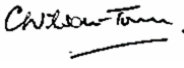




## HEALTH AND SAFETY POLICY PROCEDURES AND GUIDANCE

<p><b>Trust-wide Health and Safety Policy, Procedures and Guidance: As at 23rd October 2020</b></p>	<p>Trust wide Health and Safety Policy, Procedures and Guidance to comply with current Health and Safety Legislation Including: Asbestos Policy, Procedures and Guidance. Mental Health and Well Being</p>
<p><b>To be adopted by:</b></p>	<p>Harleston CE Primary Academy  Signed:  Chair of Governors: Chris Wilson-Town Date of adoption: 3/3/2021</p>
<p><b>To be approved by:</b></p>	<p>Trust Finance and Resources Committee Date of Approval: November 2020 Date of next review: November 2021</p>
<p><b>Distribution</b></p>	<p>All Academy Trust Academies All staff and Local Governing Bodies</p>

## Summary of Changes

The model policy has been revised to reflect these changes to the statutory guidance as outlined below.

Page Ref.	Section	Amendment	Date of Change
5	1 (Relevant CEO to sign page)	Updated CEO signature	Oct 2020
7	2 c) Headteachers Appendix 14 a	Updated guidance for new and expectant mothers	Oct 2020
10	2 h) Pupils	Updated to include Trust Offensive Weapons Policy	Oct 2020
17	6 Appendix HS10a	Update to include First Aid needs assessment	Oct 2020
20	7	Updated to include PEEP self-assessment form	Oct 2020
32	11c Appendix HS15a	New section added DSE users and home working	Aug 2020
40	18	Updated to refer to current guidance on H&S portal and Trust templates	Oct 2020
40	18 Appendices HS04 a-c	Updated to include competency questionnaire to undertake Fire risk assessment and templates	Oct 2020
45	18 Appendix 20	Updated to include asbestos management plan template	Aug 2020
46	19 COVID 19 Appendix HS21	Updated to include links to current COVID 19 templates and guidance during pandemic Trust Flow chart for management of cases	Aug 2020

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## **INTRODUCTION**

As the employer of staff, the Trust has the overall responsibility for the health, safety and welfare of all staff and pupils in its academies. The Trust recognises that decisions about workplace health and safety should take into account the views/priorities of the workforce and the management

This document provides an overarching framework within which each academy individual Health and Safety procedures sit.

The Local Governing Bodies of Academies within the Trust are not the employers of staff but play an important role in ensuring strategic direction and will work in close partnership with the Headteacher/Principal and Senior Management Team of the academy and the DoNESC Head of Operations and other staff of the Trust to monitor, support and promote good health and safety management. The Trust will support its academies in putting in place clear policies that focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective.

In order to fulfil the Trusts monitoring role and to initiate and review health and safety policies and procedures, the Finance and Resource Committee (FARC) has been established at Trust wide level with responsibilities to undertake the role of the Trust and DoNESC Central Health and Safety Committee covering all the academies within the Trust.

This committee meets at least twice every academic year and is in addition to academy-based committees dealing with health and safety. The Joint Consultative Committee (with nominated Trade Union representatives acting as Safety Representatives), and academy-based health and safety committees will report to this central committee operation across the Trust. Where there is no academy-based health and safety committee the Local Governing Body will report to the FARC.

Although overall accountability for health and safety lies with the Trust, the Headteacher/Principal is responsible for the day-to-day health and safety of staff and pupils in individual academies in line with the Scheme of Delegation. The Headteacher/Principal will then delegate some functions to other staff, in particular the Academy Business Managers/Premises Managers/Caretakers/Supervisors etc.

## 1. GENERAL STATEMENT OF INTENT

It is the aim of the Trust to comply with The Health and Safety at Work Act 1974 and all subsequent legislation.

The Trust is committed to taking effective action “*so far as is reasonably practical*” to ensure the health, safety and wellbeing of all the academy staff, employees, pupils, visitors, contractors and any other person affected by its activities. This includes effective communication and consultation with employees, monitoring of performance across the Trust in relation to health and safety, and nominating a member of the Trust Board to be the appointed Health and Safety Trustee.

Where necessary, the Trust will seek and recruit specialist advice to determine the risks to health, safety and wellbeing in the establishment and the precautions required to deal with them.

All employees must follow policy, procedures and guidance to ensure the maintenance of high standards of health and safety in all academy premises and activities. Serious breaches of the health and safety policy may be treated as disciplinary offences.

This Health and Safety Policy Statement of Intent and Organisation and Arrangements that support it will be reviewed annually or more frequently where there have been significant changes to the Trust

A handwritten signature in black ink, consisting of a stylized initial 'B' followed by a long, wavy horizontal line.

Signature:

Chief Executive Officer

Date: November 2020

Review Date due: November 2021

**The following Trust wide Health and Safety Policy, Procedures and Guidance are required for adoption by all Trust academies.**

## **2. ORGANISATION**

### **a) Responsibilities of the Trust and the Central Team/DoNESC**

The ultimate responsibility for health and safety in the academy rests with the Trust as the employer. DoNESC will support the Trust through appointment of a qualified and approved Health and Safety Officer.

The Trust will ensure that:

- A competent person is employed and ensure that the assessment of reasonably foreseeable risks is undertaken, and control measures put in place that will reduce risks. This falls under the remit of the DoNESC Head of Operations.
- Health, safety and well-being are integral throughout the Trust academies and the central team by implementing a system of managing safely so that all academies are rated as “low risk”.
- Support advice and guidance are available either through the DoNESC Head of Operations or outsourced health, safety and well-being services and procedures.

### **b) Responsibilities of the Local Governing Body**

The LGB will work together with the Headteacher/Principal, the Trust and where applicable the Local Authorities (District and County Council) to establish and meet health and safety objectives.

The LGB will address health and safety matters via Governing Body meetings and committees. The LGB will appoint a Health and Safety Governor to monitor and undertake an annual health and safety walk/check throughout the academy (HS07)

Termly updates on health and safety will be submitted to the LGB by the Headteacher/Principal as part of the Headteacher/Principals report and an annual report submitted regarding the academy’s health and safety performance. (HS08)

The Local Governing Body will ensure that:

- The Headteacher/Principal produces a school health and safety policy for the academy, for approval and adoption by the local governing body.
- Suitable and sufficient risk assessments of buildings and work activities are undertaken, and a written record of the assessments are kept, and appropriate control measures required are implemented “*so far as is practicable*”.
- Sufficient funding is allocated for health and safety e.g., in respect of training, protective equipment, any remedial work/service and maintenance of building.
- Inspection reports, including those from the Trust/DoNESC or trade union health and safety representatives are considered and acted upon.
- Health and Safety is a standing item on all agendas.
- An annual health and safety report is published.
- A positive health and safety culture is established and maintained.

### **c) Responsibilities of the Headteacher/Principal**

The Headteacher/Principal will ensure that:

- A health and safety policy is produced for approval and adoption by the Local Governing Body and that the policy is regularly reviewed and revised annually.
- They report any Accidents/Incidents/Near Misses as required under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) (HS09)
- They complete an accident/incident/near miss investigation where appropriate and implement actions required to eliminate/reduce the risks to the health and safety of people and buildings/equipment etc(HS09)
- Suitable and sufficient risk assessments of work activities are undertaken, that a written record of the assessments is kept and uploaded onto the Trust Asset register (PS Assets) and that the assessments are reviewed annually or upon change of circumstances. This includes pregnancy risk assessments and guidance for new and expectant mothers (see appendix HS14/HS14a)
- For high-risk activities, safe systems of work are identified via a risk assessment.
- Adequate and appropriate first-aid provision is in place.
- Information and advice on health and safety is acted upon and circulated to staff and governors.
- Regular inspections are carried out with reports submitted to the Local Governing Body and the DoNESC Head of Operations/Finance Manager.
- An annual report is provided to the Local Governing Body.
- There is co-operation with the Trust in meeting its legal requirements in respect of monitoring of health and safety practices and procedures.
- Staff are competent to undertake the tasks required of them and have been provided with appropriate training by competent persons.
- Staff are provided with equipment and other resources to enable their work to be undertaken safely.
- Those who receive delegated responsibilities are competent; their responsibilities are clearly defined, they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such duties.
- There is co-operation, with, and provision of necessary facilities for trade union health and safety representatives.
- Appropriate tasks are delegated to the Academy's Site Manager/Supervisor and other premises staff.

### **d) Responsibilities of all Senior Managers**

Deputy/assistant Headteacher/Principals, Head of School and Academy Business Managers may be required to undertake any of the Headteacher/Principals duties which have been reasonably delegated to them which may include responsibility for health and safety management.

Main functions are:

- Day-to-day management of health and safety in accordance with the Trust wide Health and Safety Policy, Procedures and Guidance and local codes of practices etc.;
- Drawing up and reviewing departmental/faculty procedures from the relevant local codes of practice;
- Carrying out termly inspections and making reports to the Headteacher/Principal;
- Ensuring appropriate action is taken;
- Arranging for staff training and information;
- Passing on health and safety information received to appropriate people;
- Acting on reports from above or below in the hierarchy;

#### **e) Responsibilities of the Site Manager/Supervisor/Caretaker**

The Site Manager/Supervisor/Caretaker will ensure that:

- Safe means of access and egress are maintained.
- The premises are kept clean and that adequate welfare facilities are provided.
- Safe working arrangements are in place when contractors are working on the premises.
- Adequate security arrangements are maintained.
- Adequate fire safety arrangements are implemented.
- Regular testing and maintenance of electrical equipment including portable equipment takes place.
- Adequate systems are in place for the management of asbestos (where relevant) and for the control of legionella.
- All premises-related accidents/incidents/near misses are recorded and investigated.
- Regular inspections of the premises take place with safety representatives invited to take part and records kept.
- A copy of the Health and Safety Law poster is displayed in an easily accessible location.

#### **f) Responsibilities of all Employees**

Implementation of the policy is a management responsibility, but the co-operation of all employees is essential.

All staff employed by the academy will act responsibly to ensure that:

- They are familiar with, and comply with, the academy Health and Safety Policy, Procedures and Guidance.
- They take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions both at work and during off-site activities.
- They report immediately, to the Headteacher/Principal or to their line manager any serious or immediate danger of which they become aware.



- They report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to the Headteacher/Principal or to their line manager.
- There is no misuse of anything that has been provided for health and safety purposes.
- They use the correct equipment and tools for the job and any protective equipment that may be necessary.

The Health and Safety at Work Act etc. 1974 states:

“It shall be the duty of every employee while at work;

- To take reasonable care for the Health and Safety of him/herself and of any other persons who may be affected by his/her acts or omissions of work, and
- As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with hem/her so far as it is necessary to enable that duty or requirement to be performed or complied with”

The Act also states:

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

In order that the laws be observed and responsibilities to pupils, students and other visitors to the school are carried out all employees are expected:

- To know the safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.
- To observe standards of dress consistent with safety and/or hygiene.
- To exercise good standards of housekeeping and cleanliness.
- To know and apply the emergency procedures in respect of fire and first aid.
- To use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others.
- To co-operate with other employees in promoting improved safety measures in their academy.
- To co-operate with the union safety representative and the enforcement officer of the Health and Safety Executive.

#### **g) Special obligations of class teachers**

The safety of pupils and students in classrooms, ICT rooms, libraries, halls and workshops etc. is the responsibility of class teachers who have traditionally carried responsibility for the safety of pupils and students when they are in their charge.

If for any reason, (e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work) a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with the Headteacher/Principal before allowing practical work to take place.

Class teachers are expected:

- To exercise effective supervision of the pupils/students and to know the emergency procedures in respect of fire, bomb scare/threat under the PREVENT duty and first aid, and to carry them out

- To know the safety measures to be adopted in their own special teaching areas and to ensure that they are applied.
- To give clear instructions and warning as often as necessary.
- To follow safe working procedures personally.
- To call for protective clothing/equipment, safe working procedures, etc. when necessary.
- To make recommendations to their line manager etc. on safety equipment and on additions or improvement to plant, tools, equipment or machinery which are dangerous or potentially so.

#### **h) Pupils/Students**

All pupils and students will:

Follow safe practices and observe safety rules including:

- To exercise personal responsibility for the safety of self and classmates.
- To observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous -see Trust Offensive Weapons Policy).
- To observe all the safety rules of the academy and in particular the instructions of teaching staff given in an emergency.
- To use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

#### **i) Visitors**

Regular visitors and other users of the premises (e.g. contractors and delivery persons from specific companies) are required to observe the safety rules of the academy. In particular parents/carers helping out in school will be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned. All visitors must report to the reception office where a "signing in" system is in operation.

#### **j) Health and Safety Representatives**

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the academy in writing when a health and safety representative has been appointed and, where this is the case, the academy 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 academy 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 academy 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 function effectively.

The members of staff who are health and safety representatives for the recognised trade unions are named in the list of recognised Trade Union H&S representatives (see appendix HS02).

#### **k) Health and Safety Committee**

The academy's Health and Safety Committee (where relevant/in place) or Local Governing Body will report to the Trust Finance and Resources Committee which incorporates Health and Safety. The Safety Committee at both MAT level and where in operation within the individual academies, is essential to enable management and trade union representatives to work together to ensure not only compliance with the law, but to develop a positive health and safety culture within the

workplace. The academy recognises that when employees are pro-actively engaged in health and safety, workplaces have lower accident rates.

The Health and Safety Committee shall consist of:

- Management and employee representative with the number of management representatives not exceeding the number of employee representatives.

Management participants should include people with senior management responsibilities for health and safety including:

- Headteacher/Principal (or their representative) and other representatives with the necessary knowledge, expertise and management authority to play a full role.
- “Link” governors(s) for health and safety
- The school workforce contingent should include the health and safety representative from each union

The employee representatives will include the accredited safety representatives from the teaching and support staff trade unions.

Membership of the safety committee is regarded as part of an individual’s normal work.

Health and Safety Committees shall include the following *functions*:

- Promoting co-operation between management and employees on matters of health, safety and welfare at work.
- Studying accident and absence statistics (including absence levels due to stress) in order that unsafe conditions, acts and practices can be identified, and consideration given to the formulation of policies and guidance to eliminate the hazard and/or reduce the risk.
- Assisting in the development of safety guidance and safe systems of work.
- Monitoring the effective implementation of the Trust wide health and safety policies and procedures.
- Monitoring the effectiveness of the safety content of employee training.
- Developing policies and arrangements that will safeguard the health and safety of persons other than employees such as pupils, students, visitors and contractors.
- Participating in periodical joint inspections
- Monitoring action taken following trade union and management site inspections.

### **3 GUIDANCE AND REPORTING ARRANGEMENTS**

The academy will adopt the Trust Health and Safety Policies, Procedures and Guidance, or if/where necessary; establish its own individual policies where Trust-wide policies do not cover the academy requirements. The academy policies must be approved by the Trust to ensure it meets the employers legal and moral requirements and will be in addition to the Trust wide policies, procedures and guidance.

The Trust wide Health and Safety Policies, Procedures and Guidance **must not be amended, either to add to or remove, in any way**, apart from inserting the name of the individual Academy and on the General Statement of Intent.

Any review proposals raised by the Local Governing Body and the Trust Health and Safety Committee will be required for approval by the DoNESC Head of Operations and/or the Trust Finance Audit and Resources Committee.

#### **4 Reporting of Accidents/Incidents/Near Miss**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences to staff, pupils, on site contractors, visitors and all members of the public when on school premises, arising out of, or in connection with work.

##### **a) Clarification of definitions**

It is the understanding of the academy the definition of accidents/incident/near miss (AIN) are:

- **Accident** – any unplanned event that results in personnel injury or damage to property, plant or equipment.
- **Incident** – an unexpected and usually unpleasant event that has happened. Including acts of aggression/verbal abuse.
- **Near miss** – is an unplanned event that did not result in injury, illness, or damage, but has the potential to do so. Other familiar terms for these events are a “*close call*” a “*narrow escape*”, or in the case of moving objects, “*near collision*” or a “*near hit*”.

##### **b) Prevent Future Incidents**

A faulty process or management system invariably is the root cause of AIN’s and must be the focus for improvement.

Most AIN’s producing events both serious and catastrophic were preceded by warning or near miss incidents. Recognising and reporting of AIN’s can significantly improve worker safety and enhance our organisation’s safety culture.

##### **c) Accident/Incident/Near Miss report form**

The academy collects personal information about the injured persons(s) on the form in relation to AIN, diseases and Dangerous Occurrences arising out of or in connection with work. We may be required to share our information with the Health and Safety Executive to ensure we meet our legal responsibilities under the RIDDOR regulations 2013.

**NB** The General Data Protection Regulations 2018 requires that employee’s personal information must be kept secure **after** the form has been completed.

The record form must:

- Be kept safely and accessible to all staff members.
- The accident report form must be completed for all AIN’s
- Be reviewed at least half termly to identify any potential or actual hazards which in turn are to be reported to the Health and Safety Committee

**d) What needs to be reported?**

- Injuries and ill health to people at work

Under RIDDOR the “Responsible Person” in control of the premises must report to the DoNESC Head of Operations:

- Accidents which result in death or a specified injury must be reported without delay (see reportable specified injuries)
- Accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident but including weekends and other rest days) must be reported within 15 days of the accident.
- Any case of work-related injuries
- Any disease specified under RIDDOR that affects an employee and that a doctor confirms in writing
- Any work-related deaths and certain injuries to the self-employed people that take place while they are working on the premises/site.

**NB:** *Deaths or injuries resulting from a road traffic accident involving a school vehicle travelling on the public highway, under RIDDOR are not reportable. These are classed as road traffic incidents and are investigated by the police.*

**e) Reportable specified injuries**

These include:

- Fractures, other than to finger, 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), which: cover more than 10% of the body; or cause significant damage to the eyes, respiratory system or other vital organs
- 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 head-induced illness; or requires resuscitation or admittance to hospital for more than 24 hrs.

**f) Physical violence**

Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on academy premises. This is reportable because it arises out of or in connection with work.

**g) Reportable occupational diseases**

- These include (which a doctor confirms in writing):
- Carpel tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis e.g. from work involving strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma e.g. , from wood dust and soldering using rosin flux

- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to biological agent

#### **h) Incidents to pupils and other people who are not at work**

Are only reportable under RIDDOR if the accident results in:

- The death of the person, and arose out of or in connection with a work activity
- An injury that arose out of in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (*examination and diagnostic tests do not constitute treatment.*)

The lists of specified injuries and diseases only apply to employees. If a pupil injured in the incident remains at school, is taken home or is simply absent from school for a number of days, the incident is **not reportable**.

There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.

#### **i) Dangerous occurrences**

Reportable dangerous occurrences in schools typically include:

- 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 damage to health
- An electrical short circuit or overload causing a fire or explosion

#### **j) Who should report and who to report to**

The RIDDOR reporting system is only for notification of those incidents which require reports under the RIDDOR regulations. Reports should only be submitted by the “Responsible Persons” i.e., Trust Head of Operations with duties under these regulations, in control of work premises where incidents occur. It is not appropriate for injured persons, members of the public or others who do not have duties under RIDDOR to use this reporting system.

Any incident that falls under RIDDOR will be reported to the HSE by the DoNESC Head of Operations using the RIDDOR incidents online reporting : <http://www.hse.gov.uk/riddor/report.htm>

Information on immediate reporting to the Trust should be held in your Academy Business Contingency Plans (see HS03 and HS09 Incident Report forms)

All reportable Accident/Incidents/Near misses must be reported to the DoNESC Head of Operations Sharon Money (01603 882329) using online form HS09.

#### **Records must be kept for:**

- Any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR.

- All occupational injuries where a worker is away from work or incapacitated for more than seven consecutive days.
- If a worker is away from work or incapacitated for more than three days a record must be kept.
- All incidents recorded in the academy's accident book must be kept in a secure place to comply with the General Data Protection Regulations May 2018

These records must be kept for at least 3 years after the incident.

#### **k) Reporting requirements of other regulators**

There may be other reporting requirements placed on schools by other regulators in the education sector e.g. Ofsted and Local Child Protection Agencies. The requirements of these other regulators are separate to and distinct from the legal duty to report incidents under RIDDOR.

### **5 Electrical Safety**

The Health and Safety at Work Act 1974 imposes general duties on employers to ensure the health and safety of employees and others. The Electricity at Work Regulations 1989 also set out specific requirements on electrical safety. All of these apply in schools.

#### **a) Competent Persons to undertake maintenance or repair of electrical installations and portable appliance testing (PAT)**

- Under no circumstances will academy staff work on live electricity, unless they have received the appropriate training and have the level of skills and experience required to do so safely and competently. Certificate of the training would be required as proof.
- Teachers cannot be required to undertake any electrical maintenance or repair work. Without exception, such work should be allocated to an individual with appropriate training and expertise.
- Day to day testing of electrical equipment could be the task of a delegated member of staff e.g. Site Manager/Supervisor/Caretaker who have had the necessary training and equipment for this task.
- Only people who have the necessary professional training and skills required should carry out more complex work on testing and maintenance.

#### **b) Risk Assessment**

Suitable and sufficient risk assessments are required to identify significant risks to health and safety and measures that are to be taken to remove or reduce risks. Risk assessments on electrical safety must take account of the requirements of the Electricity at Work Regulations, which cover electrical apparatus as well as the mains supply.

#### **c) Visual inspections and tests**

All portable appliances should be visually inspected at the beginning of each term, but more frequently if its use or environment suggests this e.g., checking for loose cables or signs of fire damage, and if possible, checking inside the plug for internal damage, bare wires and the correct fuse.

All earthed portable equipment such as drills, saws, irons, hand lamps, etc. should be subject to a detailed inspection and test at a frequency dependent upon the use of the equipment and

determined by a competent person. Items, which are rarely unplugged e.g. refrigerators will need inspecting and testing infrequently.

#### **d) Portable Appliance Test (PAT)**

PAT must be carried out by someone with the necessary knowledge and experience to carry to a test and interpret the results should be completed in accordance with the findings of the risk assessment.

#### **e) Records of PAT**

A written record of the tests, in the form of a logbook or register should be maintained and be available for examination and the equipment itself should be marked with some form of identification, with the date of the most recent test included on a label.

#### **f) Damaged or faulty appliances**

Must be removed from use and either repaired by someone competent or disposed of to prevent its further use. The item must be labelled with a "DO NOT USE" sticker attached until it is suitably repaired. If the item is to be disposed of, the plug must be removed and disposed of safely.

#### **g) Fixed Electrical installations**

The HSE advises that fixed electrical installations (including the mains system, sockets, lights and heaters provided they have been adequately maintained), should be inspected by a competent person at least every 5 years. A more frequent inspection and testing will be necessary if the installations are subject to damage and abuse.

#### **h) Record of fixed wire tests**

A test certificate should be prepared showing the date and results of the inspection and test. A copy will be kept at the school.

Equipment should always be visually checked before use in particular the condition of power cables and their terminations, as these can often be damaged, wrenched and jerked, which may loosen their connections.

**NB:** Any accidents/incidents/near misses involving electricity may need to be reported under RIDDOR see section 5. And to the DoNESC Head of Operations Sharon Money on 01603 882329.

#### **i) Preventing accidents with electricity**

In the prevention of accidents and fire the academy will not accept gifts or second-hand electrical appliances, or bring in their own appliances from home, unless a competent person has tested the equipment and records provided of the test (PAT).

## **6 First Aid**

The Health and Safety (First-Aid) Regulations 1981 require employers to provide "adequate and appropriate" provision to ensure their employees receive immediate attention if they are injured or taken ill at work.



The above regulations do not place a legal duty on employers to make first-aid provision for non-employees such as the public or children in schools. However, it is **strongly recommended** by the HSE and it is the academy's policy that provision is made for them.

**a) Assessment of first-aid needs**

This involves consideration of workplace hazards and risks, the size of the academy and other relevant factors to determine what first-aid equipment, facilities and personnel should be provided (See HS10a)

**b) Points to consider/impact on first-aid needs include:**

- The number of people at any one time that occupy the building. These should include staff, pupils, visitors, work experience students and contractors.
- The type of accidents/incidents that have been identified in the past?
- The size of the academy
- Are there any workplaces that include are remote?
- Higher level hazards, such as chemicals or dangerous machinery.
- Do any members of staff work remotely or alone?
- Is there enough provision of first-aiders to cover if some are absent?

**c) The Trust defines the minimum first-aid provision on any school site is:**

- A suitably stocked first-aid kit(s) (determined by the first aid assessment)
- Appropriate numbers of trained qualified First Aiders (determined by the first aid assessment)
- Information for employees about first-aid arrangements e.g., names of first aiders to be displayed, clearly identifiably and accessible first aid kit(s)
- Provision of first-aid needs to be available at all times to people at work.

**d) What should be put in the first-aid box?**

There is no mandatory list of items to put in the first-aid box; it depends on what needs have been assessed. As a guide for low-level hazards minimum stocks of first-aid items are:

- A leaflet giving general guidance on first aid (e.g., HSE's Basic advice on first aid at work).
- Individually wrapped sterile plasters
- Sterile eye pads
- Individually wrapped triangular bandages, preferably sterile
- Safety pins
- Large individually wrapped, sterile, unmediated wound dressings
- Medium-sized, individually wrapped, sterile, unmediated wound dressings
- Disposable gloves

**NB:** Tablets and medicines should **not** be kept in the first-aid box, Please refer to separate Policy for the dispensing of medication to pupils.

**e) First aiders – Training and qualifications**

The first aider is someone who has completed training appropriate to the level identified in the assessment of first aid. All first aiders are required to attend an appropriate first aid course with a

competent training provider (e.g., St John Ambulance, British Red Cross) and undertake appropriate refresher training.

#### **f) Selecting a training provider**

When selecting a training provider you should check:

- The qualifications expected of trainers and assessors
- Monitoring and quality assurance systems
- Teaching and standards of first-aid practice
- Syllabus content
- Certification

#### **g) First aid courses include:**

- First aid at work (FAW)
- Paediatric first aid training
- Emergency first aid at work (EFAW)
- Mental Health First Aid

#### **h) How many first aiders**

This depends on the assessment of your first-aid needs, or where there are additional special circumstances. As an example, the HSE suggested numbers available **at all times at work** are:

- Low hazard – for more than 50 people at least one first-aider trained in every 100 employed
- Higher-hazard – for more than 50 at least one first-aider trained for every 50 employed

## **7 Fire Policy**

### **a) The Responsible Person**

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

The “Responsible Person,” is the Head Teacher/Principal within the academy and is responsible for ensuring that appropriate arrangements are in place to ensure the safety of the premises and occupants. Duties include, taking:

- **Measures to reduce** the risk of fire on the premises and the risk of the spread of fire on the premises. This includes:
  - The completion of a Fire risk assessment, (see HS04) which should be suitable and sufficient and carried out by a competent Fire Risk Assessor (see sub-heading Competence of a Fire Risk Assessor, below).
  - Good housekeeping, do not allow combustible materials to accumulate.
  - Suitable firefighting equipment, which is located in appropriate positions.
  - Means of raising the alarm.
  - Fire doors to be kept closed at all times (unless they are fitted with an appropriate device which enables the door to be closed automatically in the event of a fire).

- Daily checks on the premises to be carried out, including security to ensure that all practical measures have been taken to reduce the risk of fire both internally and externally.(see HS04 a/b)
- **Measures in relation to the means of escape from the premises**  
This includes:
  - **Fire action notices** to be displayed throughout the building with clear emergency evacuation instructions (see HS04c) the event of a fire. E.g.
    - Any person discovering a fire**
    - Sound the alarm
    - Call the Fire & Rescue Service telephone 999
    - Leave the building by the most direct route.
    - Attack the fire using fire extinguishers or other firefighting equipment only if your escape route is blocked by the fire.
  - 
  - On hearing the fire alarm**
  - Leave the building by the most direct route, closing all doors behind you.
  - Report to the assembly point for the building.
  - Do not take risks.
  - Do not return to the building for any reason until authorised to do so by the Fire & Rescue Service.
  - Do not use any lifts.
- **Measures for securing that, at all material times, the means of escape can be safely and effectively used.**
  - Fire exit routes must be kept clear of obstructions at all times
  - Final fire exit doors must be kept clear of obstructions leading to a place of safety on the external parts of the building.
- **Measures in relation to the means for fighting fires on the premises.**
  - Appropriate firefighting equipment must be provided
  - Relevant staff members must be trained in the use of fire extinguishers (this is to aid an escape only).
- **Measures in relation to the means for detecting fire on the premises and giving warning**
  - Appropriate fire/smoke detection to be installed, in relevant locations.
  - Viewing panels in doors and walls, when there are rooms within rooms.
- **Measures in relation to the arrangements for action to be taken in the event of fire on the premises including:**
  - **Measures relating to the instruction and training of employees.**
    - Fire Policy and Procedures to be disseminated to all staff
    - Fire awareness training to be provided to all staff
    - Fire Action Notices to be displayed throughout the building
    - The training of Fire Marshals
  - **Measures to mitigate the effects of the fire.**
    - Do not exceed the maximum occupancy
    - Maintain fire exits and signage
    - Comply with electrical and gas regulations
    - Service and maintenance of firefighting equipment, which must be easily accessible
    - Safe storing and using, of hazardous materials
    - Safety inspection of buildings
    - Maintenance of fire alarms systems
    - Fireproofing
    - Training of staff

## Fire drills

### **b) Role of Teaching Staff**

- All teaching staff have the responsibility for the safe evacuation of children in their charge.
- Teaching staff should ensure that their children line up quickly and safely and walk out of the building quietly, evacuating by the nearest safe emergency exit route.

### **c) People with disabilities**

- Teaching staff should be aware of any child in their class that has a disability and may experience difficulties in evacuating the building by the designated escape route e.g. where there is a difference in floor level with stairs or ramps. A Personal Emergency Evacuation Plan (PEEP) must be completed (see HS05 pupils or HS05a staff/students )
- Line Managers must complete a Personal Emergency Evacuation Plan for all people with a disability.

### **d) All staff members**

- Must take reasonable care for their own health and safety at work and that of other persons who might be affected by their acts or omissions.
- Should follow evacuation procedures

All staff are required to take mandatory on-line fire awareness training.

**Under no circumstances is anyone to re-enter the building unless the Emergency Services give the all clear.**

### **e) Fire Risk Assessment**

A fire risk assessment is an organised and methodical look at the premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises (see appendix HS04).

The fire risk assessment should demonstrate that, as far as is reasonable, the needs of relevant persons including the disabled have been identified.

A suitable and sufficient fire risk assessment must be completed by a competent Fire Risk Assessor and reviewed at least every 12 months, or sooner if there have been significant changes e.g., in the layout of the building, if there are contractors working on site that may pose a hazard.

### **f) Competence of a Fire Risk Assessor**

The academy defines as a minimum that a competent Fire Risk Assessor to be as follows:

- Completed the NCC Premises Management course and/or
- Hold at least the IOSH/ Managing Safely/NEBOSH National Certificate in Fire Safety and Risk Management, or equivalent.
- Has a demonstrable experience in completing school/college Fire Risk Assessments
- Plus
- Has a current DBS check

### **g) Housekeeping**

Good housekeeping is essential to reduce the risk and spread of fire within the school building and outbuildings.

- Combustible materials should be kept to a minimum, do not allow waste to build up.
- Empty waste bins regularly
- Do not store skips and waste bins near to the school property.
- Ensure large amounts of contractor's materials are stored safely away from the buildings (wherever possible).
- Keep flammable materials from sources of ignition (e.g do not store materials on top of a radiator).

### **18) Fire Safety Management (FSM) Checks**

To ensure compliance with fire regulations checks must be made to reduce the risk of fire at the academy. These tasks are delegated by the "Responsible Person" the Head Teacher to the Site Manager/Supervisor/Caretaker at the academy.

- a) FSM checks Daily/weekly/monthly/three monthly/six monthly/annual checks must be made and records kept.
- **Checks include**
  - Escape routes
  - Fire Warning systems
  - Escape lighting
  - Firefighting equipment

These checks are prioritised for service and maintenance requirements.

#### **b) Fire Marshalls**

Staff expected to undertake the role of Fire Marshalls (often called fire wardens) would require comprehensive training. Their role may include:

- Performing a supervisory/managing role in any fire situation
- Assisting those on the premises to leave
- Checking the premises to ensure everyone has left
- Using firefighting equipment if safe to do so
- Liaising with the fire and rescue service on arrival
- Shutting down vital or dangerous equipment

#### **c) Safe Emergency Evacuation Procedures**

Under no circumstances are lifts to be used for evacuation purposes in the event of a fire. Unless, the lift is clearly identified as an emergency evacuation lift, and this may only be used for people with disabilities.

Fire Action notices must be displayed in appropriate locations throughout the buildings next to fire call points. These will include clear instruction on what to do when raising the alarm and information regarding the nearest fire ex and assembly point(s)

All staff must be aware of emergency procedures, including:

- Fire action notices
  - The locations of temporary fire alarms
  - How to activate the fire alarm as a means of raising the alarm
  - Locations of Fire Extinguishers (fire extinguishers must only be used to aid escape in the event of a fire)
  - Emergency exit routes/final exit fire doors
  - Fire assembly points
- d) On Sounding or Hearing the Alarm**

In all cases, unless otherwise informed, all staff should treat the alarm as a real event and should respond accordingly in a calm manner.

- **On discovering a fire**
  - Sound the alarm by pressing one of the emergency fire alarms.
  - Call the Fire&Rescue Service telephone 999
  - Leave the building by the most direct route.
  - Attack the fire using fire extinguishers **only if** your escape route is blocked by the fire and in order to enable a safe evacuation.
- **On hearing the fire alarm**
  - Leave the building by the most direct route, closing all doors behind you.
  - Report to the assembly point for the building.
  - Do not take risks
  - Do not return to the building for any reason until authorised to do so by the Fire & Rescue Service.

**e) Fire Drills**

- **Why carry out fire drills**

Fire drills are intended to ensure, by means of training that:

- People who may be in danger act in a calm and orderly manner
- Those with responsibilities cry out their tasks to ensure the safety of all concerned
- Escape routes are used in accordance with a predetermined and practiced plan.
- Evacuation of the building is achieved in a speedy and orderly manner
- People will react rationally when confronted with a fire or other emergency at school.

- **How often to carry out a fire drill?**

It is the policy of the academy to carry out fire drills at the beginning of each term and a record kept of drills undertaken and evacuation times.

- **Should you inform staff before a fire drill?**  
The advantage of informing all staff of fire drills beforehand is that firstly they will not panic, which avoids potential injuries that could be caused in a rush to exit a building. Secondly if the alarm sounds without a prior warning, there will be no ambiguity as to if it is a drill or not and people will behave appropriately. Head teachers with experienced staff who have successfully completed pre-arranged fire drills may consider additional drills without providing fore warning in order to test for other hazards.
- **Preparing for a fire drill**

When planning a fire drill decide on something specific that will be monitored. This could be a specific aspect of the escape plan that has been highlighted as needing improvement or a more general goal, such as reducing the amount of time it takes for everyone to exit the building.

Amongst the staff, a team of fire marshals with a chief fire marshal should be appointed to supervise fire drills and check that everyone gets out safely. All marshals will require special training so that they can carry out their duties safely and effectively.

- **Informing the fire service of a fire drill**

If the academy has a system that automatically informs the fire service when the alarm is triggered, take appropriate measures to stop this from causing the Fire Service a wasted journey. Take any systems off line before the fire drill but be sure to get them back up and running once the drill has finished.

### **During the fire drill and/or Emergency Evacuation**

To monitor fire drills, observers should be placed at points around the building in areas such as stairwells to look for good and bad practices. Any room for improvement can be noted and then discussed at the debriefing meeting after the evacuation.

In buildings where there are more than one exit routes, the main exits should be blocked off to encourage staff to use alternative escape routes as in a real fire; parts of the building could be impassable due to fire or smoke.

Set a stopwatch to record how long the full evacuation takes, teachers, academy business managers, cleaning supervisors, senior catering staff, and fire marshals should do a roll call and tick people off to make sure everyone in their class and department(s) are out of the building.

The Fire Service must be informed immediately of any person who is missing, along with their area of work.

### **18) Evacuation of people with disabilities – Personal Evacuation Plans (PEEPS)**

Of all the people who may be especially at risk you will need to pay particular attention to pupils. Staff and visitors who have special needs, including those with a disability.

Personal need will often be modest and may require only changes or modifications to existing procedures. It may be required that a PEEP needs to be developed for that individual who frequently uses the building. This PEEP needs to be completed in consultation with the individual or in the case of a pupil with their parents/guardians and/or other relevant people, with copies provided of the PEEP and records kept. (see HS05/HS05a)

- A PEEP should also be completed for any pupil (see HS05), students, staff or visitor (see HS05a) who has a disability
- The PEEP will clearly state what actions are required in those particular circumstances.

### **g)) Assembly Points**

An area outside the school building must be designated as an assembly point. It must be clearly marked and easily identified by anyone who may be on the school's premises. It must be far enough away from the school building(s) to give protection from the heat and smoke given off by a fire. It should be in a position that does not put any people at risk by emergency vehicles responding to the incident.

- Once outside and at the Fire Assembly point, staff members should take a register to check that all children and staff members are accounted for:
- If there are any staff or children missing this must be reported immediately to the Fire Service – details to be provided to the Fire Service must include:
  - Name of missing person
  - Place and time last seen and by whom
  - Any other information e.g. medical condition or behaviour issues.

Staff members in charge of the class are then to supervise the class and await further instructions from the Fire and Rescue Service.

## **8 Buildings Safety Management (BSM)**

The “Responsible Person” the Head Teacher who may delegate these tasks, has a duty to provide and maintain a working environment that is safe and without risk to health. (see HS06) Support and guidance can be offered through the DoNESC Head of Operations.

Information required in the BSM records is:

- Installations that are currently in place
- Is there a testing/check/service/maintenance regime in place, if YES how often?
- Is the testing/check/service/maintenance completed by an external contractor or by competent academy employee(s)?
- Names and job title where relevant

Or

- Full contractor information
- a) Site safety inspections, repair and maintenance checks**

Checks should be completed daily, and any repairs and maintenance that are identified must be reported to the Headteacher/Principal or their delegation person. The report should include:

- Date the work/actions were identified
- Description of work/actions required and/or what immediate actions were taken (if any).
- Name of the person reporting
- Date work was completed

It may be necessary to take photographs of the work required in order for a more accurate description to be made. (Refer to the Trust Inspection Checklist for Premises Form HS07)

### **18) Drug Litter**

All drug litter should be reported immediately to the Headteacher/Principal or their delegation person and safe removal of the litter must be carried out following guidance set out by the [Department of Education](#)

(If the drug litter is found adjacent to the academy property on local authority/highways land then the relevant District Council Environmental Health Officers must be informed as they have a duty to retrieve and dispose of drug litter found on local authority land.)

### **18) Contractors**

- **Construction/Building Work/Refurbishment or Demolition**



Under **no** circumstances must plans for/construction/building work/refurbishment or demolition on academy premises begin without consulting Howard Nelson DoNESC Chief Executive Officer [howard.nelson@dnecat.org](mailto:howard.nelson@dnecat.org) 01603 881759 or Sharon Money Head of Operations [sharon.money@dnecat.org](mailto:sharon.money@dnecat.org) 01603 882329.

- **Suitability of all contractors**

The person responsible for contractors on academy premises is that of the Headteacher/Principal, or their delegated staff member and/or where applicable the DoNESC Chief Executive Officer/Head of Operations. The approved Building Maintenance supplier is KERSHAW who have completed approved contractor pre-checks for their staff and sub-contractors before attending academy premises to carry out work. Therefore checks and procedures needed to be carried out on other contractors (if not confirmed on the Trust approved list of contractors held by Contracts and Compliance Assistant Fiona Garner [fiona.garner@dnecat.org](mailto:fiona.garner@dnecat.org)) include:

- A Contractor Pre-contract Checks form (see appendix HS12) must be completed by the contractor(s) and delegated person and approved before any work commences.
- Competence of the contractor to complete the job safely e.g. their skills, training, knowledge and experience in the work to be completed is essential. The more complex the task the more competent the contractor will need to be.
- Contractors are required to comply with legislation, relevant regulations and the academy's Health and Safety Policy, Procedures and Guidance.
- **An assessment of the hazards and risks involved with the work**
  - The delegated person who is responsible for the contractor(s), together with the contractors (s) must discuss the planned work to be completed; suitable and sufficient Risk Assessments and Method Statements must be provided by the contractor.
  - What can cause harm to people, or damage to building, plant and equipment. E.g., hazards associated with equipment the contractor(s) will be using including vehicles, tools and noise.
  - Are there any harmful substances used in the processes?
  - Who might be harmed and how?
  - How will the risks be controlled?
  - Considerations include:
  - Any risk from each other's work that could affect the health and safety of others e.g. access and egresses to the site, pedestrian routes, will local residents be affected. Will the work affect other relevant staff/pupils/visitors/other contractors?
  - Make sure you agree the measures needed to control risks with the contractor before work starts.
  - Is a documented safe system of work (Permit to Work) required?
  - Once you have agreed action to control risks, be clear about who will do what and when.
- Provide the contractor with information and instruction about all the health and safety potential risks on site that they may need to be aware.
- The "Responsible Person" or the delegated person and the contractor must work together and coordinate activities to ensure the work can be completed safely and without risks to health. E.g., regular meetings throughout the course of the work. The level of cooperation and coordination will depend on:
  - The job to be done
  - The number of contractors (or subcontractors) involved
  - The risks involved

and

- Consult with others affected on site. You must consult with employees on health and safety matters by law.
- Consult with employees on how the contractor's work will affect their health and safety.
- Make sure they know how to raise any concerns they may have about the contractors and their work.
- Pay particular attention to those whose first language may not be English.
- Do not assume that contractors will be aware of all risks, even if they seem obvious to you.
- **Managing/supervising the work**
  - Who will be responsible for the work and what do you expect them to do?
  - Who is in charge of supervising their work and how? What welfare arrangements have been made for workers?
  - How will the work be done and what precautions will be taken? Always refer back to risk assessments/method statements to ensure the contractor is complying with the control measures and processes identified in the assessments
  - What equipment should or should not be worked on/used?
  - What personal protective equipment (PPE) is to be used and clarify who will provide it? (It is the contractor's responsibility to ensure that PPE is suitable for the job being undertaken and they are responsible for the supply of PPE).
  - What are their working procedures (refer to risk assessments/method statements) including permit to work/hot work (Refer to [The Trust Hot works certificate](#) )
  - What arrangements are there for stopping the work, if there are serious health and safety concerns?

Once the work has started, the Site Manager/Supervisor needs to ensure checks are made on how the work is going, in line with what was agreed. This can be done by:

- Regular checks "are control measures working?"
  - Investigating (and recording) of things that go wrong, this may be: near misses, accidents and ill health. What went wrong? What can we do to prevent re-occurrence?
- **Contractor information and academy Health and Safety requirements, to be provided to the contractor**
    - **General safety rules**
      - Must sign-in upon arrival and sign-out when leaving
      - Before starting work at the Academy/Site, report to the Site Manager/supervisor.
      - Must comply with the academy's Contractor Health and Safety Policy and Procedures.
      - Must sign the contractor log book when work has been completed.
      - Comply with the Health and Safety at Work etc. Act 1974, and any subsequent legislation.
      - Take care of themselves and any other person(s) that may be affected by their acts or omissions.
      - Be directly responsible for the acts and omissions of their workers.
      - Comply with Regulations, and work to best practice, e.g., Guidance and Approved Codes of Practice that are relevant to their work.
      - Comply with the conditions, procedures and control measures as defined by their method statements and risk assessments.
      - Provide their workers with adequate PPE and shall use/wear relevant PPE as necessary.
      - Provide suitable and safe work equipment

Cease to use and report any safety related defects found with all/any work equipment they are using.

Report any issues with health and safety including accidents/incidents/near misses.

Provide their own First Aid provision.

Not intentionally damage or misuse anything provided in the interests of Health and Safety whilst on Academy premises.

Report to the Headteacher/Principal, Business Manager or Site Manager/supervisor any incidents that may directly or indirectly affect health and safety and well-being of persons on the academy site.

Remain in the area of work undertaken and shall not enter any other area without permission of the Headteacher/Principal, Business Manager or Site Manager/supervisor.

Not store any hazardous substances on the Academy premises without permission of the Headteacher/Principal, Business Manager or Site Manager/supervisor.

Not smoke (including vaping) in/on any part of the Academy/Site buildings or anywhere on site.

This may not be a comprehensive list and therefore contractors should be reminded that, at all times, they must work in a safe manner.

- **Specific safety rules**

- **Fire Alarm/emergency evacuation**

- All contractors must make themselves familiar with the emergency fire procedures for the Academy.

- If a contractor discovers a fire they must raise the alarm immediately and follow the emergency fire procedure instructions provided on the Fire Action Notices throughout the building.

- **Permit to Work (PTW)**

PTW are a formal management system used to control high-risk activities. These enable an assessment of risk to be made and to specify control measures, which will be put in place in order to minimise the risk. (see appendix HS11 Permit to work form)

They are necessary for such activities as maintenance or construction work by external contractors, unless a suitable and sufficient risk assessment indicates otherwise.

***NB If work is carried out by the Trust approved Building Maintenance company KERSHAW they will undertake all checks and PTW's If the academy uses other contractors then it is the responsibility of the academy to produce the PTW.***

Examples of types of work which permits will be required include:

- Working at height, e.g., on roofs
- Confined spaces, e.g. ducts
- Hot work e.g., welding, soldering or cutting using hot flame techniques
- Live working on electricity supply systems
- Work involving interaction with asbestos
- Excavation and the digging of trenches

Intention of the PTW is to:

- Ensure that the work is intended to take place is properly authorised
- Clarify the nature and extent of the work
- Specify which precautions must be taken and which activities are prohibited.

- Consideration should also be taken of the activities of other people on the Academy/Site, which may be affected by the proposed work. These activities may need to be temporarily suspended or modified.
- Indicate the date, time and location that the specified activities may occur.
- Ensure that all those persons who have control of or any who are affected by the activity are made aware.
- Provide a record of the work, that the specified precautions have been understood and implemented, and that the workplace and/or equipment are returned to a safe condition.

Academy employees are not permitted to undertake work, which will require a PTW.

- **Key Points of PTW**
  - The Academy/Site Manager/supervisor is responsible for enforcing the use of PTW's
  - A competent person who understands the risks and the necessary control measures to put in place should only issue permits. **(NB for work carried out by the Trusts approved contractor, Kershaw will undertake the PTW)**
  - A permit should be task specific and the necessary risk assessments and methods statements still need to be completed by the contractor in liaison with the Site Manager/Supervisor. PTW are not a replacement.
  - PTW should only be in place for a limited duration and be clearly dated with specific conditions attached.
  - PTW should state these requirements, for example, electrical isolation.
  - The Site Manager/Supervisor should only sign and date the permit when they are satisfied that all precautionary measures have been taken.
  - If the risk is too high, e.g. because of bad weather/conditions or dangerous structure then a permit should not be issued, and work not commenced.
  - All PTW records must be retained by the Site Manager/Supervisor

**Examples** of control measures that should be considered when issuing a **PTW** include:

- **Roof works**
  - Testing roof fragility
  - Edge protection
  - Prevention of falls of materials or objects
  - PPE
  - Emergency procedures
  - Adequate means of access
- **Hot works**
  - Good housekeeping
  - Use of protective curtains (where relevant)
  - All "hot works" equipment should be regularly maintained and inspected
  - Ensure a competent person visits the area after hot works has finished to ensure that no smouldering embers or hot surfaces remain
  - Provision of suitable fire extinguishers
  - Ensure that sprinklers (if installed) are isolated and reactivated after the works.
- **Isolation**
  - When working on electrical systems, they should be physically isolated i.e., "locked off" (with the contractor's own padlock) etc., this should be stated on the permit.
- **Other control measures include:**
  - Warning signs and often a lookout need to be posted around the area where work is being carried out.
- **Cancellation of PTW**

- When the operations laid out in the permit have been completed, it should be cancelled immediately and returned to the Site Manager/Supervisor. They should ensure that the work detailed on the permit has been done satisfactorily. They should then sign off the permit to ensure that it is fully cancelled.
- This may only be done when all personnel and equipment involved in the work detailed on the permit has been removed from the permit working area.
- Only then, when the Site Manager/Supervisor and contractor are satisfied that it is safe, can there be a return to normal service.
- **Vehicles on site**
  - The speed limit whilst on Academy/site is 5 mph
  - All vehicles must be parked in accordance with the Academy designated parking areas, if unsure then ask at reception or with Site Manager/Supervisor/Caretaker.

All contractors should be reminded that primary school children can often become distracted and are not aware of the dangers of moving vehicles. Contractors must remain vigilant at all times.

## 9 Legionella control

The Health and Safety at Work etc. Act 1974 places a duty on employers to ensure health, safety and welfare of employees, so far as is reasonably practicable. In order to achieve compliance with legislation, it is essential that the Headteacher/Principal who is the duty holder to ensure the following written control scheme is in place:

- **Identify and assess the sources of risk** for which employees, pupils or visitors may be exposed to within the academy. The assessment should include a survey to identify whether there are conditions, i.e areas of water stagnation, present that will encourage bacteria growth, this includes legionella.
- **Identify the hot and cold-water temperatures** throughout the buildings water storage and distribution system to locate any systems or areas where water may be stored or distributed between 20-45 ° C.
- **Identify all areas or services** capable of releasing an aerosol such as showers, spray taps and where necessary put measures in place to control the risks.
- Keep an up to date plan of the water system layout including parts temporarily out of use
- **Identify whether there are susceptible individuals** present that may be exposed to such aerosols.

### a) Managing risk

The following guidance should be actioned and a record kept of:

- **Weekly tasks**
  - Weekly flushing of any outlets and showers that are infrequently used (less than once per week). Precautions should be taken to minimize aerosol release when implementing a flushing programme.
- **Monthly tasks**
  - Water temperatures should be recorded at the nearest and furthest outlets from the storage tanks and water heaters.
  - Water temperatures in the flow and return pipes to storage tanks and water heaters should be monitored and recorded.
  - Hot water temperatures should be recorded from outlets after 1 minute of operation. Cold water should be tested after 2 minutes of operation.
  - A programme should be set to ensure that all the taps within the building are checked at least once, annually.
- **Quarterly**

- All showerheads and hoses should be dismantled, cleaned and descaled on a quarterly basis. This action should be recorded.
- **Six monthly**
  - The cold water storage tanks should be inspected and temperatures recorded to cover storage, supply and distribution temperatures and general conditions.
- **Annually**
  - The condition of the tanks should be reviewed annually. Where the presence of organic material, vermin and water quality deterioration is identified, remedial action should be conducted. Where required a sample should be taken from the drain outlet.

**b) Schools holidays, low occupancy periods, six week summer break**

It is extremely important to manage the risk of legionella during school holidays and periods of low water usage or closures. Such times will provide the perfect opportunity for bacterial growth and proliferation including the growth of legionella within the academies water systems and services.

The following actions should:

- When the school is occupied but at a significantly lower capacity to normal then the outlets which are used less than once per week should be flushed weekly.
- When the school is not in use at all during the holiday periods including outbuildings, sports halls/gym etc.) Then all tanks, calorifiers and associated outlets should be thoroughly flushed prior to the commencement of the new term. This should be recorded. Water samples should also be considered for collection prior to the start of the new term.

**10. Manual handling**

The Manual Handling Operations Regulations 1992 (MHOR), (as amended in 2002) apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. The load may be either animate, such as a person, or inanimate, such as a box.

The MHOR establish a clear hierarchy of measures for dealing with risks from manual handling:

- Avoid hazardous manual handling operations, “so far as is reasonably practicable”
- Assess any hazardous manual handling operations that cannot be avoided
- Reduce the risk of injury, so far as is reasonably practicable

**a) Manual Handling Risk Assessment**

The responsible person, the Headteacher/Principal or their delegated member of staff is responsible for the following:

- Manual handling risk assessments will be completed for moving loads that cannot be avoided (see appendix HS16/HS16a/HS16b).
- Information, instruction and training will be provided to employees.
- Wherever possible the load to be moved will be reduced e.g. is it possible to split the load into smaller units?
- Use appropriate equipment for reducing the need for manual handling, e.g., trolleys to eliminate/or reduce the risk of injury.

The following **guidelines** should not be exceeded and each individual must be aware of their own physical capabilities and should not attempt to move any object that is beyond their capabilities.

- **For men and women**

Force to stop or **start the load Men 20kg, Women 15kg**

Sustained force to **keep the load in motion Men 10 kg, Women 7 kg**

Manual handling problems often come from poor workplace environment or job design.

Hazardous activities include:

- Lifting heavy or awkward loads
- Using excessive force
- Repeated handling of heavy loads
- Poor posture and twisting when handling

All employees must complete on-line manual handling training. This should be available to all staff on-line and records kept of training undertaken.

## **11 Display Screen Equipment**

The Health and Safety (Display Screen Equipment) Regulations 1992 explains that the employer needs to protect employees from risks associated with DSE i.e., computers and laptops.

A user is defined in the regulations as “an employee who habitually uses display screen equipment as a significant part of his/her normal work”. This is usually interpreted as continuous period of an hour or more on most days of the week. The employee’s line manager will identify DSE users.

To comply with DSE regulations the “Responsible Person” the Headteacher/Principal or delegated member of staff must:

- Analyse workstations to assess and reduce risks (see appendix HS15/15a)
- Make sure controls are in place
- Provide information and training
- Provide eye and eyesight tests on request and special spectacles if needed
- Review the assessment when the user or DSE changes

All DSE users must complete on-line DSE training and assessment which will provide a workstation assessment and provide information and training. Records must be kept of training completed.

### **a) Health risks with DSE**

Some DSE users may experience fatigue, eyestrain, upper limb problems and backache from overuse or improper use of DSE. These problems can also be experience from poorly designed workstations or work environments. The causes may not always be obvious and can be due to a number of factors,

Changes in activity may help users, the following is advised:

- Stretch and change position
- Look into the distance from time to time and blink often
- Change activity before you get tired rather than recover
- Short frequent breaks are better than longer, infrequent ones.

### **b) Eye tests**

Upon request of the DSE user, identified by their line manager, (see above) the academy will pay for a test to be carried out by a qualified optician. Only “users” are entitled to receive corrective appliances paid for by the academy.

“Normal” corrective appliances are at the user’s own expense, but users needing “special” corrective appliances will be prescribed a special pair of spectacles for display work only. The academy liability for the cost of these is restricted to payment of the cost of a basic appliance, i.e. of a type and quality adequate for the user’s work.

There is no evidence to suggest that DSE work will cause permanent damage to eyes or eyesight. Eye tests are provided to ensure users can comfortably see the screen and work effectively without visual fatigue.

### **c) Working from home**

Staff may need to work from home and it is the responsibility of the employer to ensure that if using DSE in the home on a regular basis then a DSE risk assessment be carried out. This must be done in conjunction with the DSE user and line manager and a copy held by on the staff file. (see HS15/HS15a)

## **12 Training and competence**

The Health and Safety at Work etc. Act 1974 places a duty on the employer to provide information, instruction, training and supervision. All employees are required to cooperate with the academy and the Trust in undertaking their legal duties.

The HSE describes competence as “the combination of training, skills, experience and knowledge that a person has and their ability to apply this to perform a task safely”. Other factors, such as attitude and physical ability, can also affect someone’s competence.

Someone’s level of competence only needs to be proportionate to their job and place of work. You would not need, for example, the same health and safety competence to work in an office as you would on a construction site.

The academy will appoint competent people to assist them in meeting their health and safety duties.

Where members of staff do not have the necessary training to complete a task e.g., carrying out risk assessments, then appropriate training will be provided. Or it may be that manual handling training, or DSE training is required in order for someone to complete “so far as is reasonable” their tasks in a safe manner.

The completion of mandatory on-line training for all staff is required. (See details below)

### **a) Health and Safety Inductions – new staff**

All new employees of the academy will complete a Health and Safety induction and records kept, this will be provided by their relevant line manager at the beginning of their employment (unless there are extenuating circumstances). Inductions must include:

- 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?
- Who can they talk to about any health and safety concerns or issues they may have?

- **First Aid Provision**



- First Aid boxes
  - First Aiders
- **Accident/Incident/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 doors and route(s)
  - Location of assembly points
- **Welfare facilities**
  - Eating, drinking and rest arrangements
  - Toilet facilities
- **Personal Protective Equipment (PPE)**
  - Relevant to the job-any PPE should be suitable and sufficient for the hazards identified in the risk assessment
  - Who is responsible for ordering supplies of PPE?
  - Safe storage of PPE
- b) Health and Safety training – all employees**
- Mandatory on-line training must be completed by all employees and records kept within 8 weeks of start of employment, this includes:
  - **Fire awareness**
  - **COSHH Awareness**
  - **Manual Handling**
  - **Work at height (e.g., ladder, stepladders)**
  - **Slips, trips and falls**
  - **Health and Safety at Work**
  - Asbestos Awareness & Management Training (face to face delivery) is mandatory for the link Health and Safety Governor, Headteacher/Principal, School Business Manager and Site/Manager/Supervisor/Caretaker of all Trust academies.
  - Specific job training- dependant on job role. The line manager of the employee will identify the training required e.g., risk management, risk assessment training. This could be face-to-face delivery, or on-line.

In the case of an employee who has been employed before the above mandatory Health and Safety training requirements have been adopted by the academy, staff members must complete the mandatory training within 8 weeks from the date of this policy (unless there are extenuating circumstances) signed by the Chair of Governors.

In the case of the Asbestos Awareness and Management training the Chair of Governors, Head Teacher, School Business Manager, Site Manager/Supervisor/Caretaker, if not already, must complete the training within 8 weeks of taking up their post.

**c) Health and Safety information and training records**

- **Health and Safety Induction**

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.

- **On-line training**

Employees who complete on line health and safety training should ensure copies of certificates produced are kept by both the employee and School Business Managers.

- **Face-to-face delivery of health and safety training**

Certificates and records of attendance for employees who have attended and successfully completed courses in health and safety should be kept by both the employee and School Business Managers.

### **13. Control of Substances Hazardous to Health (COSHH)**

The COSHH Regulations 2002 require employers to control substances hazardous to health and to put in place control measures to prevent or reduce employee's exposure to such substances. All reasonable steps will be taken to substitute substances for safer alternatives, as is reasonably practicable, and to ensure that employees, pupils and visitors are not exposed to substances hazardous to health (see appendix HS17).











Using chemicals or other hazardous substances at work can put people's health at risk. Even within seemingly low risk environments people can encounter a range of substances capable of being hazardous to health.

**a) Actions to evaluate and control risks include:**

- Completing an inventory identifying all hazardous substances used on the academy premises and obtaining material safety data sheets.
- Wherever possible replace hazardous substances with safer alternatives.
- A risk assessment is completed for the use of any substances, which present a significant health risk.
- Ensuring that any equipment required for controlling risk is being adequately maintained.
- Ensuring all staff have received information, instruction and training where required.
- Ensuring records of assessments are being kept on the premises and made available on request to any relevant people.
- Ensure that the exposure of personnel to substances hazardous to health is either prevented or adequately controlled.
- Ensure that any equipment provided to control the risk e.g., local exhaust ventilation, fume cupboards, personal protective equipment (PPE) is adequately maintained.

**b) Hazard symbols and hazard pictograms**

Classified substances can be identified by their warning labels and carry the pictograms detailed below

Old CHIP Symbol	New CLP symbol (Pictogram)	Illustration
		Toxic
		Harmful
		Oxidising
		Explosive
		Flammable

There are also new pictograms, which symbolize serious longer term hazards such as:



Serious health hazard (Symbol: health hazard) Carcinogenic and respiratory sensitization



Gas under pressure (Symbol: Gas cylinder)

Such substances may be hazardous through inhalation, ingestion, absorption or contact through the skin.

### c) Material Safety Data Sheets

Should be obtained from the manufacturer/supplier. Data sheets are not by themselves suitable and sufficient COSHH risk assessment. The information in the data sheet must be compared to the particular task and circumstances in which the substance is to be used and a decision made about the measures necessary to adequately control exposure.

#### **d) Health Surveillance**

Health surveillance is only required in certain circumstances and is dependent on individual circumstances. Where there is a reasonable likelihood that an identifiable disease or adverse health effect associated with exposure will occur and the risk assessment shows that health surveillance is appropriate for the protection of employees these should be carried out. Advice must be sought from the DoNESC Head of Operations/Health and Safety Committee prior to initiating health surveillance.

- Records relating to named individuals must be kept for 40 years.
- Advice should also be sought from Occupational Health (contact Wendy Allsop [wendy.allsop@dnecat.org](mailto:wendy.allsop@dnecat.org) for further information on OH provider) if there is any uncertainty regarding the need for health surveillance.

#### **e) Exceptions to COSHH Regulations**

There are exceptions to these regulations, which are already being controlled by their own specific legislation. E.g. asbestos, lead, radioactive substances.

### **14 Gas Safety**

The Gas Safety (Installation and Use) Regulations 1998 requires employers and self-employed persons 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.

#### **a) Competence**

No person may work on gas fittings or appliances unless they are competent to do so. These 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. Any work undertaken by KERSHAW will be undertaken by a competent person.

Registered engineers are issued with a unique license number and a photo ID card. The card will list specifically the types of work that the engineer is qualified to undertake. The School Business Manager or their delegated person must ensure that any contractor not provided via KERSHAW, who they have engaged to work on gas fittings, is Gas Safe Registered and appropriately qualified for the work to be carried out.

This can be checked by contacting the Gas Safe Register online or calling on 0800 4085500

#### **b) Gas work**

Includes:

- The installation, repair or service of a gas boiler.
- Installation or repair of a gas fire, gas cooker, hob or water heater.
- Any other work on heat producing appliances involving the gas supply pipework, flues, or combustion chambers if connected to either a natural gas or LPG supply.

### c) Monitoring

The Gas Safe Register will periodically monitor the work undertaken by registered gas engineers to ensure that they understand and continue to work to the standards set out in legislation and in accordance with the rules of registration. They will also investigate complaints about unsafe gas work.

### d) The basic requirements

The Headteacher/Principal or their delegated employee will ensure:

- All gas systems and appliances are operated and maintained so as to prevent, as far as is reasonably practicable, danger to persons or property.
- Only persons authorised to work on gas installations do so (See above “Competence”).
- Use a competent engineer to install, maintain or repair appliances.
- Ensure that gas pipework, appliances and flues are regularly maintained.
- Check all rooms with gas appliances have adequate ventilation – do not block air inlets to prevent draughts, and do not obstruct flues and chimneys.

### e) If you suspect a gas leak

- Turn off the supply and immediately call the **National Gas Emergency Service** on **0800 111 999** for natural gas.
- For LPG call the supplier if in doubt, evacuate the building and inform the police and well as the National Gas Emergency Service or your gas supplier.
- Do not turn a gas supply back on until a leak has been dealt with by a Gas Safe Registered Engineer.
- Contact the appropriate DNEAT/ST BENET’S personnel nominated on the DNEAT/ST BENET’S Incidents Reporting form (see appendix HS03 and Incident form HS09)

### f) Maintenance

All gas appliances, flues, pipe work and safety devices will be maintained in a safe condition. The Headteacher/Principal or their delegated person will ensure they are inspected by a competent person who is a Gas Safe Registered engineer, in accordance with current industry practice. Periods between inspections may vary depending on the equipment and use and should follow manufacturer’s recommendations. Annual inspections will be a minimum frequency.

- Equipment should be designed, operated and maintained to make sure dangerous levels of carbon monoxide are not produced.
- It should not be used in poorly ventilated spaces
- There should be enough ventilation to remove combustion products.
- Operators are fully trained – use a safe procedure for purging, lighting up and shutting down.

## 15 Asbestos Management

Asbestos awareness training has been covered in section 13 Training and Competence (see HS13)

Many schools, built before 2000, will contain some form of asbestos. Asbestos-containing materials (ACMs) include:

- asbestos lagging used as thermal insulation on pipes and boilers
- sprayed asbestos used for thermal insulation, fire protection, partitioning and ducts
- asbestos-insulating board (AIB) used for fire protection, thermal insulation, partitioning and ducts
- some ceiling tiles
- floor tiles
- cement roofing and guttering
- textured coatings

Those most at risk of disturbing ACMs are tradespeople, caretakers, etc. The school's plan needs to contain provisions to ensure that information about the location and condition of ACMs is given to anyone who might disturb these materials. The Headteacher/Principal should also ensure that staffs likely to disturb asbestos are suitably trained

The Headteacher/Principal need to ensure staff are made aware of the potential hazards when dealing with asbestos. All staff should be instructed not to disturb or damage ACMs, for example by pinning work to walls. They should also report damage to school fixtures or fittings that could lead to the release of asbestos fibres, e.g. damage to ceiling or floor tiles, or to column seals in system-built schools.

The Headteacher/Principal responsibilities include:

- keeping an up-to-date record of the location and condition of ACMs in the school (Asbestos Management Plan see HS20 and guidance HS13 )
- assessing the risks from any ACMs in the school
- making plans to manage the risks from ACMs in the school

- putting those plans into action

## **16 Keeping Livestock and School Dogs**

Schools may wish to keep a small number of animals (eg chickens or rabbits) to encourage children to learn about animals and their care and to teach them about the sources of food. The keeping of hooved animals is not sanctioned by the Trust due to the risk of disease and the possible impact on the business continuity of the academy and this must be noted when introducing new animals to the school environment. Reading Dogs for Schools must be fully risk assessed, the training and qualification of the dog handlers checked and relevant insurance in place before dogs are allowed on the premises. Academies who wish to introduce a school dog must also seek written permission from the CEO of the Trust.

Issues to consider include the following.

- Ensuring that someone involved is experienced in the housing, feeding, handling and care requirements.
- Ensuring that continuous animal care will be available at all times, including at weekends and over the holidays.
- Ensuring that funding for setting up and maintaining stock, including veterinary fees, will remain available.
- Considering for how long the animals will be kept and where they will go if not kept permanently.
- Checking that anyone that may be affected by the animals, e.g., other members of the school and neighbours are happy with arrangements.
- Ensuring that suitable secure housing and containment is provided for the animals and that their other needs are met.
- Ensuring the health and safety of pupils, staff and other people that may come into contact with the animals and follow the CLEAPSS guidelines.
- Registration with DEFRA may be required (and anyone keeping poultry is encouraged to do so too) and check the DEFRA web site regularly for the current requirements.

## **17 Mental Health and Wellbeing**

Mental health includes an individual's emotional, psychological, and social well-being. It affects how people think, feel, and act. It also helps determine how pupil, staff and other people handle stress, relate to others, and make choices.

The Trust and academy leaders will promote positive mental health in the workplace by:

- Training and supporting Mental First Aiders in the work place,
- Using the HSE Management Standards across the Trust to highlight areas of stress factors and work with staff and managers to review current working practice.
- Promoting and using the [ACAS framework](#) for positive mental health at work

## **18 Individual Academy Policy Arrangements**

**[Name of Academy] Procedures and Arrangements**

The following procedures and arrangements have been adopted to ensure compliance with the Trust's Statement of Intent. All up to date guidance can be found on the Norfolk LA [HRInfospace](#) and/or Trust templates provided under the appendices to this policy.

### **Lead Governor for Health and Safety**

The lead governor with responsibility for scrutiny of health and safety performance is Fiona Wilson

### **Risk Assessment:**

#### **General Risk Assessment**

General Risk Assessment will be coordinated by the Site Manager in liaison with the Academy Business Manager at either Harleston Primary Academy or Archbishop Sancroft High School following guidance and templates available. They will be responsible for ensuring the actions required are implemented (see appendices HS01,HS01a&HS07)

#### **Fire Safety**

A fire risk assessment will be carried out and local fire safety procedures developed for the premises by the Site Manager in liaison with the Academy Business Manager at either Harleston Primary Academy or Archbishop Sancroft High School following the guidance and templates available (see appendices HS04/a/b) A copy of the competency questionnaire (HS04a) is completed and held with the risk assessment

#### **Manual Handling**

Manual handling risk assessments will be carried out by the Site Manager in liaison with the Academy Business Manager at either Harleston Primary Academy or Archbishop Sancroft High School following guidance and templates available (see appendices HS16 a-c).

#### **Computers and Workstations**

Computer and workstation risk assessments will be carried out by the Site Manager in liaison with the Academy Business Manager at either Harleston Primary Academy or Archbishop Sancroft High School following guidance and templates available (see appendix HS15/15a).

#### **Hazardous Substances**

The Site Manager in liaison with the Academy Business Manager at either Harleston Primary Academy or Archbishop Sancroft High School will identify hazardous substances for which no generic assessment exists in the Codes of Practice mentioned below, following guidance and templates (see appendix HS17) available.

#### **Violence to Staff**

Assessment of the risks of violence to staff will be carried out by the Head Teacher following



guidance and templates available (see appendix HS18). This assessment cross-refers to the academy's behaviour policy.

### **Lone Working**

Assessment of the risks of lone working staff will be carried out by the Site Manager in liaison with the Academy Business Manager at either Harleston Primary Academy or Archbishop Sancroft High School following guidance (Trust Lone Working Policy) and templates available (see appendix HS18).

### **Risk Assessment of Curriculum Activities**

Risk Assessments for curriculum activities will be carried out by relevant Heads of Department/Heads of Faculty using health and safety curriculum Codes of Practice available.

### **Caretaking Code of Practice**

Assessment of the risks to Caretakers will be assessed by the Site Manager in liaison with the Academy Business Manager at either Harleston Primary Academy or Archbishop Sancroft High School following the Caretaking Code of Practice guidance available (see appendix HS06).

### **Driving for Work**

Assessment of the risks of driving for business will be carried out by the Head Teacher following guidance and templates available (see appendix HS19).

### **Handling Money**

Assessment of the risks of handling money (not applicable) will be following guidance and templates available.

### **Home Working**

Assessment of the risks of staff working from home will be carried out by the Head Teacher following guidance and templates available.

### **Consultation with Employees**

Union-appointed safety representatives are not in place

Consultation with employees not represented by a union is provided through the Head Teacher

### **Safe Plant and Equipment**

Plant and equipment will be inspected, maintained and, where necessary, tested by appropriate contractors (KERSHAW'S) appointed by the Trust.

Routine local testing of emergency lighting, fire alarm call points, flushing of infrequently used water outlets and monthly water temperature monitoring will be carried out by the caretaker/site manager.

Any problems or defects regarding plant and equipment should be reported to The Site Manager

### **Cleaning arrangements**

The academy is cleaned by our own team of cleaners following guidance set out in the Trust approved Cleaning Policy

Safe working procedures for cleaning staff are devised by the Site Manager.

These procedures are held with the Site Manager

Problems relating to cleaning are dealt with by The Site Manager

### **External lettings**

External lettings are dealt with by the Site Manager and Amanda Tricker

Where necessary, health and safety information will be passed on to the letting group's e.g. contact personnel, safety rules, emergency procedures, hazard reporting etc.

### **Information, Instruction and Training**

#### **Information and Advice**

A [Health and Safety Law Poster](#) is displayed in the reprographics room.

Health and safety advice is available from the Headteacher/Principal/health and safety coordinator/Sharon Money [sharon.money@donesc.org](mailto:sharon.money@donesc.org) 01603 882329

#### **Health and Safety Training:**

##### **Induction**

Health and safety induction training will be provided for all new employees and for work experience placement students by the Site Manager in liaison with the Academy Business Manager at either Harleston Primary Academy or Archbishop Sancroft High School following guidance and templates available. This covers the following areas as a minimum:

- Fire arrangements for the workplace, including assembly point, exit routes, fire alarm sounder and specific details as they relate to the premises.
- First aid arrangements – first aid contacts and location of first aid equipment.
- Details of asbestos containing materials which are relevant to the place(s) of work
- Welfare facilities – toilets, kitchen, rest areas.
- Incident reporting requirements.
- Display Screen Equipment assessment/home working if applicable
- Staff responsibilities (general, specific arrangements such as checking portable electrical equipment using the checklist, responsibility for pupil safety in lesson planning and delivery).
- Relevant risk assessments which apply to the work and safe working practice

- Arrangements for competency development such as mentoring, job shadowing, training courses and what work tasks cannot be carried out until the required competency level is achieved.
- Means to report building defects and Premises Headteacher/Principal/line manager information.
- Premises security and any lone working requirements.
- Pupil safety and safeguarding

Short health and safety e-learning modules are provided which cover core subjects including manual handling, display screen equipment and fire. Use of these courses may not necessarily replace the need for staff to attend a formal training course or receive further instruction and information, for example, lifting techniques for manual handling.

Staff and governors named below have received or will receive health and safety training in the following areas:

### **Strategic Health and Safety Management and Premises Management Training**

- Health and Safety Awareness for Governors: The Governor responsible for Health & Safety
- Health and Safety Management for Headteacher/Principals: Head Teacher Hannah Holgate
- Health and Safety for Managers: Site Manager & Academies Business Manager
- Premises Management 1 – General: Site Manager & Academies Business Manager
- Premises Management 2 – Asbestos: Site Manager & Academies Business Manager
- Premises Management 3 – Fire Safety Risk Assessment: Site Manager & Academies Business Manager
- General Risk Assessment: Site Manager & Academies Business Manager

### **Curriculum/Subject Specific Health and Safety Training**

#### **Primary and Secondary PE and School Sport**

- Risk Management in PE (primary and secondary subject leaders): Stacey Street/Bev Beaumont/Mel Stead
- Ensuring Pupils are Safe in PE (primary teachers and coaches): Stacey Street/Bev Beaumont/Mel Stead
- Norfolk/ Suffolk PE Teaching Competence Standards (NPETCS) (primary support staff and cover supervisors): Stacey Street/Bev Beaumont/Mel Stead
- Safe Supervision of Swimming: Tim Millett(ASHS), Karen Poll and Becky Gower

#### **Occupational Risks**

- First Aid at Work: Bev Beaumont, S Carter, V Gateshill, M Stead
- Emergency First Aid at Work: All support staff trained or will be trained as soon as possible after starting
- Paediatric First Aid (for schools with children up to age 5): B Beaumont, E Ingram, V Schofield
- Moving and Handling of Disabled Pupils: Laura Botwright
- Musculoskeletal Injuries Rehabilitation Scheme Referral Managers Training: Academies Business Manager – Jenny Pringle
- Norfolk Steps training: Laura Botwright
-

### **Caretaking/Site Management**

- IOSH Working Safely : Site Manager
- Ladder Use and Inspection : Site Manager
- Health and Safety Workshop (COSHH): Site Manager, Daphne Bye, Gemma Binns, Carol Bullen. Sydney Gray, Gemma Patnell, Jenny Pringle

### **Health and Well-Being**

- Well-Being Facilitators: Alison Brown, Jason Mullen and Beverley Beaumont
- Mental Health First Aider: Alison Brown

### **Minibuses**

- Approved Minibus driver training: Sam Carter

### **Training Records and Training Needs Identification**

Health and safety training records are held by: Office – Amanda Tricker

Training needs will be identified, arranged and monitored by: Office – Amanda Tricker/ Site Manager & Academies Business Manager Jenny Pringle

### **Incident Reporting and Investigation**

All accidents and cases of work-related ill health involving employees (or non-employees where the injury is potentially caused by a deficiency in activity, equipment or premises must be recorded and reported to the Trust (see Section 4 and Appendix HS09) Forms should be completed on line.

Minor injuries to non-employees (i.e. pupils and visitors) where first aid is given will be reported on the First Aid Record of Treatment form. These forms are kept at: school office

Site Manager / Academies Business Manager/ Assistant Head will investigate all incidents and act on findings to prevent a recurrence. An on-line incident reporting form must be completed for Trust records.

### **First Aid**

First aid boxes are kept in all classrooms and Medical room

The following employees are available to provide first aid: as listed above

### **Supporting Pupils with Medical Conditions**

Prescribed medication will be administered to pupils following the Trust approved core policy

All First Aid trained staff are responsible for management of administration of medicines to pupils following the Trust approved core policy for Administration of Medicines to Pupils

## **Site Security and Visitors**

All visitors must report to the reception where they will be asked to sign the visitors book and wear a visitors' badge.

## **On-Site Vehicle Movements**

The risks of persons and vehicles coming into contact will be controlled by the following measures: Buses delivering and collecting students is supervised.

## **Selection and Management of Contractors / Construction & Refurbishment works**

Contractors and Construction Projects are selected approved and managed by the Trust. Guidance and templates available (Section 5 and Section 8).

## **Management of Asbestos**

The asbestos register and asbestos management plan (HS20) is held at: The school office

The Site Manager is responsible for ensuring that contractors who may be working in areas where asbestos has been identified sign the register and that any changes to the register are notified to the Trust (email [fiona.garner@donesc.org](mailto:fiona.garner@donesc.org) ).

## **Educational Visits**

Educational Visits

The academy's Educational Visit Coordinator is: Sam Carter

The academy utilises the advice and procedures for Educational Visits provided by Norfolk County Council/EVOLVE

## **Occupational Health**

Access to occupational health services is via Workplace Health&Wellbeing NNUH

## **Emergency Procedures – Fire and Evacuation**

Escape routes are checked weekly by The Site Manager

Fire extinguishers are maintained and checked every year by Flameskill

Alarms are tested every Monday at 7.30am by The Site Manager.

Emergency evacuation procedures will be tested once every term.

## **Monitoring**

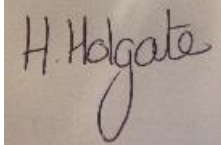
Routine inspections of the premises to ensure safe working practices are being followed will be carried out by The Site Manager

Inspections of individual departments and specific work areas will be carried out by Heads of Department or nominated staff.

### Review of Policy

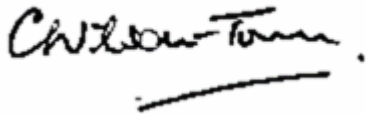
This policy will be reviewed annually.

**Headteacher/Principal signature and date:**

A rectangular box containing a handwritten signature in black ink that reads "H. Holgate".

**03/03/2021**

**Chair of Local Governing Body signature and date:**

A handwritten signature in black ink that reads "C. Wilson-Turner" with a horizontal line underneath.

**03/03/2021**

## **19. COVID 19 GUIDANCE AND TEMPLATES TO BE USED DURING THE PANDEMIC**

19.1 All academies are required to follow the current COVID 19 risk assessment guidance and templates found on the [Norfolk LA HR Infospace portal](#) apart from the process covering Case Management which is outlined in 19.2. The Trust will disseminate updates and current government information to all academies via the headteacher on an ongoing basis during the pandemic.

19.2 Confirmed Covid 19 tests on employees and pupils must in the first instance be reported to the Trust who as the employer are responsible for reporting RIDDOR reportable cases to the HSE. Academies should use the Trust flowchart Appendix HS21.

## List of Appendices for Trust Health and Safety Policy

<b>Appendix Form number and name</b>	<b>Version</b>	<b>Date Reviewed</b>
HS01 General Risk Assessment Checklist	2	October 2020
HS01a Risk Assessment Template	1	October 2018
HS02 List of recognised TU H&S representatives	3	October 2020
HS03 Incident & High Priority Contact information	4	October 2020
HS04 Fire Risk Assessment	3	October 2018
HS04a Fire Risk Assessor Competency questionnaire	1	October 2020
HS04b Fire log	1	October 2020
HS04c Fire Evacuation Plan – simple premises	1	October 2020
HS05 PEEP form pupils	2	October 2020
HS05a PEEP self-assessment form staff/students	1	October 2020
HS06 Caretaking Code of Practice	2	April 2017
HS07 Inspection Checklist for Premises	4	October 2020
HS08 Health and Safety HT Annual Report	3	October 2020
HS09 Incident Report Form for Academies	3	October 2020
HS10 First Aid in Educational Establishments	4	September 2020
HS10a First Aid Needs Assessment	1	September 2020
HS11 Permit to Work (if not arranged through Kershaws/Trust)	3	October 2020
HS12 Safe selection of contractors	3	October 2020
HS13 Asbestos Management in Schools	2	February 2017
HS13a Asbestos Management Plan and log book	1	October 2019
HS14 Pregnancy Risk Assessment template	3	October 2020
HS14a Guidance for New and Expectant Mothers	1	October 2020
HS15 DSE Risk Assessment template	1	October 2018

HS15a DSE Working from home	1	August 2020
HS16 Manual Handling Risk Assessment template	2	October 2020
HS16a Manual Handling Risk Assessment filter	1	October 2020
HS16b Manual Handling Guidance	1	October 2020
HS17 Hazardous Substance Risk Assessment template	1	October 2018
HS18 Security Checklist	1	October 2018
HS19 Driving Risk Assessment template	1	October 2018
HS20 Asbestos Management plan template	1	August 2020
HS21 Trust Reporting and Case Management	1	August 2020