



HEART
EDUCATION TRUST

Health & Safety Policy

22 January 2018

Last Reviewed: 22 January 2018

Next Review Due: 22 January 2020

Adopted by: The Risk Management Committee on 1 February 2018



Heartsease
Primary Academy



Lingwood
Primary Academy



Henderson Green
Primary Academy



Valley
Primary Academy

The HEART Education Trust Documents Review Record:

Version:	Date Amended:	Amended By:
1	January 2015	Judicium
2	22 January 2018	BOE
2.1	6 February 18	BOE

The HEART Education Trust, a charitable company limited by guarantee registered in England and Wales with company number 08286818. Registered office address: Heartsease Primary Academy, Rider Haggard Road, Norwich, Norfolk NR7 9UE.

1. REVIEW PROCEDURES

This policy will be reviewed by the Strategic Board and the Chief Executive Officer:

- at regular intervals
- after accidents, incidents and near misses
- after any significant changes to workplace, working practices or staffing
- after any form of notice has been served.

2. STATEMENT OF INTENT

The HEART Education Trust recognizes 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 Trust.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Health and safety management procedures will be adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All Trustees, staff and pupils will play their part in its implementation. All Trust staff will ensure that they are up to date and familiar with the school health and safety policy, as well as health and safety regulations that apply specifically to their own classroom activities. All activities, both on- and off-site, should be planned by staff with consideration for the safety of themselves, their colleagues, pupils and members of the public.

3. ORGANISATION

3.1 INTRODUCTION

In order to achieve compliance with the Statement of Intent the Trust's Executive Board will have additional responsibilities assigned to them for assessing, recording and implementing the correct health and safety procedures, as detailed in this part of the Policy.

An organisational chart for Health and Safety management is set out at Appendix 1.

This Policy is one of the Trust's Framework Policies and must be read and understood by all staff. As a Framework Policy, it is the overarching policy that gives effect to all policies within the Health & Safety Policy Suite, as set out in Appendix 4. Every member of staff must complete a Policy Acknowledgement (Form HRT2) in respect of this Policy to confirm that they have read, understood and agree to abide by the Policy.

3.2 THE STRATEGIC BOARD OF TRUSTEES

The Strategic Board is responsible for ensuring that:

- The Health and Safety Policy statement is clearly written and it promotes a positive attitude towards safety in staff and pupils.
- The Chief Executive Officer is aware of her health and safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
- Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted.
- Sufficient funds are set aside with which to operate safe working practices.
- Health and safety performance is monitored, failures in health and safety policy or implementation recognised, and policy and procedure revised as necessary.

The Strategic Board has convened a Risk Management Committee to assist it with undertaking these responsibilities.

3.3 THE CHIEF EXECUTIVE OFFICER

Reporting to the Strategic Board of Trustees and Risk Management Committee, the Chief Executive Officer has the overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and that proper resources are made available in order to achieve this.

- She will plan ahead as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.
- She provides the final authority on matters concerning health and safety at work.
- She will make 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.

The Chief Executive Officer delegates specific responsibility for the implementation and monitoring of the Health and Safety Policy to the Business & Operations Executive.

3.4 THE BUSINESS & OPERATIONS EXECUTIVE

The Business & Operations Executive working in conjunction with The Trust's Health & Safety Consultants, Judicium, will advise the Chief Executive Officer on health and safety policy. Acting for and on behalf of the Chief Executive Officer, she has the responsibility for implementing and monitoring the policy, principally through the Head of Premises Maintenance and the Academy Headteachers.

The Business & Operations Executive achieves this by ensuring that:

- This Policy is clearly communicated to all relevant persons.
- Appropriate consultation arrangements are in place for staff and their safety representatives.
- All staff are provided with adequate information, instruction and training on health and safety issues.
- 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.
- Safe systems of work are in place as identified from risk assessments.
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Arrangements are in place to inspect the premises and monitor performance.
- Accidents are investigated and any remedial actions required are taken or requested.
- A report to the Risk Management Committee on the health and safety performance of the Trust is completed termly.

3.5 THE HEAD OF PREMISES MAINTENANCE

The Business & Operations Executive has delegated the following specific responsibilities to the Head of Premises Maintenance, who must ensure that:

- Appropriate information on significant risks is given to visitors and contractors
- Risk assessments of the premises and working practices are undertaken.
- Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- The activities of contractors are adequately monitored and controlled.
- Emergency procedures are in place.

3.6 TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY

This includes Academy Headteachers and the Director of Inclusion. They must:

- Apply the Trust's Health and Safety Policy to their own department or area of work and be directly responsible to the Chief Executive Officer for the application of the health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Chief Executive Officer.
- Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- Resolve health, safety and welfare problems that members of staff refer to them, and refer to the Chief Executive Officer any problems to which they cannot achieve a satisfactory solution within the resources available to them.

- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- 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.
- Ensure all accidents are investigated appropriately.
- Include health and safety in the annual report for the Chief Executive Officer.

3.7 SPECIAL OBLIGATIONS OF CLASS TEACHERS

Class teachers are expected to:

- 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.
- Follow the health and safety procedures applicable to their area of work.
- Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- Make recommendations to their Academy Headteacher on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- 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.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the academies without prior authorisation.
- Regularly check their classrooms for potential hazards and report any observed to the Head of Premises Maintenance.
- Report all accidents, defects and dangerous occurrences to the Academy Headteacher or Head of Premises Maintenance.

3.8 OBLIGATIONS OF ALL EMPLOYEES

All employees must:

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- Observe all instructions on health and safety issued by the Strategic Board, Business & Operations Executive or any other person delegated to be responsible for a relevant aspect of health and safety.
- Act in accordance with any specific health and safety training received.
- Report all accidents and near misses in accordance with current procedure.
- Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- Inform their Line Manager of any shortcomings they identify in the Trust's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.

- Co-operate with the any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive.
- 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.

3.9 OBLIGATIONS OF CONTRACTORS

When the premises are used for purposes not under the direction of the Academy Headteacher e.g. the provision of school meals, then, ***subject to the explicit agreement of the Chief Executive Officer***, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.

All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Academy Headteacher of any risks that may affect Trust staff, pupils and visitors.

All contractors must be aware of the Trust's Health and Safety Policy and emergency procedures and comply with these at all times.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Chief Executive Officer or their representative will take such actions as are necessary to protect the safety of Trust staff, pupils and visitors.

3.10 PUPILS

Pupils, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the academy and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Pupils that are found to be a risk to health and safety may not be allowed to partake in certain school activities, and may be dealt with under the Trust's Behaviour Policy if the circumstances require it. We expect pupils to follow their academy's code of conduct, as this helps maintain good health and safety around the academies.

4. PROCEDURES AND ARRANGEMENTS

INTRODUCTION

The following procedures and arrangements have been established within our Trust 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 Trust and its academies. More detailed policies and written procedures for a number of these areas are as indicated.

4.1 Safe behaviour and Trust code of conduct

The Trust is concerned with ensuring the good health and safety of members of the academy communities both on an individual basis and as a whole Trust. Appropriate and considerate behaviour and conduct is an important part of health and safety and there are various regulations in place to monitor behaviour, as well as provisions for behaviour support. Most of these are outlined in the Trust's Behaviour and Exclusions policies.

Substance misuse can be a great risk to personal and whole school health and safety, and the school takes its policy against drugs and alcohol very seriously.

4.1.1 Drugs

The Trust will not tolerate drug use of any sort on Trust property or during off-site school activities. The Trust takes its anti-drugs policy very seriously and will discipline any person found to be in possession of drugs. This includes solvents and any other substance that can be misused or harmful. Pupils may be permanently excluded if they are found to be involved in drug-related incidents. This includes supplying, possessing, or taking drugs.

Staff must notify the Academy Headteacher if they believe a pupil to be carrying any unauthorised medicines/drugs.

Prescription drugs

Carrying, supplying or taking prescription drugs illegitimately could result in a permanent exclusion.

Non-prescription drugs

Some over the counter drugs can be harmful if misused. Pupils should not carry these in school. If they need medication they should go to the Pastoral Manager / Pastoral Assistant.

Medication

We are aware that it may be necessary for some pupils to take medication during the school day. Parents should refer to the procedures set out in the Trust's First Aid and Medicines Policy which provides detailed guidance. All staff should be familiar with this policy.

4.1.2 Alcohol

Consuming, carrying or supplying alcohol is strictly prohibited. Any pupil involved in any alcohol-related activity may be permanently excluded.

All of these rules also apply when travelling to and from school. For more information see the Trust's Behaviour and Exclusions policies.

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4.1.3 Smoking

It is illegal to smoke anywhere on Trust premises.

4.1.4 Challenging Behaviour

Abusive or challenging behaviour is a great risk to personal and whole Trust health and safety and the Trust will not tolerate abusive behaviour by pupils, staff, or visitors to the Trust. This includes parents. The Trust policy for dealing with challenging behaviour, regulating off-site behaviour, exclusions, and bullying are laid out in our Behaviour and Exclusions policies.

4.2 Health and safety file

The Trust's health and safety files are kept locally at each site in the School Office and an electronic file is kept centrally at the Trust's head office. All files should be readily available for inspection at all times. The file should serve as the central health and safety record for the Trust. Details of the following should be kept in the file (where applicable):

- A current list of names of individuals with key health and safety roles – e.g. risk assessors, DSE assessors, first aiders (include date certificates expire), fire evacuation officers;
 - A register of risk assessments completed for each academy / department
 - Copies of risk assessments including (where applicable);
 - General risk assessments;
 - COSHH assessments;
 - Display screen equipment workstation assessments;
 - Fire risk assessments;
 - Manual handling operations;
 - Machinery / equipment;
 - Lifting equipment and lifting operations;
 - Lone working;
 - Risk of violence and aggression;
 - Work in confined spaces, work at height, etc;
- (NB: Educational risk assessments are kept on the Evolve system and not in the central file)
- Copies of Incident Report forms, plus the report of any investigation made into the incident and details of any remedial action taken following an incident;
 - Details of emergency procedures – e.g., fire evacuation, location of first aid kits and first aiders, etc.
 - Date and findings of health and safety inspections; together with details of any actions / timescales to be taken following such inspections;
 - Inspection and statutory examination reports relating to equipment – such as respiratory protective equipment, fume cupboards, dust extraction, lifting equipment, gas fired equipment etc.
 - Other equipment maintenance and service records
 - Fire drill records – dates and performance (clearance time; details of any problems, etc.);
 - Health and safety training records – names, dates and course titles for health and safety training provided/attended (include local training such as health and safety induction and external courses) - plus projected date for refresher training;
 - Copies of annual health and safety audit checklists and action plans;

- Copies of reports received following visits from the Trust’s external Health and Safety advisor (Judicium).

The Trust keeps records of health and safety incidents for 6 years. The Trust examines past health and safety records and risk assessments to allow any necessary changes and improvements to be identified.

4.3 Safety review, monitoring, and evaluation procedure

The Trust’s health and safety monitoring will be undertaken by the Business & Operations Executive. This policy and the health and safety file will be reviewed by the Chief Executive Officer and the Risk Management Committee due to triggers including, but not limited to:

- changes in key personnel
- changes to the structure of the Trust’s organisation
- the introduction of new processes
- any change in premises or the specific use of part of the premises
- changes in legislation
- following the findings from an accident investigation (internal and/or external) or following a civil claim
- following consultation with employees
- following any enforcement action, i.e., by the HSE or local authority

Provision will be evaluated and changes for improvement made when and where there is a need for it.

It is important that the Head of Premises Maintenance monitors safe systems of work on a day to day basis in areas such as:

- kitchens
- cleaning cupboards and staffrooms

4.4 Accident and Incident Reporting

4.4.1 Procedure and reporting

In the event of an accident taking place either at school, or off-site on a school organised activity, the member of staff on-site will immediately report to whomever is in charge. On Trust premises, this may mean reporting to the academy office. A first aider should make an assessment of the injury as soon as possible. On the academy site this will usually be the Pastoral Manager / Pastoral Assistant – See separate First Aid and Medicines Policy.

If an ambulance is required, it will be ordered by the academy office unless emergency medical assistance is required, in which case any member of staff can call an ambulance from the nearest phone.

Parents (or emergency contacts where the parent is not available) will be contacted as soon as possible in the event of serious injury or ill health of a pupil. Medical treatment or the contacting of emergency services will not be delayed if the Trust cannot contact a parent or guardian. If a pupil needs to be taken to hospital, and a parent or guardian is not immediately available, a member of Trust staff will accompany the pupil to hospital and wait for the parent to arrive.

Pupils will only be sent home if there is a parent or guardian available to be with them there. If they have suffered injury or are unwell, they will be kept in the school office/pastoral room until they can be collected.

Pupils will have individual medical plans if it is the case that there is allergy medication or other prescriptive medication that needs to be on-site for pupils to use regularly or in a case of emergency. Please see separate First Aid and Medicines Policy.

4.4.2 Recording an accident

The Trust Incident Report (Form HSM1) is set out at Appendix 2 and copies are available from the Pastoral Manager and School Office. This form is used to record **all** accidents, both major and minor. All members of staff supervising at the time of the incident should make a separate report. What happened, actions taken, injuries, and first aid administered should be recorded.

Serious incidents will also be recorded, and reviewed by the Business & Operations Executive. The Risk Management Committee will review cases of serious incidents and determine what, if any, steps could be taken in order to ensure that the same accident does not happen in the future. The types of minor accidents reported (no personal details discussed) will be reviewed at by the Business & Operations Executive to determine whether there are any accident trends that could be avoided.

4.4.3 Near Misses

All near misses – i.e. something which has the potential to cause harm although it does not do so on this occasion – must also be reported using the Incident Report (Form HSM1) so they can be investigated and appropriate steps taken to prevent a more serious reoccurrence.

4.4.4 Investigation

An investigation may be launched by external authorities in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Accident reports will be reviewed and witnesses may be interviewed. This may happen in cases including but not limited to:

- Deaths
- 'specified injuries' in respect of employees or pupils
- over-7-day injuries (where a member of staff is away from work or unable to perform their normal work duties for more than 7 consecutive days);
- 'specified dangerous occurrences' (where something happens that does not result in an injury, but could have done)
- 'occupational diseases'
- 'injuries resulting in hospital visits for treatment in respect of pupils and employees who are injured out of or in connection with work activities' (examinations and diagnostic tests do not constitute 'treatment' in such circumstances).

Senior managers or the Strategic Board may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided. Where an internal investigation is carried out, this will usually be done by the Business & Operations Executive using Form HSM2.

4.5 First Aid

Please refer to the Trust's First Aid and Medicine Policy. All staff must be familiar with the Trust's arrangements for First Aid.

4.6 Lone Workers

There will be some situations where staff at the Trust will be working alone or one to one with a pupil. Examples of this would be a staff member locking up the academy at the end of the day, or one to one invigilation of exams. There is an increased risk to the health and safety of lone workers and the Trust has provisions in place to both identify and manage these risks.

Any staff, contractors or visitors who are identified as lone workers will be given all the necessary training, information and instruction to enable them to recognize the hazards and appreciate the risks involved with working alone. Risk assessments will also be carried out.

Pupils should not be allowed to undertake lone working.

Risk of violence:

- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one informed member of staff on site for the duration of the meeting.
- Late meetings must finish promptly and not leave one member of staff alone on-site.
- Staff must not approach, or let into the buildings, unauthorised persons when lone working.

Communication:

Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site.
- Carry either a mobile phone or school telephone at all times when lone working.
- Let someone know you are coming into work, how long you expect to be and when you are leaving.
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

First aid:

- For those working on Trust premises, first aid kits can be found in the locations set out in the First Aid and Medicines Policy.

Emergency procedures:

- In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone/ Trust phone to contact the Head of Premises Maintenance, the Academy Headteacher, the staff member's nominated person, or the emergency services.

Access and egress:

- Staff are required to consider weather conditions before coming into and while at work.

Guidance for keyholders attending alarm calls after hours:

There are nominated keyholders within the Trust who will attend alarm call outs after hours. The Trust advises that the nominated person:

- does not attend an alarm call out alone, where reasonably practicable
- does not enter the building if alone
- looks out for corroborative evidence of intruders
- takes necessary action; e.g., call police.

What to take

- Identification of who you are, for example an employee badge; this helps if police do attend the scene or are later called to the scene
- A torch of a reasonable size and power
- A basic plan or diagram of the building; this does not have to be a very detailed site plan but it would be useful to show:
 - basement areas
 - entry/exit points for people and vehicles
 - areas where computers/valuables are located.

This is useful for the police if they are required to attend the scene.

- A mobile phone, in order to summon assistance in an emergency without having to enter the building

Risk assessment

- On attending the site keyholders must be mindful of and protect themselves against the worst-case scenario, that is, an intruder who may still be on-site.
- Initial arrival should be to the front of the building's main entrance. If an intruder has not already left on hearing the alarm, your arrival may disturb them. Your main priority is your personal safety. If you disturb an intruder, attempt to withdraw to a safe point. Do not attempt to apprehend.

What to check

- Suspicious/unfamiliar vehicles parked in the immediate area
- The outside of the building for sign of forced entry; e.g., broken glass, prised doors, windows, etc
- Evidence of flashlights being used or other lights left on within the building
- Noise from within the building or outside

If at any stage there is evidence of an intruder, **immediately withdraw** and contact the police. Do not enter the building to use the telephone.

- Where there is no evidence of an intruder from the outside, enter the building:
 - Check the inside of the premises to eliminate signs of a forced entry.

- Switch on appropriate lights and proceed to re-set the alarm.
- If evidence of an intruder is discovered, withdraw and contact the police.
- Try not to disturb the scene.

UNACCEPTABLE LONE WORKER ACTIVITIES

Lone workers should not undertake any activities which present a significant risk of injury. The following activities are not to be carried out by lone workers under any circumstances:

- Working at height
- Manual handling of heavy or bulky items
- Transport of injured persons.

Guidance for one-to-one lessons

It may be that a member of staff is working alone with a pupil; for example, in a one-to-one music lesson or an intervention lesson. It is important in this instance that the health and safety of both parties is taken into consideration, as is their emotional wellbeing and comfort in the situation.

Staff who are involved in one-to-one working, wherever possible, should do the following:

- Inform the Academy Headteacher about the activity, the location, the likely duration and let them know when it has ended. Assess the need to have another adult present or close by.
- Avoid working in isolated parts of the building, and leave the door open if possible so you and the pupil can be seen.
- Where this is not possible then alternative safeguards should be put in place. This might include a location in which the staff member and pupil are visible through a window or door panel.
- If you take a pupil in your car, ensure they travel in the back and you have appropriate insurance. As a general rule, wherever possible, do not travel alone with a pupil and take another adult with you.

It is especially important to ensure that the pupil feels at ease at all times and that they do not misconstrue actions or intentions.

- Make sure the pupil is comfortable with the arrangement.
- Avoid unnecessary physical contact, e.g., sitting too close.
- Any incident of concern which arises during a one-to-one activity should be reported to a member of the senior leadership team immediately, along with a detailed written report including names dates and times etc.

You can find information about the safeguarding provision in our Trust in our **Child protection and safeguarding policy**.

4.7 Building and site maintenance

The Head of Premises Maintenance is responsible for ensuring that the Trust premises and grounds are properly maintained, comply with health and safety laws, and are easily accessible and safe for

the whole Trust community. He will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Business & Operations Executive.

All staff are responsible for reporting any damage or unsafe condition to the Head of Premises Maintenance immediately in accordance with the Premises Maintenance Policy. The Head of Premises Maintenance will co-ordinate any safety precautions that are necessary during ongoing site maintenance or building work. This will entail filling out a risk assessment form (see Appendix 2).

For further information on reporting maintenance issues, please see the Trust's Premises Maintenance Policy.

4.7.1 Maintenance and Inspection of Equipment

The detailed arrangements for the maintenance and inspection of equipment are described in the Premises Maintenance Policy under the control of the Head of Premises Maintenance.

All faulty equipment must be taken out of use and reported to the Head of Premises Maintenance. Staff must not attempt to repair equipment themselves.

4.7.2 Electrical Safety

The Head of Premises Maintenance 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 Head of Premises Maintenance 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 Trust procedures and report any problems to the Head of Premises Maintenance. Staff are reminded that they must not bring electrical equipment into school without the express permission of the Business & Operations Executive.

4.7.3 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 Head of Premises Maintenance ensures weekly checks of the play equipment and play areas are undertaken by the premises team.

Supervisory 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 after school hours. Any member of staff who observes unauthorised use of the play equipment must report it to the Academy Headteacher or Head of Premises Maintenance immediately.

4.7.4 PE 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, vaulting horses, benches and mats are formally inspected annually by a competent contractor appointed by the Head of Premises Maintenance.

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 immediately to the Head of Premises Maintenance.

4.8 Fire safety and evacuation procedures

The Trust carries out whole school fire drills every term. There are emergency exits located and signposted around the academies, and emergency procedures posters detailing what to do in the event of a fire are posted around the academy sites, and available on the academy websites.

Fire risk assessments are carried out, recorded, and regularly reviewed for each building. Fire alarm safety checks are carried out regularly and recorded.

The emergency procedures should be followed in the event of an evacuation of the school for any reason. In the event of a power cut, emergency exit lights will indicate where the emergency exits are. Emergency lights are tested along with the other fire maintenance checks.

The Head of Premises Maintenance has specific responsibility for ensuring:

- That a Fire Risk Assessment is completed and reviewed annually at each academy.
- That each academy's emergency plan and evacuation procedures are regularly reviewed.
- That an emergency fire drill is undertaken every term.
- The preparation of specific evacuation arrangements for staff and/or pupils with special needs.
- The formal maintenance and regular testing of the fire alarm and emergency lighting.
- The maintenance and inspection of the fire-fighting equipment.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking hot work.

The Trust Operations Manager is responsible for ensuring the provision of fire awareness training to all staff.

All staff must be familiar with their academy's fire safety risk assessment, the academy emergency plan and evacuation procedures.

4.9 Emergency procedures

In the case of an emergency situation, the Trust will work closely with emergency services to do everything practicably possible to reduce the health and safety risk to those in the Trust. We have provisions in place to aid us in preventing certain emergencies but in some cases, such as extreme weather, major power failure, or flooding, they cannot be avoided. In these circumstances the Trust will carry out the emergency procedures in accordance with each academy's business continuity plan.

4.9.1 Emergency communications

There are a number of mechanisms in place to ensure that parents, staff, and pupils can be made aware of an emergency situation and remain informed. The Trust advises that in addition to the provision outlined below, parents and their children have their own individual arrangement planned for communicating in the case of an emergency. We ask that parents follow these emergency communication guidelines and do not call the academy during an emergency, but wait to be contacted, as it is important that academy telephone lines are kept free for use by the academy itself.

It is important that parents inform the Trust immediately of any changes in phone number or address as it is vital that these are accurate in the pupil records in case of an emergency.

4.9.1.1 How the school communicates with pupils during an emergency

During school hours whether on or offsite, communications will be verbal to pupils in attendance. Outside of school hours, communication will be via pupils' parents as below.

4.9.1.2 How the school communicates with parents/families/carers during an emergency

The school will send text messages to parent mobiles and emails to parent email addresses.

The Trust will take proactive measures to prevent emergencies, and the Trust's health and safety provision outlined in this policy is designed with this in mind.

4.10 Health and safety training

Effective health and safety training is key to good health and safety practice. The Trust takes health and safety training seriously and expects all employees and pupils to do the same. Training is part of induction for all employees, whether they are on fixed term or permanent contracts. Visitors and volunteers are also responsible for contributing to safe practice around Trust premises.

Specific training in relation to use of equipment or substances may be given to staff and pupils relating to which department they will be working in. Employees and pupils who are not specifically trained for specialist equipment are not permitted to use it. **More information on specific training for individual departments can be found in Appendix 3.**

4.11 Workplace safety

The Trust will ensure that the school environment and workplace is safe for pupils, staff and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards such as loose wires. Appropriate clothing and good conduct will also be expected in school and both contribute to good health and safety practice.

Any hazards around the academy sites that are noticed by any member of the school community should be reported to the Head of Premises Maintenance.

4.11.1 Display Screen Equipment (DSE)

The Trust recognises the importance of taking into consideration the health and safety surrounding the use of DSE and operate in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992. Some of the potential health problems associated with incorrect use of DSE are:

- Upper Limb Disorders (ULD) (e.g., upper limb aches and pains caused by poor posture)
- Backache
- fatigue and stress
- temporary eye strain.

The Trust Operations Manager is responsible for ensuring that DSE assessments are completed for administrative staff and any teaching or non-teaching staff who regularly use laptops or desktop PCs.

Regular laptop users will be provided with docking stations.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces. The Trust adapts the following precautions to ensure a safe system of work for any staff, pupils, volunteers and visitors to the school:

- Work areas are risk assessed and arranged to enable safe practices to be carried out.
- Furniture and equipment is adjusted to each individual so as to ensure maximum comfort when working.
- Regular breaks are taken when working with DSE.
- The school encourages that staff, pupils, and volunteers or visitors report to their manager or superior any symptoms of discomfort or ill health that they believe may be related to the use of DSE.

The Trust promotes good DSE health and safety by encouraging pupils to use the checklist below when using such equipment, and by displaying this checklist around school and in classrooms where DSE is in use.

Workstation	<ul style="list-style-type: none"> ✓ Adjust screen height to suit seating height – generally eyes level with top of screen. ✓ If a significant amount of your work involves copying from documents, use a flexible document holder at the same height as screen. ✓ Keep an organised work surface to facilitate workflow. ✓ Avoid clutter under the workstation. ✓ Ensure an appropriate mobile, stable and five-star base chair. ✓ Seat back, arm rests and back rest to be height adjustable. ✓ 2-3” of space in front of the keyboard ✓ Be familiar with software in order to customise screen colours, etc.
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<p style="text-align: center;">Environment</p>	<ul style="list-style-type: none"> ✓ Adjust screen to reduce reflection and glare. ✓ Clean screen and equipment regularly. ✓ Ideally sit sideways to windows. ✓ Maintain safe surroundings, i.e. free from tripping and electrical hazards. ✓ Avoid excessive noise and uncomfortable temperatures.
<p style="text-align: center;">Healthcare</p>	<ul style="list-style-type: none"> ✓ Carry out exercise programme on a regular basis plus specific movements throughout the day. ✓ Rest eyes during work break and carry out eye care exercises. ✓ Have eyes tested regularly. ✓ Report any health-related symptoms that concern you.
<p style="text-align: center;">Job Design</p>	<ul style="list-style-type: none"> ✓ Break up work with informal postures and different tasks. ✓ Combine different work tasks. ✓ Take regular breaks away from screen. ✓ Ensure you have training in software and in know how to set up a safe workstation.
<p style="text-align: center;">Posture</p>	<ul style="list-style-type: none"> ✓ Adjust seat height to ensure thighs and forearms are horizontal. ✓ Desk just below elbow height.

	<ul style="list-style-type: none"> ✓ Align hands with forearms. Minimal deviation of wrists. ✓ Adjust your backrest to support the lower back. ✓ Sit right back in the chair to maintain good lumbar support. ✓ Keep head in natural upright position. ✓ Do not slouch. Maintain upright position. ✓ Head, neck, shoulders and hips to be in alignment. ✓ Use a footrest if feet do not touch the floor. ✓ Rest arms and hands whenever routine allows. ✓ Space under desk for postural change, no obstacles ✓ Top of screen at eye level.
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4.11.2 Manual Handling

The Trust operates in accordance with the *Manual Handling Operations Regulations (1992)*. 'Manual handling' describes activities which involve lifting, carrying, moving, holding, pushing, lowering, pulling or restraining an object or person. The Trust will provide information, instruction, and training on safe manual handling for day to day tasks, and will, as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involve a risk of injury. No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Head of Premises Maintenance 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.

Risk assessments are carried out by the Head of Premises Maintenance and measures required to eliminate risk, or reduce it to the lowest level which is reasonably practicable, are identified from the information in the risk assessment and used to implement a safe system of work. While the Trust takes steps to reduce risk in the workplace, it is also the responsibility of staff and pupils to act in accordance with health and safety legislation and Trust policy. The Trust expects employees:

- to safeguard their own health and safety whilst at work, and also that of any person who may be affected by their actions
- to follow safe systems of work as determined by the result of the risk assessments

- to use mechanical aids which have been provided for their use and which they have been trained to use. Faults with any equipment should be reported to the Head of Premises Maintenance immediately
- to ensure that they use equipment as per manufacturer's instructions
- to attend training sessions as required and apply the knowledge/skills to daily tasks
- to report all accidents and incidents which have either caused or could have caused harm or injury
- to report any difficulties, including 'near misses' they have experienced in order that the risk assessment can be reviewed to prevent injury occurring
- to inform line management if they are unable to perform manual handling duties
- to ensure that they do not try to perform a manual handling operation which they believe is beyond their physical capability
- to comply with policy regarding suitable clothing, such as footwear and jewellery, so as not to injure pupils or themselves when undertaking a manual handling task
- to avoid the need to lift, carry, push, pull, lower or support loads wherever possible
- to mechanise tasks where they cannot be avoided by the use of trolleys, barrows, lifts or hoists
- to ensure risk assessments have been carried out, which take into account the work task, the activity involved, individual capacity, working environment and any other relevant factors.

4.11.3 Working at Height

The Head of Premises Maintenance is responsible for the purchase and maintenance of all ladders in the Trust.

All ladders conform to BS/EN standards as appropriate.

The Head of Premises Maintenance is also responsible for completing risk assessments for all working at height tasks in the Trust.

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

If you 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.

Do not work at height when you are alone. If you are planning to use a step ladder ask the Head of Premises Maintenance 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.

4.11.4 Machine maintenance

The Trust operates in accordance with the *Provision and Use of Work Equipment Regulations 1998* (PUWER). These regulations require that the work equipment in schools is:

- **suitable** for use, and for the purpose and conditions in which it is used;
- **maintained** in a safe condition for use so that people's health and safety is not at risk; and
- **inspected** in certain circumstances to ensure that it is, and continues to be, safe for use. Inspections are carried out by a competent person (this could be an employee if they have the necessary competence to perform the task) and a record kept until the next inspection.

The Trust ensures that risks created by the use of the equipment are eliminated where possible or controlled by:

- taking appropriate **'hardware' measures**, e.g., providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment; and
- takes appropriate **'software' measures** such as following safe systems of work (e.g. ensuring maintenance is only performed when equipment is shut down etc), and providing adequate information, instruction and training.

The Head of Premises Maintenance is responsible for machine maintenance.

4.12 Control of substances hazardous to health (CoSHH)

There are areas in the academies where hazardous substances will be stored. The Head of Premises Maintenance is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used. The Trust has systems in place to ensure that hazardous substances are used correctly, and records are kept in order to prevent the misuse or accidental misuse of such substances. The precautions the Trust takes include:

- safe storage in locked cabinets, with a clear system explaining how and where chemicals are stored and who has responsibility for any keys to locked cabinets. Hazard data sheets and information on procedures for assessing substances hazardous to health are kept in the CoSHH file in each School Office. Hazard data sheets describe the hazards the chemical presents, and give information on handling, storage and emergency measures in case of accident.
- only staff that are trained to use these substances will have access to them. These staff will be trained in proper maintenance, storage, and use of these chemicals
- clear labelling of all chemical bottles. Any hazardous substances should be stored in the original containers wherever possible and not decanted into an unlabelled container. Where they are decanted, full COSHH details should be transferred to the new container
- clear record of chemicals ordered, who they are ordered to, and that they are ordered for
- safe disposing of chemicals
- appropriate PPE for use when handling hazardous substances
- strict 'off-limits' policy for pupils. Pupils will only be allowed to handle hazardous substances under the supervision of a member of staff (in science lessons, for example).

All staff are reminded that no hazardous substances should be used without the express permission of the Business & Operations Executive. The Head of Premises Maintenance will complete an assessment for any authorised products.

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.

All COSHH signage must conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended) relating to labelling and packaging of chemicals. New signs have been appearing on items acquired since December 2010 as part of transitional arrangements. Staff and pupils will be taught to recognise new signs and any posters in use will display the new signs.

4.13 Occupational health services and managing work-related stress

The Strategic Board and Chief Executive Officer 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.

The Trust takes the health and wellbeing of all its staff and pupils very seriously, and acknowledges that in a busy and hard working environment, managing work-related stress alone can be very difficult. We urge any staff member who is experiencing stress to talk to their manager, Academy Headteacher or a member of the Trust Executive Board, and the Trust will do everything that it can to support them.

4.14 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, AfPE and other lead bodies should be adopted as appropriate.

4.15 Educational Visits and Journeys

The Academy Headteachers and the Educational Visits Co-ordinators are responsible for ensuring that all school trips are managed in accordance with the Trust's Educational Visits Policy which all teachers must be familiar with.

4.16 Inclusion

All teaching and support staff should be familiar with the Trust's Inclusion policy and supporting guidance.

The Academy 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 Trust SENDCOs 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 Director of Inclusion.

4.17 Selecting and managing contractors

It is vital that any company or persons invited into the Trust under a contractual agreement to work on Trust maintenance or the building site operates under the highest level of health and safety possible, and is aware of our Trust policy and procedures.

It is the Head of Premises's responsibility to select and oversee the management of contractors. For further information, please see the Trust's Managing Contractors Policy. For information on safeguarding pupils against visitors or contractors to the Trust, please read our **Trust child protection and safeguarding policy**.

4.18 Lettings/shared use of premises/use of Premises outside School Hours

The Head of Premises Maintenance is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the school health and safety policy and lettings policy.

The Head of Premises Maintenance 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.

4.19 Security

Trust security is a vital component of good health and safety, and we want pupils and staff to feel safe in the Trust academies. The Head of Premises Maintenance is responsible for the security of the Trust sites and will ensure the premises team undertakes regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

The Head of Premises Maintenance is also responsible for the security of the site during after school use and lettings.

Staff must query any visitor on Trust premises who is not wearing a visitor badge and escort them back to reception.

If an intruder becomes aggressive staff should seek immediate assistance.

4.20 Personal Protective Equipment (PPE)

Where the need for PPE has been identified in Risk Assessments, it is the Chief Executive Officer's responsibility to ensure adequate supplies of suitable PPE.

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.

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

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to the Head of Premises Maintenance.

4.21 Swimming

Children are instructed by ASA Qualified Instructors who are police vetted and health checked. The programmes are subject to the Swimming Programme Service Specification.

All staff must ensure that they are familiar with the local authority swimming guidance before accompanying any swimming groups and the Academy Headteacher should ensure a risk assessment has been carried out.

4.22 Visitors

All visitors must sign in and out at the academy reception desk. This includes parents and peripatetic teachers/specialists. A badge will be issued which must be worn at all times in the academy.

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

Contractors undertaking maintenance work will be informed of the emergency procedures and any risks in their work area e.g. asbestos (See Trust Asbestos Management Policy), fragile roofs.

5. RISK ASSESSMENTS

It is the Academy Headteacher’s responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in their academy. The Academy Headteacher 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 (e.g. PE)
- The Head of Premises Maintenance will undertake risk assessments for maintenance and cleaning.
- The Educational Visits Co-ordinator will ensure that risk assessments are completed by all staff who organise and lead school visits.

Risk assessments are stored in the Trust’s central Health and Safety file and will be reviewed:

- at regular intervals
- after accidents, incidents and near misses
- after any significant changes to workplace, working practices or staffing
- after any form of notice has been served.

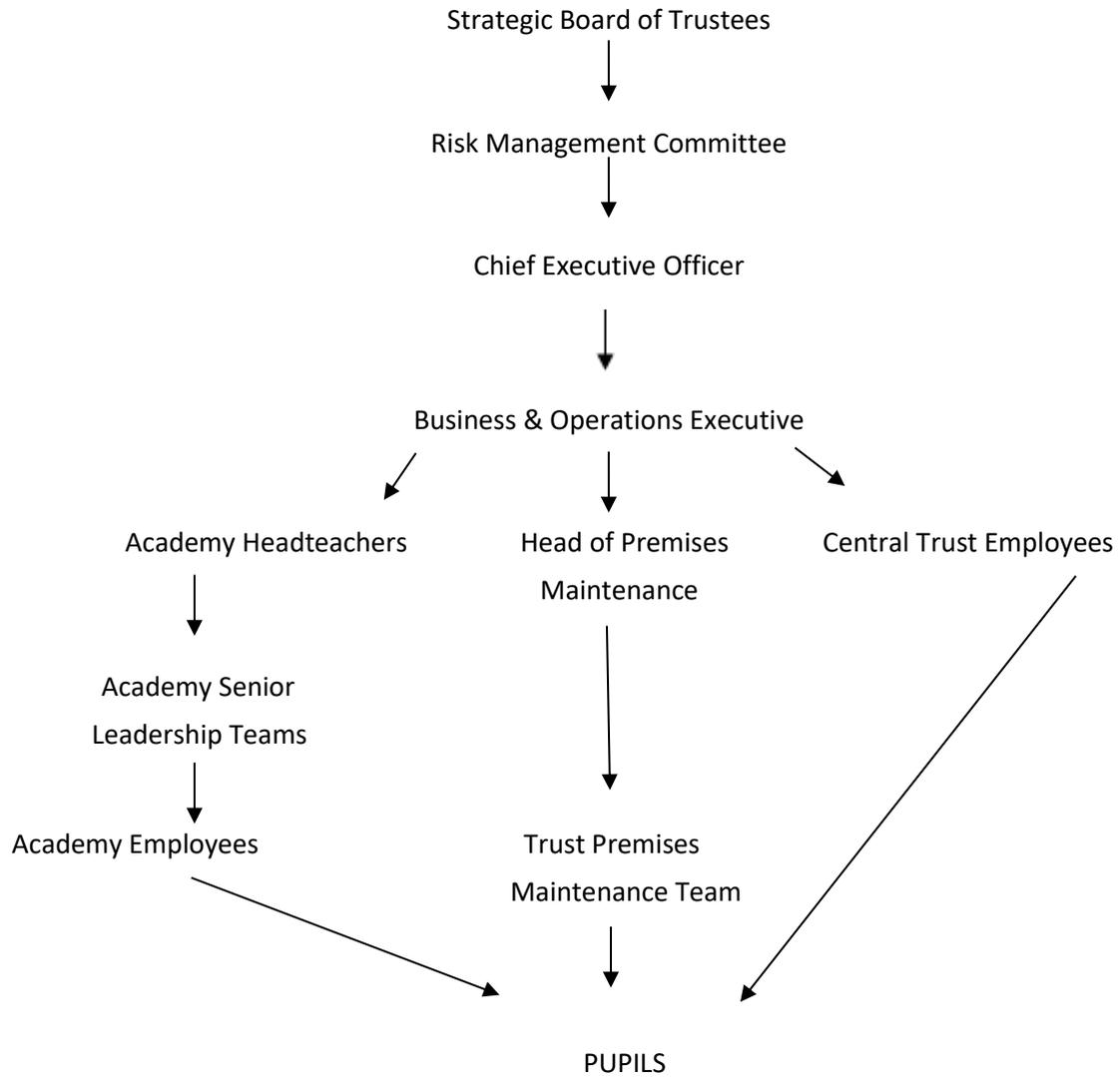
The matrix below is used during risk assessment to assess initial activity or location risk, and then residual risk once all the controls have been put in place to decrease risk.

	Very unlikely 1	Unlikely 2	50/50 3	Likely 4	Very likely 5
Trivial 1	1	2	3	4	5
Minor 2	2	4	6	8	10
Moderate 3	3	6	9	12	15
Major 4	4	8	12	16	20
Fatality 5	5	10	15	20	25

The Trust carries out risk assessments in accordance with the Health and Safety at Work Act 1974. It is impossible to eliminate all risk, but the school does take every action that it can in order to decrease risk as far as is reasonably practicable. Any activity that is considered too high risk to the health and safety of our pupils, staff, or the general public through risk assessment will not be carried out.

Appendix 1

Trust Health & Safety Organisational Structure



Appendix 2

- **Form HSM1 – Incident Report**
(for use when reporting all accidents and near misses)

- **Form HSM2 – Incident Investigation**
(for internal investigations into accidents and near misses)

- **Form HSM3 – General Risk Assessment**
(for use when preparing a risk assessment. Other templates are available for specific risks such as PE, classrooms, swimming. Please contact the Business & Operations Executive for more information)

Appendix 3

Health & Safety Training Requirements

The following health and safety training is required by the specified categories of staff:

All Staff

- Manual Handling
- Stress Management in Schools (Employees)
- Accident / Incident Reporting
- Fire Safety Training
- Health & Safety Basics for Schools
- Working at Height (Basics)
- Display Screen Equipment

Strategic Board and Risk Management Committee

- Governor Health and Safety Training

Trust Executives

- Designated Safeguarding Lead
- Safer Recruitment
- Stress Management in Schools - Head Teacher
- Accident / Incident Investigation
- Head of Department - H&S Management
- RIDDOR Reporting
- Risk Assessment – General

Academy Headteachers

- Stress Management in Schools - Head Teacher
- Fire Warden Training
- Head of Department - H&S Management
- Safer Recruitment
- Designated Safeguarding Lead
- Risk Assessment – General

Educational Visits Co-ordinators

- Risk Assessment - Educational Visits

PE Co-ordinators

- Risk Assessment - Physical Education

Classroom Teachers

- Risk Assessment – General

HR Staff

- Safer Recruitment

Designated Fire Wardens

The HEART Education Trust

Health & Safety Policy

- Fire Warden Training

Designated First Aiders

- First Aid at Work
- Paediatric First Aid

All Premises Staff

- CoSHH

Head of Premises Maintenance

- IOSH Managing Safely
- Asbestos Awareness for Premises Officer Refresher
- COSHH Risk Assessment
- Electrical Safety for Premises Officers Refresher
- Fire Management for Premises Officers
- Fire Warden Training
- Head of Department - H&S Management
- Risk Assessment - Premises Officer
- Water Management for Premises Officer Refresher
- Working at Height for Premises Officers Refresher
- Stress Management in Schools - Head Teacher
- Accident / Incident Investigation

Assistant Caretakers / Senior Cleaners

- Working at Height for Premises Officers Refresher
- Water Management for Premises Officer Refresher

Inclusion Staff

- Step On
- Step Up
- Risk Assessment – General

Pastoral Staff

- First Aid at Work
- Paediatric First Aid
- Step On
- Step Up
- Risk Assessment – General

Additional training requirements may be identified by specific post holders or their line managers. Staff members are expected to manage their own training requirements pro-actively and line managers must ensure full training requirements are ascertained and agreed during induction and performance reviews.

Appendix 4

Health and Safety Policy Suite

The following policies are the supporting policies and procedures within the Health & Safety Policy Suite and form part of this Framework Policy:

1. Educational Visits and Journeys Policy
2. First Aid & Medicines Policy
3. Managing Contractors Policy
4. Fire Safety Management Policy
5. Legionella Policy
6. Premises Maintenance Policy
7. Infection Control Policy
8. Asbestos Management Policy