



HEALTH AND SAFETY POLICY

Date of last review	June 2023	Date of next review	June 2024
Review period	Annually	Owner	OFC
Type of policy	Statutory		

PART 1: STATEMENT OF INTENT

The Directors of Paradigm Trust (the Trust) will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 (HSWA) and, Management of Health and Safety Work Regulations 1999 (MHSWR) and other statutory and common law duties.

Paradigm Trust has the following aims regarding Health and Safety.

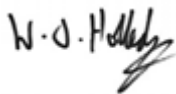
Aims:

- promote a positive culture of Health and Safety
- promote a culture of Health
- to minimize the number of reportable accidents through active management and training

This statement sets out how these duties will be conducted and includes a description of the organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff. All members of staff will be required to read pages 2-8 (inclusive) and then to familiarise themselves with any specific arrangements which are relevant to them. If a member of staff changes role or responsibilities, s/he is responsible for becoming familiar with any additional specific arrangements which become relevant.

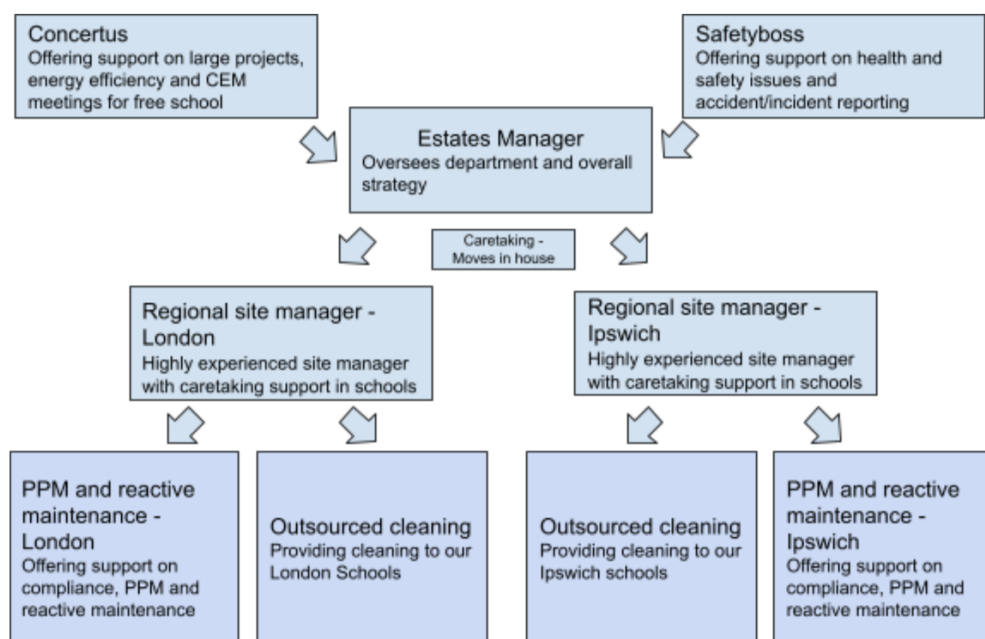
This policy statement will be reviewed on an annual basis.



Bill Holledge
Chief Executive Officer
June 2022

PART 2: ORGANISATION

As the employer, the Trust has overall responsibility for health and safety in Trust schools. An organogram of our Health and Safety setup can be seen here:



Old Ford Primary School (OFPA) operates within a PFI contract with Tower Hamlets Schools Limited PFI Consortium, appointed by the London Borough of Tower Hamlets (LBTH). Within this contract, G4S is required to provide a comprehensive integrated facilities management solution for OFPA. As such, many of the roles and responsibilities specified throughout this policy fall to Tower Hamlets Schools Limited/G4S for Old Ford. G4S looks after the fabric, mechanical and electrical equipment, cleaning and day to day running of the academy.

The Trust is responsible for Paradigm Trust staff welfare, first aid provision, IT equipment through Levett Consultancy, and items of furniture. G4S provides a premises manager and assistant and cleaning staff. At OFPA these should be read as referring only to Tower Hamlets Schools Limited/G4S. Defects are reported through G4S helpdesk.

Where the catering and cleaning/premises services are provided by an outsourced contractor the Trust and the contractor work together on all Health & Safety responsibilities relating to the specific functions at each academy.

Responsibilities of Directors of the Trust, delegated to the Chief Executive Officer (CEO) and monitored, reviewed and evaluated by the Operations and Finance Committee (OFC)

- Ensuring adherence to the health and safety policy, procedures and standards;
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the Trust;
- Reviewing the Trust's health and safety policy annually and implementing new arrangements where necessary;
- Providing appropriate resources within the Trust's budget to meet statutory requirements and the Trust's health and safety policy, procedures and standards;
- Receiving from Principals (or other nominated members of staff) reports on health and safety matters and reporting to the Directors any hazards which the Trust is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the Trust may not feel competent to deal with;
- Promoting a positive health and safety culture and high standards of health and safety within the establishment;
- Ensuring that when awarding contracts health and safety is included in specifications and contract conditions;
- Implement any action plans arising from inspections/audits and the mechanism to report back on the progress and findings within agreed timescales.

Responsibilities of Principals

The Principal of each Trust school has overall responsibility for the day to day management of health and safety in that school, in accordance with the Trust's health and safety policy and procedures.

As managers of establishments and of all the activities carried out within them, Principals will advise the CEO of any areas of health and safety concern which may need to be addressed by the allocation of funds.

Principals have responsibility for:

- communicating the health and safety policy and other appropriate health and safety information to all relevant people including contractors;
- ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up;
- reporting to the estates manager any hazards which cannot be rectified within the school's budget;
- in conjunction with the Head of Procurement, monitoring purchasing and contracting procedures to ensure compliance with Trust policy;
- informing staff the location of all forms to be filled in for all instances that may occur in carrying out their duties;
- ensuring the safety of all employees, students, contractors and visitors by presenting clear rules on the possession and use of drugs and alcohol at all times whilst at work.

Principals may choose to delegate certain tasks to other members of staff. The delegation of duties does not relieve Principals from the overall day to day responsibilities for health and safety within the establishment.

Such delegation may include (at the discretion of each Principal):

- preparing an annual report on health and safety matters;
- assisting with inspections and safety audits;
- investigating and advising on hazards and precautions;
- developing and establishing emergency procedures, and organising fire evacuation practices within the school, including shelter and lockdown procedures;
- having a general oversight of health, safety and first aid matters;
- in conjunction with the estates manager, making recommendations for matters requiring immediate attention, e.g. changes to legislation or outcomes from premises safety inspections;
- making recommendations on matters of safety policy in compliance with new and modified legislation;
- publicising safety matters;
- liaising with outside bodies concerned with health and safety e.g. occupational health consultants;
- monitoring accidents to identify trends and introduce methods of reducing accidents;
- ensuring that reports on health and safety matters with respect to the school premises are prepared;
- keeping records of hazards identified on site by staff and the remedial action taken and when;
- the provision and maintenance of all fire equipment and for the preparation and review of fire risk assessments;
- ensuring all accidents are recorded in line with Trust policy;
- ensuring that premises safety inspections are undertaken e.g. weekly, bi- termly, and keeping records of any faults identified (if appropriate);
- ensuring that all portable electrical equipment is tested on an annual basis;
- ensuring equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place.

Responsibilities of the estates manager (or equivalent) – referred to hereafter as ‘the estates manager’

The estates manager is responsible to the Principal for ensuring compliance with all health and safety regulations in respect of matters affecting cleanliness, security and maintenance of all school buildings and grounds, including:

- Informing the Principal of situations or activities which are potentially hazardous to the health and safety of staff, students, and visitors;
- ensuring compliance by periodic inspection of all areas;
- ensuring that appropriate signs and notices have been displayed;
- ensuring that hazards are removed;
- to coordinate an annual risk assessment process and maintain records of health and safety risk assessments;
- to coordinate provision for all statutory inspections and maintenance to be carried out;
- to manage the keeping of records of health and safety activities within the academies;
- ensuring that fire exits are accessible and that fire-fighting equipment is correctly positioned and serviced;
- ensuring that first aid equipment and supplies are correctly maintained and readily available (unless the Principal delegates this to another officer);
- ensuring that other staff at the school are aware of their responsibilities as appropriate;
- notifying appropriate agencies via the line manager where there is a pest or vermin problem and dealing with the problem as directed;
- co-operating with the CEO to enable health and safety policy and procedures to be implemented and complied with;
- ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspections reports to the CEO where necessary;
- carrying out health and safety investigations;
- ensuring that the premises, plant and equipment are maintained in a serviceable condition.

The estates manager will arrange for at least an annual PAT test (in accordance with a suitable risk assessment) to be carried out at every academy by an approved contractor. In the case of Old Ford, G4S would carry out their own testing of their equipment.

Responsibilities of managers

The Health and Safety at Work Act requires all supervisors to accept responsibility for the safety of processes under their direct control. In order to achieve this objective managers are responsible to the Principal, so far as is reasonably practicable, for:

- ensuring that all members of staff in the team/department are aware of any safety precautions to be taken when undertaking potentially hazardous activities;
- ensuring that the curriculum of the team/department includes instructions in the correct and safe methods of carrying out potentially hazardous activities;
- ensuring that the curriculum of the team/department does not involve staff and pupils in procedures likely to cause accidents;
- ensuring that all equipment and machinery is maintained in a safe and serviceable condition, and defective equipment is not used until the necessary repairs have been

carried out;

- ensuring that competent members of staff carry out risk assessments for all the activities within their control. These assessments should cover general risks as well as the specific risks involved with the teaching and supervision of children. Consideration should be given to the use of hazardous substance with the provision of personal protective equipment to be monitored. Selection of items of work equipment have to be suitable for the task being undertaken
- resolving health, safety and welfare problems which members of staff refer to them, and informing the Principal of any problems for which they cannot achieve a satisfactory solution within the resources available to them;
- ensuring that all members of staff under his/her control adhere to all relevant aspects of the safety policy;
- reporting all potential hazards to health or safety and all accidents to the Principal.

Responsibilities Procurement

Our procurement is currently outsourced to an external 3rd party. They are responsible for all procurement across the Trust in line with Paradigm Trust Procurement policy.

Pupil health and safety

Health and safety responsibilities derive from the Health and Safety at Work, etc. Act 1974 and Management of Health and Safety at Work Regulations 1999.

Pupils are protected by the duties imposed because they are affected by an employer's undertaking or are using school premises. The legislation requires employers to assess and manage risk and is usually enforced by the Health and Safety Executive (HSE) in respect of schools.

Responsibility for the health and safety of pupils lies with the Trust, as the employer of school staff and because it controls school premises.

The Trust must ensure, as far as is reasonably practicable, that pupils are not exposed to risks to their health and safety in school and during off site visits. The Trust must assess the risks of all activities, introduce measures to manage those risks and tell their employees about the measures.

Responsibilities of employees

Under the Health and Safety at Work Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees are responsible to:

- take reasonable care for the health and safety of themselves and others in undertaking their work;
- comply with the Trust's health and safety policy and procedures at all times;
- report all accidents and incidents in line with the reporting procedure;
- co-operate with management on all matters relating to health and safety;
- not intentionally interfere with or misuse any equipment or fittings provided in the

interests of health safety and welfare;

- report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager;
- report immediately to their line manager any shortcomings in the arrangements for health and safety;
- ensure that they only use equipment or machinery that they are competent / have been trained to use;
- make use of all necessary control measures and personal protective equipment provided for health or safety reasons.

In the event of a significant health and safety incident (or similar), where an external investigation occurs, the estates manager or Principal in his/her absence would contact the Trust's competent person as supplied by a suitable H&S consultancy firm who would assist with any investigation.

Any employee who the HSE want to speak to must seek legal advice from the Trust's advisers before doing so, unless the HSE is able to demonstrate that it has the legal authority to compel co-operation without the employee engaging with the Trust's legal advisers. This requirement does not in any way preclude staff from making accurate responses when required to do so by law.

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APPENDIX 1 - RISK ASSESSMENTS

General Risk Assessments

Risk assessments (for all activities, teaching and non-teaching, premises and one off activities) will be coordinated by the estates manager and approved by the Principal.

These risk assessments are available for all staff to view and are held centrally in the school office.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff are made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by the relevant manager.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by managers using the relevant codes of practice and model risk assessments developed by national bodies.

Whenever a new course is adopted or developed all activities are checked against the model risk assessments and significant findings incorporated.

CLEAPSS provides publications which can be used as sources of model risk assessment in science and DT.

In addition the following publications are used as sources of model risk assessments:

- BS 4163:2007 Health and Safety for Design and Technology in Schools and Similar Establishments - Code of Practice
- Safeguards in the school laboratory 11th edition, ASE 2006
<http://www.ase.org.uk/>
- Topics in safety, 3rd Edition ASE 2001
- National Society for Education in Art & Design (NSEAD)
- <http://www.nsead.org/hsg/index.aspx>
- Safe Practice in Physical Education and School Sport - Association of PE - 'AfPE'
<http://www.afpe.org.uk/>
- Make it safe (5th edition) NAAIDT
- Be Safe! Health and Safety in primary science and technology, 3rd Edition ASE, 2001.
- National Society for Education in Art & Design (NSEAD) -

- <http://www.nsead.org/hsg/index.aspx>
- Safe Practice in Physical Education and School Sport'
'afPE' <http://www.afpe.org.uk/>

Association of PE

APPENDIX 2 - OFFSITE VISITS

All educational visits will be planned in accordance with the Trust's procedures.

The CEO must be notified of educational visits which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all overseas and residential trips.

Persons organising educational visits away from the school (including e.g. swimming lessons, adventurous activities or other educational visits) should request risk assessments from the providers of the activity so that suitable precautions can be put in place including the provision of suitable first aid.

The member of staff planning the educational visit will submit all relevant paperwork and risk assessments relating to the visit to the Principal, who will check the documentation and planning of the trip and if acceptable approve the visit. For our London schools, the member of staff planning the visit must also complete a risk assessment via Evolve.

APPENDIX 3 - HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted termly and be undertaken/coordinated by the Principal.

Monitoring inspections of individual departments/teams will be carried out by the site team/estates manager/estates support. Records of such monitoring will be passed to the Principal. Responsibility for following up items detailed in the safety inspection report will rest with the manager.

The OFC will undertake an inspection of each school on an annual basis. This monitoring will cover management systems in addition to inspecting the premises.

APPENDIX 4 - FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The estates manager is responsible for ensuring that an up-to-date, suitable and sufficient fire risk assessment is in place. The Principal is responsible for ensuring that the fire risk assessment is reviewed and an action plan attached to the fire risk assessment to ensure any recommendations are undertaken and implemented.

The fire risk assessment is reviewed every two years. Fire risk assessments at OFPA are carried out yearly. Or after any building change and incident of fire, or concerns with fire safety.

Fire Instructions

These documents are made available to all staff and included in the school's induction process. An outline of evacuation procedures are made available to all contractors/visitors and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

Fire and Evacuation

Fire and emergency evacuation procedures are detailed in a separate guidance document. This should include all PEEPS Personal Emergency Evacuation Plans and GEEPS General Emergency Evacuation Plans. These procedures are reviewed at least annually. Emergency contact and key holder details are maintained by the Principal and updated upon review.

Evacuation Drills

Evacuation drills are undertaken termly, and a record kept in the fire log book. An evacuation is also undertaken during the Summer holidays.

Fire Fighting

The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.

Ensure the alarm is raised **BEFORE** attempting to tackle a fire.

Nominated fire wardens must be made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use.

The location of service isolation points is known to the site staff.

An inventory of chemicals and flammable substances is kept by the site staff and cleaning contractor and managed by the estates manager.

APPENDIX 5 - FIRE PREVENTION, TESTING OF EQUIPMENT

Testing of the fire alarm system

Fire alarm call points are tested weekly in rotation by the site staff and a record kept in the fire log book.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer.

A fire alarm maintenance contract is in place.

Inspection of fire fighting equipment

An approved contractor undertakes an annual maintenance service of all fire fighting equipment.

The site staff check on a weekly basis that all fire fighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the estates manager.

Emergency lighting systems

These systems will be checked for operation monthly in house by the site staff (recorded as monthly flick tests in the fire log) and quarterly by a suitably qualified contractor. Test records are located in the site's fire log book.

Means of escape

The site staff make daily checks for any obstructions on exit routes and ensure all final exit doors are operational and available for use.

APPENDIX 6 - FIRST AID AND MEDICATION

It is the Trust's policy to ensure that there are an adequate number of competent first aiders. Schools are classed as low risk environments (compared to factories) and therefore the one-day Emergency First Aid at Work (EFAW) course is deemed sufficient cover for staff and secondary age pupils.

In addition, in primary schools, there should be some staff that hold the two day paediatric award to provide cover for children up to the age of 8 years of age (paediatric is defined as up to 18 years of age).

In terms of numbers, there must always be a qualified person on the premises, so schools need to allow for staff absences. A typical sized primary would have 'a few' with EFAW and a few with paediatric.

In the case of educational visits, training to the level of EFAW is sufficient although the number of trained staff required will depend on the nature of the visit and the number of pupils. This will be determined as part of the regular risk assessment process for educational visits.

The Principal will nominate a person who is responsible for ensuring that the contents of first aid boxes are complete and replenished as necessary. A check must be made at least termly.

The Principal will ensure that there are sufficient trained first aiders.

Transport to hospital: If the first aider or Principal considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents/carers will also be informed.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where a parent/carer cannot be contacted.

The school will complete an online incident/accident report and submit these to the Trust's health and safety consultant.

Administration of medicines

All medication will be administered to pupils in accordance with the Managing medicines within Paradigm Trust - standard operating procedure, which is based on prevailing DfE guidance.

The only medication kept and administered within school is that prescribed specifically for a pupil, where administration by school has been requested by a parent/carer, and where the Principal has consented to this. Records of administration will be kept by a member of staff, as determined by the Principal. No member of staff may administer any medicines unless a request form has been completed by a parent/carer.

All medications kept in school are securely stored with access strictly controlled. Where children need to have access to emergency medication i.e. asthma inhalers, epi-pen etc, it is kept in a location which is specified by the Principal, and clearly labelled.

Health care plans

Health care plans are in place for those pupils with complex medical needs e.g. chronic or ongoing medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc).

These plans are reviewed annually and written precautions/ procedures made available to staff.

Staff undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc) by a health professional as appropriate.

APPENDIX 7 - ACCIDENT REPORTING PROCEDURES

Employees must report accidents, violent incidents, dangerous occurrences, and near misses on the online form found on the Staff Hub, within the AIR procedure, this is sent to the Trust's Health & Safety competent person and the Principal on completion.

A local accident log is used to record minor incidents to pupils. These should be electronic and should be reported via the online forms available.

The Principal will monitor school accident reports and a report made to the CEO, as necessary.

The Principal, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

The Trust collects personal information about the injured person(s) on the form in relation to accidents and incidents arising out of or in connection with work. We are required to share this information with the Health and Safety Executive to ensure that we meet our legal responsibilities. In line with the Data Protection Act 2018, we will ensure that personal data collected is stored and processed securely.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to the Principal, who will inform the CEO and the Trust's health and safety consultant. The health and safety consultant will report these to the Health and Safety Executive (HSE).

Incidents resulting in the following must be reported to the HSE within ten days of the incident occurring, so it is very important to report these as soon as they occur, by completing the Accident Incident Reporting (AIR) form:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Accidents must be reported to the HSE where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made

within 15 days of the accident.

Accidents to members of the public or others who are not at work (i.e. pupils) must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

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

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person. A report to the HSE is required if the substance disturbed is Asbestos.

APPENDIX 8 - HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

It is the responsibility of staff members to bring any health and safety concerns to the attention of the Principal, in a timely manner.

The OFC meets regularly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

Communication of Information

The Health and Safety Law poster is displayed at each school.

Health and Safety Training

The Principal will ensure that health and safety induction training is provided and documented for all new employees.

The Principal is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

- induction training in the requirements of this policy;
- update training in response to any significant change;
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- refresher training where required.

Training records have been compiled and are to be discussed at the regular estates meetings between the Principal and the estates manager. Responsibility sits with the Principals to ensure training needs are kept up to date. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits. The Principal is also responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Principal's/line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

APPENDIX 9 - LONE WORKING

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- obtain the Principal's/senior member of staff's permission and notify him/her on each occasion when lone working will occur;
- ensure they do not put themselves or others at risk;
- ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc;
- when working off site (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return.
- report any incidents or situations where they felt "uncomfortable".

Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they judge it is safe to do so. Where possible the school will be linked to a 24/7 emergency call out company which can arrange for police to attend if requested.

APPENDIX 10 - PREMISES AND WORK EQUIPMENT

Statutory inspections

Regular inspection and testing of school equipment is conducted by appropriate contractors according to timescales specified by the Trust's health and safety consultant.

The estates manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted.

Equipment restricted to those users who are authorised / have received specific training is labelled accordingly.

All staff are required to report any problems found with plant/equipment to the estates manager. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Managers are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical safety

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) at least annually and in accordance with a suitable risk assessment.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and subjected to the same tests as school equipment.

Major fixed wiring circuits will be checked at least once every five years.

External play equipment

The external play equipment will only be used when supervised. Equipment will be checked daily before use for any apparent defects, PE and play equipment is subject to an annual inspection by an appropriate expert.

APPENDIX 11 - FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "Control of Substances Hazardous to Health Regulations 2002" (the COSHH Regulations) and the "Dangerous Substances and Explosive Atmospheres Regulations 2002" (the DSEAR Regulations).

Within curriculum areas (in particular science and DT) managers are responsible for COSHH and DSEAR and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

In all other areas, the estates manager working with the cleaning contractor ensures that:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed;
- material safety data sheets are obtained from the relevant supplier for all such materials [NB the safety data sheets are risk assessments for that chemical but information only];
- risk assessments are conducted for the use of hazardous substances (where generic risk assessments are available e.g. for products purchased from approved suppliers, these are adapted to suit specific use of material on site);
- all chemicals are appropriately and securely stored out of the reach of children;
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers);
- suitable personal protective equipment (PPE) has been identified and available for use.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Radioactive sources

The Trust follows CLEAPSS guidance L93 - *Managing Ionising Radiations and Radioactive Sources*.

The programme lead for science is in charge of radioactive sources and is responsible for ensuring all records pertaining to radioactive sources are maintained.

APPENDIX 12 - LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to the Principal and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

Paediatric Moving and Handling

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff. Equipment for moving and handling people is subject to inspection on a six monthly basis by a competent contractor.

APPENDIX 13 - ASBESTOS

The asbestos register (where applicable) is held in the school office and is made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

The Principal ensures:

- the asbestos log is maintained and that any changes are notified to the CEO.
- **all** work on the fabric of the building or fixed equipment is checked with the asbestos management plan and advice sought from the Trust's health and safety consultant before any work is undertaken.
- an annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Principal.

Any damage to materials known or suspected to contain asbestos should be reported to the Principal who will contact the Trust's health and safety consultant for advice.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Principal.

APPENDIX 14 - CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice. A safeguarding letter will be sent to all contractors requesting records of DBS checks.

All contractors must report to reception where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The site staff are responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

All contractors should be members of approved regulatory bodies.

School managed projects

The Principal, working in conjunction with the estates manager and head of procurement and the Trust's health and safety consultant, will ensure that consent has been obtained from the landlord (where required) and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. Also, it is the responsibility of the client to notify the HSE with Form 10.

The estates manager and head of procurement will undertake appropriate competency checks prior to engaging a contractor.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site. The full procedure relating to contractor checks can be found in the Estates Management Protocol (Permit to work process).

PERMIT TO WORK

For all operation involving flame, welding and hot cutting

This permit is valid only for the job described and the timescales provided

Description of work

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Location of Work

Building	Floor	Room	Location
Date required (max duration 1 day)		Valid From (time)	To

Contact Details (method of Contact)

Mobile Phone		Site telephone		Co. Office No.	

Potential Hazards	
Control Measures	

Mandatory Safety Requirements

Actioned

All areas to be checked and combustibles removed or protected before commencement of work	
All areas to be screened, protected, roped off as necessary and warnings signs displayed	
All systems associated with the work to be isolated, inclusive of smoke alarms	
Assistant to standby with fire extinguisher suitable for task. (Competent in use)	
Estates manager notified	
Area to be checked/inspected for combustion 1 Hour after completion of work	

Person entering work area

Permit issued by		Date		Time	
Permit Received by		Date			

Permit cancellation

Name		Date		Time	

APPENDIX 15 - WORK AT HEIGHT

It is the Trust's policy that all working at height (WAH) activity is properly planned, supervised and carried out by competent people. This includes using the right type of equipment for working at height.

The estates manager is responsible for producing a suitable and sufficient assessment of the risk supported by a safe system of work (SSoW) factoring in:

- the height of the task; the duration and frequency; and
- the condition of the surface being worked on.

However there will also be certain low-risk situations where common sense indicates that no particular precautions are necessary.

Competence

The estates manager must ensure that all persons undertaking an activity where they are working at height have sufficient skills, knowledge and experience to undertake the task, or, if they are being trained, that they work under the supervision of somebody competent to do it. A ladder checklist will be completed by the estates manager and checked by site staff every six months.

In the case of low-risk, short duration tasks (short duration means tasks that take less than 30 minutes) involving ladders, competence requirements may be no more than making sure the person(s) undertaking the task receive instruction on how to use the equipment safely (e.g. how to tie a ladder properly) and appropriate training.

When a more technical level of competence is required the estates manager should seek advice from the Trust's health and safety consultant.

Key considerations

- Avoid work at height where it is reasonably practicable to do so.
- Prevent falls using either an existing place of work that is already safe or the right type of equipment.
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.
- Do as much work as possible from the ground.
- Ensure workers can get safely to and from where they work at height.
- Ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly.
- Make sure you do not overload or overreach when working at height.
- Take precautions when working on or near fragile surfaces.
- Provide protection from falling objects.
- Consider emergency evacuation and rescue procedures.

Safe Use of a Ladder

- Suitable access is provided where appropriate.
- All ladders, stepladders and other access equipment is regularly inspected and maintained by a competent person and paper copy or electronic records are maintained.
- Relevant staff have received adequate training in the safe use of ladders and stepladders and hazards associated with their use.
- Ladders are not used in adverse weather conditions or areas where there is a significant risk from moving vehicles.
- Where the specific risk assessment records that a ladder can be used, in areas where there is vehicle movement the preventative and protective measure will include a prohibition on vehicle movement and close supervision of the activity.
- Ladders are only used on a surface that is flat and in good condition.
- Ladders are secured when in use, either at the top or bottom.
- An arrangement is in place for the suitable storage of ladders.

Roof Work

The estates manager and head of procurement are responsible for implementing a process for contractors to undertake maintenance work or other activities at roof height or on the roof or in roof void. The following precautions must be taken:

- a permit to work (PTW) must be put in place;
- a suitable and sufficient risk assessment and method statement (RAMS) must be produced and approved by the estates manager;
- anyone going onto the roof must be competent and given sufficient information, instruction and training, and be supervised; and
- prohibition on lone working.

Anchorage Points Eye-Bolts and Fixing Points

Any eye-bolts/fixings are tested annually by a suitable contractor in accordance with the Working at Height and the Provision and Use of Work Equipment Regulations 1998 (PUWER)

The estates manager is responsible for making available the maintenance records either in paper copy or electronically.

For further information relating to PUWER or the management of contractors refer to the relevant section of this policy.

APPENDIX 16 - DISPLAY SCREEN EQUIPMENT (DSE)

All staff who habitually use computers (for the purposes of the Regulations habitually means 1 hours per day on average) as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) should have an assessment.

Those staff identified as display screen equipment (DSE) users shall be entitled to an eye and eyesight test for DSE use every two years by a qualified optician (and corrective glasses if required specifically for DSE use). DSE training is also provided via the risk assessment.

The Principal/Service head is responsible for ensuring that DSE assessments are carried out and appropriate action taken.

APPENDIX 17 - TRAFFIC MANAGEMENT

It is the policy of the Trust that all vehicles and pedestrians should operate in a safe manner and be effectively managed and controlled.

This policy includes the safety of all vehicle and pedestrian routes both internal and external; to include the access routes used by the emergency services.

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents/guardians when bringing children to school or collecting them.

Vehicle access gates must not normally be used for pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance, and a suitable and sufficient risk assessment completed for pedestrian and vehicular movement.

The estates manager along with the site staff are responsible for:

- upkeep and maintenance of all external/internal pedestrian and vehicle routes and car park;
- location and maintenance of road and pedestrian traffic safety signs;
- lighting for road and pedestrian routes;
- routine safety checks and inspections;
- suitable gritting of these routes both internally and externally;
- provision of suitable signage;
- parking bays for persons with a disability; and
- liaising with and managing contractors undertaking activities on site that involve the movement of vehicles, to include, the review of risk assessments and method statements (RAMS).

Speed limit

The maximum speed limit in the schools is 5mph.

Vehicle escort

All vehicles entering the establishment (other than within designated car park areas) will require an escort. The escort must:

- maintain visual contact with their driver;
- assist drivers carrying out reversing manoeuvres;
- not walk or stand directly in front or behind vehicles;
- not assist drivers, vehicle or plant operators in manual handling operation

APPENDIX 18 - LETTINGS / SHARED USE OF PREMISES

The estates manager, lettings manager and head of procurement are responsible for ensuring that suitable and sufficient risk assessments are in place for all letting arrangements. All lettings have their own public liability insurance to use the facilities, and have signed the safety conditions for hiring the facilities.

The lettings manager will coordinate the day to day running of the lettings for the Trust in line with our lettings protocol.

APPENDIX 19 - MINIBUSES

The Principal is responsible for ensuring that only suitably qualified staff are permitted to drive a minibus on school business.

Minibuses will be regularly maintained and kept in roadworthy condition

APPENDIX 20 - STRESS AND STAFF WELLBEING

The Trust is committed to promoting high levels of health and well being and recognises the importance of identifying and reducing workplace stressors through risk assessment, in line with the Health and Safety management standards.

The Health and Safety management standards represents a set of conditions that, if present demonstrate good practice through a risk assessment approach, promote active discussion and help simplify the assessment of risk.

The management standards cover six key areas of work design that, if not properly managed, are associated with poor health and well-being, lower productivity and increased sickness absence. The six management standards cover the primary sources of stress at work. These are:

- Demands – this includes issues such as workload, work patterns and the work environment.
- Control – how much say the person has in the way they do their work.
- Support – this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.
- Relationships – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.
- Role – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.
- Change – how organisational change (large or small) is managed and communicated in the organisation.

The Trust adopts good management practices to help reduce stress, and to encourage early identification and management of stress, such as regular line management meetings and having clear systems and procedures in place for managing staff sickness. Any member of staff experiencing unusual or high levels of stress or concerns about their mental wellbeing are encouraged to speak with their line manager or Principal in the first instance, who will discuss with you whether an occupational health referral and/or stress risk assessment approach would be helpful.

Line managers and staff may also approach HR for further information/advice

Useful link

<http://www.hse.gov.uk/stress/standards/index.htm>

APPENDIX 21 - PLAY SAFETY

The site staff along with the estates manager are responsible for daily site inspections to ensure that:

- play equipment is not damaged;
- play equipment is free of algae, weeds etc.;
- there are no potentially dangerous trees (e.g. broken or dead branches);
- there are no accessible drains or damaged drainpipes;
- sheds and other storage areas are secured so children may not get unauthorised access;
- all rubbish has been removed – in particular sharps such as hypodermic needles;
- dead animals are removed;
- vermin control boxes are suitably stocked and have not been tampered with;
- fences are intact and secure (including around ponds); and
- no potentially hazardous plants have seeded into the area e.g. nettles, foxgloves, laburnum, bind weed or Chinese knotweed etc.

General requirements

- Any pooling water following rainfall or leaks should be cleared or cordoned off.
- Where there is ice or snow, paths should be cleared using grit/salt and shovelling.
- Yearly safety checks of trees should be made by a professional arboriculture specialist.
- Ponds and other water features should be cleaned at least annually or more frequently if hot weather looks like it may lead to increased levels of botulism or other bacteria.
- All ponds are fenced and locked to ensure total access control is achieved with appropriate supervision in place at all times.
- Attention should be given to ensure that any pesticides used on sports fields or cleaners/algaecides used on playground equipment are not accessible to children either before or after application.

Weekly recorded checks – play equipment

All play equipment should be visually inspected for any damage. This should be recorded, with actions required being taken and recorded.

Play equipment inspections

Visual inspections to be carried out daily by site staff. Any equipment found to be faulty to be removed or cordoned off and reported to the estates manager.

All outdoor equipment/areas should have a full annual inspection by a qualified inspector, and all required actions must be completed within the recommended timescale.

APPENDIX 22 - BLOOD BORNE VIRUSES

The Trust will manage the risk associated with staff coming into contact with blood and/or other body fluids that may contain blood borne viruses (BBVs) in the course of their work by undertaking a risk assessment and implementing the preventative and protective measures, to include immunisation where appropriate.

BBVs are viruses that some people carry in their blood. The main BBVs are hepatitis B (HBV), hepatitis C and D, human immunodeficiency virus (HIV).

These viruses can also be found in body fluids other than blood e.g. urine, faeces, saliva and vomit. However, these carry a minimal risk of BBV infection, unless contaminated with blood. For this reason, care should still be taken as the presence of blood is not always obvious.

BBVs are most likely to be transmitted by direct exposure to infected blood or other body fluids contaminated with infected blood such as through contamination of an open wound or skin condition or through a splash to the eyes, nose or mouth or a bite or accidental contamination with a needle stick or other sharps.

Staff immunisation

All staff should undergo a full occupational health check prior to employment; this includes ensuring they are up to date with immunisations. All staff aged 16 – 25 years should be advised to check they have had two doses of MMR.

Staff should contribute to the prevention of infection by ensuring: routine immunisation, high standards of personal hygiene and practice, particularly hand washing, and maintaining a clean environment.

Preventing or controlling the risk

The following preventative and protective measures should be taken to reduce the risk from BBVs:

- use good basic hygiene practices, such as hand washing;
- cover all breaks in exposed skin by using waterproof dressings and suitable disposable gloves;
- where splashing is possible, protect the eyes and mouth by using appropriate personal protective equipment;
- use first aid equipment e.g. first aid face shield for mouth-to-mouth resuscitation

- control contamination of surfaces by using the appropriate decontamination procedure e.g. use of body fluid spillage kits; and
- dispose of contaminated waste safely.

Handwashing

Handwashing is one of the simplest and most important ways of controlling the spread of infection. Staff are advised to wash their hands before they eat, drink, take or administer medicine or after any work activity where they may have become contaminated with blood or any other body fluid.

Staff should:

- use soap and water, under running warm water;
- wash all surfaces thoroughly, to include, the palms, back of hands, fingers and thumbs and under the finger nails;
- rub hands together for at least 10 – 15 seconds; and
- rinse and dry hands; if towels are used these should be disposable.

Cleaning

Cleaning of the environment, including toys and equipment, should be frequent, thorough, and follow national guidance e.g. use colour coded equipment, Control of Substances Hazardous to Health (COSHH), correct decontamination of cleaning equipment.

The estates manager and head of procurement are responsible for monitoring cleaning contracts and ensuring cleaners are appropriately trained with access to personal protective equipment (PPE).

Cleaning of blood and body fluid spillages

All spillages of blood, faeces, saliva, vomit, nasal, and eye discharges should be cleaned up immediately (always wear PPE). When spillages occur, clean using a product which combines both a detergent and a disinfectant.

Use as per manufacturer's instructions and ensure it is effective against bacteria and viruses, and suitable for use on the affected surface. Never use mops for cleaning up blood and body fluid spillages - use disposable paper towels and discard clinical waste as described below. A spillage kit should be available for blood spills.

PPE

Disposable non powdered vinyl or latex free "Conformité Européene" CE marked gloves and disposable plastic aprons must be worn where there is a risk of splashing or contamination with blood/body fluids (e.g. nappy or pad changing). Goggles should also be available for use if there is a risk of splashing to the face. Correct PPE should be used when handling cleaning chemicals.

For further information relating to PPE refer to the relevant section of this policy.

Laundry

Laundry should be dealt with in a separate dedicated facility. Soiled linen should be washed separately at the hottest wash fabric will tolerate. Wear PPE when handling soiled linen. Soiled children's clothing should be bagged to go home - never rinse by hand.

Ensure that the washing machine or dryer is maintained in accordance with the manufacturer's recommendations.

Clinical waste

Always segregate domestic and clinical waste in accordance with local policy. Used nappies/pads, gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot operated bins.

All clinical waste must be removed by a registered waste contractor. All clinical waste bags should be less than 2/3rds full and stored in a dedicated, secure area whilst awaiting collection.

Immediate action to take after exposure to blood or other body fluids

If you are contaminated with blood or other body fluids, take the following action without delay:

- wash splashes off your skin with soap and running water;
- if your skin is broken, encourage the wound to bleed, do not suck the wound and rinse thoroughly under running water;
- wash out splashes in your eyes using tap water or an eye wash bottle, and
- your nose or mouth with plenty of tap water, do not swallow the water;
- report the incident to your line manager or other manager; and
- immediately go to the nearest Accident and Emergency (A&E) department in transport provided by the school;
- the manager/Principal to organise transport for the employee to the A&E department;
- the manager to stay in touch with the employee to assess their needs and provide advice and assistance with the post exposure prophylaxis (PEP); and
- record the incident on the online AIR form and follow the reporting procedure in this policy.

Aftercare

Occupational health can provide support, advice and reassurance for staff contaminated with a BBV or undergoing post exposure prophylaxis (PEP).

Useful link

www.hpa.org.uk

APPENDIX 23 - GROUNDS AND TREE MANAGEMENT

Grounds Maintenance

It is the Trust's policy that the seasonal trimming of hedges, grass areas and other foliage which may block or obstruct either the vehicle or pedestrian routes or street/pedestrian routes or lighting, and various other horticultural activities is carried out by competent people.

It is the responsibility of the estates manager and head of procurement to:

- select a competent arboriculturist to manage the individual trees, shrub and perennial/annual plants;
- in particular to undertake a tree survey to determine the health and safety of the trees; and
- produce risk assessments and safe systems of work, to include: working at height, control of substances hazardous to health, use of work equipment and movement of vehicles etc.
- implement any actions found by the tree survey.

Requests for dealing with any outbreaks of infestation should be reported to the estates manager.

For further information relating to COSHH or the management of contractors refer to the relevant section of this policy.

Useful link

Arboricultural Association <http://www.trees.org.uk/>

APPENDIX 24 - STATUTORY COMPLIANCE

The estates manager along with the approved contractor is responsible for ensuring that an operations folder is in place which details the last service, the required next service, and the actions required for all remedial works.

Mechanical service requirements	Frequency
Boiler Maintenance (Gas Safety Installation and Use Regulations 1998) Biomass boiler where installed.	Annual/6 monthly
Gas Carcass Testing (Gas Safety Installation and Use Regulations 1998)	5 years
Gas Catering (Gas Safety Installation and Use Regulations 1998)	Annually
Pressure Vessel Testing (Pressure Systems Safety Regulations 2000)	Annually
Science Lab Taps Fume cupboards, gas proving units CLEAPSS	Annually
Electrical service requirements	
Emergency Lighting (Fire Safety Order 2005, Emergency Lighting Systems BS5266)	Monthly/6 monthly
Fixed Wire Testing (Electricity at Work Act 1989) Required Every 5 Years	5 years
Electrical Catering (Electricity at Work Act 1989)	Annually
Air handling units which supply numerous areas including design technology.	Annually
Microwave Leakage Test	Annually
Cookers (Food Tech Rooms)	Annually
Portable Appliance Testing (Electricity at Work Act 1989)	Annually
A/C (Health and Safety at Work Act 1974, F Gas regulations)	6 monthly
Building fabric/equipment service requirements	
Display Energy Certificate (Energy Performance of Building Regulations 2007)	Annually
Energy Controls/BMS (Energy Performance of Building Regulations 2007)	Annually

Vent (Health and Safety at Work Act 1974, F Gas regulations) Including kitchen extract systems	6 monthly/yearly
Design technology equipment if installed Health and safety works act 1974	Annually
Playground equipment ROSPA	Annually
Fire Hydrants (Fire safety order 2005)	Annually
Fire Extinguishers (Fire Safety Order 2005)	Annually
Fire Risk Assessment (Regulatory Reform (Fire Safety) Order 2005)	Review annually or as per management plan
Lightning protection where installed BS EN 62305	Annually
CCTV (Data Protection 2018)	Annually
Intruder Alarm (Security Regulations PD6662 2004)	6 monthly
Fire Alarm (Fire Safety Order 2005, Fire Alarm Systems BS5839)	Quarterly
Passenger lift Health and safety work act 1974 (LOLER & PUWER)	Quarterly
Asbestos Survey (Control of Asbestos Regulations 2012)	Bi-annual
Intruder Alarm (Security Regulations PD6662 2004)	6 monthly
Fire Alarm (Fire Safety Order 2005, Fire Alarm Systems BS5839)	Quarterly
Passenger lift Health and safety work act 1974 (LOLER & PUWER)	6 monthly
Asbestos Survey (Control of Asbestos Regulations 2012)	Bi-annual
Asbestos Management Plan	Review annually
Display screen equipment	Annually
Arson Report	Review annually or as per management plan
Water Management (ACOP H&S L8 Guidance for Water Management)	Monthly, quarterly & annual Inspections
COSHH Assessment (COSHH Regulations 2002)	Annually

DDA Assessment	When alterations to the building are made
Fire Alarm Testing	Weekly
Fire Doors	Weekly
Fire Drills	Quarterly
Glazing	Checks for replacement safety glass when replacement is needed
Asbestos Awareness Training	As required
Fire Training	Annually
Legionella Training	As required

APPENDIX 25 - LEGIONELLA

It is the Trust's policy to comply with its duties under the HSWA and COSHH Regulations as these extend to the risks from legionella bacteria, which may arise from our activities.

We will:

- identify and assess sources of risk;
- manage any risks;
- prevent or control any risks;
- keep and maintain the correct records; and
- carry out any other duties that we may have.

Our schools comply with advice on the potential risks from legionella as identified in legionella water risk assessments and water log records.

The estates manager is responsible for ensuring that operational controls are being conducted and recorded in the water log book. The estates manager with the site staff will be responsible for undertaking basic operational controls.

This will include, with reference to the risk assessment:

- all remedial action identified in reports is undertaken within the timescale identified;
- identifying and flushing rarely used outlets on a weekly basis and after school holiday periods;
- conducting necessary water temperature checks (monthly);
- disinfecting / descaling showers, or other areas where water droplets are formed (quarterly);
- thermostatic mixing valves (TMV) to form part of the regular test and inspection process and procedure;
- microbiological testing of the system, in accord with the risk assessment e.g. every six months;
- annual chlorination of the water system; and
- the legionella risk assessment to be reviewed at least every two years by competent persons.

Useful link

The Approved Code of Practice: Legionnaires' disease: The control of Legionella bacteria in water systems (L8) contains practical guidance on how to manage and control the risks in your system.

APPENDIX 26 - SWIMMING POOL

A risk assessment should be carried out by the Principal on an annual basis. Normal operating procedures (NOP) and emergency action plans (EAP) are available from the school office and are available to any groups hiring the facility.

Lettings agreements are managed by the Lettings Manager who will ensure that a lettings agreement has been completed, risk assessments for the activity have been completed by the hirer and returned to the school and that the hirer knows and understands the NOP and EAP.

Where an automatic dosing system has been installed this should be serviced annually, and correct PPE used when changing over chemicals on the system.

Pool plant operations and water testing is carried out by the trained swimming pool operative, who will ensure that the water quality meets the standards identified by the Pool Water Treatment Advisory Body (PWTAG). The estates manager will ensure that bacterial testing is carried out and, where necessary, carry out any remedial actions.

All staff are to ensure that they are familiar with the NOP and EAP for the swimming pool, check that rescue equipment is available and that the swimming pool is secured to prevent unauthorised access when not supervised.

At primary level the Principal will ensure that teachers expected to undertake swimming teaching activities have completed swimming teaching as part of their initial teacher education (ITE) and have experience and confidence which is appropriate for the level of swimming instruction.

A yearly health and safety audit should be carried out to ensure the safe running of the swimming pool.

[NB For pools deeper than 1.2M staff must have also completed appropriate specialist qualifications as identified in Safe Practice in School Swimming]

At secondary level the head of PE will ensure all staff expected to undertake swimming teaching hold the appropriate NGB award in addition to their teaching qualification in accordance with AfPE guidance.

The Principal will ensure provision is made for lifesaving, first aid and resuscitation cover appropriate to the type of swimming sessions.

Useful links

HSE publication *Safety in Swimming Pools* - <http://www.hse.gov.uk/pubns/priced/hsg179.pdf>

Pool Water Treatment Advisory Group - <http://pwtag.org/>

APPENDIX 27 - WORK EXPERIENCE

The Trust has a work experience risk assessment which is reviewed and updated. The Principal is responsible for managing and co-ordinating work related learning within the school.

The school retains a duty of care for all students undertaking work experience and must ensure the placement is appropriate, therefore:

- all students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- all placements (including private placements) are subject to pre- placement checks. No work experience placement will go ahead if deemed unsuitable.
- where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer.
- arrangements will be in place to visit/monitor students during the placement.
- emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.
- all incidents involving students on work placement activities will be reported to the placement organiser / Principal at the earliest possible opportunity.

APPENDIX 28 - NOISE AT WORK

It is the Trust's policy to either eliminate or reduce risks to health and safety from noise at work where the risk assessment identifies noise as a significant risk. Depending on the level of risk, preventative and protective measures will be put in place to reduce the noise exposure and provide employees with personal hearing protection.

In accordance with the Control of Noise at Work Regulations, the following action will be taken:

- designated areas and items of plant/equipment will be demarcated and identified by mandatory blue signs;
- line managers responsible for any processes, plant and equipment, coming within the scope of the Regulations, must ensure that noise hazards are addressed;
- reduce or minimise noise levels according to the hierarchy of controls as stated in the Regulations i.e. by engineering out so as to eliminate, reduce, contain or isolate, effective maintenance of equipment;
- reduce time exposure wherever possible;
- where this is not reasonable to do so, suitable personal protective equipment should be considered, but as a last resort

The Trust will put in place a strategy to replace 'noisy equipment' over a period (may be long term, but not open ended).

For further information relating to PPE refer to the relevant section of this policy.

APPENDIX 29 - HOUSEKEEPING

The expectation is that all staff and others will play their part in maintaining a decent level of hygiene and housekeeping within the school.

Departments/teams

Every employee is responsible for his/her own work area on a day-to-day basis.

Bulky items should be broken down into manageable loads, where possible and put into the bins.

If excessive/heavy volumes of waste requires disposal, each employee/department/team should make arrangements to get the waste cleared with the estates manager and site staff assistance.

No waste materials may be placed in walkways or any fire escape route.

Each manager is also responsible for the safety of his/her department, including housekeeping matters.

Waste bins are provided for recycling and residual type waste. Bins should be emptied on a daily basis.

Kitchenettes

Every employee is required to observe basic housekeeping rules i.e. to clean and wash up crockery etc. after themselves.

Any spillage should be cleared immediately and reported as soon as possible to the site staff who will arrange for the cleaning staff to undertake remedial action.

Fridges/freezers/microwave ovens should be kept clean by the users and completely emptied each week.

Rest and Meeting Rooms

Everyone is expected to apply general principles of good housekeeping in all areas, including rest and meeting rooms.

All walkways must be kept clear of obstructions or combustible materials or trailing cables. Combustible or flammable materials must not be stored in the boiler/electrical intake rooms; only authorised persons are permitted access to these high risk areas.

Food Safety

All unwanted food/drink should be disposed of by its use-by/ best before date to prevent waste accumulation and to reduce the risk of contamination.

The Trust reserves the right to dispose of uncovered or other food/drink stored or found on the premises, if it is considered to be a hazard. Open containers should not be left lying around as it increases the risk from pests, such as fruit flies and mice.

The Trust's position on dealing with nut allergies states that removal of allergic risk is not possible within the school environment. Guidance is given on how to reduce the risk.

APPENDIX 30 - PERSONAL PROTECTIVE EQUIPMENT

It is the Trust's policy to put in place all necessary safe systems of work, control measures and engineering solutions so that use of PPE is minimised.

Where PPE is needed it must be the most appropriate for the identified risk and it will only be issued where the risk assessment identifies that it will further reduce the level of risk as low as is reasonably practicable as PPE is recognised as a safeguard of last resort since it only protects the individual wearer.

Selection and Use of PPE

PPE should be labelled to show what it protects against and is resistant to. PPE must always be used according to the manufacturer's instructions.

The Personal Protective Equipment Regulations 2002 state that PPE must be supplied with relevant information on:

- storage, use, maintenance, servicing, cleaning and disinfecting;
- the level of protection provided by the PPE;
- suitable PPE accessories and appropriate spare parts;
- limitations on use; and
- the obsolescence period for the PPE or certain of its components.

Staff must ensure that items of PPE used together are compatible with each other to ensure they continue to be effective against the risks.

Staff must not:

- reuse disposable PPE;
- leave contaminated work areas without removing the contaminated clothing in appropriate changing areas;
- store PPE in direct sunlight or in hot humid places as this can cause damage to some equipment; and
- use PPE if it is damaged, heavily worn, unfit for use or past its usable protective life. It should be disposed of properly and replaced.

For further information relating to COSHH refer to the relevant section of this policy.

APPENDIX 31 - NEW AND EXPECTANT MOTHERS

It is the Trust's policy to assess any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers (for example, from working conditions, or the use of physical, chemical or biological agents). The risk assessment process will determine appropriate local measures, which is a management function.

Notification

On notification that an employee is pregnant, breastfeeding or has given birth within the last six months, the line manager should undertake a new and expectant mothers risk assessment and check the workplace risk assessment to see if any new risks have arisen.

If risks are identified during the pregnancy, in the first six months after birth or while the employee is still breastfeeding, you must take appropriate, sensible action to reduce, remove or control them and take advice from the Trust's health and safety consultant.

The line manager is responsible for undertaking a regular review of this assessment throughout the pregnancy and when the employee returns to work as a nursing mother.

Rest Room

When required the Trust will provide a rest room for pregnant or breastfeeding employees. Although there is no legal requirement for us to provide an environment for staff to express and store milk, staff should direct any enquiry of this nature to the line manager.

APPENDIX 32 - MANAGING VIOLENCE AND AGGRESSION

It is the Trust's policy that all work-related violence and intimidation is unacceptable and will take all reasonable steps to avert the risk of violence through physical security measures, safe working practices and staff training. The risk assessment process will determine appropriate local measures.

However, it is recognised that even with proactive measures, incidents of violence may still occur. Therefore it is also the Trust's policy that appropriate support mechanisms exist for all members of staff who may be subjected to incidents of violence during their work, including access to legal guidance where appropriate.

The Health and Safety Executive define violence as: 'any incident in which an employee is abused, threatened or assaulted in circumstances relating to their work'.

The Trust will take into account both the nature and level of the risk of violence to staff into account when assessing risk and where necessary undertake a specific violence risk assessment.

When undertaking such risk assessment the opinions and views of staff must be sought by consultation. The assessments will evaluate the adequacy of measures to reduce the risk of violence and where necessary develop plans to further improve these precautions.

Preventative measures will include those relating to:

- the environment;
- physical security precautions;
- means of raising an alarm;
- emergency response procedures;
- safe systems of work;
- training and information; and
- individual measures identified in specific risk assessments such as new and expectant mothers, stress etc.

The Trust will ensure that staff and others as appropriate will receive adequate information, instruction and training in handling potentially or actual violent situations relevant to the degree of contact. The emphasis of all information, instruction and training will be on prevention and defusion/de-escalation.

When faced with an imminent threat to their personal safety, staff will be expected to immediately leave the area. (N.B. All staff have a legal right to

leave in such circumstances and, provided this was justified, it will not result in disciplinary action).

Should an employee be in a situation where they are being prevented from leaving an area (and the employee is in immediate fear for their personal safety), or they are actually being physically attacked (or reasonably believe they are about to be attacked), they are entitled by law to use such force as is absolutely necessary to defend themselves and create a window of opportunity to escape.

The Trust recognises that on very rare occasions such as these, an employee may need to use physical force for the purpose of their own (or others) protection. However the use of physical force must always be justified in its application (i.e. absolutely necessary) and solely to escape from a situation (never for retribution or retaliation).

The Trust will support any employee who acts in an appropriate manner in accordance with this policy and their training, including legal guidance where appropriate.

However, staff must be aware though that any unjustified use of force may result in internal disciplinary action and/or legal action being taken against them by the injured party.

Following a violent incident, the Principal will be expected to immediately provide initial sympathetic support to affected members of staff. This may include ensuring medical treatment, providing reassurance, de-briefing, and/or allowing an immediate short period of time away from the workplace to recover.

In cases of actual physical assault the Principal will be expected to ensure the actions below are taken:

- appropriate treatment of injuries is given to the assaulted member of staff by a first aider or emergency services (if necessary);
- where the injuries suffered are serious enough or where the assaulted member of staff wishes to, the assaulted member of staff attends hospital as soon as possible;
- a member of staff attending hospital must be accompanied by a member of staff;
- the taking of photographs should be considered/offered as it may help with any police prosecutions etc in the future;
- the Principal informed as soon as possible.

Where an affected member of staff is unable (or unwilling) to remain at work, managers will be expected to ensure the member of staff is able to get home safely. This may involve arranging for them to be collected by a relative or friend or to be taken home by another member of staff or by taxi.

(NB dependent on the severity of the incident and the individuals wishes, if they are returning to an empty house, it may be advisable for another member of staff to remain with them for a period of time).

The Trust will encourage prosecution in all cases of violence but will always press for prosecution in cases of actual physical violence. Where appropriate, access to legal guidance will be provided to staff who are victims of violence.

All staff have a duty to report incidents of violence using the online AIR form.

Ideally this should include all incidents of verbal abuse to staff. However it is appreciated that some people can swear or be verbally abusive without necessarily intending to be aggressive and on such occasions staff do not necessarily feel threatened or offended and are reluctant to report these as violent incidents. The Trust accepts this and therefore permits staff individual discretion to determine the nature of the incident and whether it requires reporting.

However, the Trust still requires that all incidents which exceed a staff member's personal threshold or are personally directed at an individual staff member or another employee be reported.

For incidents where e.g. parents/carers or others are overtly aggressive, intimidating or threatening there is no staff discretion and these must be reported as should any occasion of physical assault (this would include any incident of physical contact during an aggressive outburst e.g. poking a finger in the chest, pushing etc).

All reported incidents of violence should as soon as possible be investigated by the Principal to determine the support necessary for the staff involved and any action necessary to minimise the risks of a recurrence.

All reported incidents will be reviewed by the Trust's health and safety consultant to ascertain if any further follow up or more detailed investigation is needed.

APPENDIX 33 - PEST CONTROL

The pest control contract is monitored by the estates manager and head of procurement.

Requests for dealing with any outbreaks of infestation should be reported to the estates manager.

The Trust is responsible for confirming that all pest control activities are in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations and the Biocidal Products (BPR) Regulations i.e. disinfectants and pest control products.

For further information relating to COSHH or the management of contractors - refer to the relevant section of this policy.

APPENDIX 34 - FOOD HYGIENE

Academies will ensure that food products are procured from reputable suppliers and stored correctly.

Staff or contractors preparing food will be trained in food hygiene and steps will be taken to control any pests on site.

The Food Standards Agency has developed a food safety management pack, *Safer Food, Better Business*, to help organisations preparing and cooking food to comply with hygiene regulations.

APPENDIX 35 - BIOLOGICAL / CORONAVIRUS

The Trust's health and safety approach to the pandemic has been documented in its "Health and Safety Covid Protocol" document. This will be reviewed on an ongoing basis by the CEO, CFO and health and safety lead and updated accordingly as government guidance and legislation changes.

2023 Update: Since March 2022 when the final Covid restrictions were lifted the UK Health and Security Agency (UKHSA) has advised that COVID-19 should be managed like other respiratory infections, such as flu.

What happens if a staff member a child tests positive for COVID-19?

For children and young people aged 18 and under who test positive for COVID-19, the advice is to try to stay at home and avoid contact with other people for three days. Adults with a positive COVID-19 test result are advised to try to stay at home and avoid contact with other people for five days, which is when they are most infectious.

The UKHSA has also published public health guidance on living safely with respiratory infections, including COVID-19.

Who can still test?

As individuals are now mixing in an open society, regular testing within a setting is no longer as effective as it once was. Instead, the most effective protection against severe disease from COVID-19 for everyone, including those at higher risk from COVID-19, is to get vaccinated.

People at risk of serious illness from COVID-19 will continue to get free tests to use if they develop symptoms, along with NHS and adult social care staff and those in other high-risk settings. Local Health Protection Teams (HPT) may implement outbreak testing for specific settings at their discretion.

As well as following the UKHSA guidance signposted, each school will have in place baseline infection prevention and control measures that will help to manage the spread of infection:

- Reinforcing good hygiene practices such as regular hand washing and cleaning.
- Ensuring occupied spaces are well-ventilated and let fresh air in.
- Ensuring all eligible groups are enabled and supported to take up the offer of national vaccination programmes including COVID-19 and flu

Schools will consider remote learning for pupils that do test positive for COVID-19 but who feel well enough to learn but are following advice to stay at home and avoid contact with other people for three days.

APPENDIX 36 - CONFINED SPACES

A confined space is defined as any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk as defined by the Confined Spaces Regulations 1997.

Entry into confined spaces will be avoided wherever possible. If entry into a confined space is unavoidable a safe system of works will be followed and adequate emergency arrangements put in place before work starts.

A risk assessment will be carried out for any work in confined spaces taking into consideration the task, the working environment, working materials and tools, the suitability of those carrying out the task and arrangements for emergency rescue.

Only trained qualified persons will be allowed to enter a confined space

APPENDIX 37 – HYBRID / WORK FROM HOME

Where approved in writing, an individual may be allowed to work either partially from home (hybrid) or fully. This is subject to requirements laid out in other working and employment policies that stipulate all terms and conditions.

However for the purposes of safety, once agreed that home working can occur, a number of controls will be established. These include:

The Principal will:

- Ensure all school personnel are aware of and comply with any applicable policies;
- Consider all requests for working at home fairly;
- Ensure risk assessments are in place for working at home;
- Ensure that public liability insurance covers the home worker's office;
- Ensure good practice is shared throughout the school;
- Provide leadership and vision in respect of equality;

Persons designated with health and safety monitoring duties will:

- Work closely with the Principal;
- Ensure this policy and other linked policies are up to date;
- Ensure that everyone connected with the school is aware of this policy;
- Attend training related to this policy;
- Annually report to the Governing Body on the success and development of this policy.

School personnel will:

- Comply with all aspects of this policy;
- Ensure their home insurer has been notified of their home working arrangements and that their insurance covers this;
- Be aware of all other linked policies;
- Maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental values;
- Implement the school's equalities policy and schemes;
- Report and deal with all incidents of discrimination;
- Attend appropriate training sessions on equality;
- Report any concerns they have on any aspect of the school community;
- Comply with all confidentiality and data.