

Health and Safety Policy

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1. Health and Safety Policy Statement

The aim of the Trust is, "To provide a safe and healthy working and learning environment for staff, pupils and visitors at each of its schools."

Ambition Community Trust (ACT) recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all employees. The Trust also recognises the health and safety impact of its work with regards to pupils, contractors, members of the public, other service users and anyone else who may be affected by the Trust's work activities and will take all reasonable steps to protect these people.

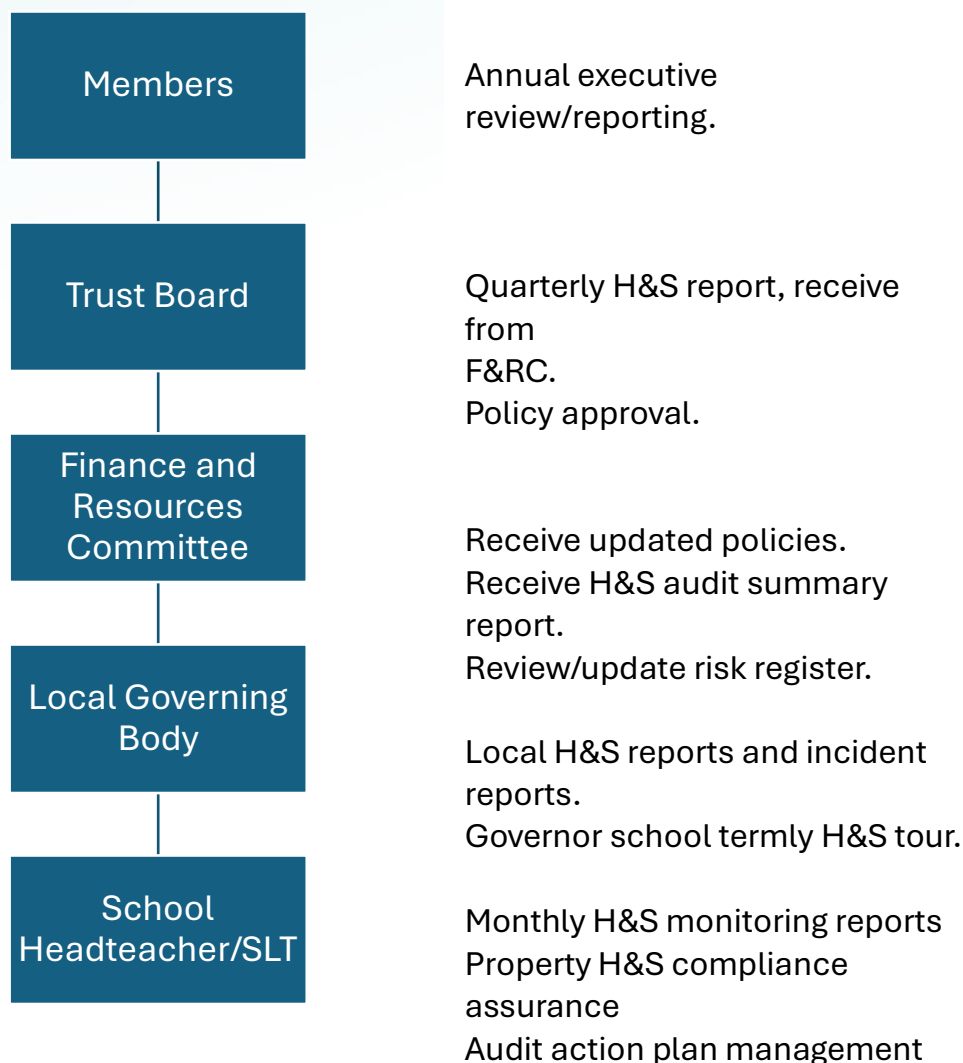
ACT in meeting its obligations for health and safety within its school's delegates responsibility to the Local Governing Body and the Headteacher at each school to ensure each school complies and keeps up to date with all the relevant legislation in relation to Health and Safety. The Trust will routinely monitor this through its quality assurance processes and will employ an external health and safety advisor, who will monitor compliance with the policy and provide the Local Governing Body with an annual health and safety compliance report of each of the schools, to include a health and safety audit.

The Trust Board notes the provisions of the Health and Safety at Work, Act 1974. This states that it is the duty of every employer to conduct their business in such a way as to ensure, so far as is reasonably practicable, that no one is exposed to risks to their health and safety. The Trust accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It also believes that the prevention of accidents, injury or loss contributes to the efficient operation of the school and is part of the education of its pupils.

The Trust/Local Governing Body will take all reasonable steps to identify and reduce hazards to a minimum. However, all staff and pupils must appreciate that their own safety and that of others also

depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities. The arrangements outlined in this statement and the various other safety provisions made by the schools cannot prevent accidents or ensure safe and healthy working conditions. The Trust believe that only the adoption of safe methods of work and good practice by every school and individual can ensure everyone's personal health and safety.

2. Health and Safety Organisation Chart



3. Responsibility

ACT recognises that all employees have a part to play in the successful management of health and safety on site. All senior roles and those with explicit health and safety functions are expected to act as health and safety leaders creating a positive health and safety culture. They are responsible for the effective implementation of the health and safety policy.

A broad outline of responsibilities is listed below.

3.1 Trust Board

The Trust Board have ultimate control of the Trust. They will:

- review the policy set by the Executive and report through the key performance indicators (KPIs) at governing body meetings;
- provide strategic guidance;
- monitor and review health and safety issues;
- ensure that adequate resources for health and safety are available;
- ensure as far as is reasonably practicable a safe environment for all users of the Trust's sites to work, including safe means of entry and exit;
- in their critical friend role, maintain an interest in all health and safety matters.

3.2 The Chief Executive Officer (CEO) & The Executive Team

The Chief Executive Officer is ultimately responsible for health and safety within the Trust.

The CEO will delegate some responsibility to the Executive Team to ensure health and safety is managed. In order to achieve these duties will include the following:

- review and monitor the effectiveness of the policy;
- ensure they are familiar with the requirements of the appropriate legislation and codes of practice;
- create and monitor a management structure for health and safety;
- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the Trust and that it is implemented;
- keep up to date with new developments in health and safety issues for schools;
- periodically assess the effectiveness of the policy and ensure that any necessary changes are made;
- identify and evaluate risks relating to possible accidents and incidents connected with Trust sponsored activities, including work experience;
- provide adequate resources (both personnel and finance) to fully deliver the policy;

- take steps to ensure plant, equipment and systems of work are safe;
- ensure safe arrangements for handling, storage and transportation of articles and substances;
- ensure safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance;
- ensure that academies provide adequate training, information, instruction, induction and supervision to enable everyone in the academy to be safe;
- maintain the premises in a condition that is safe and without significant risk;
- provide a working environment that is safe and healthy;
- provide adequate welfare facilities for staff and student.

3.3 Headteachers

The Headteacher at each of our schools or facilities is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met. In particular, the Headteacher will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review this policy and its effectiveness annually as part of the Trust Executive Team. This will include systematic quality assurance and an annual health and safety audit.
- Take all reasonably practicable steps to ensure this policy is implemented by the senior leadership team, heads of the appropriate departments and other members of staff.
- Designate a competent person who will be responsible for ensuring the school meets its health and safety duties – the competent person will be the health and safety officer.

- Ensure that all members of staff and pupils who have identified appropriate training needs receive adequate and appropriate training and instruction in health and safety matters. Ensure records of such training are retained.
- Encourage staff, pupils and others to promote health and safety.

3.4 Designated competent person(s) for health and safety

- Assist with the creation and implementation of this policy and the health and safety policy at their own school or facility.
- Be aware of all current legislation / approved codes of practice and remain up to date with new and impending legislation and advise the Headteacher and Local Governing Body as required.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with the LA and the HSE where necessary.
- Ensure regular health and safety inspections are undertaken by appropriate personnel and recommendations are acted upon as soon as possible.
- Complete termly health and safety compliance audits relating to curriculum areas for Design Technology (DT), Science, Art and PE and provide detailed action plans to the Head of Department/Faculty with a maximum timeframe of three months for remedial actions to be addressed.
- Ensure regular inspections are carried out.
- Ensure risk assessments are accurate, suitable and reviewed annually and recorded on the risk assessment register.
- Deal with any hazardous practices, equipment or building issues and report to the Headteacher if they remain unresolved.
- Provide a good example, guidance and support to staff on health and safety issues.
- Carry out a health and safety induction for all staff and keep records of that induction.
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise.
- Ensure any contractors on site are competent in health and safety matters.

- Meet with the Facilities/Premises Manager weekly to ensure any building / grounds issues are addressed in a timely manner.
- Ensure appropriate provision is made for first aid.

3.5 Staff members

All staff will make themselves familiar with the requirements of the Health and Safety at Work Act 1974, the school Health and Safety Policy and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:

- Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.
- As regards any duty or requirements imposed on the employer, under any of the relevant statutory provisions, co-operate as necessary to enable that duty or requirement to be performed or complied with.
- All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk. In particular, all members of staff will:
- Be familiar with the safety policy and all safety regulations of the school.
- Lead by example to ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils.
- Report (using agreed systems) any accident, near miss, dangerous occurrence or case of ill health arising from work related activities and co-operate with management in the investigation of such accidents and incidents.
- See that all plant, machinery and equipment is adequately guarded and report any concerns to the appropriate person, e.g. Line Manager/Site manager/Business Manager.
- Use the correct equipment and tools for the job and any personal protective equipment (PPE) or safety devices, which may be supplied.
- Ensure that toxic, hazardous and highly flammable substances

are correctly used, stored and labelled in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) and that any respective COSHH data sheet is filed appropriately once its use has been approved.

- Report any defects in the premises, plant equipment and facilities which they observe. Isolate any defective plant or equipment to prevent its use while awaiting repair, service or replacement.
- Take an active interest in promoting health and safety and suggest ways of reducing risks.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

3.6 Hirers, contractors and other persons

When the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

The Headteacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section. When the premises are hired to persons outside the employ of the Trust, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Local Governing Body and that they will not without the prior consent:

- Introduce equipment for use on the school premises;
- Alter fixed Installations;

- Remove Fire and Safety notices or equipment;
- Take any action that may obstruct fire exits or create hazards for persons using the premises or the staff or pupils of the school.

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work Act and must pay due regard to the safety of all persons using the premises in accordance with sections 3-4 of the Health and Safety at Work Act 1974. Contractors are required to submit their own risk assessments and method statements for approval prior to the commencement of any works.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Headteacher will take such actions as are necessary to prevent persons in their care from risk or injury.

The Local Governing Body draws the attention of all users of the school premises (including hirers and contractors) to section 8 of the Health and Safety at Work Act, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

3.7 Competent Health and Safety Advice

Ambition Community Trust has appointed Vita Safety Ltd to act as its health and safety consultant as per the requirement of Reg.7 of the Management of Health and Safety at Work Regulations (a duty for companies to appoint one or more competent persons to assist with compliance). Vita Safety Ltd will provide competent health and safety advice to Ambition Community Trust for an agreed period of time plus additional services where required:

Vita Safety Ltd.

Tel: 44 (0) 161 486 5020

Email: enquiries@vitasafety.com

Web: www.vitasafety.com

4. Arrangements

This section sets out the Trust's specific arrangements for managing health and safety. The arrangements follow the requirements of the Health and Safety at Work etc. Act and other relevant legislation and give details on how people should meet these responsibilities. Because of their legal status there are mandatory requirements of this policy, and it is important that leaders and employees follow them.

4.1 Accidents and incidents reporting, investigation and monitoring

The Trust has a policy of recording all accidents/incidents to employees, non-employees and pupils, including those of violence and aggression.

The Trust and its schools recognise the role of employees in health and safety and will encourage and provide means for employees to report matters of concern regarding health and safety.

All accidents and incidents are to be reported using the appropriate systems and accident/incident form.

Where necessary the accident/incident/ill health will be reported to the Health and Safety Executive (HSE) in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Investigations, reporting and recording of accidents/incidents and dangerous occurrences are to be carried out by the headteacher or designated senior leader. If necessary, assistance will be provided by a competent person from the trust central team to assist in the investigation and preparation of reports in accordance with the agreed procedures and to meet the needs of statutory and civil law requirements.

4.2 Asbestos

The Trust recognises that materials containing asbestos can, under certain circumstances, pose a risk to the health of people who come

into contact with it. The health effects attributed to asbestos have been well researched and documented.

Where applicable, each individual school has been subject to an asbestos management survey by an accredited surveying organisation. The purpose of this is to identify the presence of asbestos in its property and the associated risks. Following this body of work, an Asbestos Management Plan (AMP) and Policy will be put in place to ensure any asbestos is maintained and managed in such a condition that it does not pose a risk to health, until such time as it can be safely removed.

This policy along with the AMP will ensure so far as is reasonably practicable the health, safety and welfare of all persons employed by the Trust whilst they are at work and persons other than Trust employees who may be exposed to asbestos related risks arising from or in connection with the activities of the Trust / school. To support this aim, any asbestos containing materials will be clearly signposted and the location of asbestos will be included in the permit to work process for contractors working on a Trust site.

4.3 Child Protection and Safeguarding

The Trust has in place a Safeguarding and Child Protection Policy which should be read in conjunction with this policy.

4.4 Construction and maintenance

When undertaking construction or maintenance work, the school/trust will do so in accordance with The Construction Design and Management (CDM) Regulations 2015. Construction work means: The carrying out of any building, civil engineering or engineering construction work and includes:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure;
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological

- investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- The installation, commission, maintenance, repair or removal or mechanical, electrical, gas, compressed, air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
 - The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
 - The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such as a structure.

The Headteacher and Trust will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The headteacher and Trust will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The Headteacher/Trust will also ensure that the principal designer and principal contractor are provided with a 'client brief/CDM pre- construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:

- What the school wants built or maintained;
- The site and existing structures;
- Information about hazards, such as asbestos;
- Timescales and budget for the build;
- How the school expects the project to be managed including issuing the contractors code of conduct;
- CDM appointments of principal contractor/principal designer;
- Welfare arrangements;
- Details of the nearest A&E department.

The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will

not be given for construction or maintenance work to begin until this is in place.

The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.

The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.

Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.

The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.

Following completion of the project, the health and safety file is handed over to the headteacher, kept up to date by the health and safety officer, and is made available to anyone who needs to alter or maintain the building.

The Headteacher/Trust will hold regular progress meetings with the project team to ensure that all members are carrying out their roles as required. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations.

4.5 Contractors and Visitors

Clear procedures are in place at all schools and will be implemented by relevant staff when receiving visitors to the school. Visitors and contractors will wear a visitor's badge at all times while on school grounds.

All visitors and contractors will sign in at reception. Once signed in, visitors and contractors will be collected from reception by the member

of staff they are visiting or escorted to the area of the school concerned. Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing the visitors' log.

No contractor will carry out work on the school site without the express permission of the headteacher, other than in an emergency or to make the site safe following theft or vandalism. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site. Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help and call 999 if required.

4.6 Display Screen Equipment (DSE)

The Trust is committed to complying with the legislative requirements stated within the Health and Safety (Display Screen Equipment) Regulations.

4.7 Driving for work including school minibus use

The Trust is committed to complying with the general requirements of the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations and the Provision of Use of Work Equipment Regulations as they apply to vehicles:

i) Own Vehicle Use - Any employee of the Trust required to use their own vehicle for trust/school business must ensure that they are suitably licensed to do so, that the vehicle is roadworthy including an up-to date MOT and that they have the appropriate insurance.

Documentation will be held on record by the school and a declaration will be signed by the member of staff to ensure they are aware of arrangements. Any journeys undertaken with a pupil will be pre-approved by a member of SLT and subject to the appropriate risk assessment before departure.

ii) School Minibus Use - Safe working procedures are in place for each Trust school which has its own school minibus. This includes procedures to ensure the minibus is roadworthy and has the appropriate tax, insurance and MOT certificate. All drivers will hold the relevant qualifications, and a copy of their licence will be held on record by the school. Pre-journey safety checks will be conducted by the driver before each journey. Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return to the school. It is the driver's responsibility to ensure that use is based strictly on a one person per seat basis and that seat belts are worn at all times.

4.8 Educational Visits and Extra-Curricular Activities

Health and safety policy and procedures concerning school trips and visits, including overnight trips and trips abroad, are contained in the school's Educational Trips and Visits Policy.

4.9 Equipment

i) General - All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place. When new equipment is purchased, it is checked to ensure that it meets appropriate educational and safety standards. All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

ii) Electrical - All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them. Any potential hazards will be reported to the Health and Safety lead and/or IT

support (where applicable) immediately. Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed. Only trained staff members can check plugs. Where necessary a portable appliance test (PAT) will be carried out by a competent person on an annual basis. All isolator switches are clearly marked to identify their machine. Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions. Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

iii) PE / Play Equipment - Pupils are taught how to carry out, set up and use PE equipment safely and efficiently. Staff check that equipment is set up safely. Trampolines are only to be set up by staff. Any concerns about the condition of the gym floor or other fixed apparatus will be reported to the Facilities Manager / Business Manager. Concerns regarding loose equipment should be referred to the Health and Safety lead and the Facilities / Business Manager. All outdoor and indoor PE / Play equipment will be routinely checked and inspected at least annually by a competent person and records kept by the school.

4.10 Fire Safety and Emergency Procedures

Each Headteacher will ensure that plans are in place to respond to emergency situations, this will include:

- Fire Evacuation
- Other Emergency Evacuations (e.g. Bomb threat) • Evacuation / Emergency Lockdown
- Inclement Weather

These plans will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- Save life
- Prevent injury
- Minimise loss

All staff members fully understand and effectively implement the emergency plans. A fire risk assessment (FRA) will be in place for each individual school.

The Headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed and will be discussed, formulated and effectively disseminated to all staff. Staff will receive training to ensure they understand the emergency procedures.

The school will test evacuation procedures on a termly basis and lockdown procedures periodically. Firefighting equipment will be checked on an annual basis by an approved contractor. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the school office / facilities management office. Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held in the school office / facilities management office.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

4.11 First Aid and Medical Needs

The arrangements for first aid provision will be adequate to cope with all foreseeable incidents. The number of certificated first aiders will not, at any time, be less than the number required by law. Other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. The number of such trained but uncertificated first aiders will be determined by the Headteacher as that being sufficient to meet the needs of all foreseeable circumstances.

Supplies of first aid material will be held at various locations throughout the school. These locations will be determined after a relevant risk assessment. They will be prominently marked, and all staff will be advised of their position. The materials will be checked regularly by an appointed first aider and any deficiencies made good without delay.

Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.

A record to be kept of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity.

The school will obtain notification from parents/carers regarding any medication that pupils are required to take. Only trained staff will administer medication. Staff will receive annual training in supporting pupils with medical conditions as required. A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

Allergens and Anaphylaxis – Parents/Carers are required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff members are also required to provide the headteacher with a list of their allergies. Information regarding pupils' and staff members' allergies is collated and stored securely. Under The Human Medicines (Amendment) Regulations, the school is able to purchase AAI devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working. The school will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy. The Headteacher and catering team will ensure that all pre-packed foods for direct sale (PPDS) made on the school site meet the requirements of Natasha's Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour. The catering team will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law.

Staff members receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

4.12 Hazardous Substances (COSHH)

The Trust is committed to complying with the legislative requirements of the Control of Substances Hazardous to Health (COSHH) Regulations.

Each school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery. The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary. No chemicals or other hazardous materials will be used without the permission of the headteacher.

It must be ensured that all products that may be hazardous to health are risk assessed before being used, considering the advice on the relevant SDS or Hazard – the latter is provided from CLEAPPs, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. Storage life will be considered by department leaders. All COSHH and ionising radiations regulations will be adhered to.

An up-to-date inventory of all the hazardous chemicals and materials held at the school will be kept. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

4.13 Infection Control

The Trust follows national guidance from the Department for Health and Public Health England (PHE) to implement effective infection control in its schools.

Our schools actively prevent the spread of infection through the following measures:

- Participation in routine immunisation programmes (as appropriate)
- Promoting and maintaining high standards of personal hygiene
- Maintaining a clean environment
- Following recommended exclusion periods as per PHE guidance when dealing with infectious diseases.

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

4.14 Lettings

Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy and will have responsibility for complying with it. See Lettings Policy for full information.

4.15 Lone Working

The Trust recognises the increased risk associated to lone working and will ensure policies and procedures are in place to mitigate these risks as much as is reasonably practicable. Employees will be informed on the additional risks they may face as a lone worker and the control measures in place to support them.

4.16 Manual Handling

The trust is committed to complying with the legislative requirements of the Manual Handling Operations Regulations.

The Headteacher and/or school leaders are responsible for identifying all activities within the workplace that involve manual handling and the employees who carry out these tasks continually as part of their normal working day. Each school is required to mitigate the risk of manual handling activities by implementing, as a minimum, the following strategies as appropriate and reasonably practicable;

- Avoid the need for manual handling (provision of portage equipment etc.)
- Provide safe systems of work (limit on weight/size of objects to be handled etc.)
- Provide training to ensure safe techniques are used for manual handling. Records of this training will be retained by schools.

4.17 New and Expectant Mothers

The Trust recognises the increased risks to new and expectant mothers and will extend existing risk assessments to cover new and expectant mothers and implement control measures as appropriate to reduce risk.

Risk assessments will be reviewed when an employee notifies the headteacher they are pregnant and revised where necessary. Additional control measures will be applied for six months after the birth or where necessary until such time as the new mother is no longer breast-feeding.

4.18 Personal Protective Equipment (PPE)

The Trust accepts that the use of personal protective equipment (PPE) is a last resort and is committed to continually seeking alternative methods of reducing risk. Where risks identified through risk assessments cannot be removed or adequately controlled by other means, staff and pupils will be provided with the most suitable and sufficient PPE and given training in its use, storage and maintenance. Leaders are responsible for issuing, repairing and replacing PPE and for ensuring its proper use. Staff and pupils are responsible for keeping their PPE clean and properly stored, and for reporting faults and problems to their Line Manager / Teacher.

4.19 Personal Safety

The Trust recognises the fact that there are risks to employees in the provision of its services, but expects that people generally should be

able to go about their duties without threat or fear of violence or aggressive intimidation resulting from their work.

The Headteacher will assess, through risk assessment, the risk of aggression, violence or potential violence to employees and take all reasonably practicable measures to eliminate or reduce the level of risk to employees' health and safety.

Employees are not expected to go into a potentially dangerous situation or unnecessarily put themselves at risk.

The Headteacher will ensure that all accidents/violent incidents are recorded, investigated and reported to the Local Governing body. Reportable injuries/incidents will be reported to the Health and Safety Executive.

4.20 Risk Assessment

The Headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. The health and safety officer will be consulted when risk assessments are being carried out.

The school will record any significant findings of any risk assessments, including the following:

- The identified hazards;
- How people might be harmed by them;
- What the school has implemented to control the risk.

Risk assessments will be reviewed at least annually. Risk assessments will consider the needs of staff, pupils, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid;
- There has been a significant change in related matters;
- A near miss, incident or accident occurs.

The local governing board will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

4.21 Safe Plant, Equipment and Services

Those responsible for purchasing work equipment, plant or services will make reasonable checks for health and safety standards and assess for suitability. Where necessary, equipment and plant should conform to British Standards. Once purchased, arrangements should be made to keep equipment and plant in good working order by following the manufacturer's recommendations. These could include arranging for suitable maintenance, inspection and servicing and for providing the appropriate markings and warnings.

4.22 Safer Working Procedures (Also referred to as Safe Systems of Work, Method Statements, etc.)

Following the risk assessment process, where hazards cannot be eliminated and where risks still exist, written detailed instructions will be produced and effectively communicated to the relevant staff. The level of detail included will be proportionate to the level of risk involved.

4.23 Security

The Headteacher is to ensure that systems are in place for visitors with regards to pre-visit safeguarding checks, signing in arrangements and supervision whilst on school premises. All entrances and exits to school buildings have sufficient security measures to prevent unauthorised persons entering the building(s). Where practical security fencing to be installed around the perimeter of the school site.

CCTV systems will be used to monitor events and identify incidents taking place. CCTV systems may be used as evidence when investigating reports of incidents.

Money will be held in a safe and banked on a regular basis to ensure large amounts are not held on-site. Money will be counted in an appropriate location, such as the school office, and staff should not be placed at risk of robbery.

Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage. Thefts may be reported to the police and staff members are expected to assist police with their investigation.

All members of staff are expected to take reasonable measures to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.

A review of security arrangements will be conducted annually and the results shared with the local Governing Body and the Central Trust Team.

4.24 Staff Health and Wellbeing

The Trust is committed to protecting the health and wellbeing of its employees with regard to work-related stress and general employee wellbeing and will ensure that necessary, suitable and sufficient actions are undertaken.

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible. All staff wellbeing matters are managed in line with the Staff Wellbeing Policy.

Health Surveillance - Arrangements for a programme of health surveillance will be put in place where it is a requirement by law, or where it has been identified through the risk assessment process that operations or exposure to harmful substances could potentially harm

the employee's health. Pre-employment screening will take place for those employees starting in a role where a health hazard has been identified. Records of all health surveillance will be kept by the employing Service.

4.25 Statutory Building Compliance

Building Managers or the person in control of a building (e.g. Headteacher, Responsible Person) are responsible for ensuring that all the required statutory building compliance inspections, assessments, maintenance and/or servicing are carried out within the appropriate timescales. The person in control of the premises will make arrangements for remedial action or recommendations made following on from inspections and/or assessments to be actioned as appropriate.

4.26 Training and Induction

i) **Induction** - Line Managers will ensure that all new employees go through the health and safety induction programme on taking up employment. Inductions will include all general health and safety information, policies and procedures. Higher risk service areas will provide site / risk specific induction.

ii) **General H&S Training** - The health and safety training needs of all employees will be identified through the risk assessment process. Appropriate information, instruction and training will be provided to ensure that employees have the competency to carry out their work safely. Where mandatory health and safety training is required, leaders must ensure that employees are provided with this, including information on the hazards and the control measures in place to protect them. Records of training will be kept by the schools and where appropriate staff will be required to sign to say they have received such training.

4.27 Working at Height

The Trust is committed to complying with the Working at Heights Regulations. The Headteacher must ensure suitable safe systems of work are implemented for working at height, including the provision of appropriate information, instruction, equipment and training.

4.28 Working Environment

The Trust is committed to establishing and maintaining a healthy and safe workplace for all its employees, pupils and others who may enter the premises.

All workplaces will be provided with adequate welfare facilities which will be maintained to a safe standard. Adequate access and egress will be provided and all employees must maintain good housekeeping standards. Defects or unsafe conditions should be put right. If this is not possible, they should be reported to the appropriate Line Manager, Facilities Manager or Business Manager as soon as possible following the appropriate local school procedure.

4.29 Additional Arrangements

Disciplinary action may be taken against any employee who is found to have knowingly failed to follow safety procedures or standards, interfered with or failed to use protective equipment provided for health and safety, or failed to follow their responsibilities as detailed within this policy. The Trust's Disciplinary Procedures will be followed.

Policy Review

The Health and Safety Policy will be reviewed annually to ensure its continuing suitability, adequacy and effectiveness and to encourage continuous improvements in health and safety performance.

Each school should record their Section Safety Procedures as a separate document (Appendix A), and regularly review this to ensure that details are accurate and up to date.

Further information can also be obtained in the DfE Health & Safety Responsibilities and Duties for Schools 2022.