuse.
- Emergency lighting, where provided, is maintained by a specialist contractor.
- Emergency evacuation drills are practiced each term or at least every 6 months. Fire Marshals are appointed and trained to assist with evacuation. Personal emergency evacuation plans (PEEPs) are compiled for those with impaired mobility.
- Records of testing, maintenance and evacuations are held on the compliance system and will be subject to regular review.

### ***Electrical safety***

The Electrical at Work Regulations 1989 set out specific requirements on electrical safety which are in addition to general health and safety duties. These apply to all schools and can be categorised as follows:

- Fixed electrical systems – those which are embedded into the structure of the building and provide power to portable or permanently sited equipment.
- Portable appliances – those that are plugged in or wired into the fixed electrical system.

Risk assessments on electrical safety will take account of the requirements of the electricity at work regulations which cover both the fixed electrical systems and portable appliances.

The Headteacher at each school, in conjunction with the Capital Projects & Estates Manager, will ensure that:

- NICEIC or ECA approved electricians maintain the electrical installation. They work to current IEE Wiring Regulations. A full test of the installation is carried out at least every 5 years or a percentage each year to reach 100% over 5 years with records kept.
- Any changes and repairs are carried out by NICEIC approved electricians to the same standard and are certified. Records are kept.
- Employees are not to touch or open fuse boxes or electrical circuitry. Any damaged or defective items observed should be reported immediately to the school Assistant Estates Manager and the Capital Projects & Estates Manager.

The Headteacher will ensure that all portable appliances will be visually inspected at the beginning of each term, or, more frequently, if its use or environment suggests this to be necessary e.g. obvious signs of misuse, damaged or discoloured plug tops, worn or loose cables. All portable appliances will be tested on an annual basis by a competent contractor.

- Portable electrical appliances include any item that is electrically powered and used in the workplace, whether belonging to PAT or to an employee and includes ancillary equipment such as extension cables.
- Employees should visually inspect portable electrical appliances before using them. Damaged or defective items should be reported immediately to your line manager and removed from service until replaced/ repaired by a competent person. The use of insulating tape as a temporary repair is prohibited.

- Routine maintenance applied to all portable electrical appliances includes portable appliance testing annually by an electrical contractor.
- Any new appliances, including those belonging to employees, will be checked, and approved by the school Assistant Estates Manager before being used on the premises.
- Flexible cables will be kept as short as possible. Cables should be fully unwound from reels or drums before use to reduce the potential for overheating.
- Electrical appliances and their cables should not be used in wet conditions or on wet floors unless the circuit is protected by a residual current device (which will be tested regularly).

Any faulty or damaged appliances will be removed from use and either repaired by someone qualified to do so or disposed of to prevent its further use (and in accordance with appropriate disposal procedures). The item will be labelled with a 'do not use' sticker attached until it is suitably repaired or removed for destruction.

The school will not accept gifts or second-hand appliances, or bring in their own appliances from home, unless a qualified electrician has tested the equipment and records provided of that test (PAT test).

The Trust or its schools will not sell any electrical items which it no longer has use of.

### **Asbestos**

Asbestos is a term used for various forms of naturally occurring fibrous silicate minerals, which were extensively added to building materials used in the UK from the 1950's to 1980's. Any building built before 2000 can contain asbestos. The most hazardous Asbestos Containing Materials (ACM's) were used to insulate or fire protect.

All ACMs should be controlled regardless of type. ACM's can be found in under floor services, floor, ceiling tiles, pipe covering, aertex ceiling and heat deflection materials as well as many other forms. To ensure that risks from asbestos in places of work are managed, the Control of Asbestos Regulations 2012 place duties on those responsible duty holders for the maintenance or repair of work premises.

The school acknowledges the health hazards associated from exposure to asbestos and their duty and commitment to manage Asbestos and to protect employees, learners, contractors, visitors, and any other persons with the potential to be exposed to Asbestos Containing Materials (ACM's), also to reduce to the lowest level 'reasonably practicable' the spread of asbestos from any place where work is carried out within a Trust premise.

The Headteacher is the duty holder for asbestos management in the school and has an overall responsibility for the safe management, maintenance, and repair of the school buildings under their control in accordance with the Trust Asbestos Policy.

The Headteacher at each school and the Capital Projects & Estates Manager, is responsible for ensuring that they comply with the Trust's Asbestos Policy and Procedures including:

- They hold an up-to-date asbestos register.
- They hold an up-to-date asbestos management plan.
- Refurbishment and Demolition Asbestos Surveys are carried out prior to any building works.
- Appropriate, effective, and up to date asbestos information and training is made available to employees.

The asbestos register must be made available to all contractors and site staff who will carry out work at the premises.

Any refurbishment work in a school building built before 2000 affecting the fabric of the building must be subject to a refurbishment and demolition survey before any work is allowed to take place.

Specialist contractors will be engaged if there is need to carry out work in any area involving asbestos and appropriate control measures/exclusion zones will be put in place.

If anyone suspects they have discovered or disturbed asbestos they should:

- Not disturb it further.
- Ensure that access to the affected area is prevented.
- Report it immediately to the school Assistant Estates Manager (or nominee) and the Capital Projects & Estates Manager.
- Ensure that any clothing that may have been covered in dust or debris is appropriately disposed of.

### ***Legionella***

Legionnaires disease is an uncommon, but serious, type of respiratory illness. It does not spread from person to person but is contracted by inhaling small droplets of water suspended in the air which contain the legionella bacterium.

Outbreaks occur from water systems where temperatures are warm enough to encourage growth of the bacteria and where conditions allow the bacteria to develop.

However, it should be noted that most people who are exposed to legionella do not become ill.

A legionella survey and risk assessment will be carried out by approved contractors. A legionella management plan will be provided and must be followed.

Depending on the nature of the water system at each Trust premise, regular checks such as temperature monitoring, flush through, descaling of shower heads and cleaning of water tanks may be required. The Capital Projects & Estates Manager will ensure that these checks, which will be detailed in the legionella management plan, are in place.

The Headteacher is responsible for:

- Ensuring that the routine legionella control tasks designated to an employee(s) or by specialist contractor are carried out and recorded in accordance with Trust procedures.
- Ensuring that all persons designated with a duty have the time, resources, knowledge, and training to carry out that duty.

### ***Waste management***

Waste is to be placed in the bins that are provided throughout our premises. These are emptied regularly by cleaners to external bins, which are in turn emptied at least weekly by registered waste carriers for disposal by registered waste processors or for transport to landfill sites. Materials are recycled where practical.

Hazardous waste is collected separately and disposed using suitably registered contractors.

Records are kept in line with our Document Retention Policy including contracts, waste transfer notes, collection notes, copies of registration certificates and checks made on contractors.

### ***Manual handling***

The school recognises that there will be occasions where items/equipment need to be moved and its' responsibility to provide guidance on measures that should be taken to ensure manual handling tasks (lift, support a load, pushing, pulling, setting down, turning, twisting, and reaching) are carried out safely.

Where there is a regular need for manual handling, risk assessments will be conducted in accordance the Manual Handling Operations Regulations 1992. This will highlight correct procedures, set in place control measures, and additionally identify manual handling equipment that will negate lifting.

The Headteacher at each school will ensure that appropriate risk assessments, equipment and training/annual refresher training are provided for moving and manual handling tasks. Accident and absence statistics will be monitored to evaluate the effectiveness of manual handling practices. Employees have a duty to make full and proper use of any equipment, systems of work and training provided for their safety.

Manual work will be automated or carried out using suitable equipment where practical. For the remaining tasks involving significant manual effort, Risk Assessments must be written to reduce the risk to an acceptable level.

If due to the nature of the work the elimination of manual handling is not possible, the following guidelines should be followed:

- Do not attempt physical effort if you are not confident of your capacity to do it safely.
- Avoid unnecessary handling by the use of any mechanical aids provided.
- Place materials as close as practicable to workplace to limit distance, time, and effort.
- Avoid lifting any loads in excess of 25kg for men and 16kg for women – see guidelines.
- Do not overload shelves.
- Ask for help or guidance if necessary.
- Ensure sufficient personnel are available to undertake the lift considering the size, weight and shape of the load and the area in which the lift is planned.
- Adopt good lifting techniques including straight back, knees slightly bent and legs apart, chin up, good grip, keep the load as close to the body as possible.
- Protect any sharp edges, leaks, etc.
- Wear uniform, gloves, apron, etc. as appropriate.
- During any repetitive work, allow sufficient time between lifts for resting.
- Ensure good communication between all personnel involved in any shared lifts.
- Avoid sudden movements (e.g. by catching a falling object).
- Do not put any other person at risk.

## ***Working at heights***

Work at height presents a hazard both to persons undertaking the work, particularly falling from height, and to others in the vicinity, particularly from falling objects.

As such, work at height will be avoided where practical.

Ladders, stepladders, and steps are provided as a means of access and for light/short term work where it is not reasonably practicable to select an alternative safer method. This may include removing items from upper shelves.

However, care should be taken not to store heavy or bulky items at height.

If stepladders are used, the following general rules will apply:

- Manufacturer's guidance will be followed.
- The stepladders in use will be a minimum of "Class 2 Commercial".
- The stepladder must be of adequate length so the work can be done without overreaching.
- The stepladder must be erected on suitable firm ground and never on loose materials.
- Stepladders will be inspected monthly to ensure they remain fit for use with records kept.
- If any ladder is considered unsafe it must be reported to the school Assistant Estates Manager (or nominee) and not used until it has been repaired/replaced.

A register of ladders and access equipment inspections must be maintained by the school Assistant Estates Manager (or nominee).

The Headteacher will ensure that appropriate risk assessments, fully maintained equipment and training are provided for working at height. Accident and absence statistics will be monitored to evaluate the effectiveness of working at height procedures. A copy of the training certificate is to be held within the individual's personnel file.

Employees will not undertake any activity that involves working at height or use of equipment designed for tasks that involve working at height unless they have received appropriate formal training.

## ***Lone working***

The Trust recognises that there may be an increased risk to the health and safety of employees whilst working alone. Lone working procedures will apply for those employees who are working:

- during normal working hours (Monday – Friday 07.30 - 17.00 in term time) at an isolated location within the normal workplace; or
- outside normal working hours unaccompanied.

The Headteacher and their nominated person(s) are responsible for ensuring suitable procedures are in place for undertaking risk assessments of all situations requiring lone or unaccompanied working in their individual school, and that any control measures identified are implemented. The Head teacher will ensure that all necessary employees are fully aware of any precautions or specific methods of work to be followed, including the action to be taken in the event of an emergency. Employees will only undertake lone working following appropriate authorisation in accordance with their school's safe systems of work and any associated procedures. Where appropriate this may

include an approved list of lone working activities, outlining situations where lone working may be authorised and the necessary precautions or work methods to be followed. Provided such requirements can be met, lone working may be deemed to have been authorised and it is the responsibility of the individuals concerned to ensure that all necessary precautions or work methods are adhered to at all times.

### ***Display screen equipment regulations***

The Trust recognises its responsibilities for the health and safety of its employees when they are working with Display Screen Equipment (DSE) and in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992 as amended.

Whilst the regulations do not strictly apply to learners, the Trust will aim as far as reasonably practicable to apply equipment, information, and instruction to the levels provided to employees.

The Headteacher will ensure appropriate equipment, information, instruction, and training is given to enable employees to assess and record their own DSE work station assessment. DSE assessments should be carried out as part of a new employee's induction processes and then annually or every time there is a significant change in the way an individual works.

A separate DSE is required if working from home to that completed in the work environment as the two locations are different and need to be recorded as such.

If an individual identifies a specific need that cannot be addressed within existing school support/resources it may be appropriate for them to be referred to occupational health advisors and recommendations implemented as appropriate.

Employees who are working with display screen equipment will take regular breaks from DSE activities and this is suggested at around 5-10 minutes for every hour of concentrated DSE work.

Employees identified as using workstations for a significant period of time (defined as in excess of one hour per day) are entitled to an eyesight test by an optician at the Trusts expense on joining and every two years thereafter. Subsequent to this, the Trust will contribute towards glasses that are required specifically for use with computers and this must be approved by the optician by way of a letter.

DSE regulations state that the keyboard and screen must be separate, and therefore modifications will be required to laptops that are in prolonged use.

### ***Control of substances hazardous to health (COSHH)***

In accordance with the Control of Substances Hazardous to Health Regulations 2002, the school will take all reasonable steps to substitute as many COSHH substances for safer alternatives as is reasonably practicable. Where no safer alternative is reasonably practicable, the Trust will ensure that the materials are managed and handled under the control of a COSHH assessments.

Some work involves the use of hazardous substances (e.g. cleaning). This work may be done by employees or contractors but will be managed in the same way. Only those trained and authorised may use these substances, following the safe systems of work and controls specified. Storage use and disposal of hazardous substances must be strictly controlled by each authorised person.

If you are not trained and authorised, do not use any substance known to be, or marked as, hazardous.

All substances that fall under Control of Substances Hazardous to Health (COSHH) Regulations are identified and are subject to COSHH assessment before being used. All actions identified in COSHH assessments are implemented.

Data sheets and COSHH Assessments must be kept available for reference at all times, with an up-to-date library set held by the school Assistant Estates Manager (or nominee). If anyone is exposed to a hazardous substance, a copy of the data sheet will be taken to hospital / doctor with the injured person.

The Headteacher or his/her nominated individual(s) will ensure the:

- maintenance of an up-to-date inventory (COSHH register) identifying all hazardous substances used on the school's premises and obtain the most current version of the respective material safety data sheets to be held with the inventory register.
- secure and safe storage of substances in correctly labelled containers that have been deemed as adequate for the substance it contains.
- replacement of hazardous substances with safer alternatives wherever possible.
- completion of a risk assessment for the use of any hazardous substances, which present a significant health risk.
- testing and maintenance of any equipment required for controlling exposure to substances (including personal protective equipment).
- required and appropriate information, instruction and training is provided.
- records of assessments are retained on the school premises and made available to the relevant individuals on request.
- exposure of any individual to substances hazardous to health is either prevented or adequately controlled.

### ***Provision and use of work equipment (PUWER) 1998***

The Provision and Use of Work Equipment Regulations (PUWER) 1998 places a duty on the Trust and its employees to ensure that equipment used at work is:

- Suitable for intended use.
- Safe for use, maintained in a safe condition (safety features are functioning correctly), and in certain circumstances, inspected to ensure that this remains the case.
- Used only by individuals for its intended purpose and following adequate instruction, information, and training.
- Accompanied by suitable safety measures where required (e.g. protective devices, markings, and warnings).

The Headteacher or their nominated individual is responsible for the effective and full implementation and monitoring of PUWER 1998 in their school. All new equipment purchased should be CE marked with declarations of conformity to establish the suitability of the requirements set out in the European Community Law. This includes completion of appropriate risk assessments.



All employees will be responsible for ensuring that they use equipment only for its intended purpose and with required safety/protective equipment or clothing. In advance of using the equipment the employee is responsible for ensuring that they have been given appropriate information, instruction, or training:

- the conditions in which and the methods by which the work equipment may be used.
- foreseeable abnormal situations and the action to be taken if such a situation were to occur.
- any conclusions to be drawn from experience in using the work equipment.
- information and instructions required for use are understood.

Employees will not remove equipment from school premises for use at home with the exception of assigned laptops.

### ***Lifting operations and lifting equipment regulations (LOLER)***

The LOLER Regulations 1998 set out requirements relating to lifting equipment which is defined as 'working equipment used at work for lifting and lowering loads and includes attachments used for anchoring, fixing or supporting the load'. Such a definition covers a wide range of equipment in schools including hoists and passenger lifts. The Headteacher is responsible for identifying to the Competent Person, equipment they have which would fall under the regulations. The competent person will make arrangements for ensuring the lifting equipment is regularly examined by the trust competent contractor, organising remedial action for any defects, and keeping relevant documents and reports which are readily retrievable.

### ***Management of contractors***

The Trust is committed to protecting all its employees, learners, and visitors from any incidents which may be as a result of any works undertaken by a contractor.

Alongside this, they are equally committed to ensuring that any contractor working at The Trust (and any individual ("authorised individual") acting on behalf of the Trust through delegated authority) must be satisfied that a contractor has sufficient knowledge of safety standards, technical ability, financial stability, and a record of putting them into practice before they are selected for work. Further details can be found in the Contractors at Work Policy.

### **Appointment of Professional Advisers**

The Trust will ensure compliance with Construction (Design and Management) Regulations 2015 through the appointment of professional advisers for the procurement and management of any projects which are likely to exceed 30 days or involve more than 500 person days of work. The professional advisers will have included in their terms of reference their responsibility to ensure the following takes place within the CDM Regulations:

- Notification of the Health and Safety Executive (HSE).
- The appointment of a CDM Co-coordinator and Principal Contractor.
- Production of a health and safety file and construction phase plan.

The appointment of professional advisers in the above instances will be undertaken by the Estates Manager in conjunction with the Trust Procurement and Contracts Manager.

## Management of Contractors at Work Policy

As part of the selection process the Trust or any of its authorised individual(s) will ensure that the Trust's Management of Contractors Procedure is followed for tender/quotation/award/monitoring and review of contractors for works on Trust/School sites.

### ***Personal protective equipment (PPE)***

The school recognises the requirement for the use of personal protective equipment (PPE) where it is identified as a required measure to protect employees and contractors whilst they are performing their assigned duties.

The Headteacher or their nominated individual will ensure that PPE is provided where required or identified as a control measure following a risk assessment. That appropriate information and training on the proper use and maintenance of it will be provided when issued.

Where PPE is assessed as being required by risk assessment, staff will be provided with suitable PPE at no charge. Where necessary, PPE will also be inspected, maintained, cleaned, and replaced without charge. Suitable storage facilities will be provided. Records will be kept of issue, maintenance, cleaning, and testing.

All employees issued with PPE will:

- wear it at all times while performing their assigned duties.
- ensure the equipment is cleaned and stored as required.
- inform the appropriate individual of any defects in the PPE in accordance with school procedures.

### PPE Risk Assessment

No work will commence without a risk assessment identifying any PPE requirements. Failure to use PPE should be a hazard in itself. All PPE worn must work together with other items of PPE. If this is not possible then the task must not continue until other control measures can be considered and introduced.

It must be remembered that hazards and subsequent risk are still present whilst PPE is being worn.

### ***Gas safety***

The Gas Safety (Installation and Use) Regulations 1998 requires the Trust to ensure that any gas appliance, installation, pipework, or flue installed at any place of work under their control is maintained in a safe condition, so as to prevent risk of injury to any persons.

No person may work on gas fittings or appliances unless they are competent to do so. The requirements apply to both natural and liquefied petroleum gas (LPG). The work on gas fittings must be carried out by someone on the Gas Safe Register.

The Headteacher or their nominated individual(s) will ensure that:

- any contractor engaged to work on gas fittings or installations is Gas Safe Registered and appropriately qualified for the work to be carried out.

- All gas systems and appliances are operated and maintained so as to prevent, so far as is reasonably, danger to persons or property.
- that gas pipework, appliances and flues are regularly maintained.
- that all rooms with gas appliances are periodically checked to ensure they have adequate ventilation – no blocked air inlets to prevent draughts, no obstructed flues, and chimneys.

### ***Trees***

The school acknowledges that trees form a large part of the estate and must be managed accordingly to ensure they remain safe and healthy. The Trust appointed Competent Person will make arrangements for a tree risk assessment to be conducted every three years to record the condition of the trees and to identify the trees which pose a threat to site users and neighbours.

### ***Young person(s)***

Young persons (those under 18 years of age) have specific risk issues. They may have little work experience and need closer supervision and guidance to minimise the risk of injury.

If such a person is employed, a risk assessment will be recorded to identify and manage the additional risks to the employee and others nearby and any reasonably practical changes to be implemented.

The parent, guardian or carer may also be involved in this process to ensure the precautions are suitable and adequate. If they are, then all parties should sign the risk assessment as being suitable to deploy.

### ***Work experience***

The school retains a duty of care for all its learners undertaking work experience and will ensure that any placement is appropriate.

The Headteacher or their nominated individual(s) will ensure that:

- All learners are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities before taking part in work experience.
- All placements will be subject to a pre-placement check carried out by the school's suitably competent nominated person (see below) and supporting documentation completed. No work experience placement will go ahead if it is deemed unsuitable.
- Where work placements form part of an agreement with another educational body then the other body will be responsible for ensuring the equivalent placement checks are conducted.
- Arrangements are in place for the learner to be visited/monitored during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) to ensure that a member of the school's staff can be contacted should an incident occur.
- All incidents involving learners on work placement activities will be reported to the placement organiser at the earliest opportunity.
- Work placements will take account of the learner's particular special educational need/disability if appropriate.

The nominated individual will hold a suitably nationally accredited/recognised qualification(s) in risk assessment principles and practices. In addition to having occupational competence, knowledge and understanding in relation to sector specific placements. Particular regard should be given to high risk placements such as construction, agriculture etc.

### ***Educational visits***

The school recognises its duties in the Health and Safety at Work etc. Act 1974 and the regulations made under it apply to activities taking place on or off school premises (including school visits) in Great Britain.

Any incident occurring overseas is outside HSE's (The Health and Safety Executive) jurisdiction and HSE will not investigate or take action in relation to the actual circumstances of the incident itself. Whether criminal charges should arise from such incidents would be a matter for the relevant national authorities to consider and pursue. Some countries may allow parents and other parties to institute civil actions or private prosecutions following death or injury.

HSE can, however, consider any circumstances relating to activities carried out in Great Britain to support a particular visit which may reveal systemic failings in the management of school trips. This could include general management arrangements, i.e. risk assessments for the activities, training and competence of staff, co-operation, and co-ordination with other parties.

The Headteacher is responsible for ensuring that satisfactory arrangements are made for educational visits organised for their learners including:

- All preparatory work, including travel arrangements and appropriate risk assessments are completed.
- Adequate child protection measures are in place.
- Valid DBS certifications are in place where required.
- The group leader has sufficient experience and time to organise the visit.
- Training needs have been considered by a competent person.
- Headteacher approval has been given.
- School Governance Committee approval has been given.
- Adult to student ratios are appropriate.
- Arrangements are in place for those with education health care plans or medical needs.
- Appropriate insurance cover is in place (including cover for volunteers).
- All consent forms have been signed.
- The group leader/supervisor and other nominated persons have a list of all learners and adults on the visit, the contact details of each of them and a copy of the procedure to be followed in an emergency.
- The address, telephone number, and name of contact person at the venue are obtained.
- A contingency plan is in place that caters for any changes in the itinerary or for any delays.

A number of the above tasks may be delegated to a nominated individual, (usually known as the Educational Visits Co-ordinator) however, the management responsibility remains with the Headteacher.

The Headteacher must be satisfied that their teachers and staff are competent to lead or supervise any off-site visit. It is a legal requirement that leaders are competent for the activities they are leading. On adventurous activities, leaders with specialist skills and qualifications will be used for the activity elements of the trip.

### ***Offsite provision for students on roll/lettings***

The Headteacher will be responsible for ensuring that procedures are in place for checking the other party's health and safety arrangements and that they are in accordance with the principles of the Trust policy and are covered by appropriate insurances.

### ***Medical screening***

Before employment is offered, all potential employees must complete a medical questionnaire and, if necessary, attend a medical examination with an occupational health specialist to establish:

- Mental and physical capacity to do the required work.
- Medical history which could be aggravated by the planned work or environment.
- Any reason to believe they may be a hazard to themselves or other specialist considerations.

Personnel with an existing medical condition will not be disqualified from employment unless the condition reduces their ability to do the required work to an acceptable level, which will be defined by a risk assessment. Changes in health should be reported to HR for appropriate action.

Records will be held on the personnel file during employment and post-employment in line with our document retention policy, compliant with GDPR.

Concerns will be carefully considered to avoid discrimination on the grounds of race, gender, disability, age, or religion.

### ***Welfare facilities***

The school is committed to providing high quality welfare facilities for our employees in compliance with the workplace (Health, Safety & Welfare) regulations. This includes toilets and washing facilities, drinking water, and changing facilities.

These are maintained in good condition by means of cleaning and regular inspection.

Employees should report any concerns with the facilities provided to their line manager or to school Assistant Estates Manager (or nominee).

### ***Disabled person(s)***

Disabled persons will be employed, subject to a risk assessment, provided the individual is capable of doing the work required without excessive risk to them and others and that the adjustments needed to accommodate the individual are not excessive.

Special arrangements and equipment will be provided to allow them to work safely where appropriate. The parent, guardian or carer may also be involved in this process to ensure the precautions are suitable and adequate.

Please see the Equality and Diversity Policy for further information relating to reasonable adjustments.

### ***Pregnant women and nursing mothers***

There is a potential risk to any unborn child if the mother over exerts herself or is exposed to some substances. This risk exists at all stages of pregnancy, even at the earliest stages when the mother may not know she is pregnant. New and nursing mothers (and their babies) can also be at risk from exposure to some hazardous substances and significant physical effort.

A general risk assessment is produced by the line manager when an employee reports that she is pregnant, a detailed risk assessment must be recorded with her and suitable precautions agreed immediately. This risk assessment will be reviewed monthly, as a minimum, until the employee begins maternity leave.

On return to work a further risk assessment will be carried out and acted upon.

Please also see the 'Maternity, Paternity, Adoption, and Shared Parental Leave Policy' for further information.

For more information please refer to the Health and Safety Executive guidance.

**Appendix A: Risk assessment template**

<b>School:</b>	
<b>Risk assessment for:</b>	
<b>Assessment by:</b>	
<b>Generic/specific*:</b>	
<b>Date assessment completed:</b>	
<b>Review due date:</b>	

Notes:

*Specific\* = young person, new or expectant mother, physical or other condition that may increase personal risk – in these circumstances a specific assessment is required.*

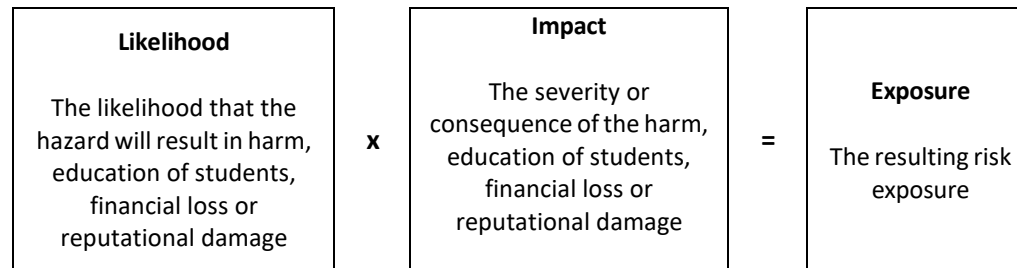
*Scores: Likelihood – 1: Rare, 2: Unlikely, 3: Possible, 4: Likely, 5: Almost certain. Severity – 1: Negligible, 2: Minor (e.g. cut/graze), 3: Moderate (e.g. deep cut, sprained ankle), 4: Major (e.g. disability or fatality), 5: Catastrophe (e.g. multiple disability or fatality. Score 1 – 6 (Tolerable), Medium 7 – 10 (should be reduced to a tolerable level within agreed time frames), Marginal (11 – 14), High (15 – 25) (stop until immediate controls in place)*

Hazard	Who might be harmed?				Risk	Current control measures	Score			What if any further control measures	Action reference	Revised score following additional control measures			Date completed
	Employee	Student	Visitor	Public			Likelihood	Severity	Score (LXS)			Likelihood	Severity	Score	

Action ref no.	Remedial action/improvement/control	Person responsible	Date action due completion	Action taken	Date completed	Signed off

Risk rating

Risk rating is a formula used to prioritise hazards and risk to ensure that the most serious are dealt with first. The risk rating chart shows this formula applied in diagrammatic format.





## Appendix B: Risk assessment register

The school maintains a risk assessment register including all activities so that the school can be certain that all risk assessments are being effectively managed. The table below outlines what may be in a typical register, but this is by no means a definitive list.

RA number	Activity	Completion date	Completed by	Review date
001	Access and egress			
002	Premises and buildings			
003	Security/safeguarding			
004	Office/classroom working			
005	Open evening/events			
006	Sports day			
007	Working at heights			
008	Slips, trips and falls			
009	New and expectant mother			
010	Manual handling			
011	Lone working			
012	Display screen equipment			
013	Snow and ice			
014	Return to work			
015	Personal emergency evacuation plan (PEEP)			
016	Caretaking duties			
017	Site cleaning			
018	Painting			
019	Power tools			
020	COSHH			
021	Driving at work			
022	Goal post safety			
023	Infection prevention			
024	Personal safety			
025	Window restrictors			
026	Work experience			
027	Young person			
028	PPE usage			
029	CCTV			
030	Stress at work			

## Appendix C: Schedule of reviews and record keeping

Task	Frequency	Responsible person	Comments
Review of school health and safety policy organisation and arrangements	Every year and when required	Headteacher and Capital Projects & Estates Manager	In accordance with updates to the Trust policy, including but not limited to new regulations, codes of practice etc.
Record of staff training	Keep up to date	School Support Manager	
Record of health and safety staff representatives and their training	Keep up to date	School Support Manager	
Record of risk assessment register	Keep up to date	Headteacher, Heads of Department, Assistant Estates Manager	Central record to be kept by nominated manager
Review of risk assessments	Annually and as required	Headteacher, Heads of Department, Assistant Estates Manager	Risk assessor must be suitably trained/qualified to undertake
<b>First aid</b>			
Risk assessment to determine number of designated first aiders required	Yearly or as required	Headteacher	Risk assessor must be suitably trained/qualified to undertake
Record number of designated first aiders, names and training details	As required after assessment of needs	School Support Manager	Need for replacement when a designated first aider leaves – first aid at work certificates are valid for three years
Record names of those trained on first aid awareness	Keep up to date	School Support Manager	Suggest annual refresher
Record and maintain first aid equipment/stock	As required after assessment of needs	Appointed person	
Record of accidents/injuries	As required	School Support Manager/appointed person	To be reported to the school performance review board
<b>Fire safety</b>			
Record of staff training	Keep up to date	School Support Manager	
Record of nominated persons 'Fire Marshals'	Keep up to date	School Support Manager	
Record of fire risk assessment and management plan	Annually	Headteacher and Capital Projects & Estates Manager	Competent qualified assessor
Record of firefighting equipment, detection and emergency systems check	Monthly	Assistant Estates Manager	
Record of fire alarm testing	Weekly	Assistant Estates Manager	Call points to be tested on a rota basis
Record of emergency lighting tests	Monthly	Assistant Estates Manager	
Record of fire drills	Six monthly	Assistant Estates Manager	
Record of false alarms	As required	Assistant Estates Manager	Log time taken, note problems
Record of fire alarm and battery back-up maintenance	Six monthly	Capital Projects & Estates Manager	Accredited contractor
Record of emergency lighting	Six monthly	Capital Projects & Estates Manager	Accredited contractor
Record of sprinkler system servicing	Six monthly	Capital Projects & Estates Manager	Accredited contractor
Record of firefighting appliances service/maintenance	Annually	Capital Projects & Estates Manager	Accredited contractor

Task	Frequency	Responsible person	Comments
Review of provision	Annually	Headteacher	Note reasons
<b>Electrical safety</b>			
Certification of fixed installations	As advised on current certificate	Capital Projects & Estates Manager	Accredited contractor
Record of maintenance inspections of fixed installations	As advised	Capital Projects & Estates Manager	Accredited contractor
Fixed electrical condition/testing report	Every five years or earlier	Capital Projects & Estates Manager	Accredited contractor
Kitchen inspection record	Annually	Catering manager	Accredited contractor
Record of portable appliance testing and appliance labels	Annually	Capital Projects & Estates Manager Assistant Estates Manager	Appliances to be categories for testing according to vulnerability
<b>Gas safety</b>			
Gas installation/distribution service inspection report, service sheet and labelling	Annually	Capital Projects & Estates Manager	Accredited gas safe contractor
Record of gas appliance testing	At least once a year	Capital Projects & Estates Manager	Only an accredited gas safe contractor can do this
Duct hygiene (catering) inspection and cleaning	Annual and as required	Capital Projects & Estates Manager	Accredited contractor
<b>Equipment/outdoor</b>			
Record of maintenance of equipment	Weekly	Assistant Estates Manager	
Lift/hoist maintenance	Six monthly	Assistant Estates Manager	Accredited contractor
Automatic doors	Annually	Capital Projects & Estates Manager	Accredited contractor
Roller shutters	Annually	Capital Projects & Estates Manager	Accredited contractor
Lightening conductor	Annually	Capital Projects & Estates Manager	Accredited contractor
Display energy certificate (displayed prominently)	Annually	School Support Manager and Capital Projects & Estates Manager	Accredited contractor
Boiler's function check	Daily	Assistant Estates Manager	
Heat pumps (boilers), heating/induced draft fans, pumps service	Annually	Capital Projects & Estates Manager	Accredited contractor
Playground and gym equipment inspection/testing	Annually	Capital Projects & Estates Manager	Accredited contractor (separate to contractor doing the servicing/installation)
Pest control – inspection and notification subject to risk assessment	As required	Assistant Estates Manager	Accredited contractor for inspection
Tree inspection	Monthly	Assistant Estates Manager	
Tree risk assessment	36 Months	Capital Projects & Estates Manager	Accredited contractor
<b>Asbestos</b>			
Control of access to asbestos containing materials	As required	Assistant Estates Manager	Where vulnerable to damage
Site survey	Annually	Capital Projects & Estates Manager	By Trust appointed competent contractor
<b>Legionella</b>			
Temperature checks and flushing as necessary	Monthly	Assistant Estates Manager	

Task	Frequency	Responsible person	Comments
Risk assessment, pipework plan with isolation points, maintenance checks and repairs	2 Yearly	Capital Projects & Estates Manager	Accredited contractor
<b>Manual handling</b>			
Record of manual handling training	Keep up to date	School Support Manager	
<b>Working at height</b>			
Risk assessment	First use and when required	Assistant Estates Manager	Risk assessor must be suitably trained/qualified to undertake
Record of training	Keep up to date	School Support Manager	
Record of access equipment held by the school, inspection and maintenance records	Termly	Assistant Estates Manager	Inspections by competent person
<b>Lone working</b>			
Risk assessment	As required	Headteacher	Risk assessor must be suitably trained/qualified to undertake
<b>Display screen equipment</b>			
Record of risk assessment to assess any health and safety risks	As required	Employee and School Support Manager	Held on personnel file
<b>Control of substances hazardous to health (COSHH)</b>			
Review of COSHH assessments	Annually or whenever changes occur	Heads of department/Assistant Estates Manager	Central record to be retained – all contractors to provide COSHH information if required
<b>Personal protective equipment</b>			
Review of serviceability	Annually	Individual employee and Assistant Estates Manager	
<b>Work experience</b>			
Risk assessment	Annually	Nominated manager	
Record of learners on work experience	For each occasion	Nominated manager	
<b>Educational visits</b>			
Risk assessment – Evolve	For each trip	Educational visits co-ordinator	
<b>Offsite provision for students on roll/lettings</b>			
Review of security arrangements	Annually and as required	Headteacher	
Intruder alarm	Daily	Assistant Estates Manager	Accredited contractor
Record of CCTV monitoring servicing	Annually	Assistant Estates Manager	Accredited contractor
Record of all visitors on the school premises	Every occasion	Receptionist/Admin Team	Contractors should check in/out, recording times
Access audit and action plan	Every three years and as required	Headteacher	

## Appendix D: Criteria for effective paediatric first aid (PFA) training

Training is designed for workers caring for young children in the absence of their parents and is appropriate to the age of the children being cared for.

Following training an assessment of competence leads to the award of a certificate.

The certificate must be renewed every three years.

Adequate resuscitation and other equipment including baby and junior models must be provided, so that all trainees are able to practice and demonstrate techniques.

The **emergency PFA** course should be undertaken face-to-face and last for a minimum of 6 hours (excluding breaks) and cover the following areas:

- Be able to assess an emergency situation and prioritise what action to take.
- Help a baby or child who is unresponsive and breathing normally.
- Help a baby or child who is unresponsive and not breathing normally.
- Help a baby or child who is having a seizure.
- Help a baby or child who is choking.
- Help a baby or child who is bleeding.
- Help a baby or child who is suffering from shock caused by severe blood loss (hypovolemic shock).

The **full PFA** course should last for a minimum of 12 hours (excluding breaks) and cover the elements listed below in addition to the areas set out in paragraph 5 (the emergency PFA training elements outlined in paragraph 5 should be delivered face to face).

- Help a baby or child who is suffering from anaphylactic shock.
- Help a baby or child who has had an electric shock.
- Help a baby or child who has burns or scalds.
- Help a baby or child who has a suspected fracture.
- Help a baby or child with head, neck, or back injuries.
- Help a baby or child who is suspected of being poisoned.
- Help a baby or child with a foreign body in eyes, ears, or nose.
- Help a baby or child with an eye injury.
- Help a baby or child with a bite or sting.
- Help a baby or child who is suffering from the effects of extreme heat or cold.
- Help a baby or child having: a diabetic emergency; an asthma attack; an allergic reaction; meningitis; and/or febrile convulsions.
- Understand the role and responsibilities of the paediatric first aider (including appropriate contents of a first aid box and the need for recording accidents and incidents).

Providers should consider whether paediatric first aiders need to undertake annual refresher training, during any three-year certification period to help maintain basic skills and keep up to date with any changes to PFA procedures.