



# Health and Safety Policy

Our vision is to enable all to flourish.

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## **1.0 Statement of intent**

1.1 The Diocese of Gloucester Academies Trust (The Trust) is committed to the health and safety of our staff, pupils, and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

1.2 We are committed to:

- Providing a productive and safe learning and working environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout the organisation.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

## **2.0 Legal framework**

2.1 This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

2.2 This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2024) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- UK Health Security Agency (2024) 'Health protection in children and young people settings, including education'

### **3.0 Roles and responsibilities**

3.1 Overall responsibility for health and safety is the headteacher in each school and the Estates and Compliance Manager in the central team. The headteacher and Estates and Compliance Manager are permitted to delegate the practical implementation of their responsibility to those persons identified in Appendix 2.

3.2 The Trust, in conjunction with the Chief Operating Officer (COO) and Estates and Compliance Manager, will:

- Ensure it provides a safe place for all users of the site, including staff, pupils and visitors.
- Ensure that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- Ensure that health and safety information is provided to all visitors and contractors when arriving at the school site.
- Ensure whole-organisation familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety across the organisation.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Assess the effectiveness of the policy and ensure any necessary changes are made annually.
- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure all schools and the central office have secured safe means of entry and exit for all site users.
- Ensure all schools and the central office can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.

- Where necessary, ensure each school and the central office can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.

### 3.3 For schools 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.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Take all reasonably practicable steps to ensure this policy is implemented.
- Ensure that health and safety information is provided to all visitors and contractors when arriving at the school site.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with the Estates and Compliance Manager for all matters relating to health and safety.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.

### 3.4 The Local Governing Board will:

- Monitor the implementation of the Trust Health and Safety policy at a local level.

### 3.5 All members of staff in schools and those employed in the central team will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the Trust Board.

- Ensure all machinery and equipment is in good working order and safe to use prior to use, including adequate guards, and ensure such equipment is not used improperly.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the headteacher, or in the central team the Estates and Compliance Manager..
- Take an interest in health and safety matters and suggest any changes that they feel are appropriate.
- Make suggestions as to how the organisation can reduce the risk of injuries, illnesses and accidents.
- 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 Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.

## 4.0 Information, instruction and supervision

4.1 The health and safety law poster will be displayed in the staff room of all Trust schools and further general health and safety advice is available on the Health and Safety Executive website. In the central team office, it will be displayed in the kitchen.

4.2 Further notices relating to first aid and fire safety will be displayed as appropriate.

4.3 Each school will display a certificate of employers' liability insurance in the staff room. The central team office will display a certificate of employers' liability insurance in the main finance office.

4.4 Health and safety advice is available from the responsible person, GCC SHE unit and the Estates and Compliance team.

4.5 Supervision of young workers/trainees will be arranged/undertaken and monitored by the headteacher or in the central team the Estates and Compliance Manager.

## 5.0 Training

- 5.1 The Trust via the Estates and Compliance Manager will ensure that staff are provided with the health and safety training they need for their job. This may not always mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the working environment.
- 5.2 Staff will be provided with regular training opportunities and have access to support where needed. Staff are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.
- 5.3 Staff, where relevant, will be trained on how to:
- Assess risks specific to their role.
  - Meet their roles and responsibilities identified within this policy.
- 5.4 Where relevant to their role, staff will receive specific training in:
- Managing asbestos.
  - Legionella awareness
  - Fire safety awareness
  - Having responsibility for the storage and accountability for potentially hazardous materials.

## **6.0 Contacting the emergency services in the event of an accident**

- 6.1 The headteacher or the for the central team the Estates and Compliance Manager will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.
- 6.2 Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using two-way radios.
- 6.3 Where an ambulance is called for a pupil, office staff will contact the pupil's parent. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point – currently, this is the muzzer at the top of the playing field. Staff will be aware of any pupils who have PEEPs. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

## **7.0 Accident reporting and investigation**

- 7.1 All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the headteacher or in the central team the Estates and Compliance Manager, using the standard Accident Report Form plus SHE Assure using the portal available.

- 7.2 The headteacher will be responsible for informing the COO if the accident is fatal or a 'major injury', as outlined by the HSE.
- 7.3 More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.
- 7.4 Work-related injuries to staff members or pupils will always be reported and recorded by the headteacher and for the central team the Estates and Compliance Manager .

## **8.0 Reporting significant accidents**

8.1 Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity via the SHE Assure portal and reporting form.

8.2 The Trust will always report 'specified injuries' to the HSE without delay. These injuries include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Serious burn injuries (including scalding) which cover more than 10 percent of the whole body's surface area or cause significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

8.3 Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion

- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to occupational dermatitis, skin cancer, chrome ulcer, or oil folliculitis/acne
- Lung diseases including, but not limited to occupational asthma, farmer's lung, asbestosis, or mesothelioma
- Infections including, but not limited to leptospirosis, hepatitis, anthrax, legionellosis, or tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

8.4 The Trust will also report occupational diseases upon receipt of a written diagnosis from a doctor that a staff member has a reportable disease linked to occupational exposure. These include the following:

- Carpel tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from work involving strong acids or alkalis
- Hand-arm vibration syndrome
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer

8.5 Work-related stress and stress-related illnesses will not be reported since they are not usually just one distinct event. RIDDOR stipulates that to be reportable, an injury must have resulted from an accident arising out of or in connection with work.

8.6 The Trust will only report accidents that are:

- Discrete.
- Identifiable.
- Unintended incidents which cause physical injury.

## **9.0 Reporting procedures**

9.1 Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the headteacher or Estates and Compliance Manager, or a person appointed on their behalf, will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>. The Trust will not submit written accident reports to the HSE, except for in exceptional circumstances. The Trust will report all accidents and injuries online where possible using the above web address. Fatal and specified injuries, as outlined in section 9, may only be reported using the telephone service on 0845 300 9923, open Monday to Friday 8.30am to 5pm.

## **10.0 Reporting hazards**

10.1 Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally to the headteacher and for the central team the Estates and Compliance Manager as soon as possible.

## **11.0 Accident investigation and near misses**

11.1 A 'near miss' is an event not causing harm but has the potential to cause injury or ill health.

11.2 All accidents and near misses, however minor, will be investigated by the headteacher and for the central team the Estates and Compliance Manager, and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

11.3 The headteacher or the designated person and for the central team the Estates and Compliance Manager will undertake monthly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident or illness.

11.4 If staff members, pupils, contractors, or visitors see or are involved in a near miss, they will report it in order to allow consideration of how to prevent a possible accident happening in the future.

## **12.0 Active monitoring system**

12.1 The school's procedure for actively monitoring its system will include:

- Annual audits, including fire risk assessments and health and safety audits.
- Regular examination of documents to ensure compliance with standards.
- Regular inspection of premises, plants and equipment.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

## **13.0 Risk assessment**

13.1 In schools the headteacher and in the central team the Estates and Compliance Manager has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school.

13.2 Annual risk assessments will be conducted for all other areas of the school and the central office. 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.

13.3 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.

13.4 The local governing board will monitor the school's risk register.

13.5 The school and the central team will record any significant findings of any risk assessments, including the following:

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

13.6 Prior to educational visits the school will conduct a risk assessment using documentation from the E-visit portal. Trips should only take place once this risk assessment has been completed and signed off by the headteacher.

## **14.0 Slips and trips**

14.1 In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The Trust utilises the following procedure:

- Identify the hazards – risk factors considered include:
  - Environmental (floor, steps, slopes, etc.)
  - Contamination (water, food, litter, etc.)
  - Organisational (task, safety, culture, etc.)

- Footwear (footwear worn for evening events may not be in line with the School Uniform Policy)
- Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

14.2 The responsible person will remain especially vigilant to the following hazards:

- Members of staff or pupils running or carrying heavy or awkward items
- Wearing unsuitable footwear
- Poor lighting – particularly where there are uneven surfaces and level changes
- Contamination
- Obstructions, e.g. bags and trailing cables

## **15.0 Fire safety**

15.1 All staff fully understand and effectively implement the fire evacuation plan, which will be implemented in the event of a fire.

15.2 The headteacher and for the central team the Estates and Compliance Manager is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

15.3 The school will test evacuation procedures on a termly basis. Firefighting equipment will be checked on an annual basis by a Trust approved contractor. Fire alarms will be tested weekly by the school from different 'break glass' fire points around the premises, and records will be maintained and held in the school office. The Trust appointed fire safety contractor will test all fire alarms and emergency lighting on a six-monthly basis, and records will be maintained and held in the school office. The Trust appointed contractor will undertake an annual three hourly test of emergency lighting. A visual weekly test of emergency lighting should be undertaken by the school and a record of this kept.

15.4 For the Hardwicke central office the completion of fire alarm and emergency lighting testing is undertaken by the school caretaker, for Church House this will be undertaken by the Diocesan premises team..

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

15.6 The school will implement its Fire Evacuation Policy and risk assessment to ensure that staff, pupils and visitors are safe and aware of the potential risks of fire.

15.7 The central team will implement its Fire Evacuation Policy and risk assessment to ensure that staff and visitors are safe and aware of the potential risks of fire.

## **16.0 Sharps**

16.1 For the purposes of this policy, “**sharps**” is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

16.2 Sharps are not likely to be found commonly on Trust premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- During school-based vaccination programmes
- Where an individual within the school or central team requires injections to manage a health condition
- Where a pupil brings a sharp into the school
- Where glass is broken within the work environment, or broken glass is found on or around the premises
- Where drug paraphernalia, e.g. heroin needles, is found on or around the organisation premises

## **17.0 Handling and disposing of a sharp**

17.1 All staff members will receive health and safety training as part of their induction, which will be refreshed annually. Where relevant this will include:

- The safe collection and disposal of sharps.
- Assembling sharps boxes and verifying that they are compliant with the accepted standards.
- The procedure to log incidents and who to inform.
- Immediate action in the event of sharps or needlestick injury.

17.2 Where an individual brings a sharp onto the Trust premises, e.g. a needle to manage a health condition, they will be responsible for its disposal. The use of needles for medication for an individual on the premises will be managed in line with the Supporting Pupils with Medical Conditions Policy.

17.3 The headteacher will ensure that all pupils are informed that, where they see a sharp, they must alert the nearest staff member immediately and avoid touching the sharp.

17.4 Where a sharp is found, the nearest staff member will move all pupils away from the area in order to prevent accidental injuries and will guard the sharp while

alerting another staff member to bring the sharps retrieval kit. Sharps retrieval kits will contain:

- Protective gloves.
- A pair of long-stemmed tongs.
- A pincer tool, e.g. tweezers.
- Brush and pan.
- Sharps box for disposal.

17.5 Sharps boxes will be marked 'Danger: Contaminated Sharps' and 'Destroy by Incineration'. They will be kept off the floor and out of the reach of pupils. Sharps boxes must not be filled above the designated fill line on the outside of the box. Once filled, boxes will be sealed immediately and removed by a clinical waste contractor or a specialist collection service.

17.6 The staff member will check the surrounding area carefully to ensure that no other sharps are in the vicinity. Where the sharp cannot be removed immediately, e.g. due to a delay in obtaining the sharps retrieval kit, the nearest staff member will place a cone or box on top of the sharp to prevent anyone from touching or finding it.

17.7 The following procedure will be followed in the event that sharps are found on the school premises:

- Staff will wear protective gloves and will not handle sharps with bare hands.
- Staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet.
- Only one sharp will be handled at a time and, where there are multiple, sharps will be carefully separated using the pair of tongs.
- Sharps will be picked up using the relevant equipment, e.g. pair of tongs or brush and pan for broken glass, and place it into the sharps box, which will be brought to the sharp rather than the other way around.
- The appropriate staff, including the headteacher and site manager, will be informed.
- The incident will be recorded, with details of when, where and by whom the sharp was found.
- Sharps will be disposed of quickly and safely into the school's sharps bin.

## **18.0 Sharps injury**

18.1 First aid staff when relevant will be trained in handling sharps injuries, and will adhere following guidelines in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water
- Wash the wound using water and soap

- Avoid scrubbing the wound while washing
- Avoid sucking the wound
- Dry the wound and cover it with a waterproof dressing
- Seek medical advice

18.2 Injuries will be handled in line with the First Aid Policy.

### **19.0 Visitors and contractors**

19.1 Visitors and contractors will be made aware of their health and safety responsibilities when arriving at school or the central team offices.

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

19.3 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.

### **20.0 Personal protective equipment (PPE)**

20.1 Employees who are exposed to a hazard at work, which cannot be controlled by other means, will be provided with PPE where appropriate. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.

20.2 Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the wearer properly. Where more than one item of PPE must be worn, the items should be compatible and remain effective. PPE will not be worn if wearing it causes a hazard greater than the hazard it is intended to protect the wearer from.

20.3 Pupils will report any loss or defects to their class teacher, who will report it to the headteacher for repair. Damaged PPE will not be used and will be disposed of in line with the manufacturer's instructions if it is not possible to repair.

20.4 Thorough risk assessments will be carried out by the health and safety officer to determine the suitable PPE to be used for each hazard and these are reviewed on a termly basis.

20.5 Staff and pupils will receive appropriate health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults. Equipment manuals are readily available, and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory. When not in use, PPE will be properly stored, kept clean, and in good repair.

20.6 The Trust, via schools' budgets and the central budget will cover the costs of purchase, cleaning and repair for all clothing that is:

- Protective clothing that staff require to fulfil their roles.
- A uniform that employees only wear to work.

20.7 PPE will always be used in line with UK Health Security Agency guidance.

### **21.0 Work-related hazards - Manual handling**

21.1 Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or grasp the particular item in a safe and balanced manner.

21.2 As far as practicable, the need for members of staff to carry out any manual handling tasks that involve a risk of injury will be reduced. Where manual handling tasks are necessary, the Manual Handling Risk Assessments will be implemented. The control measures will be monitored to ensure they are reducing the risk of injury and being implemented correctly.

21.3 The capability and circumstances, e.g. age, of staff will be considered where manual handling tasks are required. Where there is an unacceptable risk of injury or harm, no manual handling tasks will take place.

21.4 All members of staff will receive manual handling information and training as needed.

### **22.0 Lone working**

22.1 The Trust understands the additional hazards to staff safety presented by lone working (defined for the purpose of this policy as employees working by themselves in situations where there is no close or direct contact with other staff).

22.2 The headteacher or for the central team the Estates and Compliance Manager must ensure that work activities are arranged so that lone work activities are eliminated as far as possible.

22.3 Where lone working is unavoidable this will be the subject of a separate risk assessment which will consider the additional hazards posed by lone working and introduce adequate control measures in response.

22.4 Communication arrangements shall be put in place to ensure that emergency services can be summoned if necessary

### **23.0 Display screen equipment**

23.1 The Trust will take all reasonable steps to ensure the health and safety of users of VDUs and display screen equipment act in accordance with their duties under the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002) (SI 1992/2792).

- 23.2 The headteacher or for the central team the Estates and Compliance Manager will ensure that an individual VDU assessment is carried out for all those who require it.
- 23.3 In line with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002), the relevant responsible person shall ensure that all 'users' of display screen equipment, as defined by the Regulations, are provided with information, instruction and training in the safe working with such equipment. Assessments of all workstations shall be carried out to establish the equipment requirements for the particular operation and the correct setting of workstation apparatus hardware and software.
- 23.4 Following an assessment of workstations and an examination of the operational environment, taking into account any possible area re-organisational possibilities, any equipment found to be necessary to comply with the Regulations will be provided, and shall ensure that the required working practices and methods are in place to meet the statutory requirements.

#### **24.0 Young workers**

- 24.1 In line with the requirements of Regulation 3 and 19 of The Management of Health and Safety at Work Regulations, the Trust will ensure that young persons employed by the school are protected at work from any risks to their health and safety which are a consequence of their lack of experience, absence of awareness of existing or potential risks or the fact that the young person has not yet fully matured.
- 24.2 In order to deliver this policy, adequate assessment of the young person's activities shall be undertaken, suitable control measures put in place and close supervision maintained.
- 24.3 In addition the responsible person shall ensure that the required weekly rest periods, rest breaks and supervision are provided for young persons.
- 24.4 A 'young person' is defined as – a person above compulsory school age who has not yet reached the age of 18.

#### **25.0 Pregnant person**

- 25.1 The headteacher or for the central team the line manager, will make suitable arrangements in full consultation with the pregnant person to accommodate any particular need during pregnancy, prior to maternity leave being taken.
- 25.2 Such arrangements will include changes in working arrangements, rest periods as required or designation of activities to suit the condition of the pregnant person.
- 25.3 These arrangements shall be regularly reviewed jointly by the headteacher or for the central team the line manager and the pregnant person to ensure the arrangements are still suitable as the pregnancy develops.

25.4 The headteacher or for the central team the line manager shall never refuse to consult on / review these issues with the pregnant person.

## **26.0 Maintaining equipment**

26.1 The Trust will ensure that staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues.

- All electrical appliances – five-year fixed wiring test
- All fixed gymnasium equipment - annually
- All portable appliance testing – annually

26.2 In school it will be the responsibility of the headteacher to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements. A health and safety technician will be consulted if necessary.

26.3 In the central team it will be the responsibility of the Estates and Compliance Manager to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements. A health and safety technician will be consulted if necessary.

26.4 The school will make use of automated external defibrillator (AED) as part of its first aid equipment through the DfE's arrangements to buy, install and maintain an AED. [Optional for schools to delete as necessary].

## **27.0 Hazardous materials**

27.1 Hazardous materials will only be purchased from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery. Supplies of hazardous materials will only be ordered 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 or for the central team the Estates and Compliance Manager.

27.2 The headteacher or for the central team the Estates and Compliance Manager will be responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

27.3 The headteacher or for the central team the Estates and Compliance Manager, will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments. Control measures will be checked and reviewed on a termly basis to ensure continued effectiveness, even when they are known to be reliable.

- 27.4 All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations e.g., within a lockable cupboard. Hazardous substances will be labelled with the correct hazard sign and contents label. All COSHH and ionising radiations regulations will be adhered to.
- 27.5 Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area. Dust and fumes will be safely controlled by local exhaust ventilation equipment.
- 27.6 No staff member or pupil will ever be put at risk through exposure to any hazardous substance used in our practical curriculum. No potentially hazardous materials will be used in lessons without the approval of the headteacher. The headteacher will ensure staff are appropriately trained to use hazardous materials.
- 27.7 Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.
- 27.8 The headteacher will ensure an up-to-date inventory of all the hazardous chemicals and materials is held. For the central team the Estates and Compliance Manager will ensure an up-to-date inventory of all the hazardous chemicals and materials is held. A regular audit of hazardous materials will be undertaken by the site manager with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier.

## **28.0 Asbestos management**

- 28.1 The Trust recognises that all types of asbestos are dangerous and will manage the risks presented by asbestos containing materials (ACM) or presumed ACMs on school premises by complying with the Control of Asbestos Regulations 2012 (SI 2012/632).
- 28.2 The Trust will be responsible, with delegated support from the headteacher or central office landlords for:
- ensuring compliance with its duties in relation to licensed and non licensed work, including notifying the relevant enforcing authorities in relation to non-licensed work, where appropriate. Detailed guidance can be found in the *Asbestos essentials: advice on work on non-licensed work with asbestos* (A01) (04/12) at <http://www.hse.gov.uk/pubns/guidance/a0.pdf>;
  - preparing and keeping up to date a record of the location and condition of ACMs or presumed ACMs
  - carrying out a written assessment of the risks presented by ACMs and presumed ACMs
  - A written Asbestos Management Plan which is reviewed annually

- regular inspections, reviews and/or monitoring, as appropriate
- ensuring that adequate records are kept in relation to non-licensed work done on ACM or presumed ACM at the school or Trust premises
- ensuring that information about the location and condition of ACMs or presumed ACMs is passed on to anyone who is likely to disturb it and to the emergency services in the event of an emergency
- ensuring that ACM or presumed ACM is not disturbed unless prior agreement has been given by the Chief Executive Officer and there are appropriate control measures in place to ensure that staff, pupils or any other users of the school or Trust premises are not exposed to asbestos
- ensuring that only authorised staff and/or fully licensed contractors are permitted to carry out any work in the relation to ACM or presumed ACM.

28.3 If anyone disturbs or suspects that they have disturbed ACM they should:

- not disturb it further under any circumstances
- ensure that access to the affected area is restricted and put up a warning sign stating "possible asbestos contamination"
- immediately report it to the headteacher or for non-school premises to the CEO who will take appropriate action, including reporting to the Estates and Compliance Manager
- ensure that any clothing which have been covered in dust or debris is appropriately disposed of

## **29.0 Cleaning**

29.1 Contract and school employed cleaners will be monitored by the headteacher and in the central office by the Estates and Compliance Manager and the office landlord. The standard required will be clear in the service level agreement held with the contracted cleaners. Special consideration will be given to hygiene areas.

29.2 Waste collection services will be monitored by the headteacher and in the central office by the Estates and Compliance Manager or office landlord. Special consideration will be given to the disposal of laboratory materials and clinical waste.

29.3 The headteacher is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. The school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state the following:

Areas	Temperature
Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

29.4 For the central team this responsibility is held by the Estates and Compliance Manager and office landlord.

### 30.0 Infection control

30.1 The Trust will actively prevent the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

30.2 The school will keep up to date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at school entry and at the time of any vaccination. The school encourages parents to have their children immunised.

30.3 Trust arrangements will be implemented to minimise any health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school or in the central office if they are unwell. Staff and pupils displaying signs of infection will be sent home and recommended to see a doctor.

### 31.0 Smoking and vaping

31.1 The school and central offices are a non-smoking or vaping premises and no smoking or vaping will be permitted on Trust property. Staff should refer to the Trust's Smoking, Alcohol and Drugs policy.

### 32.0 Security and theft

32.1 The Trust aims to provide a safe and secure environment for all employees, pupils and other visitors to the Trust's premises.

32.2 The Trust has a policy of restricting access to its premises, including schools to members of the public in order to ensure the safety and security of employees, pupils and other visitors and takes all reasonable measures to deter unauthorised public access to its premises.

32.3 The headteacher, or for the central team the Estates and Compliance Manager in partnership with the office landlord will take appropriate steps to ensure that there are adequate security arrangements for the premises (which includes the school buildings and grounds) by ensuring that:

- there are sufficient security arrangements in place to protect the security of the premises and persons on it, including in the use of isolated areas (such as remote car parks).
- security assessments are conducted and reviewed regularly.
- visitors to the premises are appropriately identified.
- there are adequate supervision arrangements in place.
- all security breaches or incidents are reported to the responsible person and/or to the police or other emergency services and Trust as appropriate.
- security measures do not compromise or intrude on the reasonable privacy of employees and pupils.

32.4 The local governing board will monitor the security arrangements of the school.

### **33.0 Protection from violence and harassment**

33.1 The Trust will not tolerate any act of violence or harassment in which an employee or pupil or any other person on its premises is abused, threatened or assaulted, or placed in fear for their own safety.

33.2 In the event of an act of violence, harassment or serious security breach incident, immediate steps should be taken to safeguard those affected. The headteacher/CEO and/or the police should be informed or contacted as appropriate.

33.3 Violence or harassment by employees will constitute gross misconduct and will be dealt with under the disciplinary procedure. Violence or harassment by pupils is likely to be treated as a serious disciplinary offence which may warrant suspension, required removal or expulsion.

### **34.0 Severe weather**

34.1 The headteacher will make a decision on school closure due to severe weather on the grounds of health and safety. If a closure takes place, the Chief Executive Officer or the Deputy Chief Executive Officer will be promptly informed. Parents and Gloucestershire Closed Schools should be updated as soon as reasonably practicable.

34.2 If it is likely that the weather conditions will make travel to the workplace unsafe, staff are to inform their line manager.

34.3 If the weather conditions deteriorate during the working day any staff concerns about travelling home safely, must be discussed with the headteacher or for the central team an individual's line manager.

34.4 If the school or central office is closed due to adverse conditions, staff are to be contacted to this effect.

### **35.0 Safe use of staff vehicles for transportation of pupils**

35.1 The headteacher will be responsible for ensuring any staff used vehicles have the appropriate tax and MOT certificate.

35.2 All safeguarding procedures will be followed at all times.

35.3 The driver will have a current license, be aged 25 years or over and hold a full licence. Drivers will complete the relevant form from the school office and supply a photocopy of their driving licence.

35.4 Any staff vehicle used will carry strictly one person per seat and seat belts will be worn at all times.

35.5 Fines accrued will be paid by the driver at the time the offence was committed.

35.6 Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return to the school.

### **36.0 Breaches in health and safety conduct**

36.1 Any action by any Trust staff member that breaches any of the arrangements described in this policy and the associated Trust policies and procedures will be reviewed by the headteacher or CEO (for centrally employed staff) and further training provided and / or disciplinary action be instigated of an appropriate level, in accordance with Employment Law current at the time of the action.

36.2 Any action that directly and immediately endangers fellow Trust staff, pupils, visitors and contractors will result in immediate removal from the situation and if the situation is severe enough result in immediate suspension and dismissal for gross misconduct.

### **37.0 Monitoring and review**

37.1 The effectiveness of this policy will be monitored continually by the Trust board via the COO. Any necessary amendments will be made immediately and communicated to Headteachers to disseminate to staff.

## Appendix 1

This is the statement of general policy and arrangements for	St. David's C of E Primary School
Overall and final responsibility for health and safety is that of the headteacher in each school. Day-to-day responsibility for ensuring this policy is put into practice is delegated to those persons declared with specific roles in Appendix 2.	

Statement of general policy	Responsible person (position and name)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	M Hilliam (Headteacher) C Kinch (Finance Officer)
To provide adequate training to ensure employees are competent to do their work	M Hilliam (Headteacher) C Kinch (Finance Officer)
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	M Hilliam (Headteacher) C Kinch (Finance Officer)
To implement emergency procedures - evacuation in case of fire or other significant incident	M Hilliam (Headteacher) C Kinch (Finance Officer)
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery and ensure safe storage / use of substances	M Hilliam (Headteacher) C Kinch (Finance Officer)
Health and safety law poster is displayed	C Kinch (Finance Officer)
First aid box and accident book are in place and kept replenished	Nicki Jones HLTA

Accidents and ill health at work reported under RIDDOR		M Hilliam (Headteacher) C Kinch (Finance Officer)	
Signed		Date	

Subject to review, monitoring and revision by		Every 3 months or sooner if work activity changes	
<b>Name</b>	<b>Responsibility</b>		

A copy of appendix 1 and 2 should be returned to the Trust, following completion at the start of each academic year.

## Appendix 2

Responsible appointed person for:-	Name of responsible person
4.5 Risk Assessment Preparation	M Hilliam (Headteacher) C Kinch (Finance Officer)
6.4 Health and Safety Advice	M Hilliam (Headteacher) C Kinch (Finance Officer)
6.5 Supervision of Young Workers/ New Recruits / Trainees	M Hilliam (Headteacher) N Cox (Deputy Head)
7.3 Induction Training	N Cox
7.5 Training Provision	M Hilliam (Headteacher) C Kinch (Finance Officer)
8.3 Regular Survey of Premises	M Hilliam (Headteacher) C Kinch (Finance Officer)
8.4 Infection Control	M Hilliam (Headteacher) C Kinch (Finance Officer)

8.5 High Risk Areas	M Hilliam (Headteacher) C Kinch (Finance Officer)
9.1 Traffic / person Segregation	M Hilliam (Headteacher) C Kinch (Finance Officer)
9.2 School Vehicles	NA
9.3 Qualified Drivers	NA
10 Safe Plant and Equipment	M Hilliam (Headteacher) C Kinch (Finance Officer)
11 Testing of Electric and Gas Equipment	C Kinch (Finance Officer)
14 Safe Handling of Substances	M Hilliam (Headteacher) C Kinch (Finance Officer)
15 Asbestos	M Hilliam (Headteacher) C Kinch (Finance Officer)
16 Fire and Emergency Procedures	M Hilliam (Headteacher) C Kinch (Finance Officer)

17 First Aid	M Hilliam (Headteacher) C Kinch (Finance Officer)
18 Accident and Record Keeping	M Hilliam (Headteacher) C Kinch (Finance Officer)
19 Monitoring	M Hilliam (Headteacher) C Kinch (Finance Officer)
21 Security	M Hilliam (Headteacher) C Kinch (Finance Officer)
24 Pregnant Person	M Hilliam (Headteacher) C Kinch (Finance Officer)
25 Behaviour	Headteacher
26 Audit and Review	M Hilliam (Headteacher) C Kinch (Finance Officer)

A copy of appendix 1 and 2 should be returned to the Trust, following completion at the start of each academic year.