Diocese of Salisbury
Academy Trust
'Beyond expectations for all of God's children'

Archbishop Wake
CE Primary School

Health and Safety Policy Manual

Policy Date: January 2026

Review Date: January 2027

This policy is to be adopted by each Academy and signed by the Headteacher:

Academy Name: Archbishop Wake CE Primary School and Nursery

Name: Daniel Carter *Signature:* *Date: January 2026*

worknest H&S

CONTENTS

1. INTRODUCTION 1

2. HEALTH AND SAFETY POLICY STATEMENT 5

3. ORGANISATION FOR HEALTH AND SAFETY 7

4. HEALTH AND SAFETY RESPONSIBILITIES 9

Trust 9
Headteacher 10
Head of Estates and Operations, Hub Business Managers and Premises Staff 11
Teachers 13
Pupils 14
Employees 15
Contractors 16
Visitors 17
WorkNest (Health and Safety Consultants) 18
Health and Safety Committee 19

5. HEALTH AND SAFETY RULES 21

General 22
Working Practices 22
Hazard / Warning Signs and Notices 22
Working Conditions / Environment 22
Protective Clothing and Equipment 22
Fire Precautions 23
Accidents 23
Health 23
Trust Transport 23
Rules Covering Gross Misconduct 24

6. ARRANGEMENT SUMMARY 26

Risk Assessments 26
Consultation with Employees 26
Building, Plant and Equipment Maintenance 26
Asbestos 26
Safe Handling and Use of Substances 26
Competency for Tasks 27
First Aid and Accidents 27
Fire 28
Educational Visits 28
Contractors and Safety 28

7. ARRANGEMENTS 30

Accident, Incident and Ill-Health Recording, Reporting and Investigation 30
Asbestos 33
Communication and Consultation 35
Contractors 36
Disabled Persons including Pupils with Special Educational Needs (SEN) 38
Display Screen Equipment 40
Driving 42
Drugs and Alcohol 44
Educational Visits 45
Electricity 46
Fire 48
Fireworks 55
First Aid 57
Gas Installations and Appliances 62

Hazardous Substances (COSHH) 64
Infection Control 67
Interactive Whiteboards 70
Legionnaires Disease 71
Lettings 72
Lifts 73
Lone Working 74
Manual Handling 78
Minibus 81
Needlestick or Sharps Injuries 86
New and Expectant Mothers 87
Outdoor Play Equipment 88
Personal Protective Equipment 91
Physical Education 92
Radon 94
Risk Assessment 95
Safeguarding 97
Site Access and Keyholders 99
Smoking 100
Stress 101
Supervision of Children 102
Supporting Pupils with Medical Needs 103
Swimming Pool 107
Temperature and Climate 112
Temporary Staff and Volunteers 114
Training 115
Violence to Staff 117
Visitors 118
Window Restrictors & Single Glazing 119
Work at Height 120
Work Equipment 122
Working Time Regulations 123
Workplace Transport 124

8. RISK ASSESSMENT 126

Risk Assessment 126
Fire Risk Assessment 131

9. MONITORING OF HEALTH AND SAFETY 135

Academy Standards and Ethos Committee 136
Headteacher 137
Hub Business Manager/Finance Officer 138
Caretaker 141
Cleaning Team 146
Template Health and Safety Committee Agenda 149

10. LEGAL EXPENSES INSURANCE 150

INTRODUCTION

1. INTRODUCTION

This Health and Safety Manual has been prepared by WorkNest on our behalf and with our involvement. It contains our Health and Safety Policy as required by the Health and Safety at Work Act 1974 and it defines the way we manage the health and safety hazards and risks associated with our business, premises, and activities.

The Diocese of Salisbury Academy Trust (DSAT) are committed to managing health and safety effectively to protect our employees and other persons with whom we interact because we recognise that we have not only a moral and legal duty but also that our employees are our greatest asset.

Our Health and Safety Policy Statement sets out our commitment and the objectives we aspire to in managing health and safety. It is signed by the most senior person in our organisation to demonstrate that our commitment is led from the top.

Our approach to managing health and safety will be pragmatic and proportionate and will be prioritised according to risk with the objective of maintaining continuous improvement. We accept that we cannot eliminate risk from everything we do but we can manage risk in such a way that exposure to hazards is controlled as far as is reasonably practical.

We recognise that improvement in health and safety will not happen by chance and that planning to manage using a systematic approach through risk assessment is a necessary first step and an ongoing process. In moving forwards, we will wherever possible eliminate risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated, they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection.

Our success in managing health and safety will be measurable and we look to establish performance standards against which we can monitor our progress to identify future actions to go into our improvement programme.

Based on our performance measurement in the form of accident monitoring, internal monitoring, and external audits we will review our health and safety arrangements periodically and at least annually. The results of our measurement will be recorded and presented in our Annual Report.

This Policy has been created by the named consultant from WorkNest with the co-operation of our staff. They have signed the Policy to confirm that at the time of creation it is suitable, sufficient, and relevant to our circumstances and operations. Our nominated responsible person has signed the Policy to confirm that it is a true reflection of the activities and operations that we undertake and the circumstances in which the Trust operates.

Creation Date	Signed on behalf of WorkNest	Confirmed
21/07/2021	L Tanner	Daniel Parker

POLICY REVIEW

This Health and Safety Policy will be reviewed annually by WorkNest Ltd in conjunction with our nominated responsible person.

As each review is completed it will be signed off by the consultant from WorkNest and confirmed by our nominated responsible person.

Review Date	Signed on behalf of WorkNest	Confirmed
16/09/22	L Tanner	Daniel Parker
04/09/23	L Tanner	Daniel Parker
28/11/24	Maria Leonard	Daniel Parker
24/12/25	Paul King	Daniel Parker

Review Date	Signed on behalf of WorkNest	Confirmed
29/01/26	Paul Simister	Matt Amos

DOCUMENT CONTROL

The electronic copy of the Health and Safety Policy provided by WorkNest will remain the controlled copy. Where further controlled copies are required then these should be issued accordingly and added to a register of controlled copies. Any amendments made to the policy will be provided for each of the controlled copies to ensure all controlled copies in circulation remain up to date.

If uncontrolled copies of the policy are printed either in whole or part, or if uncontrolled electronic copies are issued, then these will be clearly marked as an 'UNCONTROLLED COPY'.

Register

Copy Number or Reference	Location kept

AMENDMENT RECORD

Any amendments made to the Health and Safety Policy will be recorded below with information on changes made.

Where significant changes are to be made which could impact on the Trust or our pupils, we will consider the reasons for change, potential problems and how it will be implemented.

Date	Section	Ref /Title	Details of amendment made	Change made by
24/12/25	6 page 47	Electricity summary of key actions	Amendment made to the electricity section to reflect the requirement for swimming pools fixed wiring to be tested annually. To reflect this the following wording has been added: c) A swimming pool which should be tested annually.	Paul King
20/01/26	Page 50	Fire door checks	Grammatical change to reword the numbering of Fire doors.	Paul Simister
27/01/26	Page 94	Radon	New radon section added to policy	Matt Amos
27/01/26	Page 103	Supporting pupils with Medical needs	New policy wording update. Additional wording to include Administration of Controlled Medicines.	Matt Amos

LEGISLATION

Extracts of relevant legislation are provided for ease of reference on the WorkNest webpage. Full copies of relevant legislation are available on the Office of Public Sector Information web page (www.opsi.gov.uk) and the National Archives (www.legislation.gov.uk)

GUIDANCE

Guidance on a number of health and safety issues can be accessed by logging onto the WorkNest webpage which we hope you will find useful as a quick reference source.

Should you require further advice or assistance not available here then remember that advice on any health and safety issue is available from the **WorkNest** advice line - **Tel: 0345 226 8393.**

FORMS

Relevant forms and templates that may be utilised can be accessed by logging onto the WorkNest webpage.

POLICY STATEMENT

2. HEALTH AND SAFETY POLICY STATEMENT

The management of the Diocese of Salisbury Academy Trust (DSAT) recognises that it has a legal duty of care towards protecting the health and safety of its employees, pupils and others who may be affected by the Trust's activities.

In order to discharge its responsibilities, the management of the Trust will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at international, national and local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health and safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the Trust activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Signed: **Dated:** 26 January 2026

Chief Executive: Mark Lacey

Signed: **Dated:** 26 January 2026

Chair of Trust: Sian Thornton

ORGANISATION FOR HEALTH & SAFETY

3. ORGANISATION FOR HEALTH AND SAFETY

The overall responsibility for health and safety rests at the highest management level. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

This part of our policy allocates responsibilities to line managers to provide a clear understanding of individuals' areas of accountability in controlling factors that could lead to ill health, injury, or loss. Managers are required to provide clear direction and accept responsibility to create a positive attitude and culture towards health and safety.

The following positions have been identified as having key responsibilities for the implementation of our health and safety arrangements:

Trust
Headteacher
Head of Estates and Operations
Hub Business Manager
Teachers
Pupils
Employees
Contractors
Visitors
WorkNest
Health and Safety Committee

HEALTH AND SAFETY RESPONSIBILITIES

4. HEALTH AND SAFETY RESPONSIBILITIES

The Governors, Headteacher, senior staff and designated health and safety staff will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this all staff and pupils must be aware of their own and others personal safety in any of the Trust's activities, both on and off site.

Trust

The Trust has the ultimate responsibility for the Health and Safety of the Trust. It discharges this responsibility via the Headteacher.

The Trust has nominated Patrick Jarman as the Trustee with special responsibility for health and safety.

The Trust will ensure that:

- they provide a lead in developing a positive Health and Safety culture throughout the Trust
- any decisions reflect its Health and Safety intentions
- adequate resources are available for the implementation of Health and Safety
- an effective management structure for the implementation of Health and Safety is established
- they will promote the active participation of employees in improving Health and Safety performance
- they review the Health and Safety performance of the Trust annually and plan safety improvements for the following year.

Headteacher

The Headteacher has overall responsibility for ensuring compliance with Health and Safety legislation in the day to day running of the Trust but delegates the responsibility for implementation to relevant Support Staff - Hub Business Managers, Finance Officers and premises staff, as well as teachers and teaching assistants.

The Headteacher will ensure that:

- our Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- a health and safety plan of continuous improvement is created and the Trustees monitor progress against agreed targets
- suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- senior management designated with health and safety responsibilities are provided with support to enable health and safety objectives to be met
- a positive health and safety culture is promoted and that senior leadership develop a pro-active safety culture which will permeate into all activities undertaken and reach all personnel
- a system of communication and consultation with employees is established
- effective training programmes have been put into place
- an annual report on the safety performance of the school is presented to the Academy Standards and Ethos Committee

Head of Estates and Operations, Hub Business Managers and Premises Staff

Hub Business Managers, and Premises Staff, as people with special responsibility for health and safety will ensure that:

- the Academy Standards and Ethos Committee (ASEC), the Headteacher and the Health and Safety Committee are advised of relevant changes in health and safety legislation, codes of practice and Department for Education standards
- risk assessment requirements are co-ordinated, and the implementation of any action required is monitored
- risk assessments are reviewed regularly, and any changes are brought to the attention of staff who may be affected
- regular Health and Safety Committee meetings are held where health and safety issues can be raised and discussed
- they provide advice on health and safety training requirements
- details of accidents, dangerous occurrences or diseases that are notifiable are reported to the Enforcing Authorities
- they investigate and record accident investigations
- contact with external organisations such as the emergency services is co-ordinated
- health assessment requirements are identified and advised to management
- the schedule of statutory examinations of plant, equipment and vehicles is maintained
- premises, plant, equipment and Trust vehicles are maintained in a safe condition
- adequate arrangements are in place to ensure the security of the schools, the staff, visitors and pupils
- adequate arrangements for fire and first aid are established
- welfare facilities provided are maintained in a satisfactory state
- contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures.
- health and safety notices are displayed

Hub Business Managers, Finance Officers and Premises Staff will ensure that:

- they actively lead the implementation of our Health and Safety Policy
- they supervise staff to ensure that they work safely
- safe systems of work are developed and implemented
- risk assessments are completed, recorded and regularly reviewed
- accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported

- they communicate and consult with staff on health and safety issues
- they encourage staff to report hazards and raise health and safety concerns
- safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented
- personal protective equipment is provided, staff instructed in its use and that records are kept
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- agreed safety standards are maintained particularly those relating to housekeeping
- health and safety rules are followed by all.

Teachers

Teachers will ensure that in their areas of responsibility:

- they actively lead the implementation of the Health and Safety Policy
- they supervise their staff and pupils to ensure that lessons and activities are carried out safely
- safe teaching practices are developed and implemented
- risk assessments are completed, recorded and regularly reviewed
- accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported to the Headteacher
- they communicate and consult with staff on health and safety issues
- they encourage staff and pupils to report hazards and raise health and safety concerns
- safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
- issues raised by anyone concerning safety are thoroughly investigated and, when necessary, further effective controls implemented
- equipment is maintained in a safe condition
- personal protective equipment where required is provided and that staff and pupils are instructed in its use
- any safety issues that cannot be dealt with are referred to the Headteacher for action
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- agreed safety standards are maintained, particularly those relating to housekeeping
- all relevant safety documents including CLEAPSS, DfE Guides, etc. are maintained and made available to all employees
- health and safety rules are followed by all staff and pupils.

Pupils

All pupils will be instructed to:

- co-operate with teachers and Trust staff on health and safety matters
- not interfere with anything provided to safeguard their own health and safety or the safety of others
- take reasonable care of their own health and safety; and report all health and safety concerns to a teacher.

Employees

All employees must:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- comply with the Health and Safety Policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks
- use all equipment, safety equipment, devices and protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all accidents to their supervisor whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

Contractors

All contractors must:

- take reasonable care of their own safety
- take reasonable care of the safety of pupils, Trust staff and others affected by their actions
- observe the safety rules of the Trust
- submit their health and safety policy and relevant risk assessments to the Trust for approval
- comply with and accept our health and safety policy, if they do not have one
- dress appropriately, sensibly and safely when on Trust premises and for the task being undertaken
- conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks
- use all equipment, safety equipment, devices and protective clothing as required by the Trust and as indicated in the risk assessment for the task
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition, not use any defective equipment and ensure that any portable electrical equipment bears a current test certificate
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all incidents to their supervisor and to the Trust whether an injury is sustained or not
- ensure that their employees only use equipment for which they have been trained
- attend as requested any health and safety training course
- observe all agreed procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and not obstruct fire exit routes or inhibit fire alarm sensors or devices
- provide adequate first aid arrangements unless otherwise agreed with the Trust.

Visitors

- All visitors are required to sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the Trust.

- Hirers of the Trust premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to health and safety when making the booking.

- Whilst on site, all visitors and contractors must wear a visitor's badge. Cleaning contractors' employees must wear an identifiable uniform or an identity badge at all times. Temporary teaching staff on cover duties will be required to record their presence by reporting to reception.

- If a member of staff meets someone on site who they do not recognise and is not wearing a visitor's badge, they should, if they do not feel threatened, enquire if the person needs assistance and accompany them either to the reception or off the site, as appropriate.

- If an intruder is uncooperative about going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone.

WorkNest (Health and Safety Consultants)

WorkNest, in agreement with management, provides us with the following services:

- A general risk assessment in the first part of the contract that forms the basis of our risk management programme and helps us plan our future actions to reduce risk
- Development of our documentation throughout the period of our contract and keeping it updated for:
    - changes in Health and Safety legislation relevant to us
    - organisational changes which affect our management system
- A consultant visit to train senior leaders and to support our implementation of this Policy by:
    - assisting us to complete specific risk assessments
    - providing further training, as agreed, on relevant agreed topics
    - reviewing and auditing our health and safety procedures and legal compliance
    - providing advice on implementing changes and system procedures

WorkNest is also contracted to:

- fulfil the role of 'Competent Person', providing advice and assistance on Health and Safety issues
- provide for us a telephone advisory service - available 24 hours per day, 365 days of the year
- provide crisis help if we have a serious accident or incident involving the Enforcement Authorities
- provide legal fees insurance, the terms of which are defined in our insurance policy document
- provide briefings to help keep us up to date with new and forthcoming legislation.

Health and Safety Committee

The Trust Board discharge the majority of its health and safety responsibilities through its Resources Committee. Aspects of health and safety management and monitoring are delegated through the Scheme of Delegation to the Academy Standards and Ethos Committee (ASEC). For each school the ASEC is asked to designate a Health and Safety lead from within their team as set out in the Terms of Reference for ASECs in the Trust's Scheme of Delegation.

The school Health and Safety Committee meets three times per year (once per term). The first meeting is held following the Health and Safety Audit (or Audit Review) in Term 2 for the purpose of receiving reports. Meetings two and three should include internal and external site walks, a review of outstanding audit actions and the reporting of any new concerns. Site walks arranged in the Spring and Summer terms are expected to be held in January/February and early June and should include the Health and Safety Lead governor and at least two other members of the Health and Safety Committee. In between formal monitoring of Health and Safety, all staff and governors are responsible for reporting issues of concern to the Headteacher, Site Manager and/or Hub Business Manager at the earliest opportunity.

The Health and Safety Committee will:

- consider and support the Trust's policies for health, safety and welfare and assist in monitoring and reviewing their effectiveness
- consider forthcoming legislation and assess its implications and where necessary to recommend the establishment of rules or the review of existing procedures of any Trust activity
- promote health and safety communication and training in the organisation at all levels
- receive detailed reports of investigations into all reportable accidents, dangerous occurrences and cases of reportable diseases to consider the effectiveness of any action taken to prevent future similar accidents
- receive a list of all other recorded accidents or occurrences and to consider the effectiveness of any remedial action taken to prevent future similar incidents
- consider reports of internal and external monitoring of the Trust
- ensure trends in accident statistics are identified and to make recommendations for action
- keep under review communications and publicity relating to health, safety and welfare and where necessary to recommend any improvements or changes
- consider reports provided by inspectors of the enforcing authority under the Health and Safety at Work Act 1974, or any other relevant enforcement authority
- consider relevant health, safety and welfare matters raised by members of the Resources Committee.

HEALTH AND SAFETY RULES

5. HEALTH AND SAFETY RULES

This section of our Health and Safety Policy specifies the rules laid down for the attention of all employees. These rules are prepared in accordance with legal requirements and acknowledged safe working practices. In addition to the legal duty imposed upon employees to comply with these rules, failure to observe them will be considered to be a breach of the contract of employment and will result in disciplinary action being taken.

Employees are reminded that a breach of health and safety legislation by an employee is a criminal offence and action taken by an Enforcing Officer against an individual may result in heavy penalties.

Safety rules may vary depending upon the nature of work and the circumstances; therefore, the overriding requirement is that employees are expected to act in a sensible manner and adhere to verbal instructions given by leadership.

General

- It is the duty of all employees to co-operate with the Board of Trustees in fulfilling our legal obligations in relation to health and safety.
- Employees must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.
- Employees are required to notify to management of any unsafe activity, item or situation.

Working Practices

- Employees must not operate any item of plant or equipment unless they have been trained and authorised.
- Employees must make full and proper use of all equipment guarding.
- Employees must not clean any moving item of plant or equipment.
- Employees must not make any repairs or carry out maintenance work of any description unless authorised to do so.
- Employees must use all substances, chemicals, liquids etc, in accordance with all written instructions.
- Employees must not smoke except in prescribed areas.

Hazard / Warning Signs and Notices

- Employees must comply with all hazard/warning signs and notices displayed on the premises.

Working Conditions / Environment

- Employees must make proper use of all equipment and facilities provided to control working conditions/ environment.
- Employees must keep stairways, corridors, classrooms and work areas clear and in a clean and tidy condition.
- Employees must dispose of all rubbish, scrap and waste materials using the facilities provided.
- Employees must clear up any spillage or liquids in the prescribed manner.
- Employees must deposit all waste materials and substances at the correct disposal points and in the prescribed manner.

Protective Clothing and Equipment

- Employees must use all items of protective clothing/equipment provided as instructed.
- Employees must store and maintain protective clothing/equipment in the approved manner.
- Employees must report any damage, loss, fault or unsuitability of protective clothing/equipment to their supervisor.

Fire Precautions

- Employees must comply with all laid down emergency procedures.
- Employees must not obstruct any fire escape route, fire equipment or fire doors.
- Employees must not misuse any firefighting equipment provided.
- Employees must report any use of firefighting equipment to their supervisor.

Accidents

- Employees must seek medical treatment for work related injuries they receive by contacting a designated first aider. Upon returning from treatment, they must report the incident to their supervisor.
- Employees must ensure that any accident or injury treatment is properly recorded in the Accident Book.
- Employees must notify management of any incident in which damage is caused to property.

Health

- Employees must report to management any medical condition or medication which could affect the safety of themselves or others.
- Employees must co-operate with the management on the implementation of the medical and occupational health provisions.

Trust Transport

- Drivers must carry out prescribed checks of vehicles prior to use and in conjunction with the laid down checking procedure.
- Employees must not drive or operate any vehicles for which they do not hold the appropriate driving licence or permit.
- Employees must not carry unauthorised passengers or unauthorised loads.
- Employees must not use vehicles for unauthorised purposes.
- Employees must not load vehicles above the stated capacity.
- Employees must not drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability.
- Employees must not drive whilst using a mobile phone or any other electronic device.

Rules Covering Gross Misconduct

An employee will be liable to summary dismissal if they are found to have acted in any of the following ways:

- a serious or wilful breach of Safety Rules
- unauthorised removal or interference with any guard or protective device
- unauthorised operation of any item of plant or equipment
- unauthorised removal of any item of first aid equipment
- wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work
- unauthorised removal or defacing of any label, sign or warning device
- horseplay or practical jokes which could cause accidents
- making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence
- misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment
- deliberately disobeying an authorised instruction
- Misuse of chemicals or substances.

ARRANGEMENT SUMMARY

6. ARRANGEMENT SUMMARY

Risk Assessments

Risk assessments will be undertaken by:

Classroom:	Headteacher/Nominated Person
Maintenance:	Headteacher/Nominated Person
Cleaning:	Headteacher/Nominated Person
Educational Visits:	Educational Visits Co-ordinator

Consultation with Employees

Health and Safety Committee Representatives are:

Headteacher, Hub Business Manager/Finance Officer, Caretaker, Staff representative

Building, Plant and Equipment Maintenance

The person responsible for the maintenance of plant and equipment is:

Headteacher/Nominated Person

Asbestos

The responsible person in control of asbestos in Trust is:

Headteacher/Nominated Person

The asbestos register is located:

Office

Safe Handling and Use of Substances

The person responsible for identifying hazardous substances and obtaining Data Sheets is:

Maintenance:	Headteacher/Nominated Person

Cleaning:	Headteacher /Nominated Person
Classroom:	Headteacher/Nominated Person

Competency for Tasks

Induction training is the responsibility of:

Headteacher

First Aid and Accidents

The First Aiders are:

Multiple employees, refer to Notice board on list of First aiders

First Aid Boxes can be found at:

First Aid Room or Office

The Accident Book is located:

Admin Office

The persons responsible for RIDDOR notifications are:

Headteacher

Fire

Escape routes and exits are checked by:

Headteacher

Alarms are tested weekly by:

Nominated Person

Fire drills are organised termly by:

Headteacher

Educational Visits

The person responsible for co-ordinating educational visits is:

Educational Visits Co-ordinator

Contractors and Safety

The person responsible for approving contractors who work within Trust is:

Headteacher or a Trust representative

ARRANGEMENTS

7. ARRANGEMENTS

Accident, Incident and Ill-Health Recording, Reporting and Investigation

This policy sets out the procedures that are to be followed when any employee, pupil, visitor or contractor has an accident, near miss or dangerous occurrence on the Trust's premises.

Employees who develop a work-related illness must also report via these procedures.

Definitions:

An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.

A **near miss** is an unplanned event that does not cause injury or damage but could do so.

A **work-related illness** is illness that is contracted by an employee through the course of work as a result of activities carried out by the Trust.

The Accident Book

All accidents resulting in personal injury must be recorded on an Accident Report Form (in the Accident Book).

Completed Accident Report Forms will be stored to comply with the requirements of the Data Protection Act.

Completed Accident Report Forms will be reviewed regularly by the Headteacher to ascertain the nature of incidents that have occurred in the Trust. This review will be in addition to any investigation of the circumstances surrounding each incident.

All near misses must also be reported to the Headteacher as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Employees must ensure that they are aware of the location of the accident book and the process for recording accidents.

Reporting Requirements

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Specified injuries including the following reportable events must be reported by the quickest means practicable, usually the telephone:

- Death
- A specified injury to an employee as detailed in regulation 4
- An injury to a non-employee where that person is taken directly to hospital for treatment as a result of their injury
- Any dangerous occurrence
- Any employee diagnosed by a qualified medical practitioner as suffering from a disease specified in the Regulations

- Any employee diagnosed with a cancer caused by work-related exposure to a known carcinogen or mutagen.

Incapacitation for work of a person for more than 7 consecutive days as a result of an injury caused by an accident at work must be notified within 15 working days.

To calculate whether the absence classifies as 'over 7-day':

- exclude the day of the incident if they went home or did not return to work on the day
- include weekends, bank holidays and weekdays (whether the person would normally work on them or not).

Example: *If a person has an accident on Friday and comes back to work the following Friday, then count Saturday, Sunday, Monday and Tuesday etc but this is still only 6 days; however, if their next day of work is the Monday it would count as 9 days and would be reportable.*

Non-Consensual Violence

Major or over 7-day injuries to people at work arising from non-consensual violence are notifiable.

Reporting of accidents involving Pupils or visitors

If a pupil or visitor has an accident this must be reported if:

- the person involved is killed or taken to hospital and;
- the accident arises out of or in connection with a work activity

Examples of 'in connection with a work activity' are:

- work organisation – supervision of a field trip
- plant or substances – lifts, machinery, experiments
- condition of premises, playgrounds, play or PE equipment
- sports activities as part of the curriculum where there is death or hospitalisation
- playground accidents due the condition of the premises or inadequate supervision.

For further advice on injuries, diseases or dangerous occurrences requiring notification please contact the **WorkNest Advice Line. (Tel: 0845 226 8393).**

Contact details for the Health and Safety Executive are:

Tel: 0345 300 9923 (Monday to Friday 8:30am to 5:00pm)

Website: www.hse.gov.uk

Information on notifications to the enforcing authority must also be sent to WorkNest Ltd.

The completed report form should be kept with other accident records and documents on the accident investigation.

Forms are kept to advise the insurers of a potential claim and to present to the Enforcing Authority in the event of an investigation.

Records are to be kept for 3 years from the date of the incident.

Investigation

All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated:

- to ensure that all necessary information in respect of the accident or incident is collated
- to understand the sequence of events that led to the accident or incident
- to identify the unsafe acts and conditions that contributed to the cause of the accident or incident
- to identify the underlying causes that may have contributed to the accident or incident
- to ensure that effective remedial actions are taken to prevent any recurrence
- to enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
- to enable all statutory requirements to be adhered to.

The investigation will include obtaining signed witness statements, photographs and drawings as appropriate.

Asbestos

The Trust will protect employees, pupils and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.

This will be achieved by minimising exposure through the management of asbestos-containing materials in Trust premises by the following arrangements.

Assessment

The premises will be surveyed to determine whether asbestos-containing materials are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary.

The amount and condition of the asbestos-containing material will be assessed and measures will be identified to ensure that airborne asbestos fibres are not present or formed in the workplace.

A Written Plan

A written plan or register that sets out the location of the asbestos-containing material and how the risk from this material will be managed will be prepared and steps will be taken to put the plan into action. The plan or register will be made available and the arrangements will be reviewed at regular intervals or when there has been a significant change to the organisation or personnel.

Access to Asbestos-containing Materials

Access to asbestos-containing materials in the premises will be controlled so as to prevent inadvertent disturbance of the material and the release of asbestos fibres. Procedures will be put in place to ensure that anyone liable to disturb asbestos-containing materials is made aware of their location.

Monitoring and Maintenance

The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate.

Training and Information

Employees who may come into contact with asbestos containing materials (ACM's) through the course of their work will receive adequate training and information such that they can recognise potential ACM's and know what precautions to take.

Asbestos-related Emergencies

Procedures to deal with asbestos-related incidents will be put in place (including the provision of information and warning systems) unless there is only a slight risk to the health of employees, pupils and others.

Arrangements for Controlling Work on Asbestos

Any work on, or removal of, asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres.

Work with asbestos and asbestos-containing materials is to be carried out by a licensed contractor (licensed by the HSE) unless the work is exempted from the requirement for licensing.

Selection and Control of Contractors to Work on Asbestos-containing Materials

When contractors are engaged to work on Trust premises, adequate steps will be taken to ensure the contractors are competent and have sufficient skills and knowledge to do the job safely and without risks to health.

Only contractors licensed by the HSE will be used for the removal of asbestos-containing materials, unless the work involves the removal of materials in which:

- asbestos fibres are firmly linked in a matrix
- the exposure during the removal process is likely to be sporadic or of low intensity

Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the Control of Asbestos Regulations 2012.

Procedures for Dealing with Health and Safety Issues

Where an employee raises a health and safety problem related to work with asbestos, the Trust will:

- take all necessary steps to investigate the circumstances
- take corrective measures where appropriate
- advise the employee of actions taken.

Where a problem arises relating to the condition of, or during work on, asbestos-containing material, the employee must inform the Finance Officer/Hub Business Manager/Caretaker and in the case of an accident or emergency, respond quickly to ensure effective treatment.

Communication and Consultation

It is a legal requirement for the Trust to establish arrangements to communicate and consult with staff on issues affecting their health and safety and to take account of their views.

To achieve this objective we will:

- establish effective lines of communication

- involve and consult with staff through:
  - individual conversations
  - notice boards
  - internal publications
  - staff meetings
  - health and safety meetings.

- display the 'Health and Safety Law – What You Need To Know' poster

- consult with staff when changes to processes, equipment, work methods etc. are to be introduced that may affect their health and safety.

Where it is not practical to consult with all staff directly and it would be more appropriate to communicate and consult through employee representatives, we will arrange for representatives of employee safety to be elected.

The Trust will allow all representatives an appropriate amount of time away from their normal duties in order to complete their duties as representatives. We will not hinder representatives in the execution of their normal functions as defined by law.

Contractors

When working on Trust premises it is considered that contractors are joint occupiers for that period and therefore, we have both joint liabilities in "common areas". In order to meet our legal obligations with regard to contractors we will ensure that prior to engaging any contractor they are competent and that any works are carried out safely.

The following factors will be considered as part of our procedures for vetting contractors:

- sight of the contractor's own safety policy, risk assessments, method statements, permits to work, etc as applicable
- clarification of the responsibility for provision of first aid and fire extinguishing equipment
- details of articles and hazardous substances intended to be brought to site, including any arrangements for safe transportation, handling, use, storage and disposal
- details of plant and equipment to be brought onto site, including arrangements for storage, use, maintenance and inspection
- clarification for supervision and regular communication during work including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury
- confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant)
- evidence showing that appropriate Employers and Public Liability Insurance is in place

Clearly, it will not be necessary to go to such elaborate lengths if the contract is very short and will not create hazards of any significance. The complexity of the arrangements will be directly proportional to the risks and consequences of failure.

Similarly we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

We will stop contractors working immediately if their work appears unsafe. Staff should report any concerns to the Headteacher immediately.

Construction work and the Construction (Design and Management) Regulations 2015

Where any construction work is carried out, to fulfil our legal duties as a "client" under the Construction (Design and Management) Regulations 2015 we will:

- make suitable arrangements for the management of the project and review those arrangements throughout the project to ensure that they are still relevant
- ensure that all duty holders that we appoint have the necessary skills, knowledge and experience to carry out their roles safely
- appoint in writing the Principal Designer and Principal Contractor sufficiently early in the project to allow them to carry out their duties properly
- notify the HSE in writing for projects that require it

- ensure that relevant pre-construction information is passed to all designers and contractors
- ensure that the Principal Designer and Principal Contractor carry out their duties
- ensure that adequate welfare facilities are provided for the contractors
- ensure that no construction commences until an adequate health and safety plan and construction phase plan covering the work has been prepared
- ensure that any health and safety file passed to us is kept securely and readily available for inspection by anyone who requires it to fulfil their legal duties, and, if we choose to dispose of the building, to pass the file to any person or company who acquires the building.
- cooperate fully with all other duty holders and provide all relevant information and instruction promptly and clearly.

Disabled Persons including Pupils with Special Educational Needs (SEN)

The Trust will give full and proper consideration to the needs of disabled employees, pupils and visitors.

To achieve this, the Trust will:

- treat all disabled employees, pupils and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to the Trust's facilities
- ensure that risk assessments are undertaken of the special needs of the disabled and carry out reasonable adjustments to the premises and/or employment arrangements
- encourage employees with special needs to suggest any premises or task improvements to their line managers
- discipline any employees found treating their disabled colleagues with less than the expected standards of respect and dignity
- in an emergency evacuation, ensure suitable plans are in place which will assist disabled people to leave the premises swiftly.

Risk assessment of pupils with Special Educational Needs will consider:

- manual handling of pupils with physical disabilities
- pupils unable to recognise everyday hazards, communicate distress, or move around independently
- using mechanical aids and equipment
- using therapy and ball pools
- administering medical treatment and minimising the risk of infection
- management of difficult behaviour and the use of restraint
- lone working where an employee works on a one-to-one basis with a SEN pupil; and transport issues such as getting learning disabled or physically disabled pupils in and out of transport and making sure that access to the premises is appropriate.

When to assess

So far as is reasonably practicable risk assessments of the pupils with special education needs will be made:

- before pupils are admitted – this is a planning ahead exercise
- when planning educational activities both on and off site
- when planning and purchasing new facilities and when work practices are to be introduced or changed
- when deciding on a placement
- when an existing pupil develops a health need, e.g. after an operation, or where a significant change in their existing needs occurs
- when a pupil is to undertake work experience.

Display Screen Equipment

All reasonable steps will be taken by the Trust to secure the health and safety of employees and pupils who work with display screen equipment.

To achieve this objective the Trust will:

- identify those employees who are users as defined by the regulations, see below
- carry out an assessment of each user's workstation
- implement necessary measures to remedy any risks found as a result of the assessment
- provide adequate information and training to persons working with display screen equipment
- endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- review software to ensure that it is suitable for the task and is not unnecessarily complicated
- arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced
- arrange for the supply, at subsidised cost, any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment
- advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided
- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
- make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment.

'Users'

This policy is aimed at those who regularly use DSE:

a) for continuous periods of more than one hour *and*
b) for more than 2½ hours per day.

Typically, this will therefore apply to administrative functions, the teaching of computer skills and other prolonged users. Others who operate DSE, including pupils, should have a workstation which meets the standards set down in the regulations but are not entitled to financial contributions.

Employees must:

- comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided
- inform their manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially)

- report to their manager any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially).

Eye tests

Under the DSE regulations staff identified as DSE users are entitled to an eyesight test, every 2 years by a qualified optician (and corrective glasses if required specifically by the Optician for DSE use).

Summary of Key Actions

The key actions necessary to control the health and safety risks arising from the use of Display Screen Equipment (DSE) are to:

- identify all individuals who are classified as DSE 'Users'
- ensure risk assessments of DSE workstations been carried out using the Display Screen Equipment Workstation Assessment Form
- supply users with information and/or training on the safe use of Display Screen Equipment
- advise staff about setting up laptops on a suitable surface and the risks of working for prolonged periods
- ensure remedial actions identified by DSE risk assessments been carried out
- review risk assessments annually or sooner if significant changes have occurred.

Driving

The Trust is committed to reducing the risks to its staff, pupils and others when being driven in Trust minibuses or other such vehicles, and therefore will:

- ensure risk assessments are completed and that journeys are planned
- not put unreasonable time constraints on travel
- ensure drivers are competent and fit to drive
- provide any additional training that may be deemed necessary to reduce driving related occupational risks
- provide sufficient information and guidance for drivers to enable them to understand the additional occupational risks involved in driving
- require drivers to annually submit copies of their current driving licence
- provide adequate insurance for the vehicle, the driver, occupants and third parties
- maintain them to the required legal standard and ensure suitable for their purpose
- provide and maintain additional tools and equipment necessary for the purposes of the journey
- provide access to breakdown support and recovery
- provide no smoking signs for inside the vehicle
- ensure the vehicle carries a suitably equipped first aid box.

Drivers

Drivers will remain responsible for their safety and others and must comply with the Highway Code and Road Traffic Act.

It is the responsibility of drivers to inform the Transport Coordinator of:

- anything that could affect their driving e.g. health conditions or injuries, use of prescribed medication
- changes to licence such as limitations, offences recorded, period bans
- vehicle defects that affect ability / safety to drive
- any accidents / incidents that occurred whilst driving on behalf of the Trust

Before driving, drivers must:

- review the need to travel
- have a valid licence for the vehicle they are driving
- carry out a pre-use vehicle check
- allow sufficient time to drive allowing for traffic, poor weather and rest breaks

- ensure sufficient rest
- be physically fit, with zero alcohol level and not under the influence of drugs that may affect the ability to drive
- adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety.

Whilst driving, drivers must:

- drive in accordance with the applicable law and with consideration for the safety of passengers and other road users
- take regular rest breaks every 2-3 hours or at first signs of tiredness
- remain in control of the vehicle at all times
- not smoke
- not use a mobile phone or other electronic device.
- follow all safety instructions when taking their vehicle on board ferries, trains or other vehicle-carrying craft, including parking and leaving their vehicle on a vehicle deck and travelling in a designated passenger area while the craft is underway.

Drugs and Alcohol

Alcohol

Staff must not drink alcohol on Trust premises without express permission from a senior leader or trustee.

Any member of staff who is found consuming alcohol on Trust premises without permission or is found to be intoxicated at work will normally face disciplinary action on the ground of gross misconduct under the Trust's disciplinary procedure.

Drugs and medication

The possession, use or distribution of drugs for non-medical purposes on Trust premises is strictly forbidden and a gross misconduct offence, which will be dealt with under the Trust's Employment Manual.

If you are prescribed drugs by your doctor which may affect your ability to perform your work, you should discuss the problem with your manager.

If the Trust suspects there has been a breach of this policy or your work performance or conduct has been impaired through substance abuse, the Trust reserves the right to require you to undergo a medical examination to determine the cause of the problem.

Medical Examination

Existing and prospective members of staff may be asked to undergo a medical examination, which will seek to determine whether he/she has taken a controlled drug or has an alcohol abuse problem.

A refusal to give consent to such an examination or a refusal to undergo the screening will result in the immediate withdrawal of any offer made to prospective staff and will normally be treated as gross misconduct for current members of staff.

If, having undergone a medical examination, it is confirmed that you have been positively tested for a controlled drug, or you admit there is a problem, the Trust reserves the right to suspend you from your employment (with or without pay) to allow the Trust to decide whether to deal with the matter under the terms of the Trust's disciplinary procedure and/or to require you to undergo treatment and rehabilitation.

Reasonable Grounds

The Trust reserves the right to search you or any of your property held on Trust premises at any time if there are reasonable grounds to believe that this policy is being or has been infringed or for any other reason. If you refuse to comply with these search procedures, your refusal will normally be treated as gross misconduct.

The Trust reserves the right to inform the police of any suspicions it may have with regard to the use of controlled drugs by its employees on Trust premises.

Educational Visits

The Trust policy is to ensure that the safety of pupils, employees and others is managed to minimise risk as far as practicable and in developing its procedures is guided by the guidance and procedures issued by the Department for Education and the Outdoor Education Advisers Panel's Guidance for the Management of Outdoor Learning, Off-site visits and Learning Outside the Classroom.

The Trust has a separate Learning Outside the Classroom and Educational Visits Policy and Procedures which provides a fully detailed approach to this important area of health and safety management.

Electricity

All reasonable steps will be taken to secure the health and safety of employees, pupils and others who use, operate or maintain electrical equipment.

To ensure this objective the Trust will:

- ensure electrical installations and equipment are installed in accordance with the Wiring Regulations (BS 7671) published by the Institution of Engineering and Technology (IET)
- maintain the fixed wiring installation in a safe condition by carrying out routine safety tests
- inspect and test portable and transportable equipment as often as required to ensure safety
- inspect and test second-hand electrical equipment lent to, or borrowed by, the Trust
- promote and implement a safe system of work for maintenance, inspection and testing
- forbid live working unless absolutely necessary, in which case a permit to work system must be used
- ensure employees and contractors who carry out electrical work are competent to do so
- maintain detailed records.

Employees must:

- visually check electrical equipment for damage before use
- report any defects found to their manager. However, if there is any doubt whether the equipment is safe then it should be labelled 'out of use' and withdrawn until it has been tested and declared fit for use by a qualified person
- not use defective electrical equipment
- not carry out any repair to any electrical item unless qualified to do so
- switch off non-essential equipment from the mains when left unattended for long periods
- not bring any electrical item onto Trust premises until it has been tested and a record of such a test has been included in the appropriate record
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage
- never run extension leads under carpets or through doorways
- not daisy-chain extension leads to make a longer one
- not use adapter sockets – devices that plug into mains sockets to increase the number of outlets.

Summary of Key Actions

The key actions necessary to control the health and safety risks arising from electricity are as follows:

- The main electrical installation should be tested every five years except for those parts of schools with:

    a) a licensed area
    b) lightning protection which should be tested annually
    c) A swimming pool which should be tested annually

- Retain copies of electrical test certificates

- A record must be kept of all portable items of electrical equipment showing:

    a) the detail of the item
    b) the date of acquisition
    c) details of any inspection, testing or repair work

- arrange for the inspection and testing of portable electrical.

Fire

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

In order to prevent fire and to minimise the likelihood of injury in the event of a fire the Trust will:

- assess the risk from fire at our premises and implement appropriate control measures
- ensure good housekeeping standards are maintained to minimise the risk of fire
- provide and maintain safe means of escape from the premises
- develop a fire evacuation procedure for all buildings
- provide and maintain appropriate fire-fighting equipment including sprinkler systems where fitted
- regularly stage fire evacuation drills, inspect the means of escape and test and inspect fire-fighting equipment, emergency lighting and any fire warning systems
- provide adequate fire safety training to employees, plus specialist training to those with special responsibilities
- make arrangements for the safe evacuation of deaf or otherwise disabled persons
- make arrangements for ensuring all pupils and visitors are made aware of the fire evacuation procedures
- display fire action notices
- keep fire safety records.

The Trust does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so.

Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points.

Re-entry to the building is strictly prohibited until the fire brigade officer or a senior person present declares it is safe to do so.

Employees are encouraged to report any concerns regarding fire procedures so the Trust can investigate and take remedial action if necessary.

Summary of Key Actions

The key actions required to ensure fire safety is effectively managed are:

a) complete and review annually a fire risk assessment

b) arrange for fire safety checks to be completed and recorded for the following:

   - fire evacuations (drills)
   - fire alarm tests
   - fire escape route checks
   - extinguisher checks

- emergency lighting tests
- post fire evacuation notices.

c) develop personal evacuation plans (PEEP) for people with special needs

d) provide fire safety training

e) service the fire alarm, emergency lighting and sprinkler system as appropriate.

FIRE MAINTENANCE/TEST PROCEDURES

FIRE DRILLS		
TERMLY Fire Evacuations must be carried out at least once in each term.	Ensure all occupants are able to evacuate to a place of safety in a reasonable time. (3 minutes)	Record details of drill, evacuation time and any problems.
FIRE ALARM PANEL / SYSTEM		
DAILY	Check fire alarm panel for normal working conditions	Report any faults and actions
WEEKLY	Fire alarm audibility test conducted at a different call point tested each week in rotation. Number each call point for identification. Check alarm is audible in all areas (test to be carried out during full occupation) Check that any fire doors on automatic door closures linked to the fire alarm are closing properly. Check any doors fitted with electromagnetic locks are released.	Record details of call point test and call point number. Repair / replace defective units.
SIX MONTHLY	For systems with battery back up a six-monthly battery check by a competent service engineer is required. This check may also include a percentage of the automatic smoke / heat detectors, sounders and manually operated devices	Site to keep maintenance records
ANNUALLY For 230 volt systems without battery back up	An annual test and examination of the alarm system by a competent service engineer is required. Test and examination of alarm system by competent service engineer including all automatic smoke / heat detectors, sounders and manually operated devices.	Records kept on online system and emailed to School Hub Business Managers

MEANS OF ESCAPE		
DAILY	Check for any obstructions on escape routes (internally and externally) Doors: check self-closing devices, and that push bars/ other emergency fastening devices are operational	Site to record details and actions.
WEEKLY	Check all internal fire doors for ease of opening, that they are a good fit, closing fully, fire door seals and self-closures working correctly, correctly signed etc. Each Fire Door to be numbered for identification purposes	Site to record details and actions.
MONTHLY	Check all electronic release mechanisms on escape doors work correctly (i.e. fail safe in the open position on activation of alarm / loss of power)	Site to record details and actions.
FIRE FIGHTING EQUIPMENT		
WEEKLY	Check all extinguishers, fire blankets etc. are available for use, undamaged and unobstructed. Extinguishers properly affixed to wall brackets or on plinths. Check for any evidence of tampering.	Site to record details and actions.
ANNUALLY	Full check and test of extinguishers, fire blankets etc. by competent service engineer.	Records kept on online system and emailed to School Hub Business Managers

FIXED SYSTEMS (WHERE APPLICABLE, e.g. Sprinkler systems)		
Frequency specified by installer	Programme of inspections and checks dependant on type of system and to be specified by installer. E.g. weekly checks on water and air pressure gauge readings, water levels in storage tanks. Weekly test on automatic pump and diesel engines etc.	Site to record details and actions.
ANNUALLY or to insurance / installers guidelines	Formal inspection and testing of fire sprinkler system	Records kept on online system and emailed to School Hub Business Managers
EMERGENCY LIGHTING (WHERE APPLICABLE)		
DAILY	Check indicator lights functioning (report faults to contractor) Operate and replace batteries in torches if necessary.	Site to record details and actions only if there is a fault
MONTHLY	In house operational test for a short period (a maximum of one quarter of the rated duration).	Maintenance records to be kept on site.
YEARLY	Emergency lighting full duration discharge test by competent person.	Records kept on online system and emailed to School Hub Business Managers

Fire Safety Training in the Trust

The Trust will provide adequate fire safety training for staff. The type of training should be based on the particular features of the Trust and should:

- take account of the findings of the fire risk assessment;
- explain the emergency procedures;
- take account of the work activity and explain the duties and responsibilities of staff;
- take place during normal working hours and be repeated periodically where appropriate;
- be easily understandable; and
- be tested by fire drills.

Pupils will also be involved in some aspects of fire safety training, particularly with respect to fire drills, etc.

In primary schools, training may be no more than showing new staff and pupils the fire exits and giving basic training on what to do if there is a fire.

Fire training should include the following:

- what to do on discovering a fire
- how to raise the alarm and what happens then
- what to do upon hearing the fire alarm
- the procedures for alerting pupils, members of the public and visitors including, where appropriate, directing them to exits
- the arrangements for calling the fire and rescue service
- the evacuation procedures for everyone in your premises (including young children or mobility impaired persons) to reach an assembly point at a place of total safety
- the location and, when appropriate, the use of fire fighting equipment
- the location of escape routes, especially those not in regular use
- how to open all emergency exit doors
- the importance of keeping fire doors closed to prevent the spread of fire, heat and smoke
- where appropriate, how to stop machines and processes and isolate power supplies in the event of a fire
- the reason for not using lifts (except those specifically installed or nominated, following a suitable fire risk assessment, for the evacuation of people with a disability)
- the safe use of and risks from storing or working with highly flammable and explosive substances
- the importance of general fire safety, which includes good housekeeping; and
- the use of premises by outside bodies, e.g. IT training, music, etc

All staff identified in the emergency plan that have a supervisory role if there is a fire (e.g. heads of department, fire marshals or wardens and, in complex premises, fire parties or teams), should be given details of your fire risk assessment and receive additional training.

In addition to the guidance above as a minimum all staff should receive training about:

- the items listed in your emergency plan
- the importance of fire doors and other basic fire-prevention measures
- where relevant, the appropriate use of fire fighting equipment
- the importance of reporting to the assembly area
- exit routes and the operation of exit devices, including physically walking these routes
- general matters such as permitted smoking areas or restrictions on cooking other than in designated areas
- assisting disabled persons where necessary.

Training is necessary:

- when staff start employment or are transferred into the premises
- when changes have been made to the emergency plan and the preventive and protective measures
- where working practices and processes or people's responsibilities change
- to take account of any changed risks to the safety of staff, pupils or other relevant persons
- to ensure that staff know what they have to do to safeguard themselves and others on the premises; and where staff are expected to assist disabled persons.

Training should be repeated as often as necessary and should take place during working hours.

Enforcing authorities will want to examine records as evidence that adequate training has been given.

Training of Pupils

It is good practice to provide pupils with some form of fire safety training so that they are aware of the actions to be taken in the event of a fire. This should include instruction on the:

- details of the evacuation plan
- importance of fire doors and other basic fire-prevention measures
- importance of reporting to the assembly area
- exit routes and the operation of exit devices.

Fireworks

The Trust's default position is that it is safest for families to attend larger scale local organised firework displays rather than having displays held at school. **If a school is considering a firework display of any kind, permission must be sought from the CEO. It is highly unlikely that displays will be authorised if not managed by suitably qualified individuals.**

In the event of a reportable accident or serious incident the HSE will look for clear indications that their guide has been used despite the fact that it carries no legal obligations. In their words it will show you have been 'illustrating good practice' by so doing. Available on the following link: http://www.hse.gov.uk/explosives/fireworks/index.htm

- Ensure a risk assessment is carried out by the organiser or the contractor prior to the event and communicated to those involved.

- Check relevant insurances required, obtain copy from contractor.

- Start organising your firework display as early as possible. One person should be in overall control and have the final responsibility for health and safety, and liaising with the local authority and local fire brigade.

- It will necessary for significant help on the night and it is recommended that a second person be responsible for site facilities, stewarding and crowd safety

- Assess and define what it is you are aiming for, e.g.:

    - Event style and associated entertainment or food and drink.
    - Expected size of audience. Consider if the site is suitable & large enough for the display
    - Will there be a bonfire?
    - Timing

- A suitable site layout **for displays including aerial fireworks**, e.g. roman candles, rockets, will be one that can have four clearly defined areas:

    - Fallout area (rear dropping zone) – at least 50 metres by 50 metres.
    - Firing area – at least 50 metres wide by 20 metres deep
    - Safety area – at least 50 metres wide by 25 metres deep
    - Spectator area – behind a simple barrier and by definition of C. above at least 25 metres from one side of the firing area.

- A suitable site layout **for displays NOT including aerial fireworks** will be one that can have three clearly defined areas:

    - Firing area – at least 50 metres wide by 15 metres deep, and within the 'safety area'
    - Safety area – that extends at least 25 metres distant from any part of the firing area (i.e. A is a
    - 'box' within a much larger 'box' B)
    - Spectator Area - behind a simple barrier and by definition of B. above at least 25 metres from one side of the firing area.

- Any **bonfire area** should be (for all events):

    - At least 15 metres from any other area, buildings, roads, railways and public rights of way.
    - A safe distance from flammable or otherwise dangerous materials (e.g. petrol, fuel oil, LPG, and from overhead electric cables), and
    - Downwind of spectators

What else needs to be considered?

- Awareness of prevailing winds should be considered when choosing a site, especially where power lines are close by, to prevent flashover caused by smoke and debris from the bonfire or fireworks.

- Greater care still is necessary where electrically fired fireworks are near to power cables as an induced current can set them off. Check for these in daylight.

- Ground is flat, preferably level and free of dry cut grass or other readily combustible materials.

- Assess the impact of trees, nearby buildings and other overhead cables.

- Temporary staging for the display, use metal scaffolding and ladders only.

- Consider nearby roads and if smoke from bonfires/fireworks will cause problems for visibility on the roads for drivers.

Who to contact

- **The Fire Service** – **at least 28 days before the event** regarding how they will be called in an emergency, access for emergency vehicles, crowd marshalling and traffic management in an emergency, spectators area, local (your own) fire fighting arrangements and buildings proximity.

- **The Police** – regarding date, time, location, entrances and exits. Their main interest is in crowd control, public order, emergency access and local traffic management.

- **The Local Council** - regarding compliance with health and safety at the event, noise and other nuisance to neighbours, and local bylaws. They may also give advice on safe storage of fireworks prior to the event.

- **Neighbours** – regarding advance warning of the event, especially those downwind or near to any fallout zone. This will also allow for the moving of livestock where necessary.

- **Close Local Institutions** – local hospitals, nursing homes, etc. in the interests of good relations.

- **Coastguard** – if near the coast, this is to avoid any mistaking fireworks for distress signals.

- **Aerodromes** – if near to one, inform the airport authority at least 7 days in advance.

Crowd safety

- Provide an adequate number of stewards. Make them easily identifiable. Pay particular attention to keeping spectators out of the safety, firing and fallout zones.

- Do not admit spectators to the display with their own fireworks

- Do not sell or allow the sale of fireworks at the event.

- Start the event on time to prevent spectator agitation.

First Aid

The Trust is committed to providing sufficient provision for first aid to deal with injuries that arise at work or as a consequence of Trust activities.

To achieve this objective the Trust will:

- appoint and train a suitable number of first aid personnel
- display first aid notices with details of first aid provision
- provide and maintain suitable and sufficient first aid facilities including first aid boxes
- provide any additional first aid training that may be required to deal with specific first aid hazards.

First Aiders

A First Aider is a person who has a valid certificate in either first aid at work or emergency first aid at work training.

First Aiders training will be refreshed every three years by undertaking the two day First Aid at Work requalification. (This may be taken up to 3 months before / 28 days after the expiry date on the certificate).

First aid personnel will be provided with refresher training at regular intervals to keep their skills up to date.

The number of first aiders required will be determined by completing a risk assessment. The HSE provide some general guidance on the number of first aiders required and expected provision is illustrated below:

Category of Risk	**Numbers employed at any one location**	**Suggested Number of First Aid Personnel**
Lower Hazard (Most schools fall into this category)	fewer than 25	- at least one Appointed Person - *it is recommended they receive Emergency First Aid at work training* ***(EFAW)***
	25 -50	- at least one first aider trained in **(EFAW)**
	more than 50	- at least one first aider trained in first aid at work **(FAW)** for every 100 employed (or part thereof)
Higher Hazard	fewer than 5	- at least one Appointed Person - *it is recommended they receive Emergency First Aid at work training* ***(EFAW)***
	5-50	- at least one First Aider trained in **EFAW** or **FAW**
	more than 50	- at least one additional First Aider trained in **FAW** for every 50 employed (or part thereof)

The numbers of first aid personnel will be determined by individual circumstances, the level of risk and in line with current government guidance.

Additional First Aid Provision

Adequate first aid provision will include cover for break times.

First aid provision will be available at all times whilst people are present on Trust premises including out of hours activities. The assessment of need will be reviewed at least annually.

First Aid Boxes

First aid kits, clearly marked, will be provided in the First Aid Room and other readily accessible locations and be made known to all staff and pupils.

Additional first aid boxes will be provided on sports fields and for offsite visits.

First aid containers will also be available within specific curriculum areas where an increased risk exists e.g. Design and Technology workshops.

Travel first aid boxes will be kept in Trust vehicles.

First aid boxes will contain a sufficient quantity of suitable first aid materials and nothing else.

First aid does not include the administration of medicines and thus first aid boxes should NOT contain drugs of any kind including aspirin, paracetamol, antiseptic creams etc.

First aid boxes should be located near to hand washing facilities as far as possible.

All first aid boxes will be checked regularly and maintained by a designated member of staff, items should not be used after expiry date shown on packaging. Extra stock will be kept in the Trust.

Suitable protective clothing and equipment such as disposable gloves (e.g. vinyl or powder free, low protein latex CE marked) and aprons will be provided near the first aid materials.

Blunt-ended stainless steel scissors (minimum length 12.7 cm) will be kept where there is a possibility that clothing might have to be cut away. These should be kept along with items of protective clothing and equipment.

Small quantities of contaminated waste (soiled or used first aid dressings) can be safely disposed of via the usual refuse collection arrangements. Waste should be double bagged in plastic and sealed by knotting.

Defibrillators, where available, are to be situated in an accessible place and are to be maintained in accordance with the manufacturer's instructions. Appropriate signage is to be installed to demark the presence of a defibrillator.

First Aid Rooms

The first aid room, where provided, must be equipped with a sink and where possible an accessible WC.

First Aid Information

Notices are posted in conspicuous positions within school, giving the location of first aid equipment and facilities and the name(s) and location(s) of the first aid personnel.

New and temporary employees are to be told of the location of first-aid equipment and first aid personnel, and facilities on the first day they join the Trust as part of the induction training.

First Aid Records

The Trust ensures that the following records are available:

- certification of training for all first-aiders and refresher periods
- any specialised instruction received by first-aiders or staff (e.g. Epi-pens)
- first aid cases treated (see accident / incident reporting).

Guidelines on Responding to Injuries

Minor injuries

The following injuries are considered minor and capable of being dealt with by a first aider: grazes, small scratches, bumps, minor bruising, minor scalding or burns resulting in slight redness to the skin.

Injuries requiring medical attention:

- deep cut
- long cuts, which are considered to be approximately 2.5cm when on the hand or foot and 5cm when elsewhere on the body
- the cut is jagged
- the injury involved a pet, especially a cat
- the injury involved a wild animal
- the injury is due to a bite, either human or animal
- the wound has debris stuck in it after cleansing
- the wound is bleeding heavily
- the wound will not stop bleeding after applying direct pressure for 10 minutes
- the injury is a puncture wound.

Head injuries

Injuries to the head need to be treated with particular care. Where symptoms indicating serious injury are NOT present, head injury notifications are to be given to the injured party by the first aider attending to take home with them. Any evidence of following symptoms may indicate serious injury and an ambulance must be called:

- unconsciousness, or lack of full consciousness (i.e. difficulty keeping eyes open)
- confusion
- strange or unusual behaviour – such as sudden aggression
- any problems with memory
- persistent headache

- disorientation, double vision, slurred speech or other malfunction of the senses
- nausea and vomiting
- unequal pupil size
- pale yellow fluid or watery blood coming from ears or nose
- bleeding from scalp that cannot quickly be stopped
- loss of balance
- loss of feeling in any part of body
- general weakness
- seizure or fit.

Hospital Admission

Where a pupil is required to attend hospital using an ambulance and their parents are unable to attend hospital promptly, a member of staff should go to the hospital.

In the exceptional circumstance of parental permission being required, and the parent is unobtainable, a member of staff can act in loco parentis.

If a child is taken directly to hospital they will be accompanied by a member of staff who will stay with the pupil until discharged or until a handover can be made to a parent or guardian.

The member of staff at the hospital must update the senior teacher on the condition of the injured pupil as and when information is made available.

The parent/carer of a pupil attending hospital must be advised at the earliest opportunity.

Support for the injured pupil and their parents will be provided as determined by the individual circumstances of the incident.

Blood and Body Fluid Spillages

It is important that spillages of blood, faeces, vomit or other body fluids are dealt with immediately as they pose a risk of transmission of infection and disease, e.g. blood borne viruses and diarrhoeal and vomiting illnesses, such as norovirus.

A spillage kit is available in the Trust to deal with blood and body fluid spillages, the kit is located in the Office/Medical Room.

The people responsible for checking and replenishing the kit regularly are the Admin Staff.

General principles of blood and body fluid spillage management

Body fluid spillages should be dealt with as soon as possible with ventilation of the area. Anyone not involved with the cleaning of the spillage should be kept away from the area and protective clothing should be worn when dealing with the spillage such as gloves and aprons.

Spillage Procedure

Cordon off the area where the spillage has occurred.

Cuts and abrasions on any areas of the skin should be covered with a waterproof dressing. Use personal protective equipment and clothing to protect body and clothes: disposable gloves and apron must be worn.

Hard surfaces e.g. floor tiles, impervious table tops.

Small spills or splashes of blood: Clean with neutral detergent and hot water.

Large spills

- remove spillage as much as possible using absorbent paper towels
- flush these down toilet or dispose of carefully in waste bag
- cover remaining with paper towels soaked in diluted bleach solution (1:10 dilution with cold water)
- leave for up to 30 minutes, and then clear away.

Alternatively, large spills may be covered with granules from the spillage kit for two minutes. Spillage and granules should be carefully removed with paper towels and disposed carefully into a waste bag. Clean area with neutral detergent and hot water.

Soft surfaces and fabrics e.g. carpets and chairs

- remove the spillage as far as possible using absorbent paper towels
- then clean with a fresh solution of neutral detergent and water
- carpets and upholstery can then be cleaned using cleaner of choice
- steam cleaning may be considered.

Contaminated gloves, aprons, paper towels, etc should be carefully disposed of into a leak proof plastic bag, securely tied and placed immediately into the normal external Trust waste container. Large quantities of contaminated waste should be disposed of in consultation with the local waste authority.

Wash hands after procedure.

As with other all hazardous substances, bleach and disinfectants should be stored, handled and used in accordance with COSHH (Control of Substances Hazardous to Health, 2002) Regulations and the manufacturer's instructions. Product data sheets and safe use instructions should be accessible, along with risk assessments and details of actions required in the event of accidental ingestion, inhalation or contact with skin or eyes.

All chemicals must be stored in their original containers, in a cool, dry, well-ventilated place that is lockable and inaccessible to children, visitors and the public.

Appropriate protective clothing (e.g. gloves and aprons) should be worn when handling bleach and other chemical disinfectants. Contact with skin, eyes and mouth should be avoided.

Mental Health First Aiders

The Trust has also appointed mental health first aiders. Mental health first aiders are qualified personnel who have received training in dealing with mental health issues employees may have. Having mental health first aiders raises employees' awareness of mental ill-health conditions, including signs and symptoms. Those trained have a better understanding of where to find information and professional support and are more confident in helping individuals experiencing mental ill-health or a crisis. They will be identified on the signage for physical first aiders and will have the same access to refresher training and facilities.

Gas Installations and Appliances

The Trust will ensure that all work carried out on gas fittings and appliances are in accordance with the requirements of the regulations and the Safety in the Installation and Use of Gas Systems and Appliances Manual.

Maintenance of Gas Equipment

Gas boilers, heaters, ovens and other gas fired equipment will be serviced at regular intervals, usually annually, and in accordance with the manufacturer's recommendations.

All work on gas appliances to be carried out by a Gas Safe Registered engineer.

Records of all servicing, maintenance and repairs to be kept.

Summary of Key Actions

The key actions necessary to ensure the safety of gas fired appliances are:

- identify all gas fired appliances and create a maintenance schedule for each
- arrange for servicing in line with the schedule and keep records
- prepare a gas leak emergency procedure
- highlight all gas shut-off points
- suitable and sufficient Carbon monoxide detectors are installed

Gas Emergencies

In the event of a suspected gas leak:

- Call 24-hour gas emergency service on 0800 111 999
- Evacuate the buildings and move the pupils and majority of the staff to a distance of at least 250 metres away. Nominate some staff to stay at a safe distance to prevent access to the site and await the emergency National Grid engineer.
- If it is safe to do so:
    - Put out naked flames
    - Open doors and windows
    - Turn off the gas supply.

DO NOT TURN ELECTRICAL SWITCHES ON OR OFF

- If the general public in the neighbourhood are at risk contact the police on 999.

No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so.

Hazardous Substances (COSHH)

All reasonable steps will be taken to ensure all exposure of employees and pupils to substances hazardous to health is prevented or at least controlled to within statutory limits.

Each school will implement the following:

- an inventory of all substances hazardous to health kept or present on site will be maintained and copies of relevant hazard data sheets retained
- competent persons will be appointed to carry out risk assessments of the exposure to substances hazardous to health and advise on their control
- all operations which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken if elimination or substitution of the substance is not possible
- engineering controls will be properly maintained by planned preventive maintenance and annual performance monitoring to ensure continued effectiveness
- systems of work will be reviewed at suitable intervals and revised if necessary
- all members of staff and others who may work in the affected areas will be informed of the purpose and safe operation of all engineering controls
- personal protective equipment (PPE) will only be used as a last resort or as a back-up measure during testing or modification of other controls
- the type and use of PPE will be carefully assessed and maintained according to manufacturers' instructions
- assessments will be reviewed periodically or if changes to the operation or any hazardous substances used
- qualified professionals, where necessary, will carry out health surveillance
- employee health records of all exposures to substances hazardous to health will be kept for a minimum of 40 years
- all staff and (where necessary) pupils will be provided with understandable information and appropriate training on the nature of the hazardous substances they work with. Staff will be informed about any monitoring and health surveillance results
- all changes to control measures and changes of PPE will be properly assessed and no new substances will be introduced into the Trust without prior assessment.
- substances with a potential for hazard will be stored in a locked cupboard or container away from pupils. If the substance is flammable, it will not be stored near electrical switches or controls.

Substances Hazardous to Health

Substances hazardous to health as defined by the COSHH regulations are:

a) substances classified as toxic, corrosive, a health hazard, a serious health hazard, flammable, oxidising, explosive, harmful to the environment or gases under pressure. These can be identified by their warning label and carry the pictograms detailed below

b) Biological agents directly connected with work including micro-organisms

c) Dust of any kind when present as a substantial concentration in the air

d) Substances which have a Workplace Exposure Limit (WEL) assigned to them by the Health and Safety Commission document EH40

e) Any other substance not specified above which may create a comparable hazard to a person's health

Principles of Control

Exposure to substances hazardous to health should either be prevented altogether, substituted with a less harmful substance, or (where it is not reasonably practicable) adequately controlled.

In all cases personal protective equipment (PPE) should only be used where it is not reasonably practicable to adequately control exposure by other means. For example, fume cupboards in science labs and local exhaust ventilation systems on woodworking machinery should always take precedence over masks.

If a substance is hazardous by inhalation it is likely to have been assigned a "workplace exposure limit" (WEL). This should be used to assess the level of control.

Where PPE is identified as necessary for use by staff and pupils it should be ensured it is suitable for the purpose.

Employees have a duty to make full and proper use of all control measures identified as required in the risk assessment and must wear appropriate PPE (lab coat, eye protection, gloves etc.) where this is identified as required. Adequate information and training must be provided on its use and maintenance.

Maintenance, Examination and Testing

Where controls such as fume cupboards, dust extraction for wood working equipment etc are provided it is necessary to ensure that they are properly maintained. This will require visual and operational checks pre use in addition to a thorough examination and tests of engineering controls.

In the case of local exhaust ventilation, tests for fume cupboards, woodworking extraction etc. should be carried out at least every fourteen months. A record of the results of all examinations must be kept for at least 5 years.

All PPE must be kept clean, in good repair and stored correctly to prevent contamination.

Health Surveillance

Health surveillance is typically 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.

Monitoring and health surveillance records relating to named individuals must be kept for 40 years.

Information, Instruction and Training

Information, instruction and training must be given to employees and pupils who may be exposed, about the risks to health and precautions.

Infection Control

Trust staff and pupils are from time to time at risk of infection or of spreading infection.

The Trust aims to minimise the risk of the spread of infection and will:

- provide employees with information on potential infections and symptoms measures to assist with early identification and prompt implementation of control measures
- inform and take advice from the local Consultant in Local Disease Control (CCDC) and the Environmental Health Department of the Local Authority if an increase in illness is noted, or if they have any concerns about infectious disease issues
- maintain up-to-date emergency contact numbers for all pupils, not only so that parents can be contacted if children are ill and need to be taken home, but also to assist in the investigation of any outbreaks
- maintain high standards of hygiene throughout the Trust including the promotion of good hand washing
- provide warm water, liquid soap and disposable towels in all toilets and cloakrooms
- undertake risk assessments to include the infection control risk and identify control measures associated with farm or other similar visits
- ensure spillages of bodily fluids (blood, urine, vomit and faeces) are dealt with immediately and that adequate facilities are provided to provide protection to people involved
- organise for the safe cleaning of equipment and where appropriate disinfection and thorough, cleaning of the premises
- arrange for safe disposal of any infected materials.

Further Information

The Health Protection Agency (HPA) provides details on recommended exclusion periods for the more common communicable diseases in Guidance on Infection Control in Schools.

Factsheets on infectious diseases are available from the Health Protection Agency http://www.hpa.org.uk/Publications/InfectiousDiseases/Factsheets/.

Staff Illness and Reporting

Staff should notify their manager if they develop any of the following infectious diseases or symptoms:

- skin infections or exposed areas of infestation
- severe respiratory infection (e.g. pneumonia, TB)
- severe diarrhoea
- jaundice
- hepatitis
- Chicken Pox, Measles, Mumps, Rubella

- Norovirus
- Gastroenteritis
- HIV
- Weil's Disease.

Individual suitable controls will need to be applied dependant on the circumstances of each case. In some instances employees may need to be referred to an Occupational Health Practitioner or their GP for advice.

Staff should report diseases including Leptospirosis, Hepatitis, TB, and Tetanus which have been contracted through work as these are reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

Confidentiality

Confidentiality will be maintained at all times in relation to an employee who is known to have any infectious disease.

No health information will be disclosed without the written consent of the employee concerned and any breach of such confidentiality, either inside or outside the Trust, will be regarded as a disciplinary offence and may result in disciplinary action.

Pandemics and Epidemics

When notified that the country is experiencing a pandemic or epidemic, the Trust will aim to prevent the spread of infection through work-based activities by adopting suitable control measures.

The Trust will:

- follow guidance given by government agencies and close sites if instructed to, or if staff, pupils or any other person is put at risk,
- undertake risk assessments to identify tasks or situations that may expose individuals or groups to potential risks,
- monitor any changes to government guidance,
- manage the risk posed by contractors and visitors visiting the Trust,
- develop and implement an emergency action plan to deal with any potential outbreaks,
- allow staff to take part in any government testing,
- identify, plan and implement controls and safe systems of work to prevent transmission,
- provide information, instruction and training to those identified at risk,
- where required, provide personal protective equipment (PPE) and monitor its use and maintenance,
- organise for the safe cleaning of equipment and, where appropriate, disinfection and thorough cleaning,
- arrange for safe disposal of any infected materials, and

- adopt good hygiene practices.

Interactive Whiteboards

All reasonable steps will be taken by the Trust to secure the health and safety of employees and pupils when interactive whiteboards are used.

To achieve this objective the Trust will:

- consider LCD screens or ultra short throw projectors as a first option during the procurement process as these present the safest option for teachers and pupils
- prior to the installation of any new whiteboard a risk assessment will be completed to cover the positioning of the projector and the exposure to intense light
- try to ensure that projectors are located out of the sight line from the screen to the classroom; to ensure that, when teachers look at the class, they do not also have to stare at the projector lamp. (The best way to achieve this is by ceiling-mounting rather than floor or table-mounting the projector)
- ensure that pupils are adequately supervised when they are asked to point out something on the screen
- provide a stick or laser pointer to avoid the need for the user to enter the beam is recommended
- provide adequate information and training to persons working with interactive whiteboards especially in relation to beam viewing by teachers and pupils.

Guidance for Users

- teachers and pupils should avoid staring into the projector beam at all times
- try to keep your back to the beam as much as possible
- use the stick or laser pointer provided whenever possible.

Legionnaires Disease

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure.

The Trust will:

- carry out a Legionellosis Risk Assessment
- prepare a written scheme/plan for preventing or controlling the risk of Legionella
- implement and manage the scheme/plan
- keep records for a minimum of 5 years.

Day to day responsibility for monitoring and ensuring that the systems are being correctly operated lies with the nominated person.

At risk systems include the hot and cold-water storage and distribution system.

To achieve control of legionella bacteria the Trust will implement the following:

Avoidance of Conditions Favouring Growth of Organisms

As far as practicable, water systems will be operated at temperatures that do not favour the growth of Legionella. The recommended temperature for hot water is 60°C and either above 50°C or below 20°C for distribution, as care must be taken to protect people from exposure to very hot water.

The use of materials that may provide nutrients for microbial growth will be avoided. Corrosion, scale deposition and build-up of bio films and sediments will be controlled and tanks will be lidded.

Monitoring and recording

Temperatures of water outlets will be checked and recorded to ensure temperature controls to prevent bacterial growth are maintained.

Disinfection

Periodic disinfection of shower heads will take place to remove any scale and bacteria.

Emergency procedures

Emergency procedures will be established for the discovery of Legionella bacteria. If during routine sampling/inspection of hot and cold water systems Legionella bacteria is discovered in any systems likely to provide a medium for the spread of infection (e.g. water aerosol spraying equipment) these will be shut down and the situation reported immediately to the Headteacher.

Training

The Trust will provide training to the Responsible staff for the day-to-day management of the water systems.

Lettings

The Headteacher will ensure that the hirer of the premises, for any event, is aware of his / her obligations under health and safety legislation and the school and Trust health and safety policies where appropriate. They will need to follow their Lettings Policy.

Lifts

All reasonable steps will be taken to maintain all lifts throughout the Trust.

Implementation

The Trust will ensure that:

- an examination scheme is drawn up by a competent person for each lift
- all lifts are fitted with appropriate barriers and interlocking gates to prevent passengers or cargo from falling from the lift, coming into contact with the lift machinery or entering/exiting the lift when it is not at a designated landing
- suitable equipment and mechanisms are installed to prevent the lift from:
    - leaving its landing when the doors are unlocked and/or open
    - falling (including its maximum working load) in the event of a failure in the lifting mechanism
    - overrunning its furthest intended point of travel
    - being operated from more than one position at any one time
    - being overloaded or exceeding its maximum number of passengers.
- lifts are maintained in a safe condition and examined/inspected by competent persons (annually for goods lifts and 6 monthly if lifting people)
- the safe working load (SWL) is clearly displayed inside each lift
- notices are posted adjacent to each lift opening advising against the use of a lift in the event of a fire
- arrangements are made for the emergency evacuation of persons in the event of lift failure
- lift motor rooms are kept locked and entry only allowed to authorised persons.

Records

All thorough examination reports will be kept for a minimum of 2 years

Lone Working

This Policy on lone working relates to any individual who spends some or all of their working hours working alone without direct supervision and who does not have someone close at hand to assist them in the case of an incident.

Lone working increases the health and safety risks to individuals because they may not be able to summon assistance in the event of an incident and any delay in receiving attention may increase the consequences of any injury.

People falling into this category may include:

- anyone working outside normal hours on their own
- cleaners who normally work outside Trust hours
- teachers in classrooms away from the main building
- caretakers or maintenance staff
- employees who open up or close the building on their own.

It is acceptable for people to work alone so long as the Trust has completed a risk assessment and any measures deemed necessary have been put into place.

People who are not lone workers:

- teachers or others working alone in a classroom or office in the main buildings when the school is open.

Some activities should not be carried out by people working alone and each school should identify those that are relevant to them, typically this may include:

- working at height on ladders or tower scaffolds
- use of high risk chemicals
- use of high risk machinery
- electrical work
- entry to areas of restricted or limited access or exit.

Key Actions

- identify all workers who work alone
- Identify all locations where lone working is carried out
- Complete a risk assessment for all lone working
- Control measures to be identified, prioritised and implemented
- Higher risk activities/area identified and formal decisions made on authorisation of lone working
- Formal systems/procedures developed for particular activities/areas as required.

Requirements of lone workers

It is important that lone workers are considered for any known medical conditions which may make them unsuitable for working alone. Consideration should be given to routine work and foreseeable emergencies which may impose additional or specific risks.

Lone workers must be suitably experienced, have suitable instructions and if necessary, training on the risks they are exposed to and the precautions to be used.

The Trust shall ensure adequate supervision is provided. The adequacy of the supervision will depend on the level of the risk, types and duration of exposure. Adequacy of supervision may involve some of the following:

- periodic checks on lone workers i.e. visual
- periodic contact with lone worker i.e. telephone
- general or specific alarms for emergencies
- checks on lone workers to ensure they have returned to the school on completion of extracurricular activities.

Rules for Lone Workers

- Anyone working alone must have access to a telephone and ensure that a relative or colleague is aware
- The caretaker (or other named person) must be informed of anyone intending to work late and a satisfactory arrangement made for locking up the building
- When the caretaker (or other named person) is not present all lone workers, for reasons of security, health and safety, should lock themselves in the building
- Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance
- Staff working alone have a responsibility for making themselves familiar with and following the Trust's safety procedures and location of safety equipment
- If staff rely on mobile phones they must ensure that their network has good reception within the school. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times
- In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

Opening/Closing the School

When the last person has left the building and notified the caretaker (or other named person), they should then secure the building. This includes the closing of all fire doors and leaving on any emergency and exterior lights.

When the caretaker (or other named person) arrives in the morning he must make a quick examination of the exterior of the building to make sure that there are no signs of a break-in or of anyone having been in the building. If the caretaker is in any doubt he should contact the Police/security firm and should never enter the building if he is unsure of his safety.

Key holders are also advised to inform someone when they are attending an alarm call out.

Emergency Considerations

Lone workers should be capable of responding correctly to emergencies. Risk assessment should identify foreseeable events. Emergency procedures should be established and the people concerned trained in using the procedures.

Emergency Procedures may need to cover:

- fires resulting from the process or work being undertaken
- if a person has an accident what needs to be done to recover them
- actions to be taken in case of a chemical spill
- actions to be taken in the event of power failure (for example where the person is reliant on power for their safety systems or for egress from a building e.g. power operated doors).

Manual Handling

Manual handling means: the transporting or supporting of a load by hand or by bodily force including lifting, putting down, carrying, pushing or pulling.

A load can include a person or animal as well as inanimate objects but not an implement, tool or equipment while in use for its intended person.

Typical manual handling tasks in Trust are:

- moving tables and chairs
- carrying piles of books or stationery
- putting out PE equipment
- maintenance activities
- receiving and putting away food deliveries.

To prevent injuries and long term ill-health from manual handling the Trust will ensure that activities which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practical the Trust will carry out an assessment to determine what control measures are required to reduce the risk to an acceptable level.

To implement this policy the Trust will ensure that:

- there is no lifting wherever possible and in relation to the handling of pupils with special needs, this policy is intended to promote a safer handling approach, which means no manual lifting of the whole or a substantial part of a person's body weight
- manual handling assessments are carried out of activities that:

  a) pose a foreseeable risk of injury
  b) cannot be avoided
  c) cannot be mechanised and consider the risks to pupils and employees.

- adequate information and training is provided to persons carrying out manual handling activities including details of the approximate weights of loads to be handled and objects with an uneven weight distribution, where appropriate
- any injuries or incidents relating to manual handling are investigated, with remedial action taken
- employees are properly supervised
- where relevant, employees undertaking manual handling activities are suitably screened for reasons of health and safety, before doing the work
- special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations
- wherever possible, the Trust will conduct the risk assessments of pupils with special needs before they attend and the Trust should seek to receive information on pupils in advance.

Reducing the risk of injury

In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task.

Techniques of risk reduction will include:

- mechanical assistance
- redesigning the task
- reducing risk factors arising from the load
- improvements in the work environment
- employee selection.

No employee will be required to lift any item that they do not feel confident of doing without risking personal injury.

Moving and Handling People

There are occasions when a pupil with medical needs requires assistance in moving. While the basics outlined above still apply, there are other considerations. When a move is essential and the person requires help, then their co-operation should be sought where possible. The move should be explained to them so that they can actively participate in it.

Whenever a pupil with physical disabilities needs regular support in standard moves such as from a wheel chair to toilet or a seat or vehicle, then a full risk assessment must be completed. Clear instructions covering each activity should be included, so that all staff members who are involved in the task may move the person safely and in the same manner. Ancillary equipment such as hoists, sliding boards, swivel plates, etc. must all be used in the correct manner and staff must have received appropriate training in the use of the equipment.

The risk assessment should consider both routine manual handling and emergency situations when manual-handling procedures may have to be adapted (e.g. evacuation in the event of a fire). The risk assessment will help inform the procedures for that pupil's needs. Procedures should be developed with the pupil or their representatives. An individual's needs might vary day-to-day and even during the course of a day.

Schools should endeavour to ensure employees adopt the same handling techniques when assisting pupils with moving and handling to ensure a consistent and safe approach. This will help to keep the pupil calm and reduce the risk of struggling, sudden movement or violence.

The expert advice of external medical professionals should be considered where complex moving and handling problems of pupils are presented.

Key Actions

- Senior leaders to identify and list tasks with a potential to cause injury
- Complete a manual handling risk assessment for each task
- Bring the assessment to the attention of relevant staff and pupils, where relevant
- Provide manual handling information and where required training for staff and pupils

- Supervise tasks to ensure safe lifting and handling
- Review assessments at least annually
- Complete risk assessments for pupils with special needs before they enter school.

Minibus

Legal Requirements

The law requires that a minibus must:

- be correctly licensed
- be adequately insured
- be well maintained
- have a valid MOT certificate (if more than one year old).

Any school with a minibus will ensure that appropriate safety procedures are established for the minibus in line with the ROSPA Advice for Minibus Safety and their code of practice. A copy of the full code of practice is available at www.rospa.com. The responsibilities and expectations of this policy also apply to vehicles that might be hired or borrowed.

Driver Training

It is essential that the Trust is satisfied that all persons authorised to drive are competent to drive a Trust vehicle containing pupils safely. The absolute minimum requirements to comply with our insurance are that the drivers:

- are over the age of 21
- have category D1 on their licence
- have at least two years' experience as a qualified driver
- Hold a current full driving licence with no more than 6 penalty points. If a driver has less than 6 points, the driver may still be precluded if the points are for dangerous driving.

To comply with the above, the Trust has gone further in its quest to ensure that pupils are driven in safety.

Prior to transporting pupils for the first time, all drivers will be given the opportunity of a vehicle familiarisation session to include:

- daily vehicle checks
- pre-journey checks
- general driving safety
- road testing
- emergency stop
- use of mirrors and indicators
- reversing using mirrors only
- passenger safety

- passenger comfort.

All new drivers will be added to the list of authorised minibus drivers.

Staff that passed the test to drive a car after 1st January 1998 are required to successfully complete a PSV test to drive minibuses.

Driver's Hours

It is the Trust's policy that if there is a trip which involves a driver being in charge on an extended day, then a second adult should accompany the party and that person should be competent to share the driving to reduce the possibility of driver fatigue. An extended day is anything beyond 7.00 pm when the teacher started work at 8.45 am. This requirement is non-negotiable.

Driver's Responsibilities

Whilst the school will ensure a weekly check of the condition of the minibuses, drivers are responsible for the following checks before embarking on their trips:

- do a visual inspection of the minibus which includes tyre pressure checks and that the windscreen and glass is clean and can be seen through
- check brakes to see that they are functioning correctly
- ensure that mirrors and seat are in the correct driving position
- check that all lights are functioning correctly
- ensure that all seat belts are being worn. This includes all passengers, who must wear a seat belt
- ensure that the windscreen washer system works and that wipers are functioning correctly
- ensure that the vehicle is correctly loaded and that no more than the specified limit of passengers are being carried
- emergency exits must not be blocked
- ensure that all doors are correctly closed
- check that you have enough fuel for your journey
- as soon as possible after moving off, the driver should carry out a running brake test and at the same time, check the operation of the seat belts
- at intervals throughout the journey, all instruments and warning lights should be checked and necessary action taken if a fault is indicated
- ensure that food and drink are not consumed on the vehicle
- make sure that no rubbish is left on the vehicle and ensure that no malicious damage has occurred to the interior of the vehicle.

At the end of the journey the driver must lock and make the vehicle secure. Keys should only be taken just prior to making use of the minibus. The keys should be returned immediately after use.

Passenger Responsibilities

- must wear seat belts and always remain in their seats until instructed otherwise
- must never distract the driver by shouting, etc
- pupils should not eat or drink on the vehicle
- must make sure that escape routes are not blocked by bags, etc
- pupils are ambassadors of the academy and must never bring its name into disrepute by gesturing, etc
- passengers found to have vandalised the minibuses may face a ban from using it again and be required to pay for damages.

Accident Procedures

If an accident occurs and any personal injury or damage to third party property is involved, then the driver must stop. He/she must be prepared to give his name and address and details of the owner of the vehicle to a Police Officer or any other person having reasonable grounds to ask. If for any reason the driver is not able to give these details then he/she must report in person to a Police Station as soon as practically possible, otherwise an offence is committed, and in any event not later than twenty-four hours afterwards.

Report the accident immediately to the school/Trust and complete the appropriate forms for onward transmission to our insurers.

Breakdown and Recovery

The minibus should be covered for breakdown and recovery. Details of how to contact the providers and membership numbers are in the minibus.

First Aid

The minibus should contain a first aid box which is checked at the end of each term. The contents of the box includes:

- antiseptic wipes
- bandages
- assorted adhesive dressings
- plasters
- eye pads
- scissors.

Any use of the first aid kit must be reported as soon as possible, thereby maintaining a full kit at all times.

The minibus must not be used for private use.

Weekly Checks

Weekly checks of the minibus will be carried out and recorded.

Staff who notice any defects in the minibus should immediately notify the nominated person who will then determine whether or not the vehicle should be taken off the road and repairs carried out.

The minibus is inspected every ten weeks and serviced in line with the manufacturer's recommendations.

Incorrect Use of the Minibuses

A driver who breaks the speed limit will be responsible for paying his/her own fines. Similarly fines imposed for incorrect car parking or negligent driving will be the responsibility of the driver. Any damage caused to the minibuses through incorrect use, may result in the driver being asked to contribute fully or partially to any excess payable by the academy.

Speed Limits

The speed limit for minibuses is as follows:

- 30 mph not 40 mph on urban carriageways
- 50 mph not 60 mph on single carriageways
- 60 mph not 70 mph on dual carriageways
- 70 mph on motorways.

List of Authorised Drivers

The school will keep a list of drivers who have been authorised to drive the minibuses.

Authorisation may be withdrawn at any time by the Headteacher. Any member of staff who has been advised not to drive their own vehicle for medical reasons must advise the school immediately.

Needlestick or Sharps Injuries

A needlestick or sharps injury is when the skin is punctured or scratched by a needle or sharp device that may be contaminated. Needles will most commonly be found in adrenaline auto-injectors (known as Epipens) or other medication prescribed to pupils or staff in an auto-injector. Needles, sharps and other waste or drug paraphernalia may also be illicitly brought on site by pupils, or be dumped on site by members of the public in an attempt to covertly dispose of it. As such, the Trust will take all reasonable steps to protect staff and pupils from the risks of needles, sharps and similar waste.

The direct handling of needles should be avoided if they are found on site. If this is not possible pick up the needle by the thick end wearing gloves. The needle should then be placed in an appropriate container for disposal. A used Epipen or other auto-injector for medication should be treated in the same way even if it incorporates a mechanism for automatically re-sheathing the needle after use.

If a member of staff or pupil suffers an injury from a needlestick or sharp which may be contaminated they must:

- encourage the wound to gently bleed, ideally holding it under running water
- wash the wound using running water and plenty of soap
- don’t scrub the wound whilst you are washing it
- don’t suck the wound
- dry the wound and cover it with a waterproof plaster or dressing
- seek medical assistance as advised by the Headteacher
- ensure that the injury is recorded in the Accident Book.

New and Expectant Mothers

The Trust recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

To implement effective measures for new and expectant mothers the Trust will ensure that:

- employees are instructed at induction to inform their manager of their condition at the earliest possible opportunity and that the highest level of confidentiality is maintained at all times

- risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained

- new and expectant mothers are not allowed to work with chemicals of a mutagenic/teratogenic classification

- necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised

- new and expectant mothers are informed of any risks to them and/or their child and the control measures taken to protect them

- any adverse incidents are immediately reported and investigated

- appropriate training etc is provided where suitable alternative work is offered and accepted

- provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition

- where relevant a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm

- where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with pay.

Outdoor Play Equipment

Safe use of equipment

Supervision

Children must be supervised at all times whilst using outdoor play equipment and the appropriate number of people required to supervise play areas must be determined for each location by means of a Risk Assessment.

Supervising staff should be familiar with the equipment, the rules for use and of the ability of the children.

General guidelines

- Staff/supervisors on duty must ensure that outdoor play equipment is visible and can be appropriately supervised when in use.
- Staff/supervisors on duty have a responsibility to make regular checks for defects and report them as appropriate.
- Staff/supervisors have a responsibility to ensure appropriate behaviour policy.
- Consideration needs to be given to weather conditions, outdoor play equipment should not be used during wet or icy conditions.
- Apparatus must only be used at appropriate times when supervised. Parents need to be informed that the apparatus is for school aged children only and not to be used before and after school.

Clothing/Footwear

Suitable clothing should be worn. Hazards can arise from - unfastened coats, woollen gloves, scarves, ties, etc.

Appropriate footwear must be worn. Hazards arise from - slippery soles, open toed and sling back sandals, heels and untied laces, etc.

Zoning of Activities

Consideration will be given to the range of activities occurring within the playground area:

- Ball games/chasing games to be sited away from the climbing area.
- In a nursery garden, wheeled toys in particular, are to be used away from the climbing area.

Play equipment standards

All new outdoor play equipment to be designed, constructed, installed and maintained in accordance with European standards BS EN 1176 and BS EN 1177.

These European standards are not retrospective or a legal requirement but represent good practice in the event of an accident claim. Play equipment which was considered safe under BS 5696 will still be safe under the new standards.

The independent competent person carrying out annual inspection and maintenance will advise whether any alterations need to be made.

Only manufacturers/contractors with appropriate play industries registration will be used to install new outdoor play equipment. Schools will check that companies have API (Association of Play Industries) or BSI registration for equipment manufacture and installation.

Scrambling and climbing elements must not exceed 3 metres, for children below 5 years the height should be a maximum of 1.6 metres.

Height should not be the dominant feature on any item of equipment. Interest, challenge and enjoyment should be achieved without the need for height itself.

Structures must be spaced clear of each other to prevent one activity interfering with another, they must also be clear of walls, fences etc.

Suppliers of new equipment will be required to supply information relating to surfacing requirements, intended age range, risk assessment, installation instructions, servicing and maintenance instructions.

Safety surfaces

All products must meet the appropriate BS EN Standards. Both portable and fixed climbing equipment that has a fall height of 600mm must be on an impact-absorbing surface if used outside. (Fall height is the distance from the clearly intended body support to the impact area).

Although impact absorbing surfaces cannot prevent accidents they may reduce the level of injury. There are a range of surfaces available which provide impact attenuation including rubber mats and tiles, bark etc.

The extent of surfacing around static equipment is dependent on the fall height; this should extend at least 1.75m beyond the outermost points of the base of the frame.

When considering so called safety surfaces their likely effectiveness, durability, practicality and management will be taken into account.

Materials such as top soil and turf do have limited impact absorbing properties.

Where bark is used this area should be a minimum of 300mm deep with a recommended particle size of 38mm max and 12mm min.

Loose materials will spread if not suitably contained and will need to be topped up from time to time, thus it is important to have additional bark available to top up to the original level.

Inspection and maintenance

For new equipment a post installation inspection will be arranged.

BS EN 1176 recommends that all outdoor play equipment be inspected and maintained on a regular basis. Such inspection and maintenance is at 3 levels.

Level 1 checks – Daily / pre use checks by staff (these do not require formal recording)

Concentrating on the following points:

- no evidence of obvious wear / damage
- area safe from health hazards e.g. needles, glass, faeces etc
- impact absorbing surfaces no cuts, tears, wear or unstuck areas

- all fastening tightly secured
- no broken chains, stretched links or loose or twisted shackles
- uprights unbroken and firm in the ground.

Where any defects / hazards are identified appropriate steps must be taken to prevent use until problems have been satisfactorily resolved.

Level 2 checks – termly inspection in house

A more thorough check of the equipment to be conducted termly and these records kept on site.

Level 3 checks – annual inspection

A detailed certified inspection by an independent competent person capable of inspecting to BS EN 1176 and 1177 these checks must be formally recorded and records kept on site.

Such checks ensure safety and identify any improvements required in terms of the European standards.

The competent person conducting the annual inspection will advise on the extent of surfacing required for both static and moving equipment.

Personal Protective Equipment

The Trust provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

To effectively implement its arrangements for the use of PPE the Trust will:

- ensure that PPE requirements are identified when carrying out risk assessments
- use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary
- carry out an assessment to identify suitable PPE
- ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are separately
- ensure that PPE is sourced appropriately and bears the “CE” certification mark
- ensure PPE is available to all staff who need to use it
- provide adequate accommodation for correct storage of PPE
- provide adequate maintenance, cleaning and repair of PPE and the inspection recorded
- inform staff of the risks their work involves and why PPE is required
- instruct and train staff in the safe use and maintenance of PPE
- make arrangements for replacing worn or defective PPE
- review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually.

Staff provided with PPE for their own personal use at work will be required to sign to confirm its receipt.

Physical Education

The Trust is committed to safe practice in physical education and recognises that the Trust and the teaching staff and others in positions of responsibility have a duty of care for those in their charge to ensure that planning and implementation include recognition of safety as an important element.

Young people should learn about the principles of safety as applied to themselves and to the care and well being of others. This should be a planned and intentional aspect of the curriculum.

The Trust follows the standards set out in 'Safe Practice in Physical Education and School Sport' produced by the Association for Physical Education.

Implementation

The PE Leader is responsible for ensuring this policy is brought to the attention of all staff, for ensuring that it is complied with.

The PE Leader is also responsible for completing an Association for Physical Education (AfPE) PE risk assessment form for each PE event where significant health and safety hazards are reasonably foreseeable and for bringing risk assessments to the attention of relevant staff.

Staff competence and qualifications

Teachers with responsibility for the planning and delivery of PE programmes should have satisfactorily completed appropriate initial and/or in-service training which cover all those aspects of activity required to be taught, as recognised by the DfE.

Supervision of Pupils

Unqualified teachers will not be required to teach in areas where they lack the appropriate experience and expertise, particularly where there are safety implications. A qualified teacher should closely supervise PE classes.

Adults other than Teachers (AOTTs)

When adults other than teachers are used to support the delivery of physical education and in the extended curriculum to:

- support and work alongside teachers in the delivery of the curriculum
- work alongside and support teachers in the development of clubs and teams on the site
- deliver off-site activities.

The Trustees continue to have a duty of care that operates for any activity in which pupils are engaged. Teachers cannot transfer this duty and therefore AOTTs must work alongside teachers with supervision.

The Trust will ensure that stringent checks, including Disclosure and Barring Service (DBS) checks, are made before allowing any unsupervised access to children.

Refer: 'Guidelines for Local Education Authorities, Schools and Colleges' in the use of 'Adults other than Teachers in Physical Education and Sport Programmes', BAALPE.

Class sizes in Physical Education

In determining the size of teaching groups in physical education, account will be taken of:

- nature of the activity
- age, experience and developmental stage of pupils
- requirements of National Curriculum.

Risk Assessment

The Trust will create and maintain a risk assessment for each PE work area. Significant hazards and their control measures will be included in “schemes of work" as appropriate. All staff working in PE and Trust sport will be made aware of these findings and be involved in their review.

Manual handling and storage of equipment

Where possible manual handling tasks should be avoided or the risk of handling injury minimised by appropriate task design or the use of handling aids (e.g. trolleys). The layout of storage areas should minimise the need to stretch, reach, bend or twist the body excessively to reach frequently used or heavy items. This can be enhanced by ensuring that storage areas are kept tidy and well organised.

Apparatus Handling by Pupils

It is an integral part of the subject to involve pupils in apparatus handling, particularly in gymnastics. However, this must be carried out in such a way as to reduce risk to pupils as far as is reasonably practicable. The school will make arrangements to enable pupils to learn how to handle equipment safely according to their age and strength.

Inspection of equipment

All indoor PE facilities and equipment will be inspected termly and records kept.

Staff should carry out pre-use visual checks of equipment to identify obvious defects this includes a visual sweep of playing areas prior to use to ensure any hazardous objects are removed.

All games posts will be kept in good condition, with freestanding posts and lighter portable posts secured to prevent them falling over and all posts subject to regular checks.

Hazards and equipment defects

It is the responsibility of all staff to inform the teacher in charge of any hazards, e.g. defects to equipment, so that appropriate action can be taken.

If the teacher in charge considers a defect to be a significant threat to health and safety, the equipment must be taken out of action until the defect to the equipment has been remedied and/or the PE Leader/Headteacher agrees it is safe to be used. A notice must be attached to the equipment indicating that it is faulty and must not be used.

Emergency procedures

The PE Leader is responsible for preparing written emergency procedures for activities where there is a risk of serious and imminent danger to employees and/or pupils. Where employees are allocated specific tasks to perform in an emergency their role will be detailed and they will be suitably trained.

Away Fixtures

Such risks could be significant in the case of an injury to pupils during a lesson both on-site and off-site. Effective procedures are complicated by when and where the emergency happens. The Trust will consider what they will do during away fixtures and matches and agree procedures that will ensure effective handling of the situation.

First Aid

The school will ensure that a suitable number of trained first aiders are available.

A travelling first aid kit and clear, effective procedures for contacting the emergency services is considered to be the minimum requirement.

Procedures to address the needs of injured pupils and the remainder of the group away from Trust premises and the managing accidents will be included in PE risk assessments.

Clothing and Footwear

This must be appropriate to the activity.

Suitable footwear must be worn on all occasions. Specific requirements are:

- Games, athletics, cross-country running

Training shoes are acceptable in most circumstances. However, the soles must provide satisfactory grip, particularly in wet conditions. Studded footwear should be worn where appropriate. Participation in 'everyday shoes', such as those with heels or open toes, must not be permitted under any circumstances. Footwear must always be secured by suitable fastenings. Long, loose laces and flapping tongues present a significant hazard.

In football related activities, pupils in boots / blades and those in trainers will involve an assessment of the pupils' footwear to ensure it is suitable part of the on-going risk assessment undertaken by the teacher.

- Indoor activities, (dance, gymnastics, etc.)

Participation with bare feet will enhance the quality of work considerably, thereby making it much safer. If the condition of the floor does not allow bare feet, then soft soled plimsolls provide the best alternative. During activities, such as 'step aerobics', where excessive and repeated impact might be anticipated, suitable training shoes must be worn.

Jewellery

The wearing of jewellery and nail varnish is not permitted. If ears are pierced, studs only may be worn but must be removed for P.E. A watch may be worn if it is named and not of any great value.
It is advisable to collect all such items prior to the lesson and store safely.

Radon

Radon gas is a naturally occurring radioactive gas that can accumulate in buildings, particularly in basements, ground floors, and below-ground workspaces. Prolonged exposure to radon poses a risk of lung cancer and therefore must be managed as part of our duty under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

Identification of Risk

All company workplaces will be checked against the UK Health Security Agency (UKHSA) radon maps to determine whether they are located in areas affected by radon. Premises in affected areas will undergo radon monitoring using approved radon detectors for a minimum three-month period.

Monitoring and Assessment

Radon levels below 200 Bq/m³ (UK Action Level) will be recorded, and re-testing will occur at least every 10 years, or sooner if significant building alterations are made. Levels equal to or above 200 Bq/m³ will trigger immediate review and implementation of mitigation measures, and assessment under the Ionising Radiations Regulations 2017 if necessary.

Control Measures

- Improve ventilation in affected areas, including basements and ground floors;
- Seal floors, cracks, and service entry points to reduce radon ingress;
- Install radon sump or fan systems where necessary;
- Follow-up monitoring will confirm the effectiveness of any remedial actions.

Employee Protection and Awareness

Employees will be informed of radon risks and any monitoring or mitigation activities. Staff must cooperate with radon monitoring and report concerns about ventilation or air quality to their line manager.

Record Keeping

All radon risk assessments, monitoring results, and remedial actions will be documented and retained for at least 5 years.

Review

Radon management arrangements will be reviewed annually, or sooner if monitoring results, new premises or regulatory changes require it.

Risk Assessment

Risk assessment is a systematic examination of what within our Trust can cause harm to people and it helps us determine whether we are doing enough or further actions are required to reduce the likelihood of injury or ill health.

Our policy is to complete a risk assessment of all our known and reasonably foreseeable health and safety hazards covering all our premises, people, equipment and activities in order to control risks and to plan and prioritise the implementation of the identified control measures. The Trust provides a number of model and template risk assessments but these will generally need to be tailored by schools to their local circumstances.

We will ensure that:

- assessments are carried out and records are kept
- control measures introduced as a result of assessments are implemented and followed
- employees are informed of the relevant results and provided with necessary training

- any injuries or incidents lead to a review of relevant assessments
- assessments are regularly monitored and reviewed
- suitable information, instruction and training will be provided to all persons involved in the risk assessment process.

We may be controlling risks in various ways, determining the effectiveness of those controls is part of our risk assessment process.

It is the responsibility of the Headteacher to ensure risk assessments are conducted, although in practice the actual assessment process will be delegated to other members of staff where appropriate.

Generic/Model risk assessments are acceptable so long as the assessor:

- satisfies themselves that the 'model' risk assessment is appropriate to their work; and
- adapts the model to their own actual work situations.

When completing risk assessments it is necessary to refer to the relevant subject guides:

Art

National Society for Education in Art & Design (NSEAD)
http://www.nsead.org/hsg/index.aspx

Physical Education

Safe Practice in Physical Education and School Sport' BAALPE/afPE http://www.afpe.org.uk/

Offsite visits

Health and Safety of Pupils on Educational Visits. DfE
Outdoor Education Advisers Panel. http://www.oeap.info/

Safeguarding

All education professionals, including administrative and facilities staff as well as teaching staff, have a statutory duty of care to all pupils. This duty extends to promoting the welfare of pupils who require additional support but are not suffering harm or at immediate risk of harm.

The Trust will promote awareness and best practice to deal with situations of suspected abuse or neglect and situations in which staff are best placed to observe such signs. Each Trust school has a designated safeguarding lead, who is responsible for providing support to staff members in their safeguarding duties and for liaising closely with the relevant social services such as children's social care.

Trust Responsibilities

The Trust will:

- contribute to inter-agency working for safeguarding and child protection in line with statutory requirements
- implement a suitable safe recruitment process
- implement and enforce a child protection policy and a staff behaviour policy or code of conduct
- provide appropriate training to all staff members
- provide the designated safeguarding lead with appropriate authority, time, funding, resources, training and support to allow them to effectively carry out their duties
- implement a suitable procedure for handling allegations against members of staff
- maintain Trust in the teaching profession
- provide a safe environment in which children can learn
- provide training to pupils about safeguarding as part of a balanced curriculum.

Staff Responsibilities

The Trust requires all staff to:

- assist in providing a safe environment in which children can learn
- raise all concerns with the designated safeguarding lead, including concerns about other staff members
- always err on the side of caution and report suspected cases of abuse or neglect
- report concerns directly to children's social care if it is not possible to raise them with the designated safeguarding lead
- always act in the best interests of the child.

If at any point there is a risk of immediate serious harm to a child, staff members should make an immediate referral to the Designated Safeguarding Lead for the school who will then consider making a referral on to children's social care. If the child's situation does not improve, staff members with concerns should press for re-consideration.

Recruitment

The law places requirements on all employers to ensure that all staff engaged to work with children are suitable to do so. We will take all reasonable steps in the employment process including carrying out checks on:

- employment history considering any and all gaps in employment history,
- qualifications and professional registration,
- proof of identity (birth certificate and passport); and
- references.

We will also check current or prospective employees' criminal records and whether they are included on lists of people barred from working with vulnerable groups.

Disclosure and Barring Services (DBS) and other checks

A DBS check will be made for all staff members who will be required to engage in regulated activities prior to employment and the Trust will carry them out in line with current legislation. Enhanced DBS checks and/or barred list checks will be made for staff members as necessary. Post-employment DBS checks will be carried out for staff members who did not previously take part in regulated activities but who now will be involved in such activities. The Trust will implement suitable procedures to ensure that staff promoted or moved to such positions will not be permitted to start their new roles until the proper DBS checks are complete.

Record Keeping

We will ensure that appropriate, accurate, legible and contemporaneous records of safeguarding concerns are made and stored securely in accordance with the Data Protection Act.

Further Information

All staff should refer to the Child Protection Policy for full details of the Trust's policy and arrangements for safeguarding.

Site Access and Keyholders

In order to improve safety for everyone in the academy, measures have been taken to restrict access into the academy building.

If the gates are locked, visitors or late arrivals should enter via the main entrance.

All visitors must report to the academy office and sign in where they will be issued with a visitor's badge.

All visitors must sign out when leaving the academy site/building.

Any adults on site who do not work in the academy and who are not wearing a visitor's badge must be reported to the academy office.

Key holders on call should be mindful of their own safety when called out.

If the police have left the premises a key holder can contact the police and request that they return before entering the building.

Key holders should lock themselves in and avoid being on-site alone.

Before leaving, the key holder should ensure that the academy is secure and the alarm re-set. If any member of staff is on site and is concerned about people on or about the site, they should telephone the police on 101 or on 999 if concerned about their own or the academy's well-being. Where the Premises has private rentals suitable security precautions should be taken to reduce access into other areas of the school where possible.

Separate Key holding arrangements for contractors during summer works will be co-ordinated by the school and the Hub Business Manager.

Smoking

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not stop potentially dangerous exposure.

It is the policy of the Trust that all of its premises are smoke-free and that all employees and pupils have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire Trust, including the use of all artificial smoking aids (electronic or otherwise) with no exceptions. This policy applies to all employees, pupils, parents and visitors in all areas of the Trust, including Trust vehicles.

Implementation

All staff are obliged to adhere to and facilitate the implementation of the policy.

The Trust will ensure that all employees and contractors are aware of the policy on smoking. They will also ensure that all new personnel are given a copy of the policy on recruitment or induction.

Appropriate 'no smoking' signs will be clearly displayed at or near the entrances to premises. Signs will also be displayed in Trust vehicles that are covered by the law.

Stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly-demanding work colleagues. The Trust will endeavour to ensure a pleasant working environment and that employees are as free from stress as possible.

We will:

- work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress
- regularly review risk assessments
- consult with employees on issues relating to the prevention of work-related stress
- provide access to confidential counselling for employees affected by stress caused either by work or external factors
- provide training for all managers and supervisory staff in good management practices.

Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with their Manager or through the Trust’s grievance procedure.

Supervision of Children

School and office hours will be published clearly by each school – these will vary by Key Stage.

A member of staff will generally be around the playground area to supervise children arriving at the start of the day.

Teachers supervise children leaving class at the end of the day.

At break times an appropriate number of staff are on duty. Staff return to their classrooms in time for lessons to resume.

Outdoor Duty: The staff on duty cover the playground and other key areas.

Indoor Duty: If it is a wet playtime, staff stay with their classes until they have made contact with another member of staff and arranged to cover one another for a short release time.

All members of staff are responsible for making sure that their classroom is clear of children.

All staff (teaching and non-teaching) should be in their classrooms to receive the children as they come in first thing in the morning, from morning break and after lunch.

A designated person is responsible for the organisation and management of lunch times, and works with a team of Supervisory Assistants.

Leadership team members provide support at lunchtime.

All staff have a collective responsibility at all times and should speak to children and support the supervisory staff whenever the need arises.

Any children working in classrooms or activity areas must be supervised by a class teacher.

Supporting Pupils with Medical Needs

The Trust's policy is to support pupils attending school who have a medical condition. This policy is written in accordance with Section 100 of the Children and Families Act 2014 and the Department for Education statutory guidance *Supporting pupils at school with medical conditions* (December 2015).

The Trust recognises its duties under the Equality Act 2010 and will make reasonable adjustments where a pupil's medical condition constitutes a disability.

The Trust will support the administration of short and long-term medication and medical techniques where this is necessary for the pupil to continue to be educated at school. The Trust will also put in place procedures to deal with emergency medical needs.

The school will establish procedures to ensure that all concerned staff, parents, pupils and, where relevant, health professionals are aware of the pupil's condition and what steps have been agreed either to manage the condition on a daily basis or to be implemented in case of an emergency.

A Designated Medical Needs Lead will be appointed within each school to coordinate support for pupils with medical conditions.

It is stressed that the administration of medication is undertaken on a voluntary basis by staff and it will only be done where the procedures are followed. Where no member of staff is able to volunteer, alternative arrangements will be discussed with parents and healthcare professionals to ensure the pupil is not excluded from education.

Health Care Plans

Parents are responsible for providing the school with up-to-date information regarding their child's health care needs and for supplying appropriate medication.

Individual Healthcare Plans (IHPs) will be in place for pupils with significant medical needs, including chronic or ongoing medical conditions such as diabetes, epilepsy, or anaphylaxis. These plans will be completed at the start of the Trust year, on enrolment, or following diagnosis being communicated to the school.

IHPs will be developed in collaboration with parents, pupils where appropriate, and relevant healthcare professionals.

Each IHP will include:

- details of the medical condition
- triggers, signs and symptoms
- medication requirements, dosage, storage and access
- daily care requirements
- emergency procedures
- roles and responsibilities
- training requirements
- arrangements for educational visits and activities

- confidentiality considerations

IHPs will be reviewed annually and sooner where there are changes to the pupil's condition, medication, or school circumstances.

All staff will be made aware of relevant health care needs, and copies of IHPs will be stored securely and made accessible to staff on a need-to-know basis in line with data protection requirements.

Staff will receive appropriate training relating to the health conditions of pupils and the administration of medicines, delivered by suitably qualified healthcare professionals. Training will be recorded, competency assessed and refreshed as required.

Administering Medicines

No child under 16 will be given medicines without their parent's written consent. Any member of staff giving medicines to a child will check:

- the child's name
- the prescribed dose
- the expiry date
- written instructions provided by the prescriber on the label or container
- time of last dose

If in doubt about any procedure, staff will not administer medicines but will check with parents or a healthcare professional before taking further action.

A written record will be kept of all medicines administered, refused, or omitted. If a child refuses medication, this will be recorded and parents will be informed on the same day.

Administration of Controlled Medicines

The Trust is committed to ensuring that controlled medicines are managed and administered safely and consistently across all schools within the Trust. All procedures must comply with statutory guidance and relevant legislation governing the administration of medicines in educational settings.

All controlled medicines must be stored in a locked, non-portable, medicines cabinet accessible only to authorised staff. Controlled medicines may only be administered by staff who:

- Have been authorised by the Headteacher.
- Have received appropriate training, in line with DfE expectations for staff supporting pupils with medical conditions.

Administration must occur in the presence of two authorised members of staff; the administering staff member and a witness who observes the entire administration process. Immediately after administering a controlled medicine, staff must record the following in the Administration of Controlled Medicines log book:

- Childs's full name
- Identity has been verified

- Name, strength, and dose of the medicine
- Time and date of administration
- Supplier and source of medication, amount received and current stock balance
- Quantity administered and updated remaining stock balance

The record must be signed by:

- The administering staff member
- Countersigned by the witnessing staff member

This reflects best-practice guidance that schools maintain clear, accurate medicine-administration records.

The witness must confirm that:

- The correct child receives the correct medication
- The dosage is accurate
- The process complies with Trust policy and professional standards
- Documentation is accurate and complete

Non-Compliance and Incident Reporting

Any error, concern, or irregularity in the management or administration of controlled medicines must be reported immediately to the Headteacher and the Trust's designated Health & Safety lead and Safeguarding lead. All incidents will be reviewed in line with Trust procedures and statutory guidance expectations for record keeping and safe practice.

Self-Management

The Trust supports and encourages children, where appropriate, to take responsibility for managing their own medicines. Decisions regarding self-management will be agreed with parents and healthcare professionals and documented within the IHP.

Children prescribed controlled drugs will have these stored securely. Where agreed as appropriate, children may access controlled drugs for self-medication under supervision.

Refusing Medicines

If a child refuses to take medicine, staff will not force them to do so but will record the refusal and follow agreed procedures. Parents will be informed the same day. Escalation procedures will be followed where refusal presents a risk to the child's health.

Allergies

Information about children who suffer from allergies will be shared with relevant staff. Allergy management plans will be in place where required.

The Trust will ensure that designated staff are trained in the use of adrenaline auto-injectors and that emergency medication is readily accessible.

Headlice

Incidents of headlice are reported to parents of children in the class where an outbreak has occurred.

Educational Visits

The Trust will consider what reasonable adjustments are required to enable children with medical needs to participate fully and safely on educational visits. Planning arrangements will include consideration of medical needs and, where appropriate, individual risk assessments.

IHPs and any required emergency medication will accompany pupils on visits. Staff supervising visits will be aware of medical needs and relevant emergency procedures.

Sporting Activities

Any restrictions on a child's ability to participate in physical education will be recorded in the IHP. Staff will be mindful of privacy and dignity.

Some children may need to take precautionary measures before or during exercise and may require immediate access to medicines such as asthma inhalers. Staff supervising sporting activities will consider whether risk assessments are required and will be aware of emergency procedures.

Trust Transport

Where pupils have life-threatening conditions, relevant IHPs will be available on transport vehicles.
Drivers and escorts will receive basic first aid training. Where required, additional training will be provided to support pupils with complex medical needs, including the use of adrenaline auto-injectors.
Risks will be minimised by not allowing food to be consumed on vehicles where pupils are at risk of severe allergic reactions.

Non-Prescription Medication

Non-prescription medication, including paracetamol and homeopathic remedies, will not be administered by the school unless specific written parental consent has been obtained and administration is documented.
Where a pupil suffers regularly from acute pain, parents may authorise and supply appropriate medication with clear written instructions. Parents will be notified when medication is requested and administered.

Complaints

Parents who are dissatisfied with the arrangements made to support their child's medical needs may raise concerns through the school's complaints procedure.

Swimming Pool

The Trust will take all reasonable precautions to safeguard staff and pupils using swimming pools and recognises that the following are essential to ensuring that this will be achieved:

- completing a Risk Assessment for the pool and making sure it used
- the implementation of a Normal Operating Procedure
- the preparation and training of staff in the Emergency Action Plan
- clear conditions of hire (where relevant)
- the establishment and implementation of pool rules
- determining the special needs or medical conditions of pupils
- nominating a member of staff responsible for pool safety.

General Safe Practice

The minimum number of people, teachers, and support, at the poolside is two, where only one is present this will be justified in the risk assessment to indicate why this ratio is acceptable and should highlight alternative emergency arrangements.

A suitably qualified adult should always be present at the poolside to effect a rescue from water and carry out cardiopulmonary resuscitation.

Teachers and school staff present during programmed activities should hold as a minimum either of the following two awards:

- the National Rescue Award for Swimming Teachers and Coaches (NRASTC)
- the STA Level 1 Award in Pool Emergency Procedures.

For unprogrammed activities there should be a qualified lifeguard who should hold:

- the RLSS National Pool Lifeguard qualification or
- the STA Level 2 Award for Pool Lifeguard.

All staff at the poolside need to:

- update their lifesaving and water safety skills regularly
- practice their skills
- remain diligent
- be aware of the NOP and EAP.

Pool Rules

All pupils must be made aware of the school rules, including:

- removing or making safe all jewellery
- not to chew sweets or gum
- usual hygiene procedures
- reporting illness
- no outdoor shoes on the poolside
- no running on the pool surround
- to keep away from the pool edge until instructed
- the emergency procedures for stopping activity and evacuating the pool
- reporting unacceptable behaviour
- responding immediately to all instructions.

Teacher to Pupil ratios

The designated maximum bather capacity appropriate to the size of the pool will be specified in the Normal Operating Procedure (NOP).

There must always be a supervisor present on the poolside alongside the swimming teacher, one of which must be responsible for lifesaving. The supervisors will be required to be able to effectively carry out emergency procedures. pupil/teacher ratios must not exceed 20:1 and for the vast majority of cases in primary school swimming should be less than this. The following ratios are based upon safety considerations rather than teaching requirements:

Non-swimmers and beginners

A ratio of 12:1 will be used for young children, normally primary school age, who are being introduced to swimming and who are unable to swim 10 metres unaided on back and front.

Children under the age of seven

Irrespective of their swimming ability, group size should be restricted to a ratio of 12:1.

Improving swimmers

A ratio of 20:1 will be used for swimmers of a similar ability to each other who can swim at least 10 metres competently and unaided on their back and on their front. It is recommended that the lesson be confined to an area in which the children are not out of their depth.

Mixed ability groups

A ratio of 20:1 will be used for pupils with a range of ability (from improving to competent) where the least able and least confident are working well within their depth. Swimmers' techniques, stamina and deepwater experience should be considered.

Competent swimmers

A ratio of 20:1 will be used for those swimmers who can swim at least 25 metres competently and unaided on front and back, and can tread water for 2 minutes.

Swimmers with disabilities

For swimmers with disabilities, each situation must be considered individually as people with disabilities are not a homogeneous group. The school will normally use a maximum 8:1 ratio for swimmers with disabilities and alter the ratio for each group as necessary. Additionally, care must be taken to ensure that there are sufficient helpers in the water to provide a 1:1 ratio for those needing constant support and a sufficient number of other helpers to provide the degree of support required by the range of disabilities within the group.

Normal Operating Procedure (NOP)

The NOP should include:

- a plan of the pool
- the key hazards
- communications methods
- rules of supervision
- systems of work and operational systems
- detailed work instructions
- first aid supplies and training
- details of alarm systems and other emergency equipment:
- conditions of hire, where appropriate.

Emergency Action Plans

An Emergency Action Plan (EAP) details what everyone should do in the event of a reasonably foreseeable emergency. This might include:

- overcrowding
- disorderly behaviour
- assault
- lack of water clarity
- fire
- bomb threat
- structural failure
- emission of toxic gases
- serious injury to swimmer

- discovery of a casualty in the pool.

The procedure will explain how to clear the pool and/or evacuate the building/site, the roles of all the staff involved, how to call for help and what help to give to the people involved.

All staff likely to be involved in this procedure and all outside user group leaders who may be affected need to be trained to ensure their effectiveness in an emergency.

Notices need to be displayed to advise pool users of the arrangements in the event of an emergency.

All school classes to run practice drills during the first lessons of each term in order that both staff and pupils recognise the alarm signal and know how to respond to it.

Exit doors and signs, firefighting equipment and alarm points need to be checked regularly to ensure that they are working and accessible. All fire doors must be operable without the aid of a key at all times the pool is in use. These should be checked at the start of every day.

Safety Equipment

- All pools must be equipped with a means of raising an alarm and summoning support in the event of an accident or incident. Ideally, this will be an emergency button which activates a siren or a telephone giving direct contact with the emergency services.

- There should be a long pole at either side of the pool to reach and rescue anyone in difficulties without getting into the water. Adequate buoyancy aids and first aid equipment, including a blanket should be immediately to hand.

- Pool depths should be clearly marked on the walls of the pool and teachers should explain their significance to pupils, especially beginners.

- In open-air pools this could be a painted depth line on the fence so that children can stand next to it to see where the water will come up to when they get in.

- All signs should be compliant with the Safety Signs and Signals Regulations.

- A pool divider, usually a rope, should normally be positioned to separate deep from shallow water when non-swimmers are present.

- All pools should be able to be locked off and isolated to prevent unauthorised access when not manned. Failure to achieve this is a major cause of accidents in school and private pools.

Conditions of Hire

If the school pool is hired to an outside organisation the school will ensure that the outside organisation will use the pool in a safe manner.

Hirers will be required to sign a hire agreement and will also be given an up-to-date copy of the NOP and EAP and any special conditions of hire which might apply to their session.

Conditions of hire should include:

- the name and address of the organisation hiring the pool

- the name of the pool being hired

- the name of the hirer and contact details

- the activity for which the pool is to be hired (to assess the level of risk and safety rules required by session type)

- the numbers participating and their age and swimming ability (where a school hires a pool for a block involving more than one class with different abilities, ideally the form should be completed to show all this information as the equipment/area of the pool used may need to be different for different groups)

- specific agreement on the respective responsibilities of the hirer and the pool operator (for instance who will provide the lifeguarding and the level of life guarding provision to be made, child protection issues, staffing levels)

- details of who is to be responsible for what in the event of an emergency (normally it is the operator of the pool who is responsible for building related problems and the hirer for emergencies associated with the activities of the group)

- any safety advice to be given to swimmers and any specific rules that should be enforced

- a signature from the hirer that they have received and read copies of the NOP & EAP

- appropriate third-party liability insurance.

Temperature and Climate

Minimum and maximum temperature for the workplace

The minimum temperature for a workplace is 16°C for jobs that are non-strenuous and 13°C for strenuous or manual work. In a school environment the minimum temperature is 18°C for classrooms and 21°C for sick rooms; gymnasiums and areas where a higher level of activity than normal can be at a minimum of 15°C.

There is no legal maximum temperature.

The Health and Safety Executive have stated: 'An acceptable zone of thermal comfort for most people in the UK lies roughly between 13 degrees Celsius and 30 degrees Celsius, with acceptable temperatures for the more strenuous work activities concentrated towards the bottom end of the range and more sedentary activities towards the higher end.'

Whilst there is no legal upper limit, steps should be taken to achieve a comfortable working temperature.

See the following site for further information:
http://www.hse.gov.uk/temperature/index.htm

Cold weather

Leaders must prepare for the worst weather conditions by having a system in place to clear at least one safe route to each workplace. Legal guidance states that leaders must 'minimise risks from snow and ice. This may involve salting or gritting, snow clearing and closure of some routes, particularly outside stairs and ladders'. Accidents may still happen, but proactive measures should be taken to prevent them. In other words, risk assess in the same way as for any other workplace activity. Rock salt and sand mixes are effective materials for clearing ice and are acceptable for high traffic areas such as ramps, steps and paths near buildings.
There is no legal requirement to salt or grit car-parking areas, but to focus on pathways to/from buildings.
The risk assessment should cover:

- The hazards of icy weather and the precautions you have put in place;
- Managers must explain to staff the outcomes of the assessment;
- Ensure that you have made it a priority task for staff to open up a route clear of snow and ice;
- Managers must ensure staff are competent to do this. All hazards of the job should be highlighted to them not just the slippery surface;
- Equipment required may include shovels and brushes, but would typically be just a stock of ice clearing material such as salt or grit.

Hot weather

Too much sunlight is harmful to skin. A tan is a sign that the skin has been damaged. The damage is caused by ultraviolet (UV) rays in sunlight. In the short term, even mild reddening of the skin from sun exposure is a sign of damage. The most serious effect is an increased chance of developing skin cancer.

- Keep your top on (ordinary clothing made from close woven fabric, such as long sleeved work shirt and jeans stops most UV).
- Wear a hat with a brim or a flap that covers the ears and the back of the neck.
- Stay in the shade whenever possible, during your breaks and especially at lunch time.

- Use a high factor sunscreen of at least SPF15 on any exposed skin.
- Drink plenty of water to avoid dehydration.
- Check your skin regularly for any unusual moles or spots. See a doctor promptly if you find anything that is changing in shape, size or colour, itching or bleeding.

The following information is helpful:
http://www.hse.gov.uk/pubns/indg337.pdf
http://www.hse.gov.uk/skin/sunprotect.htm
SunSmart: the UK's national skin cancer prevention campaign

Temporary Staff and Volunteers

The Trust will take the necessary measures to ensure the health and safety of any staff members employed on a temporary or voluntary basis.

To achieve this, the Trust will provide temporary or voluntary staff with the following information prior to starting work:

- details of the qualifications and skills are required to do the work safely
- the requirements of the safeguarding policy
- any risks to health and safety identified by workplace risk assessments
- the preventive measures to be taken
- safe working procedures
- the action to be taken in the event of an emergency.

The competence of temporary or voluntary staff will be assessed to ensure they are capable of working safely.

Trainee teaching staff or student teachers will additionally be required to complete the proper DBS checks before they are permitted to start work.

Training

Training in health and safety is a legal requirement and also helps create competent staff at all levels within the Trust to enable them to make a far more effective contribution to health and safety, whether as individuals, teams or groups.

Competence of individuals through training helps individuals acquire the necessary skills, knowledge and attitude which will be promoted by leaders and supervisors throughout the Trust.

Our training objectives will cover three areas - that of the organisation, the job and individuals.

All staff will need to know about:

- the health and safety policy
- the structure and system for delivering this policy.

Staff will need to know which parts of the system are relevant to them, to understand the major risks in our activities and how they are controlled. All employees will be provided with the company Health and Safety Handbook.

Leaders' and supervisors' training needs will include:

- leadership and communication skills
- safety management techniques
- skills on training and instruction
- risk assessment
- health and safety legislation
- knowledge of our planning, measuring, review and audit arrangements.

All our staff training needs will include:

- relevant health and safety hazards and risk
- the health and safety arrangements relevant to them
- communication lines to enable problem solving.

All staff will also receive **induction training**. Such training will cover:

- fire procedures including warning systems, actions to be taken on receiving warning, locations of exits/escape routes, evacuation and assembly procedures,
- first aid/injury procedures including reporting and the names of first aiders/appointed persons,
- instruction on any prohibition areas (i.e. no smoking),
- issue of protective clothing/equipment and its use,
- instruction under COSHH,

- mandatory protection areas,
- thorough instruction applicable to their particular duties at work.

Training needs will be reviewed as a result of job changes, promotion, new activities or new technology, following an accident/incident and performance appraisal.

Records of training will be kept for all employees.

Employees must:

- participate in the induction training activities they have been required to attend or carry out
- work according to the contents of any training they receive
- ask for clarification of any points they do not fully understand
- not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed.

Violence to Staff

The Trust recognises that in certain situations violent behaviour towards staff may occur and therefore will take all reasonable measures to protect staff from violence and aggression.

We define violence and aggression as:

- actual or threatened physical assaults on staff
- psychological abuse of staff
- verbal abuse which includes shouting, swearing and gestures
- threats against employees.

To achieve this objective we will:

- carry out risk assessments of potential conflict situations to determine the control measures necessary to protect staff
- ensure that premises are kept secure
- inform all employees of the procedure following a violent or challenging behaviour incident
- not tolerate violence or challenging behaviour towards our employees
- train our employees who may be exposed to violence or challenging behaviour situations
- support the employees involved in any incident
- support their decisions regarding the pressing of criminal charges
- provide any counselling or post-incident assistance required by the employees
- keep records of all incidents of violence and aggression and review the control measures with a view to continual improvement in employee safety.

Visitors

In the interest of safety and security, the Trust will take the necessary measures to protect staff and visitors from any accidents or incidents that may occur during visiting.

Employees hosting visitors much ensure that:

- they are authorised to enter the premises or accompanied
- they adhere to applicable health and safety instructions and rules during their visit
- adequate information is passed to ensure their safety including emergency information
- any protective clothing required is provided and worn
- any accidents / incidents involving visitors are reported through the accident reporting arrangements.

Employees aware of people on the premises who may be unauthorised should report these to their manager for action.

Emergency Action

In the event of the fire alarm sounding, all visitors should be escorted to the assembly point by their host. Visitors should not leave the area before notifying the senior person present.

Window Restrictors & Single Glazing

The fitting and use of window restrictors within Trust premises is used to ensure the safety and security of members of staff, pupils and visitors. The Trust is particularly concerned with preventing persons from falling from height, and has fitted window restrictors to remove the possibility of persons opening a gap large enough for a person to fall through. It is therefore essential that all window restrictors are maintained in a good working order and that all staff report defects to their line manager as a matter of urgency.

The Trust will:

- risk assess the danger of falling from any window and the effects of installing a window restrictor, including the possible loss of ventilation
- identify all vulnerable parties who may be particularly at risk from falling out of windows
- ensure that all window restrictors are secured with tamper-proof fittings
- ensure that the window frames are sufficiently robust where the window requires a window restrictor
- ensure that all window restrictors can withstand a minimum static pushing force of 850N
- ensure that all window restrictors are properly maintained and kept in working order
- provide adequate training and supervision to all staff who use or maintain window restrictors

The Headteacher or nominated person is responsible for checking the window restrictors on a monthly basis and record the findings. Any window restrictor that is found to be broken will be replaced or repaired as a matter of urgency, but the window must be kept locked shut until repairs are carried out. If the repair will not take place for more than a day, temporary signage will also be put in place to indicate that the window should not be used.

Where single glazing exists this must be protected for shattering by use of an approved safety film. The film must be checked for defects by the nominates person at regular intervals and the film must be replaced inline with the manufacturer's recommendations.

Work at Height

The Trust will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

The school will ensure that:

- all work activities that involve work at height are identified and assessed
- the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so
- all work at height is properly planned and organised
- all employees required to use stepladders, ladders or access towers are competent
- regular inspections of all stepladders, ladders or access towers are undertaken
- any contractors on Trust property comply with this policy
- ladders and stepladders are secured to prevent unauthorised use.

Risk Assessment for Work at Height

For all activities involving work at height a risk assessment must be conducted and the findings recorded. This assessment should consider both the work to be done and the most appropriate access equipment to be used (not just what is available) to achieve a safe system of work.

When determining control measures the following hierarchy of controls for work at height as follows must be considered:

- avoid the risk by not working at height, for example by working from existing platforms, using long reach equipment etc. If it is not practicable to do the work safely in some other way then:
- use work equipment or other measures to prevent falls; and
- where the risk of a fall cannot be eliminated further controls to minimise the distance and consequences of a fall should one occur.

The detail of the assessment will depend on the level of risk involved, as a general guide the risk assessment should consider:

- the task and activity involved
- the people (medical conditions etc.)
- equipment to be used including erection and dismantling
- the location (proximity to roads, overhead electrical cables etc)
- the environment, poor conditions and slippery surfaces (weather, temperature etc.)
- the effect on pedestrians, falling objects.

Using Ladders (including stepladders)

Ladders should not be used simply because they are readily available, the risk assessment should determine if a ladder or stepladder is appropriate for the task.

Ladders and stepladders should only be used for short duration tasks (less than 30 minutes), light duty tasks or where more suitable access equipment cannot be used due to existing features of the site which cannot be altered.

For example, whilst a ladder may reach the area of work, if the task requires strenuous work, carrying bulky / heavy equipment or is likely to take more than 30 minutes then an alternative means of access such as a tower scaffold or podium steps would be more appropriate.

Only those persons who have been trained to use ladders safely may use them.

All ladders should be secured against unauthorised use.

Prior to use it should always be ensured that the ladder is in good condition and fit for purpose.

Where ladders are to be used to work from it should be ensured that:

- a secure handhold and support are available at all times
- the work can be completed without stretching
- the ladder can be secured to prevent slipping.

Equipment identification / inspection

The school will compile a register of equipment (excluding kick stools). Where there is more than one piece of equipment each should be indelibly marked with an identifying number.

Equipment for work at height, should be inspected prior to use and by a competent person termly/6 monthly. The inspection will depend upon the complexity of the equipment. Appropriate records of the inspection will be kept.

In the case of tower scaffolds a competent person must inspect these prior to its first use and thereafter every 7 days that it remains in place.

Work Equipment

The Trust will provide a safe working environment in relation to work equipment safety and ensure all employees receive appropriate safety information and training in their work equipment.

To achieve this objective the school will:

- provide work equipment that is suitable for the purpose and compliant with the requirements of the Provision and Use of Work Equipment Regulations
- retain and make available the manufacturer's instruction manual for each item of equipment, where relevant
- before using any item of work equipment, ensure that a risk assessment is carried out and brought to the attention of relevant employees
- inspect all equipment at installation and prior to first use
- regularly inspect work equipment in accordance with the manufacturer's recommendations
- maintain work equipment in accordance with the manufacturer's recommendations
- keep records of all inspections and maintenance
- provide adequate instruction, information and training to employees to enable the work equipment to be used and maintained safely
- provide refresher training as appropriate and as determined necessary by workplace inspections.

Working Time Regulations

The Trust will ensure that all workers under their control adhere to the working time regulations.

The working time regulations are designed to limit the number of hours individuals have to work. The Trust will NOT encourage workers to work over the 48 hours but workers can choose to work longer hours if they wish by opting out. Workers cannot be forced to opt out and can revoke their opt out if they give a suitable notice period.

Individuals who are tired due to working excessive hours are more likely to suffer from mental health problems, general ill health and make mistakes leading to accidents.

A summary of the requirements for adult workers:

- a maximum of 48 hours per week, averaged out over a 17 week reference period (employees can opt out of this)
- entitlement to a minimum uninterrupted rest period of 11 hours in every 24-hour period with no opt out
- entitlement to 28 days paid holiday per year (including statutory holidays) for full time workers (pro-rata for part time workers)
- maximum of 8 hours per shift for night shift workers
- free health assessments for night shift workers
- 24 hour rest period at least once a week, can be 48 hours every fortnight with no opt out
- entitlement to a rest break, if working over six hours
- employees must not suffer any detriment if they choose not to opt out.

Travelling to and from the normal work place, break periods, rest periods, holidays and sickness do not count as working time.

The reference period of 17 weeks can be increased to 26 weeks or 52 weeks by local collective agreements with recognised trade unions or official employee representatives.

A young person's maximum hours are limited to 40 hours per week with no reference period.

Young persons are generally excluded from shift working.

Further information

All staff should refer to the Employment Manual for full details of the Trust's policy on working times, holidays and other benefits.

Workplace Transport

The Trust will take all reasonable steps to control the risks associated with vehicles operating on its premises to ensure a safe site, safe vehicles and safe drivers. In consideration of the above the Trust will:

- assess, implement and maintain appropriate risk control measures to reduce the risks associated with workplace transport on site
- segregate pedestrians from moving vehicles by providing designated safe walkways where it is reasonably practical
- where pedestrians have to cross the traffic routes provide designated crossing points and ensure that priority is given to pedestrians
- reduce reversing manoeuvres wherever possible and ensure adequate arrangements are in place to control the risks associated with any that are necessary i.e. the provision of mirrors, CCTV and trained persons to assist the driver
- manage and enforce a safe speed limit on site and employ speed calming measures where necessary
- plan the workplace including designated parking areas to ensure the layout of routes is appropriate for the vehicle and pedestrian activities
- prohibit vehicles parking in no parking areas and where they will obstruct any entrance, exit door and emergency escape route
- ensure the traffic infrastructure is maintained in a safe and suitable condition including roadways, pavements, car parks, signage and lighting
- use 'highway code' signs and road markings to indicate vehicle and pedestrian routes, speed limits and pedestrian crossings
- avoid traffic routes passing closely to vulnerable items such as fuel or chemical tanks, pipe lines or other surfaces
- ensure vehicles are suitable for the purpose for which they are used and are properly maintained and are provided with mirrors or other such devices to facilitate safe travel
- ensuring the management of safety, maintenance and the safe operation of the Trust's vehicles
- carry out Trust vehicle checks and ensure the timely reporting of vehicle defect and damage
- ensure drivers are authorised to drive that class of vehicle and have received the necessary training and where appropriate ensure drivers have passed medical fitness tests
- any vehicle being driven must be covered by current insurance certificate, MOT and is appropriately taxed where applicable.
- ensure loading and unloading of vehicles take place in a safe area and carried in a safe manner with regards to all foreseeable risks including work at height and that the driver ensures loads are secure and stable.

RISK ASSESSMENT

8. RISK ASSESSMENT

Risk Assessment

Risk Assessment involves identifying the hazards present in the workplace or arising out of any work activity and evaluating the extent of the risks involved to employees and others, taking into account existing precautions and their effectiveness.

A **hazard** is something with a potential to cause harm and can include articles, substances, plant or machines, methods of work and the work environment. Hazards can cause slips and trips, or other accidents that might cause minor or major injuries.

Risk is the likelihood of harm from that hazard being realised. Risk increases with the number of people exposed to the hazard and also with the potential severity of the harm i.e. the resultant injury or ill health effect. If there are no hazards, there are no risks.

The regulations require that risk assessments are '**suitable and sufficient**' in that they should identify all the significant hazards present within the business and its activities and that they should be proportionate to the risk. The assessment should cover all risks that are reasonably foreseeable.

The risk assessment must identify all those people who may be affected by the hazard, whether they are workers or others, such as members of the public.

We may be controlling risks in various ways, determining the effectiveness of those controls is part of the risk assessment process.

Health and safety law does not demand absolute safety when considering what safety controls are required but measures taken should go as far as is '**reasonably practicable**'; a balance between risk and costs, the greater the risk the greater the need to commit resources in terms of time and money to remove or control the risk.

It is a legal requirement that the significant findings of our risk assessments are brought to the attention of our employees.

Carrying out risk assessments

Those who are involved in risk assessments should:

- be competent
- have knowledge and experience of working procedures in practice, potential dangers and strengths and weaknesses of existing precautions
- have knowledge and experience of how to solve problems identified by the assessment
- be in a position to give the commitment, co-operation and resources required to implement the assessment results.

It is important that the person carrying out the risk assessment is competent. This means that the person must have the necessary skills and knowledge gained through experience and training and may have qualifications that enable them to make sound judgments.

The five stages of risk assessment

STEP 1 - IDENTIFY THE HAZARDS

Look for hazards by walking around the workplace. List the hazards that could reasonably be expected to cause harm. Ask for the opinion of employees as they may have noticed things that are not immediately obvious.

Examples of hazards include:

- cables trailing over floors
- fire
- chemicals
- work benches which are too high or too low
- electricity
- loads which have to be moved manually
- work equipment
- working environment e.g. ventilation, lighting, heating.

STEP 2 - IDENTIFY WHO MAY BE HARMED AND HOW

List groups of people and individuals who may be affected by the hazards e.g.:

- staff
- members of the public
- contractors on the premises.

Pay particular attention to vulnerable persons, e.g. those with disabilities, visitors, female employees who are pregnant or who have recently returned to work after having a baby, inexperienced employees or young persons.

STEP 3 - EVALUATE AND CONTROL THE RISK

Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or if more should be done. When evaluating the extent of the risk, account should be taken of the chance of some harm occurring (likelihood), the likely severity of this, and the number of people who could be affected.

The formula to assess the significance of risk considers Likelihood x Impact based on the scoring chart below:

RISK SCORING MATRIX							
LIKELIHOOD	5	Almost certain	5	10	15	20	25
	4	Likely	4	8	12	16	20
	3	Possible	3	6	9	12	15
	2	Unlikely	2	4	6	8	10
	1	Remote	1	2	3	4	5

	Trivial	Minor	Moderate	Major	Critical
	1	2	3	4	5
	IMPACT				

Impact
1. Trivial (delay only)
2. Minor (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. Major (major injury / damage, lost time business interruption, disablement)
5. Critical (fatality / business closure)
Likelihood
1. Remote
2. Unlikely
3. Possible
4. Likely
5. Almost certain

Summary		Suggested Timeframe
12-25	High	As soon as possible
5-11	Medium	Within next 3-6 months
1-4	Low	Whenever viable to do so

Even after all precautions have been taken some risk may remain. Ensure the precautions in place meet standards set by legal requirements comply with a recognised standard, represent good practice and reduce the risk as far as is reasonably practicable.

Where additional controls or further action are necessary to reduce the risk, decide what more could reasonably be done by adopting the following principles:

- avoid the risk completely
- evaluate risks which cannot be avoided
- combat risks at source
- adapt work to the individual
- make use of technical progress
- replace the dangerous with none or less dangerous
- develop an overall prevention policy
- give priority to measures which protect the greatest number of people
- give appropriate instructions to employees.

IMPLEMENTING AN ACTION PLAN

Once the level of risk has been determined and the control measures needed to reduce or eliminate the risk established, an action plan should be drawn up with timescales for implementation of the control measures.

STEP 4 - RECORD YOUR FINDINGS

The significant findings of the assessment must be recorded since these provide evidence that something has been done, it is also a legal requirement. Keep any written assessments for future reference and ensure that

employees are informed of the findings and control measures, either existing or additional, that have to be observed and used. In some circumstances the findings of the risk assessment should also be given to others who could be affected, for example agency workers, contractors etc.

Hazards and example controls

Hazard	Example control measures
Manual handling	Mechanical aids, hoists, getting assistance, breaking loads into smaller units, training
Hazardous substances	Substitution for less hazardous alternatives, extract ventilation, personal protective equipment, training
Work equipment (machinery, tools, etc.)	Guarding, demarcation of danger zones, restricted operation and use planned preventative maintenance, training
Ladders	Avoid working at height. correct type of ladder/stepladders, maintained, training
Electricity	Insulated tools, residual circuit breakers, fuses, earthing, inspection and testing of systems and appliances
Stairs, etc	Good lighting, handrails, non-slip surfaces, slightly raised/highlighted front edges
Fire	Detection/warning systems, fire drills, extinguishers, signs, suitable storage facilities for substances and goods, fire retardant furniture and fittings
Noise	Reduction at source, isolation, ear protection, demarcation of danger zones
Stress	Reduce/increase workload, more control over work, work suitable for the individual, avoidance of monotonous repetitive work
Work environment	Good lighting, ventilation, redesign layout of area, heaters/coolers

STEP 5 - MONITOR AND REVIEW THE ASSESSMENT

It is important that the control measures are monitored and that records are kept. A regular review of the assessments should be made to take into account any changes to the methods or systems of work. You should also review the assessment following an accident, where there has been a significant change to the work, if new information comes to light, or if there is any other reason to believe that it may no longer be valid. Following the review, additional control measures should be implemented if required. Even if there are no significant changes since the original risk assessment, it should be regularly reviewed to confirm that it is still relevant and valid.

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.

The aims of the fire risk assessment are:

- to identify the fire hazards
- to reduce the risk of those hazards causing harm to as low as reasonably practicable

- to decide what physical fire precautions and management arrangements are
- necessary to ensure the safety of people in your premises if a fire does start.

The significant findings of the fire risk assessment, the actions to be taken as a result of the assessment and details of anyone especially at risk must be recorded.

It is important that the fire risk assessment is carried out in a practical and systematic way and that enough time is allocated to do a proper job. It must take the whole of your premises into account, including outdoor locations and any rooms and areas that are rarely used. Small premises are assessed as a whole, larger premises are divided into rooms or a series of assessment areas using natural boundaries, e.g. process areas, offices, stores, as well as corridors, stairways and external routes.

Risk assessments must take account of other users of the buildings and co-operation and communication of hazard and risk must be shared between businesses to ensure a co-ordinated response is prepared and implemented.

One or more competent persons are appointed to carry out any of the preventive and protective measures needed to comply with the legislation. The competent persons are an appropriately trained, employee or, where appropriate, a third party consultant.

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

Six Steps to Fire Risk Assessment

1. Identify the hazards

- Sources of ignition
- Sources of fuel
- Sources of oxygen.

2. Identify people at risk

- Employees
- People in and around the premises
- Vulnerable persons, disabled etc.

3. Evaluate, remove, reduce and protect from risk

- Evaluate the risk of fire occurring
- Evaluate the risk to people from fire
- Remove or reduce the fire hazards
- Remove or reduce the risks to people.

4. Consider:

- Detection and warning
- Fire fighting
- Escape routes and travel distances
- Lighting
- Signs and notices
- Maintenance.

5. Record, plan, inform, instruct and train

- Record the significant findings and action taken
- Prepare an emergency plan
- Inform and instruct relevant people; co-operate and co-ordinate with other businesses
- Provide training.

6. Review

- Keep assessment under review
- Revise where necessary.

MONITORING
HEALTH AND SAFETY

9. MONITORING OF HEALTH AND SAFETY

Measurement is essential to maintain and improve our health and safety performance to identify how effectively we are controlling risks and how well we are developing a positive health and safety culture.

There are two types of performance monitoring, active and reactive.

Proactive monitoring

Monitoring is a line manager's responsibility and in this section there are monitoring checklists for each of the key management positions to be used to determine achievement against relevant health and safety standards. In completing the checklist managers are providing evidence that they have carried out monitoring within their areas of responsibility and they are reinforcing their commitment to health and safety objectives in general and helping to develop a health and safety culture.

This approach to proactive monitoring gives the Trust/school feedback on its performance before an accident, incident or case of ill health.

Managers and supervisors with defined health and safety responsibilities must monitor in detail the areas for which they have day to day control. Much of this checking will be informal and not recorded but formalised, structured checks are also essential to ensure all areas are covered and to demonstrate compliance to senior leaders who must in turn seek assurance that first line monitoring is taking place.

Employees who take a proactive interest or represent groups for health and safety can also be involved with monitoring and may take the format of a health and safety tour or if more formally via a devised checklist.

Reactive monitoring

Reactive monitoring of events including accidents, incidents, cases of ill health or property damage provide an opportunity to check performance and learn from mistakes and improve control measures.

Trends and common features arising from accident and incident investigation can identify jobs or activities where future health and safety initiatives would be most beneficial. Investigations may also provide valuable information in the event of legal action or an employee claim.

Academy Standards and Ethos Committee

To be completed: Annually Date:

Subject	Yes	No	Comment
Health and Safety Management			
Has a report on the last 12 months' health and safety performance been prepared?			
Has a Health and Safety Plan for the next 12 months been prepared?			
Are there adequate resources to implement the Health and Safety Plan?			
Are we on target with our Action Plan?			
Health and Safety Performance			
How many accidents/incidents have occurred across the school within the last 12 months?			
How many RIDDOR reportable events have occurred in the last 12 months?			
Is there any outstanding enforcement action?			
Have policies and procedures been revised and implemented to prevent a recurrence of any serious incidents/enforcement action?			
How many employee claims have been made in the last 12 months?			
How many outstanding employee claims are there?			

Headteacher

To be completed: Termly Date:

Subject	Yes	No	Comment
Health and Safety Management			
Has a report on the last 12 months' health and safety performance been prepared?			
Has a Health and Safety Plan for the next 12 months been prepared?			
Are there adequate resources to implement the Health and Safety Plan?			
Are we on target with our Action Plan?			
Has the Health and Safety Policy been reviewed in the last 12 months?			
Are any new Policies and Procedures required?			
Are arrangements in place to ensure health and safety training is provided throughout the school?			
Is the health and safety training plan up to date?			
Has the Health and Safety Committee met at agreed intervals over the last 12 months?			
Are there any outstanding actions from the Health and Safety Committee meetings?			
Have those with responsibilities for health and safety completed their monitoring checks?			
Have risk assessments across all areas been reviewed within the last 12 months?			
Health and Safety Performance			
How many accidents/incidents have occurred across the school within the last 12 months?			
Does the accident/incident data indicate areas of concern or in need of greater focus?			
Are there any outstanding employee claims from the last 12 months?			

Hub Business Manager/Finance Officer

To be completed: Termly Date:

Subject	Yes	No	Comment
Health and Safety Management			
Is the Health and Safety Policy current and up to date?			
Does the management structure within the Policy reflect the current organisation?			
Are arrangements in place to ensure health and safety training is provided throughout the Trust?			
Is health and safety training up to date?			
Is all health and safety training being recorded?			
Is there a Health and Safety Plan in place?			
Are there any overdue actions from the Health and Safety Plan?			
Are delegated persons completing their Health and Safety Monitoring activities at the agreed timescales?			
Health and Safety Performance			
Have annual accident /incident statistics been compiled? Is the trend positive or negative?			
Do the accident/incident statistics indicate where future health and safety initiatives should be directed?			
Are all accident investigations complete?			
Are any outstanding actions required following accident investigations to prevent a reoccurrence?			
Communication and Consultation			
Has Health and Safety been discussed at meetings at least twice within the last 12 months?			
Are Health and Safety Committee Meeting minutes circulated?			
Are there any outstanding actions?			
Risk assessments			
Are risk assessments completed across all departments, where necessary?			
Are risk assessments brought to the attention of the relevant staff?			
Contractors and Maintenance			

Subject	Yes	No	Comment
Are procedures in place to check the health and safety credentials of all contractors and to ensure they have adequate insurance?			
Are internal health and safety checks completed of the work carried out by contractors?			
Fire and Emergencies (Fire, Gas, Water, Catastrophe)			
Are emergency plans in place?			
Have all staff been made aware of the emergency plans?			
Have emergency drills been practised to test their effectiveness?			
Accident / First Aid			
Is there adequate first aid provision throughout all areas?			
Are the arrangements for recording accidents and incidents capturing all the necessary information?			
Are arrangements in place for ensuring that all RIDDOR events are notified to the HSE?			
Is the accident/incident investigation procedure effective in improving standards of safety?			
Fire			
Has the fire risk assessment been reviewed within the last 12 months?			
Have all the actions from the fire risk assessment been completed?			
Has the fire alarm and emergency lighting system been serviced in the last 12 months?			
Has the sprinkler system been serviced in the last 12 months?			
Are all fire checks being completed and recorded?			
Electricity			
Is the fixed electrical testing up to date for each site?			
Is the portable appliance testing schedule being maintained?			
Are all electrical test records kept up to date?			
Gas Safety			
Are gas appliances inspected and tested at prescribed intervals?			
Are records kept?			

Subject	Yes	No	Comment
Trust Environment			
Are conditions comfortable for staff and pupils: adequate heating, lighting and ventilation?			
Work Equipment			
Has all plant and equipment been serviced in accordance with service agreements?			
Are plant and equipment service records up to date?			
Asbestos			
Has an asbestos survey been conducted at all sites?			
Is there a management plan in place for the control of asbestos at all sites?			
Is the asbestos management plan at all sites up to date?			
Is asbestos awareness training in place for relevant staff?			
Legionella Control			
Are there arrangements in place for the control and management of legionella bacteria in water systems at all sites?			
Are control checks being carried out and recorded?			
Lifts			
Are all lift maintenance contracts in place?			
Are all lifts examined in line with the legal requirement under LOLER?			
Are all servicing and lift examination reports kept readily available for examination?			

Caretaker

To be completed: Termly **Date:**

Subject	Yes	No	Comment
Health and Safety Management			
Is the Health and Safety Policy statement displayed?			
Is the 'Health and Safety Law"- poster and Employer's Liability insurance certificate displayed?			
Risk Assessments			
Are all risk assessments up to date and outstanding control measures listed in an Action Plan?			
Are there any outstanding control measures from previous risk assessments?			
Have risk assessments been brought to the attention of the relevant staff?			
Training			
Have the Health and Safety training needs across the site team been determined, are they up to date?			
Are training needs being met?			
Are training records up to date?			
Is all induction training up to date?			
Fire			
Has the fire risk assessment been reviewed within the last 12 months?			
Have all the actions from the fire risk assessment been completed?			
Has the fire alarm and emergency lighting system been serviced in the last 12 months?			
Has the sprinkler system been serviced in the last 12 months?			
Is the fire alarm tested for audibility on a weekly basis? Are records up to date?			
Is the emergency lighting checked monthly and records kept?			
Has a fire drill been completed each term?			
Have fire doors been checked to ensure they open fully and close on to the rebate?			

Subject	Yes	No	Comment
Are the visitor/contractor log books at reception being completed correctly?			
Is the fire logbook up to date?			
Accident and First Aid			
Is there an adequate number of First Aiders are notices clearly displayed with their names?			
Are the first aid boxes fully stocked?			
Is the Accident Book/Forms available for use and are details entered correctly?			
Have all relevant accidents been investigated and completed statements filed for safe keeping?			
Display Screen Equipment (DSE)			
Have workstation assessments been completed and recorded for all 'users' of DSE?			
Have all DSE 'users' been advised on the availability of eye tests?			
Are records kept up to date of eye tests taken and persons issued with glasses?			
Has instruction in the use of DSE been given to all 'users'?			
Hazardous Substances			
Are risk assessments available on the use of all hazardous substances?			
Are hazard data sheets readily available?			
Have staff received COSHH training?			
Are hazardous chemicals stored securely?			
Lifts/Hoists			
Are all lift maintenance contracts in place?			
Are all lifts examined in line with the legal requirement under LOLER?			
Are all servicing and lift examination reports kept readily available for examination?			
Roof Areas			
Are roof access doors kept locked and keys retained under the control of a responsible person?			

Subject	Yes	No	Comment
Is lighting adequate including provision of emergency lighting where the roof has to be accessed in emergencies outside daylight hours?			
Is roof edge protection adequate to prevent falls?			
Are fragile areas e.g. roof lights, protected?			
Are surfaces free from debris, algae and in good condition?			
Plant Rooms			
Are plant rooms kept locked and keys retained under the control of a responsible person?			
Is lighting adequate including provision of emergency lighting where plant room has to be accessed in emergencies?			
Are plant rooms clean, tidy and not used as storage areas?			
Are main isolation switches clearly labelled?			
Are all moving parts of plant and equipment guarded to prevent any person entering the plant room from coming into contact with them?			
Are protrusions, pipework, ducting, low ceiling heights, etc that may cause tripping hazards or head bumps highlighted and padded?			
Equipment			
Are all items of furniture in a safe condition?			
Is all the Site Team equipment serviced as required? Are service records up to date?			
Is all equipment provided maintained in a safe condition?			
Are window restrictors fitted above ground level checked at least termly?			
Noise			
Are systems in place to prevent staff being exposed to excessive noise?			
Have staff received training on the control measures for reducing noise to an acceptable level?			
Are noise levels monitored to ensure noise reduction methods are working?			
Do all personnel wear ear defenders in hearing protection zones?			
Work at Height			

Subject	Yes	No	Comment
Has a specific risk assessment been performed on all tasks involving work at height?			
Following the assessment, are appropriate control measures being implemented?			
Are assessments regularly reviewed?			
Are assessments reviewed following an accident/incident or whenever the nature of the work changes?			
Are all persons involved with work at height suitably trained?			
Is the work at height supervised?			
Are all ladders/stepladders suitable?			
Are all ladders/stepladders included on an inventory and checked periodically?			
Are ladders/stepladders kept secure to prevent unauthorised use?			
Construction Projects			
Is the competence of contractors being checked prior to commencing work?			
Are principal contractors and designers appointed and provided with pre construction information?			
Are welfare arrangements made for all projects?			
Is a copy of the health and safety file retained for each project?			
Swimming Pools			
Has a Normal Operating Procedure been prepared?			
Has an Emergency Operating procedure been prepared?			
Are staff trained in the NOP and EOP?			
Is the swimming pool plant maintained with records kept?			
Are daily water monitoring checks being completed? Are the records up to date?			
Are adequate trained life savers available for all sessions?			
Are arrangements in place to ensure safety to outside hirers?			
Are high standards of hygiene maintained?			
Asbestos			

Subject	Yes	No	Comment
Is the asbestos survey up to date?			
Are sites of asbestos regularly checked and recorded?			
Are contractors made aware of sites of asbestos prior to starting work?			
Is all asbestos awareness training up to date?			
Legionella bacteria			
Are water temperatures monitored and records kept up to date?			
Are all shower heads descaled termly?			
Are water system flushed through after holiday periods?			
Are hot water temperatures controlled? (max 43 deg °C in areas where vulnerable pupils may come into contact)			
Gas Cylinders			
Are there proper storage areas for flammable liquids and gases, e.g. liquefied petroleum gas and acetylene?			
Are areas where cylinders are used and stored suitably signed to indicate their presence?			
Vehicles including Minibuses			
Are all servicing and MOT records up to date?			
Have driver licences been checked within the last 12 months?			
Are daily vehicle checks being completed?			
Playground and Gymnasium Equipment			
Is the playground and the gymnasium equipment being inspected at least annually by a competent person and records kept?			
Are weekly checks completed of all playground equipment?			

Cleaning Team

To be completed: Termly **Date:**

Subject	Yes	No	Comment
Classroom safety			
Are fixtures and fittings in a good state of repair?			
Are floors and traffic routes kept free of tripping and slipping hazards?			
Are gangways between desks kept clear? Is there adequate space for pupils and teachers?			
Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?			
Are there any changes in floor level or type of flooring that need to be highlighted?			
Is furniture in good repair and suitable for the size of the user, whether adult or child?			
Is lighting bright enough to allow safe access and exit?			
Is the flooring in a good condition?			
Is there safe means of access to high areas such as an 'elephant-foot', step stool or stepladder?			
Where window restrictors are fitted to upper-floor windows, are they in good working order?			
Are procedures in place to deal with spillages, e.g. water, chemicals, blood from cuts?			
Are trailing electrical leads/cables prevented wherever possible?			
Electricity			
Are all sockets free from any obvious signs of overloading?			
Are all visible items of the fixed installation e.g. sockets, switches etc. free from any obvious signs of damage? Are all visible items of the fixed installation free from any obvious signs of tampering?			
Do all portable electrical appliances appear to be free from any obvious signs of damage?			
Have all portable electrical appliances been checked within the last 12 months?			
Equipment			
Are daily pre start safety checks completed and recorded?			
Are maintenance records kept?			

Subject	Yes	No	Comment
Can all items of equipment be isolated to allow safe maintenance?			
Is all equipment properly guarded?			
Is all equipment subject to periodic maintenance?			
Gas Safety			
Are gas appliances inspected and tested at prescribed intervals?			
Are the gas supply isolators readily identifiable and accessible?			
Is a copy of the emergency procedure displayed at or near the gas meter?			
Hazardous Substances			
Are all items of personal protective equipment required available and used?			
Are all substances in their original, properly labelled containers?			
Are all substances properly and securely stored?			
Are risk assessments available on the use of all hazardous substances?			
Do staff who use hazardous substances know where to find information on them?			
Health and Safety Management			
Are all Policies and Procedures being adhered to?			
Manual Handling			
Are manual handling aids/trolleys provided wherever possible?			
Are manual handling assessments completed?			
Are steps taken to minimise the risk of injury from manual handling?			
Have staff received suitable training for manual handling?			
Personal Protective Equipment and Clothing			
Are adequate numbers of goggles/safety glasses provided?			
Are aprons regularly laundered?			
Are suitable aprons provided?			
Are the goggles/safety glasses checked termly?			

Subject	Yes	No	Comment
Risk assessments			
Have risk assessments been completed for all equipment and activities likely to result in injury?			
Are risk assessment actions implemented?			
Have all risk assessments been reviewed with the last 12 months?			
Have all staff signed off the risk assessments?			
Storage Areas			
Are all stacks kept within a reasonable height to prevent them from becoming unstable?			
Are all stored items easily retrievable?			
Are goods and items stacked neatly?			
Are storage areas kept tidy and floors free from obstruction?			
Is all shelving/racking secured to prevent toppling?			
Is care taken not to overload shelving and racking?			
Is the storage of items on top of cabinets prohibited?			
Is there a safe means of access to high areas?			
Training			
Have all staff received induction training?			
Have all staff received relevant health and safety training?			

Template Health and Safety Committee Agenda

No	Item
1.	Apologies
2.	Matters of Urgent Business
3.	Statistics on accident records, ill health, sickness absence
4.	Accident investigations and subsequent actions
5.	Inspections of the workplace by enforcing authorities; management or employee health & safety representatives
6.	Risk assessments
7.	Health & Safety training
8.	Emergency Procedures
9.	Changes in the workplace affecting the health, safety and welfare of employees
10.	Security
11.	AOB
12.	Date of next meeting:

10. LEGAL EXPENSES INSURANCE

For a copy of WorkNest's master legal expenses insurance policy please see https://worknest.com/protection-against-prosecution-health-safety/ Please refer to your contract with WorkNest for the type of cover (if any) that is applicable to your organisation – i.e. employment dispute insurance or health & safety prosecution insurance or both – and the relevant provisions of the master policy document will then apply accordingly.

Please contact us if you require a hard copy of the policy.