

Saint Peter's Catholic Primary School

HEALTH & SAFETY POLICY 2023



This Policy was approved and adopted by the Academy Trust Board on:	11 July 2023
Policy review date:	July 2024



Contents

This policy is in three parts.

1. **Health and Safety Policy Statement**

A statement of general policy based on legal duties under the Health and Safety at Work etc. Act 1974 [section 2 (3)].

2. **Organisation of Duties**

Explains the allocation of functions to individuals i.e. who does what as regards to health and safety management.

3. **Arrangements**

How health and safety functions allocated to individuals are carried out.

Legislation

This policy complies with our funding agreement and articles of association and is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

[The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings

[The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees

[The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

[The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

[The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

[The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register

[The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff

[The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

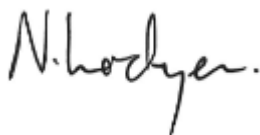
1. Health and Safety Policy Statement

St Thomas Aquinas Catholic Multi-Academy Trust will:

- Aim to provide a safe and healthy working and learning environment for staff/ pupils/students and visitors.
- Acknowledges the provisions of the Health and Safety at Work etc. Act 1974 and in particular the duty of every employer to conduct their business in such way as to ensure, so far as is reasonable practical, that persons who are in their employment, and also persons who are not but who may be affected by it, are not exposed to unacceptable risks to their health and/or safety.
- Accepts that it has a responsibility to take all reasonable practicable steps to ensure the health, safety and welfare of staff and others.
- Promote an effective safety culture throughout the Trust
- Will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils/students must appreciate that their own safety and that of others depends upon their individual conduct and vigilance while on the school premises, or whilst taking part in school sponsored activities.
- Consult with our employees on matters affecting their health and safety.
- Provide information, instruction, training and supervision for employees.
- Ensure that employees are 'competent' to carry out their activities.
- Provide adequate welfare facilities for employees and pupils.
- Monitor the standards of health and safety performance and ensure continuous improvement in the management of health and safety.
- Review the systems in place that manage health and safety and to revise it as necessary on an annual basis.

This policy will be brought to the attention of all employees and will be kept readily available for employees on the Trust website.

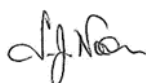
Signed:



Chief Executive Officer

Date:

Signed:



Chair of Trust Board

Date:

Signed:

Headteacher

Date:

2. Organisation of duties

Duties of the Trust

The ultimate responsibility for health and safety rests with the employer although some functions under the Health and Safety at Work etc. Act 1974 are delegated to Headteachers (as detailed below).

The Board of Directors will:

- Establish mandatory health and safety policies and outcomes that academies will follow and achieve.
- Monitor academies' compliance with legislation and policies.
- Monitor academies' health and safety performance.
- Provide direction as necessary to academy management in the interests of health and safety.
- Ensure that academy management are appropriately trained in health and safety principles.
- Ensure any Trust-wide purchasing and contracting procedures and arrangements that are in place consider health and safety compliance and performance.
- Consult with employees on matters affecting their health and safety according to the Safety Committees Regulations 1977 and Health and Safety (Consultation with Employees) Regulations 1996.

Duties of the Chief Executive

The Chief Executive will:

- Ensure Health and safety regularly appears on the agenda for board meetings.
- Appoint a 'Health and Safety Coordinator' for the Trust to demonstrate its strategic importance.
- For the purpose of maintaining health and safety legal compliance and/or complying with the Trusts health and safety aims and objectives direct an academy to take compulsory action.
- Ensure that competent health and advice is available as referenced in Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

Duties of the Director of Business Services

The Director of Business Services will:

- Act as 'Health and Safety Coordinator' for the Trust.
- Ensure that the Trust properly discharges its duties under its Health and Safety Policy.
- Develops and reviews the Health and Safety policies in line with statutory requirements.
- Integrate good health and safety management into business decisions.
- Coordinate with Academies ensuring the implementation of the Trust's policies and procedures in relation to maintaining health and safety statutory documentation and ensuring that the Trust discharges its duties.
- Coordinate with Academies ensuring that health and safety management systems, processes and practices are consistent, coordinated and synchronized across all of the Academies in the Trust.

- Ensures that facilities-related risk assessments and other statutory and non-statutory testing and inspections are completed in a timely manner and by staff and contractors who are competent.

Duties of the Principal/Headteacher

The Principal/Headteacher will:

- Act as Building Responsible Officer (BRO)
- Implement the Health & Safety Policy
- Demonstrate visible, active commitment to health and safety improvement.
- Promote the maintenance and development of safe working practices and conditions for all employees, pupils and other non-employees on site.
- Ensure that the requirements of all relevant legislation, codes of practice, trust and academy policies are met at all times.
- Coordinate with the Trust to ensure implementation of the Trust's policies and procedures in relation to maintaining health and safety statutory documentation and ensuring that the academy discharges its duties.
- Ensure safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others.
- Consult with employees, and safety representatives, on local health and safety issues.
- Ensure effective means of communication with staff on health, safety and welfare issues.
- Ensure that risk assessments are undertaken and reviewed annually or as necessary.
- Identify the training needs of employees and ensure that they are 'competent' to carry out their activities.
- Work with the Director of Business Services to ensure that arrangements are made to rectify defects in the premises, its plant, equipment or facilities are reported and made safe.
- Ensure that accident, work-related ill health and violent incidents are reported and investigated as necessary.
- Monitor the standard of health and safety throughout the academy.
- Work with the Director of Business Services to ensure that emergency procedures are in place.
- Ensure that staff involved in educational visits are aware of their responsibilities regarding off-site visits and that all relevant staff have access to health and safety information, policies and procedures.
- Authorise all off-site visits in EVOLVE; inform Governors of all non-routine off-site visits.

Duties of the Operations/Site Manager/Premises Officer

The Operations/Site Manager/Premises Officer will:

- Ensure that the academy properly discharges its duties under its Health and Safety Policy.
- Work with the Director of Business Services to review and develop existing and new Health and Safety policies and procedures in line with statutory requirements.
- Coordinate with the Director of Business Services ensuring that health and safety management systems, processes and practices are consistent, coordinated and synchronized across all of the Academies in the Trust.
- Ensure that facilities-related risk assessments and other statutory and non-statutory testing and inspections are completed in a timely manner and by staff and contractors who are competent.
- Only engage the services of a contractor or supplier who has been approved by the Trust and

ensure that suitable and sufficient risk assessments and methods statements are provided prior to the commencement of any works.

- Take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action.
- Cooperate with the academy and the Trust on health and safety matters including compliance with Trust and academy procedures.
- Keep premises records up to date (including records of asbestos and water hygiene monitoring, fire drills, etc.). These should include an accurate record of contractor visits.
- Ensure that all the building's machinery, plant and other fixed services and systems are maintained (and also formally inspected as relevant) and that maintenance and inspection records are kept on site.

Duties of All Employees

All employees will:

- Take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action.
- Cooperate with the academy on health and safety matters including compliance with Trust and academy procedures.
- Not interfere with anything provided to safeguard their health and safety.
- Report any health and safety concerns, e.g. hazards or defects etc. in line with local procedures.
- Ensure that pupils are aware of the academy's emergency procedures.
- Report any medical or physical condition which adversely affects their ability to conduct their work in a safe and healthy manner to their line manager.

In some academies it may be appropriate to more clearly define the health and safety responsibilities of specific roles to ensure that all duties are clearly allocated and accountable. Those roles may include:

- Teachers of Specific Subjects, i.e. Science, Design & Technology, PE/Sports
- Educational Visits Coordinator (EVC)
- Premises Officer
- Lunchtime Supervisor
- Swimming Pool Manager/Swimming Co-ordinator
- Swimming Pool Lifeguards

It may also be appropriate to more clearly define responsibilities for high risk activities such as swimming, trips and visits, design & technology, etc.

Please see examples below:

Additional Responsibilities of Head of Design & Technology

- Ensure suitable and sufficient risk assessments are in place for all activities and operations in design and technology 'workshops';

- Ensure all machinery and equipment is maintained and inspected at suitable intervals and is safe for staff and pupils to operate;
- Ensure that suitable arrangements are in place to prevent the unauthorised use of all machinery and equipment;
- Ensure that all design and technology staff are suitably trained and competent for the operations undertaken, that their training is current and that suitable records are kept on site;
- Ensure that suitable personal protective equipment (PPE) is available for use in design and technology 'workshops' and that appropriate supervision is in place to ensure the use of that PPE when necessary for the protection of the health and safety of staff and pupils;
- Ensure that suitable arrangements are in place for accidents and emergencies in design and technology 'workshops'.

Additional Responsibilities of Head of Science

- Ensure suitable and sufficient risk assessments are in place for all activities and operations in science 'laboratories' and associated areas, e.g. storage;
- Ensure all machinery and equipment is maintained and inspected at suitable intervals and is safe for staff and pupils to operate;
- Ensure that all statutory inspections required for any machinery and equipment, e.g. Thorough Examination and Test for local exhaust ventilation, are completed as necessary and that suitable records are kept on site;
- Ensure that suitable arrangements are in place to prevent the unauthorised use of all machinery and equipment;
- Ensure that suitable arrangements are in place for the safe storage and use of chemicals and for the disposal of waste chemicals (and equipment) in accordance with relevant legislation;
- Ensure that all science staff are suitably trained and competent for the operations undertaken, that their training is current and that suitable records are kept on site;
- Ensure that suitable personal protective equipment (PPE) is available for use in science 'laboratories' and associated areas and that appropriate supervision is in place to ensure the use of that PPE when necessary for the protection of the health and safety of staff and pupils;
- Ensure that suitable arrangements are in place for accidents and emergencies in science 'laboratories' and associated areas.

Additional Responsibilities Head of PE

- Ensure suitable and sufficient risk assessments are in place for all activities related to PE and sports, not undertaken on school premises and/or not during normal school hours;
- Ensure all equipment related to PE and sports is maintained and inspected at suitable intervals and is safe for staff and pupils to use;
- Ensure that suitable arrangements are in place to prevent the unauthorised use of all equipment related to PE and sports;

- Ensure that all PE and sports staff are suitably trained and competent for all activities undertaken or supervised, that their training is current and that suitable records are kept on site;
- Ensure that suitable arrangements are in place for accidents and emergencies in all areas associated with PE and sports activities.

Additional Responsibilities of the Educational Visits Coordinator (EVC)

- Ensure all educational visits are planned and undertaken in accordance with current national and local guidelines;
- Ensure that all educational visits are on logged on Evolve.
- Ensure suitable and sufficient risk assessments and other arrangements are in place for all educational visits;
- Ensure all educational visits are adequately supervised and staffed and that suitable arrangements are in place for accidents and emergencies;
- Ensure all staff involved in the planning of educational visits are suitably trained and competent;
- Provide suitable health and safety advice and guidance to staff involved in the planning of educational visits.

Additional Responsibilities of the Swimming Manager/Coordinator

- Ensure a suitable and sufficient risk assessment is in place, implemented and reviewed for all activities in the swimming pool and associated areas;
- Ensure a suitable normal operating procedure and emergency action plan is in place, implemented and reviewed for all activities in the swimming pool and associated areas;
- Ensure all activities in the swimming pool and associated areas are undertaken in accordance with normal operating procedures and the emergency action plan;
- Ensure all staff operating in the swimming pool and associated areas are suitably trained for the roles that they undertake, e.g. lifeguard, that their training is current and that suitable records are kept on site;
- Manage all staff involved in the operation of the swimming pool and ensure they are all aware of the duties and responsibilities associated with their role.

Duties of pupils and parents/carers

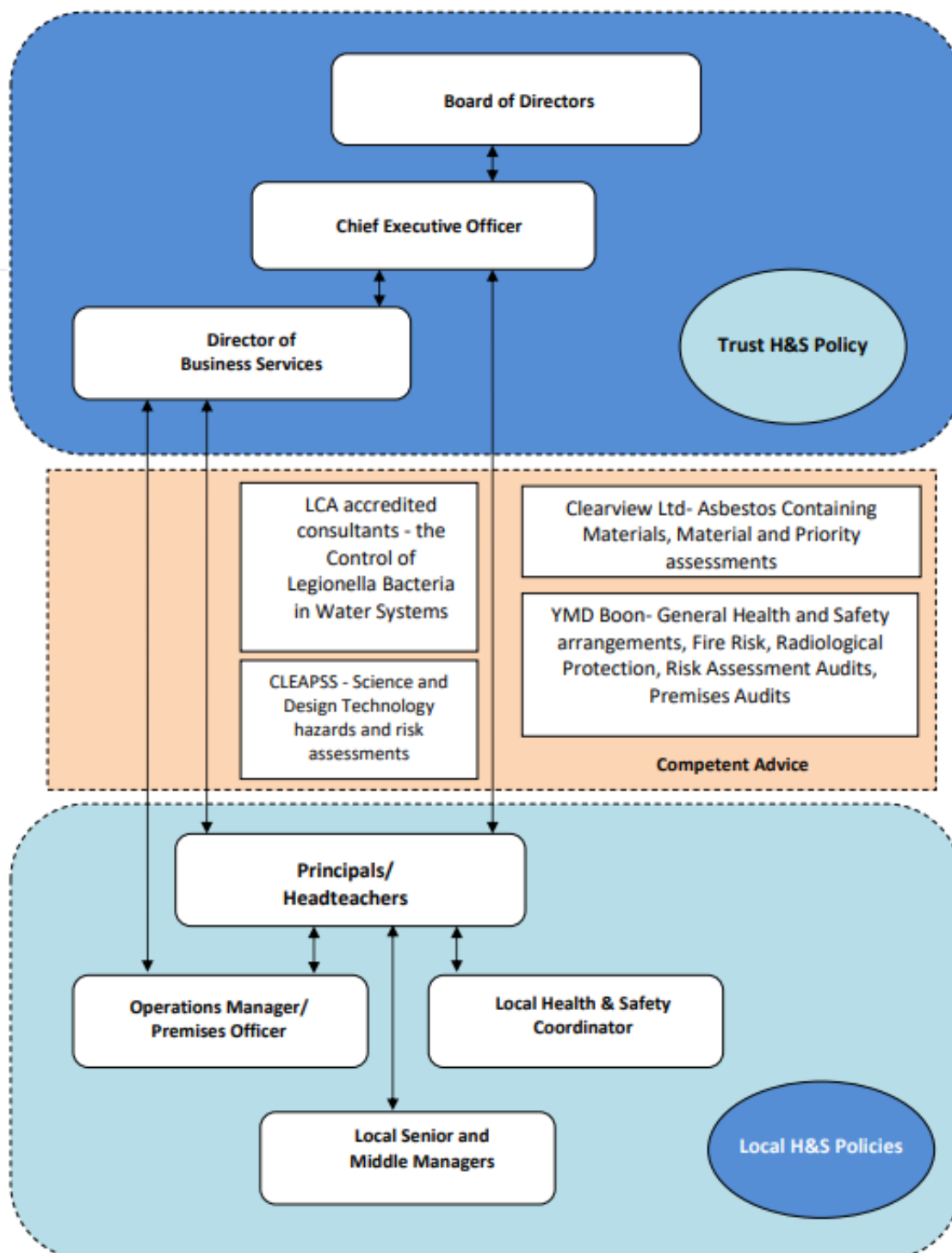
Pupils and parents/carers are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Duties of contractors

Contractors will agree health and safety practices with the premises officer before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

Health and Safety Organisation

The chart below shows the relationship between the Trust Health and Safety Policy and local Health and Safety Policies and shows how key management roles interact.



3. Arrangements

Competent Advice

The Trust has appointed the following a competent health and safety advisers:

- YMDBoon in respect of general Health and Safety arrangement, fire risk, risk assessments, risk assessment and premises audits;
- YMDBoon and HSE in respect to Radioactive Materials
- EVOLVE advice for educational trips
- Specialist safety and risk advisors in respect of the control of asbestos containing materials, material and priority assessment;
- Various LCA accredited consultants in respect of the control of legionella bacteria in water systems;
- CLEAPSS in respect of science and design Technology hazards;
- Other competent advice will be taken as and when required.

Competent advice is taken in the management of health and safety at both Trust and academy level.

EVERY – Compliance portal

Relevant statutory documents, reports, surveys, testing and compliance information will be held on EVERY under the 'Compliance' library. The Operations Manager/Premises Officer will upload data to the Compliance Library to demonstrate compliance and provide an audit trail.

Accident Reporting and Investigation

Accidents to employees will be reported and recorded locally using YMDBoon's reporting system. Accidents or near misses reportable under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) will be reported at Trust level by the Director of Business Services. Academies will inform the Director of Business Services immediately if such an incident occurs in their academy.

Accidents to pupils and other non-employees are recorded as laid down in the academy's guidance and local policies.

Accidents are investigated locally by line managers. Accidents are monitored by the Director of Business Services.

The Headteacher is responsible for ensuring specified serious accidents to both employees and non-employees are reported to the Director of Business Services. YMDBoon will report to the Health and Safety Executive as legally required by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations.

Accidents of a very serious nature or those which may result in a claim or media interest are to be reported to the Trust immediately.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
- Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight

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

The Class teacher, Teaching assistant or office personnel will inform parents of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

The headteacher will notify the local child protection agency of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

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

Asbestos Management

The academy will maintain a register of asbestos containing materials. Asbestos management surveys identifying both material and priority assessments will be commissioned by the Trust and updated annually by the academy.

If asbestos containing materials pose a serious risk to the health of persons using the academy, the materials shall be removed as safely and as soon as reasonably practicable possible.

Management surveys will be undertaken by a surveyor on a 5 yearly basis for all academies built prior to 2000. The Director of Business Services will organise any work required as a result of the survey in coordination with the Nottingham Diocese.

Where asbestos containing materials are present, and do not pose a serious risk, the academy will take the opportunity to remove them progressively when it is safe and cost effective to do so. Whilst asbestos containing materials remain in situ the academy will ensure that they are managed in accordance with their Local Asbestos Management Plan and in such a manner so that the risk to the

health of our employees, contractors, visitors and other people using the premises is minimised.

All specified work on asbestos containing materials will be carried out in accordance with the current legal standards using the best working practices by licensed contractors where applicable. Where non-licensed work is carried out, this will be carried out to the standards laid out in the HSE Asbestos Essentials reference manuals and process sheets.

The condition of known asbestos in the building will be monitored by the Operations Manager/Site Manager or Premises Officer on a three - monthly basis and recorded on EVERY.

No destructive or potentially destructive work (however minor) will be undertaken in the academy without first reference to the asbestos survey and logbook. This includes accessing service voids and ceiling voids

The academy will identify areas that are not covered by an asbestos survey and thus may not be accessed without further sampling and/or air tests and these areas will be considered out of bounds.

The Asbestos Survey and logbook will be held in the academy and on the Every Portal and will be made available to contractors prior to their carrying out work within the premises.

Condition surveys

A D1 condition survey has been undertaken in May 2021.

Construction work

All construction work is carefully monitored in accordance with Trust and Diocesan procedures. No construction work will take place without the prior consent of the Trust and the Diocese.

Consultation

The establishment of a Trust Health and Safety Committee will be considered if requested to do so by at least two safety representatives. Trust and model academy policies with Health & Safety implications will be subject to consultation with trade unions.

Consultation of policies and procedures with health and safety implications will be undertaken at a local academy level.

Consultation with Employees

Where policies, procedures and risk assessments have been created using the model versions these will be subject to local consultation with members of staff.

Contractors

Academies will only use contractors recognised by the Trust and recognises the shared responsibility that any work is undertaken by contractors is done so in a safe manner. The contractors' health and safety compliance and performance are considered as awarding factors for the tendering of all locally managed contract work.

Contractor work is managed locally on site, by the premises officer, where induction procedures and monitoring is in place.

Curriculum

Risk assessments will be undertaken on all lesson activities where there is a significant risk of injury or ill health. Precautions will be included in lesson plans as necessary.

Specialist guidance will be provided by:

- Physical Education through The Association for Physical Education (afPE).
- Science through the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS).
- Science and Technology (ages 3-12) - "Be Safe!" Association for Science Education.

Display Screen Equipment

The academy will complete risk assessments for designated users of Display Screen Equipment.

Electrical Safety

All portable electrical appliances in academies are checked by a 'competent' person appointed by the academy on an annual or bi-annual basis. Records of PAT testing are held on site and on the Every Portal.

All employees will be instructed to carry out a visual inspection of electrical equipment, prior to use, for signs of damage or charring. Defects will be reported to the Operations Manager/Site Manager/Premises Officer so that action can be taken to take the equipment out of use.

The electrical installation will be inspected at 60 month intervals by a competent person i.e. electrical engineer.

The academy (in with the Trust) will undertake all remedial action/s from the report.

Emergency Procedures

The academy has completed/updated a major Incident and emergency plan (Advent Term 1 2023) and has shared the plan with the Trust. A copy can be found on file at school.

Finger Guards

The academy has completed a risk assessment in Advent 1 2023. A copy can be found on file at school.

Fire Safety

All Academies will have a Fire Risk Assessment conducted by an independent surveyor organized by the Trust. The Trust will follow up the recommendations in FRA report. Inspections and testing will be recorded manually in a dedicated fire logbook on site and on the EVERY Compliance Portal.

First Aid

The academy will complete a first aid needs risk assessment. One member of staff is required to be qualified to EFAW level to provide first aid treatment.

Gas equipment and appliances

All gas boilers and other gas appliances are inspected annually by an approved 'competent' contractor. Contractors will be approved from the Gas Safe Register at Trust level. Gas tightness tests will be carried out annually.

Hazardous Substances

All hazardous substances risk assessments are completed as required. COSHH training will be provided by the Trust.

Health and Safety Advice

Competent advice, guidance, generic risk assessments and training is provided through:

- YMDBoon

Housekeeping

The academy will monitor housekeeping standards.

Infection prevention and control

The academy will follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

Handwashing

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

Coughing and sneezing

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

Personal protective equipment

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

Cleaning of the environment

- Clean the environment frequently and thoroughly

Cleaning of blood and body fluid spillages

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

Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy

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

Animals

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

Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

Following good hygiene practices

- We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

Implementing an appropriate cleaning regime

- We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned

Keeping rooms well ventilated

- We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation (CO2 monitors in place).

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance. In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

Information and Communication

All employees are given adequate information on health and safety matters in relation to their work activities as identified in the relevant risk assessments.

A Health and Safety Executive (HSE) poster will be displayed in each academy. Details will be entered of contact details for the Director of Business Services, the H&S advisor (YMDBoon) and where to obtain details of the union safety representatives.

Inspections – Health & Safety

The academy will have an annual walkabout inspection undertaken by the Director of Business Services Director. This may include a representative from the academy governing body and a local H&S committee representative.

Lettings/Use Premises Out of Hours

The academy will obtain advice regarding any lettings from the Director of Business Services. A lettings contract with conditions of hire will be completed, signed and approved as necessary. The person or organisation using the academy premises will submit their risk assessments for their activities prior to the commencement of their letting.

Lone Working

A lone working risk assessment will be undertaken as necessary.

Maintenance and servicing of plant and equipment

Statutory inspection and servicing contracts to meet British Standards and good practice will be arranged by the Trust. Where the academy is required to arrange inspections and servicing this will be communicated to the academy by the Director of Business Services as necessary. Academies are required to upload all service docs and planned and reactive maintenance reports to the Every Portal.

Manual Handling

The Academy will complete a manual handling risk assessment as necessary and will train staff involved.

New and expectant mothers

The academy will carry out a risk assessment as soon as the Principal/Headteacher is made aware by the employee and this risk assessment will be reviewed as necessary.

Off-Site Educational visits

The academy has an appointed Educational Visit Coordinator (EVC) Mrs L Rinaldi-Oxley. The EVC is responsible to the Headteacher for ensuring health and safety issues have been addressed and that all relevant risk assessments are completed.

All trips are uploaded to EVOLVE. Advice and guidance is provided by EVOLVE Advice.

Personal Protective Equipment (PPE)

The academy will assess the need for PPE through the completion of local risk assessment.

Positive Handling/De-escalation

The need for de-escalation and positive handling training will be through 'team teach', with designated personnel trained. The academy will record instances of handling.

Reporting of defects, hazards and near misses

All employees have been instructed to report defects, hazards, near misses via a recorded local procedure or verbally to the Operations Manager/Site Manager/Premises Officer (if urgent) who will ensure that appropriate action is taken to avoid accident/injury.

Risk Assessments

The Academy will complete the necessary risk assessments from a set that they have been provided by YMDBoon. Risk assessments will be reviewed as necessary and on at least an annual basis.

Further risk assessments will be undertaken as required. The following risk assessments will be in place:

- Hazardous substances used for cleaning (COSHH)
- Individual workstation (DSE)
- New and expectant mothers (as necessary)
- Individual staff- medical/disability (as necessary)
- Lone working (as necessary)
- Working at height

Safety Representatives

Under legislation academy employees who have been appointed by their union as Safety Representatives have legal rights and functions e.g.:

- to represent employees
- to investigate hazards and complaints
- to carry out inspections of the workplace
- to attend safety committees

Security

The Operations Manager/Site Manager/Premises Officer is responsible for maintaining the physical security of the site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The headteacher, premises officer and SLT are key holders and will respond to an emergency.

Arrangements are in place to prevent unauthorised access, so far as is reasonably practicable, and also to ensure that pupils are prevented from absconding or accessing restricted parts of the site.

The response to alarm activation is covered in the lone working risk assessment and the associated procedures and arrangements.

Site Inspections

Arrangements are in place for a joint inspection to be carried out of the building and site, at least annually, by the Headteacher and Operations Manager/Site Manager/Premises Officer.

Slips, trips and falls

The academy has incorporated slips, trips and falls into their annually revised health and safety risk assessments and these can be found on file at school.

Stress, Work Related

The Headteacher is responsible for managing work-related stress within the academy setting. A stress toolkit will be used by academy management. Any instances of stress with the Headteacher will be managed by the Trust.

Sun Protection

The school gives information to parents for sun protection.

Supervision

Risks managed and decisions made by senior leadership.

Training

All employees are given adequate health and safety training, which includes basic skills training, specific on the job training and training in health and safety or emergency procedures. Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

New, temporary and supply staff are given basic induction training on health and safety, including the arrangements for first aid, fire, evacuation, security and reporting of concerns. This is recorded and kept of the employee's personal file. New employees are adequately supervised, as required.

Site Management staff will attend a general health and safety training course on at least a five yearly basis.

Other training needs will be identified through locally completed risk assessments.

Vehicles, Use of

If the academy allows staff to take pupils/students in their own car they should keep a copy of their driving license, insurance and MOT.

Violence

The Health & Safety Executive's (HSE) definition of violence is:

'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'.

All incidents of violence will be recorded and investigated as required by the line manager or Headteacher.

Water Management/Control of Legionella

The academy will comply with the requirements of the legionella Approved Code of Practice (L8). The Trust will employ a competent contractor to undertake and then review a legionella risk assessment on a five yearly basis, or sooner if changes to the supply or storage of water change due to works carried out to buildings or water systems. Regular tasks as required by the legionella risk assessment are managed locally. All documents should be uploaded to the Every Portal.

Welfare facilities

The academy will, so far as reasonably practicable, ensure adequate and appropriate welfare facilities.

Work Equipment

Risk assessments undertaken as required. Training organised as necessary.

Working at Height

Risk assessments will be reviewed annually by the premises officer. Training will be organised as necessary. Access equipment will be inspected, on a basis identified in the working at height risk assessment, by the Responsible Property Officer and recorded locally.

Scheme overview / summary:

- CEO
- Estates and Finance Committee – oversight of Trust compliance
- Director of Business Services - Trust H&S Coordinator and has Trust oversight, liaises with all parties, reports to the Board, actions issues not resolvable at local level (skill or finance deficiencies), monitors accident and near miss data across the Trust, supports with accident investigation, reports RIDDOR incidents, radiological protection, accessibility, construction / CDM 2015, asbestos, legionella, electrical, PUWER, LOLER etc etc.
- Headteacher – Building Responsible Officer (BRO) the locally responsible person, has local oversight, liaises with Director of Business Services, authorises EV's
- Academy Operations Manager/Site Manager/Premises Officer- responsibility for site and associated compliance, liaise with the Headteacher, Local H&S Coordinator and Director of Business Services
- EVC – manages EV's liaising with the Headteacher, competent advisor (YMDBoon) and the Trust where required
- Local department heads and senior managers – responsible for H&S in their work area, report to the Headteacher, interact with the Operations Manager/Site Manager/Premises Officer.
- Directors of Performance & Standards – oversight in terms of statutory provisions relating to educational compliance

Systems overview / summary:

- All works involving invasive or destruction construction or maintenance are coordinated via the Trust
- SSoW – various Trust Safe Systems of Work are in place – contractor induction, permit to work system, hot works etc. Operations Manager/Site Manager/Premises Officer manages low level sit works via the implemented SSoW
- Trust Every Portal (to be set up) - central online database of property documentation, risk assessments, condition and priority works, PM, RM and compliance
- Operations Manager/Site Manager/Premises Officer's – e-mail compliance trail and associated documents to the portal, manage contractors in terms of minor works
- Director of Business Services – manages the Every Portal and verifies compliance
- Professional site inspection - annual
- Professional, competent audits – annual
- Property condition survey – 36 month interval (external company)
- Asset management / Planned maintenance – 5 year plan, updated annually to reflect condition slip
- Asbestos – central online database of risk assessments and priority works, annual update of priorities, feeds in to asses management plan, Operations Manager/Site Manager/Premises Officer monitors condition
- Legionella – central online database of risk assessments and priority works, feeds in to asses management plan, competent contractor monitors compliance and reports to the Operations Manager/Site Manager/Premises Officer and the Director of Business Services
- Professional services must comply with Trust standards – UKAS accreditation systems have been adopted