



Elmlea
Schools' Trust

Elmlea Schools' Trust

Health and Safety Policy 2021-2022

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	1.1			Updated with regards to Director of Finance and Operations title Department of Finance and Operations (DFO)
September 2021	2.0	Andrea Bizley		Judicium

Trustees' Committee	OPERATIONS
Statutory/Non Statutory	Statutory
Policy Adopted	October 2021
Review cycle	Annual
Review date	Autumn Term 2021

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 :

Clare Sanders

Date *24-10-2021*

Name : Clare Sanders

Chair of Board of Trustees, Elmlea Schools Trust

Authorised for Issue

Signed :

L. Wright

Date *21/10/21*

Name : Lorraine Wright

Executive Headteacher, Elmlea Schools Trust

- 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.

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.

- 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 and VISITORS

- 11.1 All visitors (including contractors) must report to reception and sign in on arrival.
- 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, other relevant policies 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.

Contractors

All contractors must report to the Site manager via the school office on arrival on site. The site manager is responsible for the selection and management of contractors in accordance with the Trust policy and following consultation with the Director of Finance and Operations.

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.

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 Personal Emergency Evacuation plans (PEEPS) 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 fire safety systems and reporting significant findings to the Executive Headteacher and the Director of Finance and Operations.
- 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.

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 Director of Finance and Operations will ensure that competent persons are engaged to manage the water system and control the spread of legionella bacteria. These persons will be the site manager's specialist external contractors.

The Trust will ensure a suitable and sufficient assessment as detailed in the COSHH regulations and Approved Code of Practice L8 is carried out to identify and assess the risk of exposure to Legionella bacteria from work activities and the water systems on the premises and any necessary precautionary measures.

Where the risk assessment shows that there is reasonable foreseeability of risk, and this cannot be eliminated, a written scheme for controlling the risk from exposure will be written by a competent person. This scheme will specify measures to be taken to ensure that it remains effective.

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.

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.

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, the Fire 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

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

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). Signage to indicate that smoking is not permitted is displayed in conspicuous areas.

Staff Training & Development

The Executive Headteacher is responsible for ensuring that staff Health and Safety training needs are completed 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 Health and Safety training, fire awareness training on an annual basis.

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.

Control of Infections

The Executive Headteacher is responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection risks in line with the requirements set out in the Control of Infections guidance which is part of the Medical Needs, First Aid and Control of Infections guidance and policy.

Staff are responsible for complying with the Control of Infections guidance.

Harassment, Violence and Aggression

Violence, threatening behaviour or abuse to staff will not be tolerated so all members of the Trust community, and all visitors can be confident that they are operating within a safe environment;

Policies, procedures and risk assessments will consider the hazard of workplace harassment, assault and violence from students and others to staff;

Government guidance from the Department for Education, the Health and Safety executive and Unions are taken into account when risk assessments are completed;

Controls are implemented to reduce as low as reasonably practicable the risk of harassment, aggression, violence and stress from working in fear of violence or assault;

Individual student risk assessments or Care Plans will be completed when necessary;

Regular reviews to monitor the effectiveness of the control measures are completed;

The design of the Trust premises will take into consideration the risks of violence, aggression and harassment;

Staff are provided with information, instruction and training to deal with difficult situations that they may encounter during their normal work activities;

Incidents of harassment, aggression or violence are reported, recorded and investigated in accordance with the Accident Reporting and Investigation procedure;

If a member of staff is subject of workplace harassment, aggression or violence, the Trust will provide support to the affected employee, and appropriate action will be taken to prevent reoccurrence.

To enhance the learning environment and achieve a safe and secure community, the Trust will participate and liaise with external organisations to develop protocols to reduce harassment, violence and aggression.

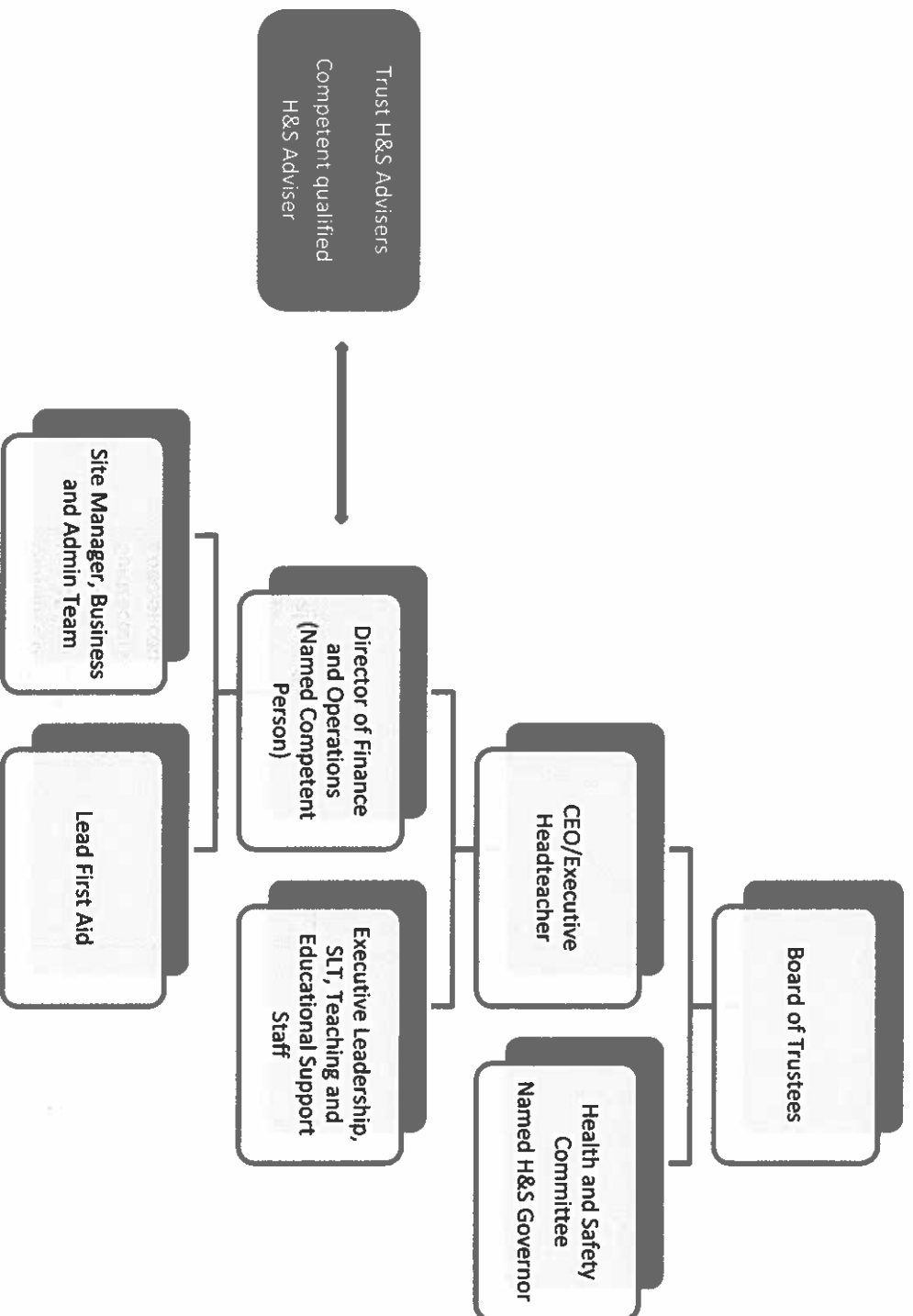
Trade Union Safety Representatives also have the right to carry out health and safety inspections and it is considered appropriate to carry out joint inspections if possible. Where a safety representative does carry out an inspection of the workplace, this does not absolve the need for management to 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



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