LINCOLN ANGLICAN ACADEMY TRUST
DIOCESE OF LINCOLN

Health and Safety Policy

Church schools serving their communities through excellence, exploration and encouragement within the love of God.

The diocese of Lincoln is called to faithful worship, confident discipleship and joyful service and our church schools bear witness to our belief that every child is made in the image of God and loved by Him. They were founded for the good of their local communities so that children can be educated through the values and stories of Christianity.

Excellence *Exploration* *Encouragement*

Date of approval: November 2022 **Review Date: November 2023**

Health and Safety Policy Statement

I believe that the safety, health and well-being of our pupils, staff and other members of the school community is at the heart of everything we do. The Head Teacher, senior leadership team, governors and staff at all Trust schools are committed to taking all reasonable and proportionate steps in providing a safe and healthy environment. Students and adults alike are encouraged to look out for themselves and one another and share any concerns they may have swiftly and appropriately. Our schools will keep an active balance between maintaining a comfortable and welcoming environment and ensuring that everyone's safety, health and wellbeing is effectively managed.

Our Health and Safety Aims are:

- To ensure a safe working environment for members of the school, visitors and others using the premises.
- To ensure compliance with relevant legislation and provide adequate resources to implement this and other relevant policies, including support from external consultants where necessary.
- To ensure that health, safety and general wellbeing are an integral part of all our activities, including those that involve third parties.
- To ensure the systems in place provide plant, equipment, resources and systems of work that are safe and minimise the risk to health as far as is reasonably practical.
- To raise awareness among all users of the school as to their responsibility for managing the health & safety of themselves and others.
- To provide sufficient and proportionate information, instruction, training and supervision to enable all employees and authorised volunteers to avoid hazards and contribute positively to their own health and safety at work.
- To create, maintain and monitor an appropriate system for health & safety which places the safety of all who use our sites at the forefront of our processes and procedures.
- To routinely review, update and appropriately communicate our health & safety principles, policies and processes.

Jacqueline Waters-Dewhurst

Chief Executive

1 The Health & Safety Management System Framework

The successful management of health & safety in our schools is a key priority of the Trust Board, the Senior Leadership Team, each individual Head Teacher, and the local governing bodies. Through the implementation of a comprehensive health & safety management system, the Trust will continuously strive to improve performance and maintain a safer school environment. Health and safety objectives will be given equal priority within our strategy and business plan as other strategic objectives. The Trust Board will support senior leaders and managers to champion health, safety and wellbeing, ensuring that the Trust meets and where possible, exceeds legal requirements.

The Trust will continue to develop and implement policies, procedures and systems appropriate to the management of health & safety within its schools, the underpinning principles of which will reflect the Health & Safety Executive (HSE) document HSG65 of Plan, Do, Check, Act. This will ensure a sensible and proportionate balance between the documented systems we devise, their practical application and the physical behaviours of managers, staff and students.

The Trust's health & safety management system incorporates the following key elements:

Policy

An effective health & safety policy which sets the clear direction each school will follow and will contribute to the efficiency, effectiveness and continuous improvement of our organisation.

Organisation

The Trust board will provide the overall strategic direction for health & safety management and each individual Head Teacher, supported by their local governing body will work collaboratively with the LAAT central team to ensure a strong and effective management structure is in place at an individual school level. There will be regular consultation on health and safety matters with all relevant stake holders and a shared understanding by all staff of the Trust's commitment to promoting a positive and risk aware culture.

Planning & Implementing

All schools in the Trust will have a systematic approach to the implementation of the policy, by ensuring they have in place an effective management system integrating health and safety performance standards, targets, priorities and training across all disciplines within each school. Planning processes will use a risk assessment methodology, setting clear objectives for the effective identification and control of significant hazards and the mitigation of risk. Where risks cannot be successfully managed at a school level, they will be escalated to the Trust's Senior Leadership Team for inclusion on the Trust's strategic risk register.

Training and Competence

Training will be provided at a level suitable to the individual and the task they perform. In addition to general awareness training, as part of the Trust's induction programme for all new staff and or volunteers, specialist training identified as appropriate to the post or through training & development plans or risk assessments, will be provided. Details of all training given will be recorded on centrally held training records and reviewed and refreshed regularly.

Induction will include general safety rules and procedures, together with specific hazards. The Trust will also ensure that employees are aware of their duties and responsibilities and are fully aware of the relevant safety issues. Risk Assessments will be made available to all employees.

Those employees needing specific skills and knowledge will be identified and appropriate training will be provided via the e-learning portal.

Measuring, Auditing & Reviewing Performance

The Trust will measure its performance, to clearly identify when and where improvements are needed. This will be achieved through both internal review and external auditing of policies, premises, people and activities, as well as through monitoring accident and incident information. Findings from internal and external reviews will be reported at both local and Trust level as appropriate. Further guidance can be found within The Accidents, Incidents and Significant Near Miss Investigation Procedures found at Appendix 1.

2 Organisation & Responsibilities

The Board of Trustees

- The Board of Trustees is responsible for providing the strategic health, safety and risk management direction of the organisation and is ultimately responsible for health, safety and wellbeing within the Trust.
- The Board of Trustees has delegated responsibility for reviewing the Trust's risk management policy, strategy, processes and procedures for the identification, assessment, evaluation, management and reporting of risks to the Audit and Risk Committee.
- The Board is committed to continuous improvement in Health and Safety performance.
- The Board expects all employees to work in a way that reinforces the Trust's commitment to Health and Safety and will encourage all employees to actively participate in improving Health and Safety.
- The Board will establish mechanisms by which it is kept informed of relevant Health and Safety Risk Management issues.

- The Board of Trustees delegates its responsibilities on a day-to-day basis to the Chief Executive.

The Chief Executive

The Chief Executive has ultimate responsibility to the Board of Trustees for all aspects of Health, Safety and Wellbeing within the Trust and also for the implementation of this policy. In particular:

- Ensure that appropriate systems are in place to enable the Trust to discharge its responsibilities for Health and Safety.
- Accept their individual role in providing Health and Safety Leadership for the Trust by ensuring that their decisions reflect the Policy intent.
- Treat Health and Safety as an integral part of good risk management generally.
- Ensure that the Senior Leadership Team reporting directly to him/her are familiar with the policy and are given the time, resource and support and encouragement to implement it in their own areas of control.
- Ensure that Managers/Head Teachers have the necessary competence, resources and support to fulfil their responsibilities.
- Provide an annual Health and Safety performance report to the Board of Trustees.

The Finance and Operations Director

The Finance and Operations Director is also responsible for ensuring that the financial infrastructure, systems and resources are available to facilitate the health and safety objectives of the Trust. In particular:

- Have an on-going responsibility for developing and promoting a positive Health and Safety culture, ensuring that Health and Safety is an integral part of the Trust's operations.
- The Finance and Operations Director is responsible overall for coordinating the Health and Safety Policy and ensuring that is effectively applied across the organisation
- Be responsible for monitoring and evaluating the effectiveness of Health and Safety policies and procedures and ensuring that they comply with the latest legislation
- Ensure that Health and Safety implications are considered in all Trust decisions.
- Ensure that the Trust is kept aware of any significant health and safety failures and the outcome of investigations.
- Ensure that Health and Safety issues have been properly addressed, including the implementation of recommendations and the sharing of lessons learned.
- Ensure that an appropriate level of insurance is purchased to cover insurable risk identified.
- Providing Health and Safety leadership within the Trust, by ensuring that their actions and decisions always reinforce the Trust's commitment
- Ensuring that any direct reports are given the time, resource, support and encouragement to implement the objectives of this policy.

The Estates Manager

The Estates Manager is responsible for ensuring that the Trust is compliant with all relevant health and safety legislation in relation to the Trust's Estate. In particular:

- Ensure that systems are in place to maintain the school buildings and grounds to a high standard in accordance with statutory guidelines and best practice
- Ensure that where statutory checks have been undertaken, that the recommendations are implemented.
- Monitoring health and safety in relation to the implementation of repairs and maintenance works in accordance with current legislation, including vetting contractors, approving risk assessments, method statements and monitoring site operations.
- Ensure that suitable fire detection and alarm systems are in place at each site and that suitable signage is in place
- Ensure that fire risk assessments are undertaken as necessary and work with the Head Teachers to ensure that action points are addressed
- Oversee the management of asbestos across the Trust's estate, including arranging surveys and resurveys as necessary
- Encourage staff to report hazards and raise health and safety concerns
- Ensure that safe systems of work are developed and implemented by Site Managers and other premises staff
- Ensure that Site Managers undertake regular checks in line with the Trust's premises toolkit and that checks are recorded
- Report any health and safety issues that cannot be dealt with immediately to the Finance and Operations Director

The Business and Operations Manager

The Business and Operations Manager has wide-ranging responsibilities in respect of the Trust's day to day operational arrangements for Health and Safety. In particular:

- Have an on-going responsibility for developing and promoting a positive Health and Safety culture, ensuring that Health and Safety is an integral part of the Trust's operations.
- Ensuring that all schools have a comprehensive set of risk assessments in place which are subject to regular review
- Be responsible for overseeing the Trust's incident reporting system, ensuring that accidents, incidents and near misses are reported promptly and ensuring that any significant concerns are brought to the attention of the Trust's Senior leadership team.
- Ensure that all schools have a Business Continuity and Critical Incident Plan in place

- Develop mechanisms for testing the effectiveness of Health and Safety arrangements at each site
- Provide reporting to inform the work of the Health and Safety Committee and Audit and Risk Committee

The Health and Safety Competent Person

The Trust has engaged the following external specialist Health and Safety advisor service to act as the Trust's "competent person" as required by regulation 7 of the Management of Health and Safety at Work Regulations 1999:

- Gallagher
- Phoenix Court
- Jacob's Well Lane
- Wakefield
- WF1 3NT
- www.ajg.com/uk
- Email: schoolshare@ajg.com
- Phone: 0800 612 9949

The Head Teacher

Head Teachers have the ultimate day to day responsibility for the implementation of this policy within their schools. In particular:

- Ensure that the requirements of health & safety legislation are complied with.
- Ensure that staff have access to this and other relevant policies, procedures and information required.
- Ensure that health and safety is incorporated into the planning and organisation of all curriculum activities, school functions, activities and tasks undertaken both on and off school premises
- Carry out and or ensure that other appropriate staff (with delegated authority to) carry out suitable and sufficient assessments of all hazards and risks within their areas of responsibility, to staff members, pupils and visitors/other users of the school. Ensuring the findings are recorded and acted upon in order to reduce risk.
- To be available to any member of staff to discuss and to seek to resolve health and safety problems not solved at a lower level or through established arrangements.
- To seek advice from the on-site nominated safety representative and/or the Trust's health & safety advisor as appropriate and report to the Trust's Senior Leadership Team those instances where the Head Teacher's executive authority does not allow the elimination or reduction of an identified hazard to a satisfactory level.

- Ensure that adequate communication takes place between managers, employees, students and others working on or visiting the school to allow everyone to contribute to safe working. This consultation and communication will take place through:
- Appropriate induction processes
- The Growth and Development process
- Staff/Team/Manager Meetings

- Provision of Information through electronic and/or paper documentation
- Satisfy themselves that arrangements are in place for: suitable and sufficient training, supervision, provision of protective equipment and the undertaking of risk assessments in both curriculum and non-curriculum areas and where activities take place out of school hours or away from the school site.
- Ensure that employees, students and other visitors to the school site/offices know what action to be taken in case of a fire.
- Ensure that all matters associated with Fire Risk Assessments are closed out without delay
- Ensure suitable arrangements are in place for the provision of first aid.
- With the help and advice of the Estates Manager, ensure that the use of electricity on the site is safe
- Ensure that all hazardous substances (COSHH) are stored, transported, handled and used in a safe manner in accordance with the manufacturer's instructions
- Record and investigate all accidents, incidents, hazards and near-miss occurrences in line with Trust policies/procedures. Be responsible for identifying which accidents, work-related diseases or dangerous occurrences are reportable under RIDDOR and report to the Incident Centre.
- Ensure health & safety is on the agenda at all appropriate management and governor meetings, reporting findings from audits/inspections/investigations of accidents/staff absence patterns to relevant stakeholders.
- Where statutory checks or assessments are carried out by external providers, work with the Estates Manager to ensure that the recommendations are implemented.
- Ensure that effective arrangements are in place and appropriately communicated in order to facilitate a safe evacuation of the school in the event of a critical incident.
- Maintain good levels of housekeeping throughout the school
- Be responsible for site security
- Provide health and safety leadership within the Trust by ensuring that their actions and decisions always reinforce the Trust's commitment

Employees

All employees have day to day responsibility and accountability for ensuring that they work in accordance with the aims of this policy and legal requirements. In particular, they will:

- Take reasonable care for their own Health and Safety and also consider the safety of colleagues, pupils and others who may be affected by their actions. In particular,

employees must co-operate with their managers and not interfere with safety procedures, processes or equipment designed to protect people from harm.

- Act to prevent work related accidents and ill-health.
- Ensure that they are fully aware of their roles and responsibilities as defined within their job description, staff or other relevant documentation.
- Ensure that they, and any staff or students under their control fully co-operate with the trust and school's policies, procedures and risk assessments and follow any training, information, instructions or guidance made available to them.
- Undertake suitable and sufficient risk assessments within their areas of responsibility/ for activities to be undertaken as directed by the Head Teacher
- Ensure that safe working practices are adopted at all times and comply with procedures in place and the findings/other outcomes of risk assessments, whether in school, as part of extended provision and/or on offsite activities.
- Attend and actively contribute to health and safety; training courses/events/meetings as appropriate to their duties and responsibilities.
- Identify hazards and undertake suitable and sufficient risk assessments within their areas of responsibility and or for activities/tasks to be undertaken as required.
- Ensure regular discussions take place within their departments/areas of responsibility on key health & safety issues
- Bring to the attention of their line manager and or other appointed person any accidents, near misses, dangerous equipment, premises defects or situations which may occur whilst in school or on offsite activities.

3 Operational Management Arrangements

The Health and Safety Committee

- The Trust will establish a health and safety committee to enable management, trade union representatives and other employees the opportunity to work together to ensure compliance with the law and to promote a positive health and safety culture within the workplace.
- The health and safety Committee will advise the Chief Executive on health and safety issues and monitor accident and incident reports and trends and any necessary follow up.

Risk Assessments

The **Management of Health and Safety at Work Regulations 1999** requires the Trust to ensure that suitable and sufficient assessments are made of the following:

- The risks to the Health and Safety of employees whilst they are at work
- The risks to the Health and Safety of all other persons arising from the Trust's activities, including pupils, contractors, agency employees, visitors and volunteers.
- The identification of the measures needed to comply with the relevant statutory provisions.

All risk assessments will be formally recorded; in part this will be through using curriculum lesson planning/ nationally recognized schemes of work documentation, as well as by using generic and specific task & activity-based risk assessment documents. The Trust has issued a separate document entitled “Risk assessment guidance”, together with a standard templates and matrix. Risk assessments should be reviewed periodically (depending on the significance of the risks involved), following an accident, on the introduction of any new process/equipment/ substance, as a result of staff raising concerns or any other significant change in circumstances or the working environment.

The Trust recognises the benefits as well as the risks involved in off-site activities as a result of unfamiliar and changing activities, environments and people. As part of our educational visits policies and procedures, all educational visits undertaken by our school will be subject to a written risk assessment and appropriate approval in line with our school off site activity procedures document and the EVOLVE system.

Fire Safety Management

The Trust is committed to achieving a high level of fire safety by having robust policies and procedures in place and ensuring that employees are well trained to cope with a fire emergency should a fire occur. Head Teachers are responsible for ensuring that their schools have clear Fire Safety Procedures which set out what to do in case of a fire and provide guidance on good practice and fire prevention. The Fire Safety Procedures must be made available to all employees.

Under the **Regulatory Reform (Fire Safety) Order 2005**, there is a legal requirement for each school site to have a current fire risk assessment. A fire risk assessment is an organised and methodical look at the premises, the work carried out on them 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 a people in your premises if a fire does start.

The Trust will commission a fire risk assessment for each school which will be undertaken by a professional assessor at regular intervals and following any major changes to buildings. A folder consisting of a generic fire risk assessment and associated fire safety documents can be found within the Health & Safety Policy. The fire risk assessment will identify evacuation procedures, any sources of heat with the potential to cause fire, including ‘hot working’, as well as our overall housekeeping arrangements, including the use and storage of combustible materials. Head Teachers will be responsible for reviewing the fire risk assessment at regular intervals and the findings of fire risk assessments, the actions to be taken as a result of the assessment and details of anyone especially at risk must be recorded and appropriate details cascaded to all staff. Further detailed guidance is contained within the attached document: *Fire Safety Risk Assessment for educational premises*.

A fire logbook detailing day to day procedures, checks and fire drill arrangements will be maintained by site staff. A template is provided within the school premises toolkit.

Where a personal emergency evacuation plan (PEEP) is required, this must be completed and the findings shared as appropriate.

Fire Grab Bags

The Head Teacher is responsible for ensuring that each school has a Fire Grab bag in the office, with all relevant contents as described on the contents list within the bag. The purpose of the Fire Grab Bag is to record all essential fire-related information for use in a fire situation by the Head Teacher and the Fire and Rescue services

The fire grab bags should include as a minimum:

- Pen and note book
- High vis jacket for Head Teacher/responsible member of staff
- Copy of the Critical Incident Plan
- Fire Evacuation Plan
- Laminated plan of the school site
- Pupil/staff list and next of kin information
- Log in details for text alert service
- First Aid Kit
- Torch and spare batteries
- Whistle
- Blanket

All schools will ensure:

- A suitable and sufficient Fire Risk Assessment has been carried out, that the findings have been appropriately communicated and that any significant hazards identified have been addressed, in addition that there is a process in place for reviewing/updating this on a regular basis.
- All staff receive basic fire safety awareness training as soon as reasonably practicable following their first day of employment; this will be online via the Trust's e-learning portal. This training should be refreshed every two years. In addition, all new employees, volunteers and agency personnel should receive site-specific fire induction training on their first day.
- Fire drills are carried out **once per term** and recorded in the School Fire Precautions Log Book. The Head Teacher is responsible for ensuring that fire drills are carried out and the findings are recorded and acted upon.
- The following is recorded in the fire precautions logbook: fire alarm and emergency lighting maintenance, fire extinguisher maintenance and Fire Officers visits. The Fire Precautions Logbooks should be ready accessible and kept up to date.
- The Head Teacher is responsible for ensuring that the Fire Precautions Logbook is readily accessible and is kept up to date.

- When the school requires painting, only paints providing a flame-retardant surface will be used in high risk areas, this will include assembly halls, drama/stage areas, means of escape routes, staircases, and any other areas where there is an added fire risk.
- Monitor on an ongoing basis the use and storage of combustible materials (liquids, solids or gases) to ensure they do not come into contact with sources of heat.
- Internal fire doors (that are not fitted with automatic volumetric closing devices) are kept closed to stop fire spreading. Fire doors will be regularly checked to ensure both the door and any closing devices operate correctly.

Site Security & Safeguarding

The Trust recognises the importance of having suitable arrangements in place to manage general site security and safeguarding issues. Each school will:

- Ensure visitors sign in and out and are appropriately inducted/accompanied whilst on site and have up to date DBS (Disclosure and Barring Service) checks as required
- Ensure arrangements exist to maintain adequate levels of physical security and safety at all times, (including when the school is hired to others), communicating the arrangements in place to all relevant site users
- Ensure activities that take place do not compromise security arrangements or the safe access/egress of site users
- Ensure clear and concise procedures are in place to manage a range of emergency situations and that these are appropriately communicated, so that all relevant site users are aware of the actions to take in an emergency situation
- Ensure safeguarding and security arrangements in place are communicated to all site users/visitors and are periodically reviewed to ensure they remain suitable.

Electricity

The **Electricity at Work Regulations 1989** requires that all electrical systems and appliances are periodically inspected and maintained. In order to minimize the risks involved, all fixed wiring installations are inspected by a competent contractor every five years and portable appliances testing is covered later in the policy.

The guidance for Portable Appliance Tests can be found at Appendix 2, with supplementary information at HSE via the hyperlink within related documents.

School staff are required to visually check items before use, report defects immediately and not use equipment they consider to be unsafe or not displaying a current Portable Appliance Testing (PAT) Certificate or sticker.

Gas & Oil

All gas or oil appliances, central heating boilers, gas water heaters, cookers/hobs etc., will be checked, serviced and maintained by a competent (Gas Safe registered) Contractor on an annual basis, this will be arranged by the Estates Manager. Gas or oil servicing certificates and recommendation documentation must be retained to confirm that these tests have been undertaken.

Staff who think they can smell gas should inform the office staff who will contact their gas supplier immediately on the emergency telephone number. The Head Teacher and relevant staff will also be informed and the gas should be isolated completely at the incoming meter.

In case of heating failure or breakdown, there may be a need to bring in supplementary heating to ensure an appropriate working temperature is maintained. appropriate risk assessments and safe operation procedures will be implemented in such instances.

Asbestos Risk Management

The Trust has put in place procedures to ensure compliance with the Control of Asbestos Regulations 2012. The Trust will manage asbestos within its premises in accordance with the requirements of the regulations and removal will be considered on an individual basis and only following an assessment of risk.

Duty holders (which include employers and those with responsibility for the control of premises) have a legal duty under health and safety law to provide a safe environment for employees and others who may work in school buildings.

Duty Holder responsibilities include:

Appointing a competent person on site with sufficient experience and knowledge to take any measures needed to comply with the law

- Ensuring procedures are in place to identify sources of Asbestos Containing Materials (ACMs), its quantity, location, and its condition.
- Ensuring that records are kept up to date, these should include the location, type and condition of ACMs, or materials which are presumed to contain asbestos
- Ultimate responsibility for assessing the risks of potential exposure to fibres from materials identified
- Ensuring a plan is implemented of how the risk will be managed on site
- Monitoring and reviewing the plan and arrangements in place to ensure it remains relevant and up to date
- Providing information to staff, governors and others who could come in to contact with/work on or disturb ACMs.

Competent Person responsibilities include:

- Arranging surveys/re-surveys of buildings as necessary and working with the Finance and Operations Director, identifying potential remedial/removal or encapsulation works

- Ensuring that documentation is maintained up to date, including the asbestos management plan, asbestos register, and clearance to work documentation
- Ensuring documentation is made available to anyone who may encounter asbestos on site as part of their work
- Undertaking in-house monitoring of ACM's, recording and acting on findings
- Ensuring only competent and qualified contractors are engaged for the undertaking of surveys and or the removal of ACM's
- Ensure contractors who potential undertake invasive works review the register and sign the clearance to work documentation
- Understand and comply with the emergency procedures for the release of asbestos fibres as detailed in the school plan reporting any incidents to the appropriate bodies

Property Works

Where contractors are likely to be working in areas containing asbestos and or undertaking invasive building works, they must review the school's asbestos register and documentation. All such contractors must have received appropriate asbestos awareness training before undertaking works in schools. Contractors must then sign the clearance to work register to confirm that the asbestos information has been read and understood.

Where planned works are to be undertaken which will result in substantial alteration or removal of parts of the building, then an additional asbestos survey may be required. It is the responsibility of the Estates Manager to ensure that this survey is undertaken prior to the commencement of work on site.

Where it transpires that work could involve the disturbance of known or suspected asbestos, the work should not be undertaken until the matter has been referred to the Finance and Operations Director and further advice sought.

Where work which may disturb asbestos is necessary, the Trust will engage a suitably qualified asbestos contractor. In some instances, a contractor may be permitted to undertake low risk works on asbestos containing materials such as textured coated ceilings. This will be dependent on the contractor being able to demonstrate compliance with the relevant Asbestos Essential Task schedule as laid down by the HSE and that they have been approved to undertake such works.

Where contractors are required to work around asbestos containing material, they will be expected to provide the Trust with a method statement setting out how the work will be undertaken and the controls in place.

Any asbestos removal works must be approved by the Finance and Operations Director and supervised by a competent asbestos consultant.

Further guidance and templates are provided within the Control of Asbestos Guide and Premises Toolkit document.

Emergency Procedures

In the event of the discovery of asbestos which is in good condition, work should cease and the contractor should notify the Head Teacher/Head of School immediately, who in turn should notify the Estates Manager.

Where asbestos in found to be in poor condition or damaged or disturbed, the contractor should cease work immediately and the area should be vacated. Where possible, the area should be sealed off by closing the door and preventing access and the Head Teacher/Head of School informed immediately, who in turn should notify the Estates Manager.

Training

Duty holders and competent persons on site must be able to recognise ACM's and know what to do if they come across them in order to protect themselves and others. As a minimum they must undertake the online training provided within the Trust's e-learning portal. There is no legal requirement to refresh awareness training, however it is the Trust's policy that refresher training should be undertaken at least every two years.

ALL staff must be made aware of asbestos in the areas where they work and that they must not disturb or damage ACM.

Legionella Risk Management

The Trust has a duty to ensure that procedures are in place to ensure the effective management of the risk of legionella in schools' water systems.

The Estates Manager is responsible for ensuring that a suitable and sufficient assessment is undertaken to identify and assess the risk of legionella bacteria from work activities and water systems on the premises and for taking any precautionary measures.

A Legionella Maintenance Program to prevent the occurrence of legionella bacteria should be put in place in every school and activities recorded within the logbook which accompanies the Legionella Survey Report. Additional information on Legionella is also contained within the Legionella Management Guidance document and the school's premises toolkit.

Working with the Estates Manager, the Head Teacher is responsible for ensuring that the recommendations of the water hygiene report are carried out, that appropriate members of staff are trained to understand the reports and carry out or arrange the work required in the maintenance program. The school's water risk assessment report should be reviewed by a competent person every 12 months or when changes to any systems occur.

Please refer to the Legionella Management Guidance for more information.

Control of Hazardous Substances

The Trust recognises that the **Control of Substances Hazardous to Health Regulations 2002** (COSHH) requires an assessment to be made of the work processes and the associated hazards involved in the use of substances that are hazardous to health. This includes curriculum (e.g. science, DT) cleaning and site maintenance products and works, decoration,

and janitorial supplies. Compliance with the regulations including maintaining appropriate documentation, storage, use and disposal is the responsibility of the Head Teacher and the lead appointed person, usually the Site Manager.

Each school must maintain a central register of all hazardous substances on site, as well as individual departmental inventories, including kitchens and cleaners' stores. A template has been provided in the guidance note SG15.

The Head Teacher is responsible for ensuring that appropriate staff are informed and suitably trained regarding hazardous substances. In addition, relevant teachers will brief pupils where appropriate.

Risk assessments should be produced for all substances and communicated to all relevant employees.

The Head Teacher must ensure that an inventory of substances hazardous to health, COSHH risk assessments, safety data sheets and risk assessment guidance are kept in the locations where hazardous substances are stored and made accessible to relevant employees.

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. Appropriate PPE (Personal Protective Equipment) must be provided as necessary and used and maintained in accordance with manufacturers' instructions.

Food Safety

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

Controls in place include:

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

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

Health & Safety During Practical Lessons

The Trust recognises the educational benefits of using practical equipment and resources during lessons, learning is enhanced through conducting experiments, using tools, equipment, machinery or apparatus.

However, the following precautions will be considered by staff in order to minimize any risk to themselves, students and others;

- Pre-use check of substances, tools and equipment/apparatus/resources to ensure they are suitable and safe for use especially by younger people
- Review of the risk assessment by the teacher and or technician
- Review of staffing levels to ensure they are suitable to maintain adequate supervision at all times during the activity or task
- Inform students of the safety rules and procedures before the practical element of any lesson begins
- Always instruct and supervise students carrying or moving equipment or apparatus
- Provide and enforce the wearing of suitable personal protective equipment (staff & students)

Equipment & Machinery

Curriculum, play and work equipment will be subject to routine checks, inspections, maintenance and servicing in line with Trust procedures and manufacturers guidance. All equipment and resources purchased will be from reputable suppliers and meet current relevant British standards and that requiring maintenance is identified and it is ensured that effective maintenance procedures are in place.

Any problems found with work equipment should be reported to the Head Teacher in the first instance. Defective equipment will be removed from service immediately and not used until it has been repaired / replaced.

Work equipment is inspected regularly. Inspection and cleaning are carried out only by authorised, trained and competent employees following specified procedures.

Where powered, the electrical supply to the item must be isolated during inspection / cleaning.

Records of inspections and repairs must be maintained. Risk assessments are recorded as appropriate. Where there is a legal requirement for independent inspection by an approved body, this is arranged.

Only those persons with appropriate training and experience should use work equipment and machinery.

Further guidance is provided in the *Provision of work equipment* document.

Lone Working

Working alone can be dangerous. Risk assessments are carried out and documented to reduce the risk. Lone working is to be avoided where possible.

We arrange for employees who are working alone to be adequately trained and equipped to work safely. Each person must be suitably trained and aware of the risks before working alone and be able to summon help quickly in any emergency.

Each person will manage their own risk responsibly and ask for help or guidance as appropriate. For further information, please refer to the Trust's Lone Working Policy.

Working at Height/Manual Handling

These activities will be discouraged wherever practical to do so, however where staff routinely undertake such tasks these will be suitably risk assessed, with appropriate instruction, training and equipment provided as necessary in order to perform the task safely.

Working in Noisy Environments/Use of Vibrating Equipment

These activities will be minimised wherever practical, and staff encouraged to take regular breaks from such activities. Where staff who are subject to regular routine exposure raise concerns, noise and vibration testing will be undertaken and the findings discussed with the individual employees involved.

Driving for Work

Staff who drive on school related business whether in their own vehicle or using school owned, leased or hired vehicles are required to follow the procedures and guidance provided and associated risk assessments.

All vehicles owned or used on official Trust business will be maintained regularly by a qualified vehicle mechanic.

Whether using their own or a Trust owned vehicle, only authorised persons may drive on Trust business. Authorisation will be given by the Trust Board, Head Teacher or Business and Operations Partner.

Drivers must be in possession of a valid licence for the class of vehicle they are asked to drive. In the case of minibuses, the driver must also hold a current MIDAS certificate. Training can be arranged via your manager if required for business purposes.

Where required, MOT certification for vehicles for which the Trust is responsible will be arranged by the Business and Operations Partner. The Trust will arrange motor insurance and ensure that vehicles are taxed.

Where employees use their own vehicles for business purposes (e.g. to attend meetings at places other than the usual place of work) they must provide the following documents for approval prior to the journey being carried out:

- Driving licence
- MOT certificate (where required due to the age of the vehicle)
- Motor insurance certificate confirming the existence of "Business Use" cover

The Head Teacher or other designated member of staff will require these documents to be supplied annually for inspection. Employees are required to disclose any changes to the validity of the documents immediately.

Failure to comply with these requirements will be regarded as a formal disciplinary offence.

Further information and templates are provided within the Driving on work related business toolkit.

Staff Wellbeing

All staff within the Trust schools will be encouraged to attain a suitable work/life balance and our commitment is outlined in our Wellbeing Statement.

Display Screen Equipment

Those staff identified as 'regular users' will be subject to a DSE risk assessment on taking up their post and suitable equipment provided if necessary. A review will take place if their duties or working environment change significantly or every two years. An HSE VDU Work Station Assessment can be found at Appendix 3.

Employees identified as using workstations for a significant period of time (defined as in excess of one hour per day) are entitled to an eyesight test up the value of £25 by an optician at the Trust's expense on joining and every two years thereafter. Subsequent to this, the Trust will contribute up to £75 towards special glasses that are prescribed for the distance the screen is viewed at.

New & Expectant Mothers

Female employees are responsible for notifying the Trust and their Head Teacher/Line Manager in writing of pregnancy or when returning to work having recently given birth, to ensure a suitable risk assessment can be undertaken, reviewed at regular intervals to ensure their tasks will not cause any detrimental health effects.

Violence at Work

The Trust takes violent or aggressive behaviour against staff seriously with general guidance on managing potentially violent situations being provided via relevant risk assessments. Staff must report any such instances so suitable follow up action can be taken.

Persons with a Disability

Personal Emergency Evacuation Plans will be prepared and documented and agreed with all those affected. Where this relates to a pupil, the parent, guardian or carer may also be involved in these processes to ensure the precautions are suitable and adequate.

First Aid

The Trust recognises that under the **First Aid at Work Regulations 1981**, employers must ensure that there are an adequate number of qualified first aiders on site and appropriate equipment and facilities for providing first aid in the workplace. First aid staff will be made aware of any staff or student with medical conditions or allergies. Anyone suffering with a minor injury should seek medical assistance from the school's appointed First Aider. In the event of a more serious accident reception should be contacted and the injured person should not be moved. First aid boxes are kept in designated locations and a list of first aiders is provided throughout school premises. First aid boxes will be checked every week by an appointed First Aider in each of the schools.

Emergency instructions, first aid information and fire evacuation procedures will be displayed in all key areas of the school building.

Accidents, Incidents and Near misses

All accidents, significant incidents and near misses to our staff, students or visitors will be recorded on the Trust's incident reporting systemin line with the Trust's Accident and Incident Reporting process as soon as is practically possible. All RIDDOR reportable incidents will be reported to the HSE by the school's appointed person and notified to the Business and Operations Manager.

Further information about Accident, incident and near miss reporting is provided in the appendix.

Administration of Medicines

Schools must take all reasonable steps to safely store medicines and make them available to those pupils for whom they are prescribed. Any staff member supporting a pupil who requires medication will be provided with suitable training and the relevant documentation (e.g. care plan). Records of medicines administered will be maintained.

Each school will have its own management of medical needs policy.

Smoking

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

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

Further guidance can be found in the Trust's smoking policy.

Management of Contractors

The system for approval and control of contractors will be followed in all cases to ensure the safety of contractors, visitors, employees and the public.

All contractors must satisfy the Trust that they are:

- Competent to do the planned work safely
- Routinely managing health and safety matters competently as part of their activities

- Providing adequate resource to health and safety risk control, including training, documented safe working procedures, method statements, etc.
- Adequately insured for the planned work

When it is planned to use contractors on site, a Method Statement will be agreed before work can start. It will identify hazards and an agreed safe method for the task to minimise the risk to employees, pupils, visitors and others who may be affected. The Estates Manager must ensure this document is prepared, and then made available to all involved before the work starts. Copies of Risk Assessments and Method Statements will be held by the Estates Manager and at the school and updated as required, for example following any changes to the scope of works. The risk assessments and any updates must be shared with those affected or potentially affected.

Contractors will be issued with site rules and safety procedures to adhere to whilst they are working at our premises.

Only approved contractors are to be engaged to undertake works at Trust premises. The Estates Manager is responsible for vetting new contractors, monitoring their performance and maintaining a register of approved contractors.

Site induction will be provided by the Site Manager, or by the contractor for sub-contractors, as appropriate. Personnel will be met when starting work on the first day and all operational points covered including task specific risk assessments and method statements, etc.

Supervision of contractors will be by a nominated person. Specific high-risk work will be controlled using permit systems. This includes hot work, work at height, work on live electrical equipment, work underground and work in confined spaces.

Further information is provided in the *Trust's premises management toolkit* document.

Waste Management

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

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

Records are kept for at least 40 years including contracts, waste transfer notes, collection notes, copies of registration certificates and checks made on contractors.

Enclosures: Appendix 1 – Accidents, Incidents and Near Misses Investigation Procedures
Appendix 2 – Portable Appliance Testing Guidance
Appendix 3– HSE VDU Work Station Assessment
Folder with generic risk assessments
Folder with fire and arson documentation.