



# Elmlea Schools' Trust

## Health and Safety Policy 2020-2021

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### *Document History Record of recent Policy changes*

Date	Version	Author/Owner	Change	Origin of Change e.g. TU request, change in legislation
October 2019	1.0	C Sanders	Elmlea Schools' Trust Policy	
January 2020				Updated with regards to Director of Finance and Operations title Department of Finance and Operations (DFO)

Trustees' Committee	OPERATIONS
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**Elmlea Schools' Trust**  
**HEALTH AND SAFETY POLICY**

**STATEMENT OF INTENT**

Elmlea Schools' Trust recognises that ensuring the health and safety of staff, pupils and visitors is essential to the success of the trust.

We are committed to:

- Providing a safe and healthy working and learning environment.
- Preventing accidents and work related ill health.
- Meeting our legal responsibilities under health and safety legislation as a minimum
- Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- Ensuring safe working methods and providing safe work equipment.
- Providing effective information, instruction, training and supervision.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout the school.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- Consult with the school councils and inform pupils of their responsibilities for Health and Safety.
- Recognise the role of safety representatives appointed by recognised trade unions and co-operate with them so that they may undertake their health and safety related functions, including reasonable paid time off for consultation inspection and investigations.

Health and safety management procedures will be adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All Trustees, Governors, staff and pupils will play their part in its implementation.

**Policy Approved by the Board of Trustees**


Signed: 

**Date 15<sup>th</sup> July 2020**

**Name: Ian Venn**

**Chair of Board of Trustees, Elmlea Schools' Trust**

**Authorised for Issue**

Signed: 

**Date 15<sup>th</sup> July 2020**

**Name: Lorraine Wright**

**Chief Executive Officer, Elmlea Schools' Trust**

## **ORGANISATION**

### **1.0 INTRODUCTION**

1.2 In order to achieve compliance with the Statement of Intent the trust and individual school's leadership teams will have additional responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for H&S Management is attached at Appendix 1.

### **2.0 THE BOARD OF TRUSTEES**

2.1 The Board of Trustees is responsible for ensuring that:

a) The health and safety policy statement is clearly written and it promotes a positive attitude towards safety in staff and pupils.

b) The Chief Executive Officer/Executive Headteacher is aware of his/her health and safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.

c) Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted.

d) All reasonable steps have been taken to reduce the possibility of accident or injury to staff, pupils and visitors.

e) Where reasonably practicable sufficient resources are allocated within the trust and school's budgets to meet statutory procedures and standards for health and safety within the trust and the individual schools.

f) Health and safety performance is monitored, failures in health & safety policy or implementation recognized, and policy and procedure revised as necessary.

### **3.0 THE CHIEF EXECUTIVE OFFICER (CEO)/EXECUTIVE HEADTEACHER**

3.1 The CEO/Executive Headteacher is responsible and accountable for the implementation and compliance of this policy within the schools.

Executive Headteacher is responsible for

a) Ensuring a positive health and safety culture is encouraged and developed within the schools.

b) Ensuring effective Health and Safety management arrangements are in place for carrying out statutory requirements, regular inspections, surveys, risk assessments and implementing actions and submitting inspection reports to the local governing body Health and Safety Committee, the Board of Trustees and other agencies where necessary.

c) Ensuring the development and implementation of the overall health and safety strategic plan to ensure appropriate resources are available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.

d) Providing final authority on matters concerning health and safety at work.

- e) Making decisions on health and safety issues based on a proper assessment of any risks to health and safety, and will ensure the control of those risks in an appropriate manner.
- f) Delegating specific responsibility for the implementation and monitoring of the Health and Safety Policy to the Director of Finance and Operations.

#### **4.0 THE DIRECTOR OF FINANCE AND OPERATIONS**

4.1 The Director of Finance and Operations working in conjunction with the school's Health & Safety Consultants, is the named competent person and is responsible and accountable for delivering the schools health and safety strategic plan in collaboration with the Executive Headteacher.

Acting for and on behalf of the Executive Headteacher, he/she has the responsibility for implementing and monitoring the policy.

The Director of Finance and Operations achieves this by ensuring that:

- a) Implementing and monitoring this Policy
- b) The Policy is clearly communicated to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors
- c) Appropriate consultation arrangements are in place for staff and their safety representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Additional responsibilities for health, safety and welfare are allocated to specific individuals and they are informed of their responsibilities and have sufficient experience, knowledge and training to undertake them.
- f) Developing and implementing relevant action plans based on risk assessments, outcomes of meetings, audits, inspections and emergency arrangements.
- g) Risk assessments of the premises and working practices are undertaken.
- h) Safe systems of work are in place as identified from risk assessments.
- h) Emergency procedures are in place.
- i) Compliance checks are undertaken and record maintained, to record that machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- j) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- k) Arrangements are in place to inspect the premises and monitor performance.
- l) Accidents are investigated and any remedial actions required are taken or requested.
- m) The activities of contractors are adequately monitored and controlled.
- n) A report to the Board of Trustees on the health and safety performance of the schools is completed annually.

## **5.0 SITE MANAGER**

5.1 The Site Manager(s) are responsible and accountable to the Director of Finance and Operations and the Executive Headteacher for all matters relating to health, safety and welfare within the scope of their duties.

The Site manager(s) responsibilities are to

- a) Report to the Director of Finance and Operations any defects and hazards that are brought to his/her notice.
- b) Notify the Director of Finance and Operations whenever contractors are due to enter the school to undertake maintenance, service or works contracts. Any works that affect the fabric of the buildings will be subject to a permit to work.
- c) Ensure all relevant information, surveys, inspections, statutory and compliance findings are communicated to the Director of Finance and Operations for actions to be considered, authorised and implemented.
- d) Be responsible for coordinating all contractual work and maintenance carried out on the school premises, including health and safety matters concerned with other contractors.
- e) In conjunction with the Director of Finance and Operations ensure that strict procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishments and renovations or re-modelling schemes.
- f) Ensure that the site cleaning staff are equally aware of the trusts Health and Safety Policy and that they are aware of any arrangements of the policy that affects their work activities e.g. storage arrangements, materials, equipment and hazardous substances.
- g) Maintain a systematic and methodical system of servicing, inspecting, maintaining and checking workplace equipment within the school. Once tested ensuring that a full list of items tested is generated and retained and ensure that any remedial work is undertaken.
- h) Implement a systematic and methodical system to ensure that all safety systems are checked and serviced e.g. fire alarm, fire doors, firefighting equipment, smoke detectors etc.
- i) Implement a systematic and methodical system to ensure that the use of showers and all water systems are checked and maintained to ensure the control of Legionella.
- j) Ensure asbestos information is provided to all relevant contractors to enable them to plan and undertake their works without risk of exposure to asbestos fibres.
- k) Ensure that all contractors share the trusts commitment to safeguarding children.
- l) Manage full details of Compliance contracts and ensure they are carried out according to the contracts in a timely manner, maintaining full records of visits.

## **6.0 ROLE OF THE HEALTH AND SAFETY UNION REP**

Health and Safety Reps are trade union representatives appointed by trade union members to represent their interests on health and safety issues. Every year, far too many teachers are injured at work or suffer illness and ill-health brought on by their work. Statistics show that workplaces with safety reps are safer than ones without them. The Trade Union Health and Safety Rep is a member of the schools relevant Health and Safety Committees where they can represent their members (NB: any member of staff who is

not represented by a Union rep may approach the Health and Safety committee directly in order to represent themselves in any areas relating to Health and Safety).

The role of a Health and Safety Rep includes:

- a) investigating complaints by union members about health, safety and welfare issues,
- b) communicating with union members about health and safety issues that affect them
- c) raising health and safety issues with employers
- d) carrying out health and safety inspections of the workplace
- e) investigating potential hazards and dangerous occurrences and examining the causes of accidents
- f) Health and safety reps are legally entitled to such time off with pay during the employee's working hours as shall be necessary to perform the functions set out above.

## **7.0 TEACHING/SUPPORT STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY**

7.1 This includes the Deputy Headteachers, Senior Leadership Teams, Curriculum Co-ordinators/Leaders, Business Manager and Admin line managers, and the Site Manager(s). They must:

- a) Apply the trust's Health and Safety Policy to their own area of work and be directly responsible to the Director of Finance and Operations for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Director of Finance and Operations.
- c) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- d) Resolve health, safety and welfare problems that members of staff refer to them, and refer to the Director of Finance and Operations any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Ensure all accidents are investigated appropriately.

## **8.0 SPECIAL OBLIGATIONS OF CLASS TEACHERS**

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.

- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to the Director of Finance and Operations or Curriculum Leaders on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- i) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- j) Regularly check their classrooms for potential hazards and report any observed to the Site Manager.
- k) Report all accidents, defects and dangerous occurrences to the Director of Finance and Operations or Site Manager.

## **9.0 OBLIGATIONS OF THE CATERING MANAGER**

The Catering Manager is responsible for the safe operation of the catering facilities and must:

- a) Be familiar with the trust Health and Safety Policy.
- b) Prepare risk assessments for all catering activities.
- c) Ensure that all kitchen staff are instructed and informed to work in accordance with these documents.
- d) Inform the Site Manager or Director of Finance and Operations of any potential hazards or defects.
- e) Be familiar with the current Food Safety legislation and the implications so far as the school is concerned.

Trust staff must not use the catering facilities and equipment without the prior agreement of the Director of Finance and Operations or the Executive Headteacher and Catering Manager.

## **10.0 OBLIGATIONS OF ALL EMPLOYEES**

10.1 All employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the Board of Trustees, school or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.
- d) Report all accidents and near misses in accordance with current procedure.
- e) Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- f) Co-operate with other persons to enable them to carry out their health and safety responsibilities.

- g) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- h) Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- i) Exercise good standards of housekeeping and cleanliness.
- j) Co-operate with the any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive.
- k) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

## **11.0 OBLIGATIONS OF CONTRACTORS**

- 11.1 When the premises are used for purposes not under the direction of the Executive Headteacher e.g. the provision of school meals, then, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.
- 11.2 All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Director of Finance and Operations or Site Manager of any risks that may affect the trust and/or school staff, pupils and visitors.
- 11.3 All contractors must be aware of the trust's health and safety policy and emergency procedures and comply with these at all times.
- 11.4 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Executive Headteacher or their representative will take such actions as are necessary to protect the safety of trust staff, pupils and visitors.

## **12.0 PUPILS**

- 12.1 Pupils, in accordance with their age and aptitude, are expected to:
  - a) Exercise personal responsibility for the health and safety of themselves and others.
  - b) Observe standards of dress consistent with safety and/or hygiene.
  - c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
  - d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.



## PROCEDURES AND ARRANGEMENTS

### Introduction

**The general arrangements give practical effect to the Policy and the Policy Statement. Constant observance of the Policy, adherence to rules and maintenance of good practice and procedure, will minimise personal suffering, injury and hardship by reducing accident rates.**

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

The list provides a brief summary of all the key health and safety arrangements applicable to the schools within the trust. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management file.

### Health and Safety Information

The Health and Safety Policy is clearly displayed and available to all staff alongside other Health and Safety Policies and supporting information.

### Health and Safety Law Poster

The Health and Safety Information for Employees Regulations requires the schools within the trust to display an approved law poster in a prominent position or to provide each of their employees with an equivalent leaflet. The poster or leaflet outlines health and safety law and explains what both employers and employees must do to keep the workplace safe. Contact details are also provided if employees want advice or have concerns about their safety at work.

### Accident and Incident Reporting

All staff are required to ensure that all accidents are reported to the Director of Finance and Operations to ensure that the accident is investigated and reported to the local governing body, the Board of Trustees and the Health and Safety Executive as appropriate.

All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated and appropriate steps taken to prevent a more serious reoccurrence.

### Asbestos

The asbestos survey and asbestos guidance and management plan is located in the Elmlea Infant School Main School Office and in the Elmlea Junior School Site Managers Office.

All contractors are required to sign and confirm they have seen the asbestos register in relation to the area they will be working in or the activities they will be undertaking.

Staff must not affix anything to walls, ceilings etc. without first obtaining approval from the Director of Finance and Operations, this is so that asbestos is not disturbed unknowingly.

The Site Manager is responsible for ensuring that the school Asbestos Log is read by all contractors prior to starting any work on the premises.

Staff must report any damage to asbestos materials immediately to the Director of Finance and Operations.

If damage to asbestos material occurs, the area will be sealed off immediately and locked to prevent access. Emergency procedures as outlined in the Asbestos guidance and management plan document will be undertaken.

### Contractors

All contractors must report to the Site manager via the school office on arrival on site. The school is responsible for the selection and management of contractors in accordance with the trust policy.

In addition, when contractors arrive on site to commence work the school will ensure the following:

- That all relevant staff will be informed of the works being carried out and the areas that are likely to be affected, as well as the duration and timing of the works;
- Any changes to the work activities will be discussed with the Director of Finance and Operations or Site Manager, and any changes affecting timing, or health and safety will be looked at and action taken, where necessary;

- Any contractors, sub-contractors or self-employed persons is provided with and familiar with any local safety rules, as well as making the schools Health and Safety Policy available;
- A contractor's performance is monitored during their works and if staff or contractors believe there to be a detrimental effect to health and safety, appropriate corrective action or improved procedures is taken. The emphasis must be to stop any unsafe activity until the school are satisfied with the health and safety practices or procedures;
- Specifically, hazardous works e.g. 'hot work' are governed and monitored via a 'Hot Work Permit' between the school and the contractor.

### **Compliance records**

The schools' compliance arrangements are managed by the Site manager who is responsible for maintaining a full set of records for all of the contracts and reporting any remedial work required to the Director of Finance and Operations.

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

A COSHH assessment is a risk assessment of the dangers of working with hazardous solids, liquids, dusts, fumes, vapours, gases or micro-organisms.

All hazardous substances used by staff must be the subject of a COSHH assessment prior to use.

The Site Manager is responsible for ensuring that all cleaning and maintenance products used by the school or the Cleaning Contractors, that may be hazardous to health are assessed before being used.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Director of Finance and Operations.

The Director of Finance and Operations or Site Manager will complete an assessment for any authorised products.

To effectively manage hazardous substances managers will adopt the following hierarchy whenever possible:

- Avoid using a hazardous substance altogether or use a safer process e.g. use water-based rather than solvent, apply by brush rather than spray
- Substitute for something safer, e.g. irritating cleaning product for something milder
- Use a Safer form, e.g. solid rather than liquid to avoid splashes
- Adopt controls to the process, e.g. enclosing the work process
- Effective working practices to reduce exposure, e.g. supervision, training, testing working practices
- Issuing personal protective equipment, this must be regarded as the last option if all others are not appropriate.

The school must provide adequate information, instruction and training for all staff who store, handle or use such substances or who supervise their use.

The COSHH assessments will be completed and held centrally.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision.

These will include such items as:

- Spirit based marker pens
- Corrective fluid
- Aerosol paints

All the above should be used in a well-ventilated area.

### **Curriculum Safety (including out of school learning activities)**

All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and pupils.

The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS, APE and other lead bodies should be adopted as appropriate.

### CLEAPSS covers:

CLEAPSS is an advisory service providing support in science and technology for a consortium of local authorities and their schools including establishments for pupils with special needs.

- health and safety including model risk assessments,
- chemicals, living organisms, equipment,
- sources of resources,
- laboratory design, facilities and fittings,
- technicians and their jobs,
- D&T facilities and fittings.

APE - Association for Physical Education

### **Display Screen Equipment**

The trust has a duty to undertake DSE assessments for administrative staff and teaching staff who regularly use laptops or desktop PCs.

An individual would be classified as a 'DSE user' if they use DSE for a significant part of the working day and is continuous or near continuous spells of one hour or more as part of their work function and they work in this way daily (e.g. Business and Administration staff).

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

### **Educational Visits and Journeys**

The Executive Headteacher, Director of Finance and Operations and the EVC are responsible for ensuring that all school trips are managed in accordance with the trusts policy for Educational trips which all teachers must be familiar with.

### **Electrical Safety**

The Site Manager in each school is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.

The Site Manager in each school will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive.

All staff must be familiar with school procedures and report any problems to the Director of Finance and Operations. Staff are reminded that they must not bring electrical equipment into school without the permission of the Director of Finance and Operations.

### **Fire Precautions and Emergency Procedures**

All employees are responsible for ensuring that they are fully aware of the Fire and Emergency Procedures, including those for Bomb Alert.

The Executive Headteacher is responsible for each school, ensuring that

- That a Fire Risk Assessment is completed for and reviewed annually.
- That the schools have Fire and Emergency Procedures in place, including those for a Bomb Alert.
- That the schools' emergency plan and evacuation procedures are regularly reviewed.
- The provision of fire awareness training to all staff.
- That an emergency fire drill is exercised at termly intervals and that those using the building/site out of normal working hours are also included in drills;
- That all unplanned alarm initiations must be investigated by the Executive Headteacher.
- That the preparation of specific evacuation arrangements for staff and/or pupils with special needs.

The Site Manager is responsible for:

- The 'Fire Log Book' is held on site and is fully completed for all testing and training events and false alarms and a report is made on the success of each evacuation to the safety committee;

- The formal maintenance and fire alarms tested weekly from different call points and emergency lighting is tested monthly and is duly recorded.
- The maintenance and inspection of the fire-fighting equipment.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking hot work.

Staff are responsible

For being familiar with the school Fire and Emergency Procedures, including those for Bomb Alert.

- are sufficiently trained in fire prevention and emergency procedures;
- do not misuse or abuse fire safety devices, signs, notices or firefighting equipment and that all such items are clearly visible; and
- (when determined by the fire risk assessment) are trained in the use of portable fire extinguishers and know how and when to use them whilst not putting themselves at risk.

### **First Aid**

The Executive Headteacher must ensure that there are sufficient numbers of trained first aiders, suitable equipment and facilities available to enable adequate first aid to be carried out.

The names of the school's qualified First Aiders are displayed in the school on the Health and Safety Noticeboard.

First Aid supplies are kept around the school and it is the responsibility of the First Aiders to ensure that stocks of supplies are kept up to date.

All staff must be familiar with the school arrangements for First Aid.

### **Gas/Heating Systems**

The Site Manager in both schools is responsible for ensuring that the gas warning and heating systems are inspected on a regular basis by a competent person and any identified remedial work is undertaken without delay.

Gas shut off valves should be clearly labelled.

All staff must be familiar with school procedures and report any problems to the Director of Finance and Operations.

### **Hazardous Substances (see COSHH)**

### **Incident and Violence Reporting and Recording**

All incidents (including damage to articles or property), dangerous occurrences, near misses and acts of violence towards staff must be reported to the Director of Finance and Operations, using the white Incident / Violence Reporting form.

In all but the most simple incidents an investigation must be carried out by the manager/ supervisor and reported on the green Incident / Violence Investigation Form.

The completed forms must be given to the Director of Finance and Operations within 48 hours.

Yellow copies of the Incident/Violence Reporting and Investigation Form must be kept on site by the Director of Finance and Operations.

The Trust will fulfil the statutory accident reporting responsibilities to the HSE.

### **Inclusion**

All teaching and support staff should be familiar with the trusts Inclusion policy and supporting guidance.

The Executive Headteacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with SEND.

All teaching and support staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.

The Inclusion Lead/SENDCO and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with SEND. No pupil should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Executive Headteacher.

### **Infectious Diseases**

The Health and Protection Agency poster on guidance on infection control in schools and other childcare settings is located in the **school admin office**.

### **Kiln**

The kiln (located at the Junior School) is inspected annually by an external contractor.

Staff are competent to use the kiln and a risk assessment including operating and emergency procedures for the kiln are reviewed and signed for by staff before use of the kiln.

### **Legionella**

The legionella survey is located in the Business Office in each school with an inspection completed every two years by a competent person and any identified remedial work is undertaken without delay.

Regular testing must be undertaken, with any remedial work is undertaken without delay.

### **Lettings/shared use of premises/use of Premises outside School Hours**

The Director of Finance and Operations is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the trust health and safety policy and lettings policy.

The Director of Finance and Operations is responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of facilities and equipment.

### **Lone Working**

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Site and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

Any member of staff working after hours must notify the Site Manager of their location and intended time of departure if after the published school closure time.

Lone workers should not undertake any activities which present a significant risk of injury.

### **Managing Medicines & Drugs**

No pupil is allowed to take medication on the school site without a letter of consent from his/her parent/carer.

Staff must notify the Director of Finance and Operations if they believe a pupil to be carrying any unauthorised medicines/drugs.

The trust policy for First Aid and Medicines provides detailed guidance and all staff should be familiar with this policy.

### **Maintenance and Inspection of Equipment**

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Site Manager.

All faulty equipment must be taken out of use and reported to the Site Manager. Staff must not attempt to repair equipment

themselves.

### **Manual Handling and Lifting**

The Director of Finance and Operations will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Site Manager for assistance.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

### **Occupational Health and Employee Assistance Programme**

These services are available and are used to:

- Promote and maintain the health of employees;
- Help sustain a healthier and more productive working environment;
- Health surveillance;
- Sickness absence management covering medical redeployment, ill health retirement and fitness for work;
- Rehabilitation to aid recovery;
- Confidential counselling via the Employee Assistance Programme, including stress and debriefing after serious accident, to seek solutions to work-related ill-health and to facilitate an early return to work;
- An advice service, covering health related employment law, containment of infectious diseases, immunisation relevant to work and substance and alcohol abuse;

Staff may be referred to the Occupational Health. Staff are able to access the Employee Assistance Programme at any time.

### **Outdoor Play Equipment**

The outdoor play equipment and safety surfacing complies with BS/EN standards and is formally inspected annually by a competent contractor.

The Site Manager undertakes daily checks of the play equipment and play areas.

Staff should make a visual check of all play equipment before it is used.

Risk assessments have been completed for each item of equipment and all staff supervising play activities must be familiar with these assessments. If the supervision levels recommended in the assessment cannot be achieved the equipment should not be used.

Pupils and pupils' siblings are not permitted to use the play equipment before OR after school hours. Any member of staff who observes unauthorised use of the play equipment must report it to the Director of Finance and Operations or Site Manager immediately

### **PE/Gym Equipment**

The PE Co-ordinator is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils.

Risk assessments have been completed for all PE activities and all staff must be familiar with these.

Wall bars, ropes, beams, benches and mats are formally inspected annually by a competent contractor.

All PE equipment must be visually checked before lessons and returned to the designated store area after use.

Pupils must not use the PE equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the Director of Finance and Operations or Site Manager.

## **Personal Protective Equipment (PPE)**

Where the need for PPE has been identified in Risk Assessments as a control measure, PPE equipment will be provided by the school at no cost to employees, but personal items provided may be charged for in the event of loss by neglect or abuse.

Where a need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health. All work equipment/clothing must be assessed for suitability both for the task and the individual for whom it is provided.

Staff members are responsible for ensuring that they use PPE where it has been provided.

Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action.

Adequate storage facilities must be provided which are clean and properly protect the equipment.

Staff must report any lost or damaged PPE to the Director of Finance and Operations.

## **Pest Control**

Protection of the premises from pests should be undertaken by professional contractors, and prior to any treatment taken place, a site risk assessment undertaken, which identifies exactly what has to be undertaken and what pesticides are to be used.

The contractor should leave sufficient information on site to ensure that the period following and between applications does not pose a risk to the occupiers, also, provide an emergency contact number.

The contract should agree with the Site Manager that the infestation has apparently been resolved before the contract is completed.

## **Pond**

The pond located in the Junior School grounds, is in an enclosed area located in a restricted area; access is only available via a locked gate;

- The area where the pond is located is fenced and access is restricted;
- Gates to the pond will be locked during school hours and access gained by authorised persons;
- Pupils will only be allowed access with an adult to supervise;
- Warning signs are displayed;
- Pupils and adults who have worked in/near the pond are required to wash their hands on leaving the pond area.

## **Purchase / Hire of Machinery (including second hand)**

Managers considering the purchase of new or second hand machinery or its hire, must carry out a hazard analysis of the equipment's intended use, training and maintenance requirements before purchase/hire. Where new machinery/equipment or its hire is likely to have any significant effect on health and safety, Trade Union Safety Representatives must be included in the assessment process and training provided. Advice is available from Corporate Safety Advisers.

If bought within the EU the machinery should carry a CE mark to denote that it complies with European Safety Standards, however this should be treated as a guide and does not guarantee that all safety requirements will be met. If obtained from outside the EU, then particular care must be taken that operational and maintenance safety standards are acceptable.

## **Risk Assessments**

The Management of Health and Safety at Work Regulations 1999 require the school to assess the risks to staff and all others affected by its activity.

Risk assessments must identify the hazards associated with work, who may be harmed and include an evaluation of the level of risk in terms of likelihood and severity. Action must then be taken to eliminate the hazard or reduce it to such an extent, by the use of risk control measures and/or the development of safe systems of work, that will ensure the level of risk is as low as is reasonably practicable, i.e. in view of the cost in terms of time, trouble or money relative to the risk involved.

The Trust is committed to ensuring that such risk assessments are carried out within the relevant sections and are reviewed every two years or when they are no longer valid or when there has been a material change affecting the level of risk whichever is the sooner.

All new activities / changes, including new work locations, must be assessed for risk **before** commencement of the activity or relocation.

Specific (special/individual) risk assessments must be carried out for staff who are young and inexperienced, disabled, pregnant or nursing mothers. It will also apply where risks are encountered by staff from individual service users. Such assessments must address any increased risk that may exist and instigate safety precautions appropriate to the people affected.

It is the Director of Finance and Operations's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the trust and individual schools. The trust issues guidelines and training for the completion of Risk Assessments. Guidelines for completion of the risk assessment are issued to all staff which includes details of the process and risk rating.

A risk assessment register is held recording all activities where persons (including staff, pupils, contractors and members of the public) may be at risk.

The Director of Finance and Operations is responsible for undertaking general risk assessments with the exception of the areas listed below.

Curriculum Co-ordinators will undertake risk assessments for their specialist areas.

The Site Manager will undertake risk assessments for maintenance and cleaning.

The EVC will ensure that risk assessments are completed by all staff who organise and lead school visits.

Copies of risk assessments for activities and individuals are held by the Business Office.

### **Safeguarding**

The trust is committed to safeguarding the welfare of children and expect all staff and visitors to share this commitment. We recognise that adults working with children, because of the contact with and knowledge of children in their care, are well placed to identify abuse and offer support to children in need. The trust is an agent of referral and not of investigation.

The Executive Headteacher is the Trusts' Designated Safeguarding Officer (DSO). Should you have any concerns please report them to the DSO or other Safeguarding leads immediately.

### **Security/Violence**

The Site Manager is responsible for the security of the school site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

The Director of Finance and Operations is responsible for ensuring that a named responsible adult will be present and able to supervise at all times during lettings. The Site Manager is responsible for the security of the site after school use and at the end of lettings events.

Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception. If an intruder becomes aggressive staff should seek assistance.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in the reception area of the school where assistance is available. The Headteacher should be notified in advance of these meetings where possible.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the



Headteacher.

### **Site Maintenance**

The Site Manager is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.

He/she will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Director of Finance and Operations.

All staff are responsible for reporting any damage or unsafe condition to the Site Manager immediately. The Site Manager maintenance/job book is kept in the staffroom of each school building, the office staff will contact him/her by mobile if the matter is urgent.

### **Smoking**

It is illegal to smoke anywhere on the school premises. Smoking including e-cigarettes is not permitted anywhere on the school site (Buildings and grounds including the car park).

### **Staff Training & Development**

The Executive Headteacher is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

All new staff will receive specific information and training as part of the school induction process.

All staff will receive fire awareness training on an annual basis.

Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for staff meetings and on the September INSET day in each new school year.

### **Swimming**

Children are instructed by ASA Qualified Instructors who are police vetted and health checked. The programme take place in a local school pool.

All staff must ensure that they are familiar with the local authority swimming guidance before accompanying any swimming groups.

### **Training (Health and Safety)**

The Trust recognises its responsibilities for training in health and safety for all employees. Staff and managers must co-operate in undergoing such training as is required.

### **Visitors**

All visitors must sign in and out at the relevant school reception desks. This includes all parents, contractors, peripatetic teachers and volunteers. A badge will be issued which must be worn at all times in school.

Visitors to the schools will be made aware of the emergency procedures and other safety information as is relevant.

Contractors undertaking maintenance work on the school premises will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.

### **Water Hygiene**

A copy of the Legionella risk assessment is located in the Business Office.

The trust employs an external contractor to carry out many of the requirements of water testing, weekly flushing is

undertaken as required by the Site Manager.

### **Wellbeing**

The Board of Trustees, school governors, the Executive Headteacher and Director of Finance and Operations are responsible for taking steps to reduce the risk of stress in the trust by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.
- Employee Assistance Programme in place accessible by all staff.

### **Working at Height**

The Site Manager is responsible for the purchase and maintenance of all ladders in the school.

All ladders conform to BS/EN standards as appropriate.

The Site Manager is also responsible for completing risk assessments for all working at height tasks in the school.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor.

If staff need to hang decorations or displays, then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.

Staff including the Site Manager should not work at height when alone. If you are planning to use a step ladder, ask the Site Manager to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need. Your knees should be no higher than the top platform of the ladder.

Never overreach. Try always to keep one hand free on the ladder to steady yourself.

### **Working Environment**

The maintenance of a safe and healthy working environment for employees of the school is fundamental to this policy.

Current best practice will be applied, so far as reasonably practicable.

Appropriate means will be used to provide welfare provisions and to control temperature, ventilation, humidity, dust, fumes, noise, vibration, and chemical & physical agents.

### **Workplace Inspections and Auditing**

The Site Manager, the Director of Finance and Operations and where possible a Trustee representing the Board of Trustees will undertake an annual safety inspections of the workplace to identify hazards and unsafe situations and take appropriate remedial action.

The Local Governing Body Health and Safety Committee named Governor, Site Manager, Director of Finance and Operations and TU Safety Representative will be involved in the regular inspections and report back to the Health and Safety Committee with a written report.

Trade Union Safety Representatives also have the right to carry out health and safety inspections and it is considered appropriate to carry out joint inspections if possible. Where a safety representative does carry out an inspection of the workplace, this does not absolve the need for management to conduct their own inspection. All defects/ deficiencies found must be recorded and passed to the relevant manager for a response within four weeks.

The Director of Finance and Operations will ensure that hazards associated with premises are monitored and controlled;

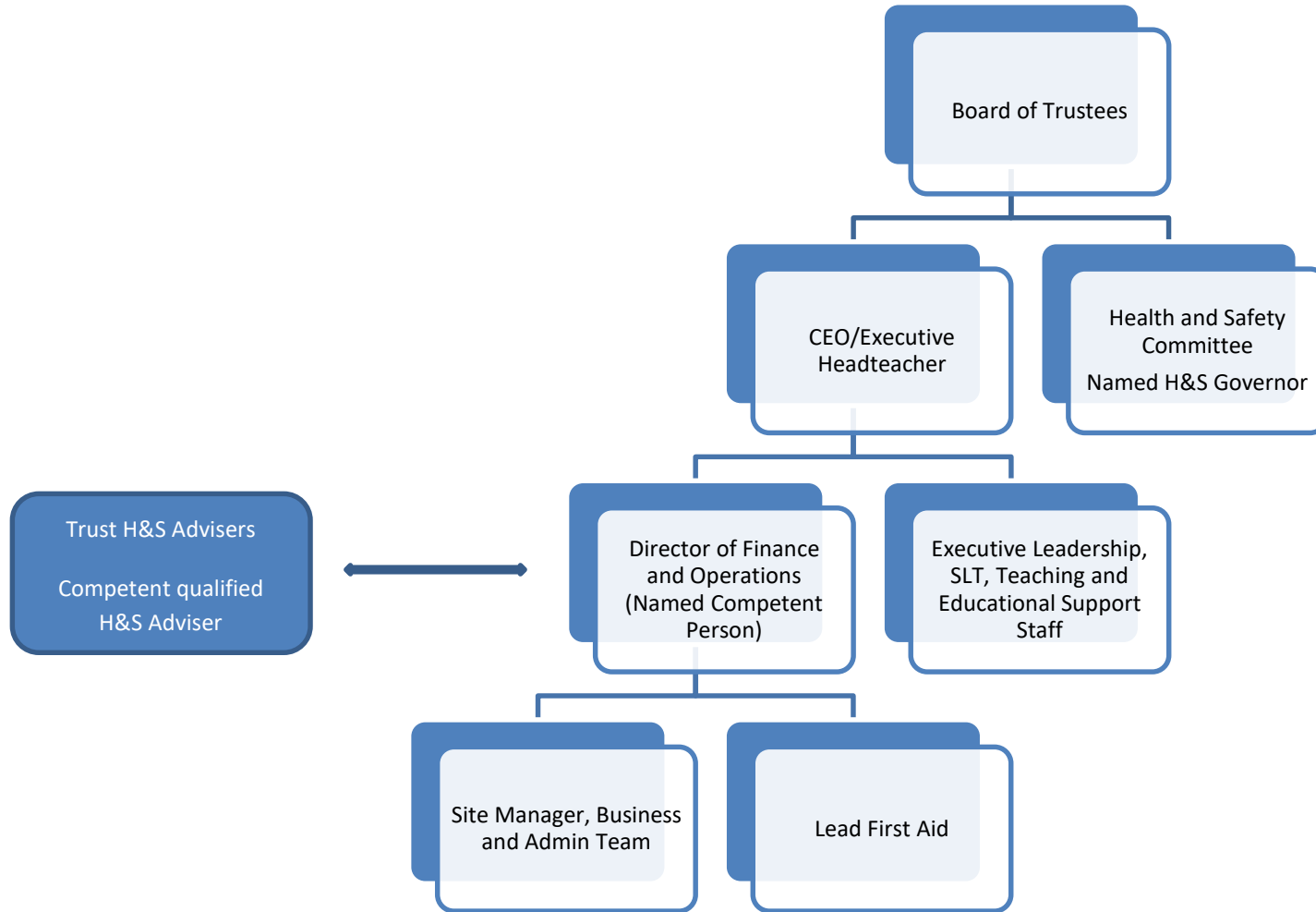
### **Supporting Policy, Guidance and Procedures**

1. Asbestos Management Plan

2. Behaviour Policy
3. Curriculum Specific Guidance
4. Educational Visits
5. Fire Safety Management Plan
6. First Aid, Administration of Medication and Control of Infectious Diseases
7. Managing Contractors
8. Safeguarding Policy (Child Protection)
9. Staff and Visitors Code of Conduct



APPENDIX 1 – ELMLEA SCHOOLS' TRUST Organisational Chart Roles & Responsibilities



	Executive Headteacher	Health & Safety Governor	Director of Finance and Operations	Site Manager	Deputy Headteacher / SENDCo	Curriculum Lead Teachers	Educational Visits Coordinator	Lead First Aider	Safety Representative(s) where available
Headteacher H&S Policy area	H& S Policy Safeguarding		Risk Assessment policy Lone Working Emergency Planning & Business Continuity Guidance on the Use of Transport Managing Contractors Code of conduct Fire RA and procedures Pest Management Lettings Manual Handling		Curriculum specific Policies Behaviour and Positive Handling Inclusion	Risk Assessments (curriculum activities)	Educational Visits and Journeys	First Aid and Medicines	<i>Safety Representatives and Safety Committees Regulations 1977 et seq.</i>

<p>Day to day activity</p>	<p>Act as Responsible Person under Fire Safety Order.</p> <p>Overall responsibility for maintaining a safe working environment for employees and service users;</p> <p>Engagement of whole workforce in H&amp;S culture;</p> <p>Act as Asbestos Duty Holder under Control of Asbestos Regs.</p> <p>Delegation of H&amp;S activities as appropriate;</p> <p>Act as Section 547 Officer;</p> <p>Authorise off site visits;</p>	<p>Act as a critical friend to Academy/ Executive Headteacher;</p> <p>Contribute own H&amp;S knowledge;</p>	<p><b>H&amp;S Coordinator:</b></p> <p>Undertake/ Revise Risk Assessments</p> <p>Display Screen Equipment Assessments</p> <p>Maintenance and plant inspection schedule</p>	<p>Site Security and maintenance</p> <p>Site inspections including playground equipment;</p> <p>Monitor and resolve reported H&amp;S concerns</p> <p>Monitor contractor activity inc procedures (i) Safe Working (ii) Asbestos awareness</p> <p>Electrical safety PAT Testing</p> <p>Manual Handling</p> <p>Working at Height</p> <p>Personal Protective Equipment Hazardous substances COSHH Assessment</p> <p>Act as Section</p>	<p>Undertake/ Review Risk Assessments on individual pupils; with SEN;</p>	<p>Undertake/ Review Risk Assessments;</p> <p>Act as appropriate Contact Officers for DATA, CLEAPPS, APE;</p>	<p>Undertake/ Review Risk Assessments;</p> <p>Coordinate off site visit arrangements;</p>	<p>Oversee First Aid provision;</p> <p>Record and report Incidents;</p> <p>Oversee procedures for Administration of Medication;</p> <p>Finalise care plans; Liaise with SENDCO, parents</p>	<p>Monitor Academy activity - bring issues to the attention of H&amp;S Coordinator;</p> <p>Contribute own H&amp;S knowledge;</p>
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				547 Officer;					
Periodic Activity	Review H&S Training needs for self & senior staff;	Join Site Inspections; Monitor implementation of H&S Policy;	Review training needs of staff  Selection of contractors  Periodic site inspections	Undertake Site Inspections;	Review Positive Handling/ Restraint Training needs for staff;	Join Site Inspections; Review H&S Training needs of own staff;	Participate in a representative number of off site visits, including residential;		Undertake Site Inspections;



Academy Health and Safety Committee		<p>Member of Safety Committee.</p> <p>Act as link to Full Governing Body</p>	<p>Convenor and Member of Safety Committee.</p> <p>Present annual Review Present Risk Assessments.</p> <p>Write Annual H&amp;S report to Governors</p>	Member of Safety Committee			Provide analysis of offsite visit incident statistics.	Provide analysis of first aid and incident statistics.	Trade Union nominee member(s) of Safety Committee Table information from Trade Unions; Act as link to Federation or other Safety Committee.
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