GMET
HEALTH AND SAFETY POLICY

V4.0

Approval History

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1.0 PURPOSE OF THE POLICY

The Trust and its schools are dedicated to providing a safe and healthy working environment for the health, safety and welfare of students, staff, visitors and other persons using the buildings, grounds, equipment and any other facilities provided by or associated with the Schools.

The Trust and its schools will strive to reduce the possible risk of accidents and injury to all users. In supporting this, the arrangements outlined in this document and other safety precautions put in place by the management and Academy Committee cannot prevent accidents but will instil the adoption of safe methods of work and good practice.

The Trustees, Executive Team, Headteachers, Governors, senior staff and designated Health and Safety staff will take all reasonable steps to identify and reduce hazards to a minimum. To assist in this all staff and students must be aware of their own and others personal safety, and in any of the School's activities, both on and off site.

2.0 HEALTH AND SAFETY POLICY STATEMENT

The Greater Manchester Education Trust will, so far as is reasonably practicable, ensure the health, safety and welfare at work of all its employees. The Trust and it school will also ensure, so far as is reasonably practicable, that non-employees such as visitors, students and contractors are not exposed to health and safety risks from the work activities of the school.

The Trust and schools are committed to achieving compliance with the minimum requirements of the Health and Safety at Work etc Act 1974 (HASWA) and associated Regulations.

The Trust and Schools will, so far as is reasonably practicable ensure:

- that adequate resources are made available to ensure the effective implementation of this policy and to ensure the health and safety of staff and others affected by the school's activities;
- that advice is sought from competent persons on legal requirements for health and safety and on current best practice;
- that suitable and sufficient assessments are undertaken and record all significant health and safety risks to staff, visitors and other third parties;
- provide and maintain plant and systems of work that are safe and without risks to health;
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;

- maintain any place of work under its control in a condition that is safe and without risks to health;
- provide and maintain a working environment for its employees and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work;
- provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees, students, trustees governors, including temporary staff and visitors, and information on risks for visitors and employees of other organisations who are working on school premises;
- provide for the use of its employees, such personal protective equipment as is necessary to ensure their health and safety at work;
- give special consideration to employees or visitors (including students) with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information;
- monitor health and safety performance to verify that The School's Health and Safety Policy is being implemented and health and safety standards are being maintained and progressively improved;
- develop and maintain a positive and proactive health and safety culture;
- the Leadership Team affords health and safety matters equal priority to other management functions;
- provide an organisation structure that ensures that this Health and Safety Policy will be implemented in full, regularly monitored, reviewed and revised to ensure its objectives are achieved in respect of legislation or organisational change;
- regularly monitor, inspect and audit our systems and procedures to ensure continuous improvement;
- the co-operation of all staff in the operation of this policy;
- that adequate mechanisms are in place to effectively consult with employees and their representatives on health and safety matters;
- provide appropriate systems to develop and maintain effective communication of health and safety matters throughout the trust and its school's.

The Trust and its schools are committed to continuous improvement in health and safety performance and to this end will develop a Health and Safety Action Plan identifying key targets and areas for improvement in health and safety management and risk control. Progress with this plan will be monitored regularly by the Headteacher of each school alongside the Chief Executive Officer (CEO) and Trust Chief Finance and Operations Officer (CFOO).

This Policy requires the commitment, co-operation and active involvement of all employees to ensure its success and effectiveness.

All contractors and consultants working for the school or Trust are required to comply with

this policy. Each school will ensure that procedures are established for appointing and monitoring the competency of contractors.

The Trust will review this Policy Statement annually.. The Policy will be reviewed at least annually by the school and signed by the Headteacher and on behalf of the Governors – Local Academy Committee The school's will ensure that this policy is effectively communicated to all staff.

Failure on the part of any employee, irrespective of their position, to comply with this policy, including any safe system of work, may render that employee liable to disciplinary action.

SIGNED:	**DATE:**
HEADTEACHER:	
SIGNED:	**DATE:**
ON BEHALF OF GOVERNORS – LOCAL ACADEMY COMMITTEE	

3.0 EMPLOYERS' RESPONSIBILITIES

As employers we have a duty to all employees, casual workers, part-time workers, trainees, students, visitors and sub-contractors who may be in our workplace or using equipment provided by the school. Consideration must also be given to our neighbours and the general public.

Management will ensure they: -

- Assess the significant risks to worker's health and safety and bring the significant findings to the attention of employees.
- Provide safe plant and equipment that is suitably maintained.
- Provide a safe place of work with adequate facilities and safe access and egress.
- Provide adequate training and information to all employees regardless of their position within the school.
- Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner.
- Provide health surveillance to employees where it is deemed necessary.
- Appoint competent persons to help comply with health and safety law.

The Management of Health and Safety at Work Regulations requires the employer to have suitable arrangements in place to cover health and safety risks. These arrangements should, where possible, be integrated within the management system that is already in

place for the School.

:

The GMET Board

The GMET Board will do all that is reasonably practicable to ensure that high standards of health, safety and welfare are achieved and maintained for all its employees, students and non-employees.

The Trust Board and CEO and CFOO will oversee health, safety and welfare matters and will ensure the necessary resources are provided.

The Headteacher will produce a termly report based on the progress of health and safety and present this to the Local Academy Committee.

LOCAL ACADEMY COMMITTEE

The Local Academy Committee are responsible for ensuring effective health and safety management within the school. They fulfil a strategic role in health and safety and are not expected to be involved in day to day management of the school. The Governors accept that they are ultimately responsible for health and safety at all schools. A Health and Safety Governor will be appointed and the Governors will be provided with regular health and safety updates. The nominated Governor will visit the school once a term to ensure that all decisions fully consider health and safety.

THE CHIEF EXECUTIVE OFFICER

The CEO alongside the CFOO will ensure that GMET schools have an effective Health and Safety policy in place which meets the needs of the Trust as an organisation/ employer. In order to achieve this, he/she will:

- Ensure health and safety information is provided to all staff including the Health and Safety Policy and relevant health and safety procedures.
- Ensure all schools maintain the required standards with regard to health and safety practice and annual health and safety procedures;
- Be involved in the investigation of any aspect of significant non-compliance or serious/harm accident and report to the Trust Board as necessary.

THE HEADTEACHER

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Headteacher. The Headteacher is accountable to the Local Academy Committee for the implementation of the health and safety policy at the school. The Headteacher will be responsible for setting up and monitoring systems to ensure:

- That the health and safety policies and procedures are brought to the attention of all staff;
- The effective implementation and communication of the Health and Safety Policy;
- Personal commitment to health and safety by providing visible and active leadership and leading by example;

- A positive health and safety culture are evident and a proactive approach to health and safety management is adopted within their school;
- All school business decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully consider health and safety considerations and that health and safety risks are considered at an early stage during project design and planning;
- Health and safety is adequately resourced with both time and finances;
- That school staff recognise health and safety as an integral element of their business, and that health and safety is given equal status alongside other management functions;
- That school health and safety policies and/or procedures are reviewed annually, or when significant changes occur, and that these are brought to the attention of all employees (including revisions);
- That the job descriptions contain specific areas of responsibility for health and safety management where applicable;
- Suitable persons are nominated to undertake key health and safety functions;
- Within the school, adequate provision is made for consultation with employees and Trade Union representative to carry out their functions;
- The Headteacher will bring to the attention of the Local Academy Committee any significant health and safety issues, and will involve the governors in any policy matters;
- Accidents, incidents and near misses are investigated and reported using established procedures;
- Adequate first aid procedures exist, including the provision of sufficient first aiders and appointed persons, and staff are aware of the arrangements;
- Training needs are identified to ensure staff are competent and the appropriate arrangements are made for training;
- Fire drills are carried out 3 times a year at least once each term and preferably once each half term;
- Risk assessments are undertaken of all hazards and risks to health and safety in all departments, including classrooms, office activities, all work areas, off site visits and trips
- An appropriate health and safety Governor has been nominated.

SENIOR LEADERS

On a day to day basis, Senior Leaders will deputise for the Headteacher and will: -

- Lead by example.
- Ensure all staff of the school fully understand the arrangements for the implementation of the safety policy.
- Ensure the policy is reviewed for compliance in line with the school's objectives for health and safety.

- Ensure details of safe systems of work, rules and procedures are communicated to all relevant staff with suitable records kept.
- Will ensure qualified first aid personnel and facilities are provided to address potential hazards on the site.

CHIEF FINANCIAL AND OPERATIONS OFFICER

The CFOO will ensure -

- That health and safety policies and procedures are reviewed regularly, or when significant changes occur, and that these are brought to the attention of all employees (including revisions);
- That health and safety is adequately resourced with both time and finances;
- That job descriptions contain specific areas of responsibility for health and safety management and that staff are competent to undertake their roles;
- Suitable persons are nominated to undertake key health and safety functions;
- That within the Trust, adequate provision is made for consultation with employees;
- Appropriate health and safety procedures and practices to be undertaken by the Trust and its school's;
- Bring to the attention of the Trust Board any significant health and safety issues, involving the Trustees in any policy matters and bring to their attention health and safety guidance received from the nominated competent person;
- All levels of the Trust fully understand the arrangements for the implementation of the safety policy;
- The policy is reviewed for compliance

BUSINESS / OPERATIONS MANAGER

On a day to day basis the role of managing health and safety and liaising with staff will be delegated to the Business/Operations Manager's, who will:

- Ensure safe systems of work, rules and procedures are communicated to all relevant staff with suitable records kept;
- Ensure Risk assessments are in place and reviewed regularly;
- Collate accident reports and ensure the forms are adequately completed and that all accidents are investigated.
- Ensure qualified first aid personnel and facilities are provided to address potential hazards on the site.
- Ensure arrangements for fire safety are implemented and that all relevant checks are carried out in conjunction with the Site Manager.
- Ensure contractors are suitably vetted and systems are in place to ensure contractors and visitors are adhering to safety rules and procedures and any other statutory legislation relevant to their activities.
- All welfare facilities are adequate and arrangements are in place for the safe disposal of waste.
- Safe systems of work, rules and procedures are communicated to all relevant staff with suitable records kept;

- Where necessary and in conjunction with the nominated competent person, report under RIDDOR to the HSE;

DIRECTORS OF FACULTY AND SUBJECT LEADERS

(this does not apply to Queensgate Primary School)

Directors of faculty and Subject leaders are responsible for implementing the safety policy within the areas for which they are responsible (i.e. the departments and services under their leadership and any specific areas of responsibility delegated by the Headteacher). In particular, they are responsible for ensuring:

- Activities under their control are carried out, so far as reasonably practicable, safely and without risk to health;
- Arrangements are in place for monitoring the implementation of the safety policy in their area of responsibility; carrying out inspections of the workplace and equipment;
- Individual employees are aware of their responsibilities for health and safety;
- That sufficient information, instruction, training and supervision is provided to enable employees and students to avoid hazards and to contribute positively to their own health and safety;
- That all work equipment is suitable for purpose and maintained in a safe condition at all time;
- That substances/ products are suitable for purpose and safely stored and used in an appropriate manner;
- New staff receive a departmental induction covering policies, and departmental procedures;
- Resolution of health, safety and welfare problems referred to them by members of their staff or referring to the Headteacher or line manager any problems they are unable to resolve within the resources available to them;
- In high-risk departments, that risk assessments are carried out when necessary, and on a regular basis within the overall programme for the school, on the activities and equipment for which they are responsible;
- For lower risk departments, ensure that class room checklists are completed on a regular basis for all their departmental rooms,
- Relevant health and safety information is communicated to all staff;
- Ensuring the competence of staff under their control by identifying training needs, arranging for necessary information, instruction and ensuring adequate supervision;
- First aid procedures are complied with;
- All accidents/incidents occurring in their area of control are reported and an incident report form is completed, and carrying out a preliminary investigation if necessary;
- Staff are aware of fire evacuation and other emergency procedures;

- Ensure they and their staff are aware of and comply with the off-site visits procedures.

Caretaker

The Caretaker will

- Ensure the site offers a safe working environment for staff, students and visitors
- Supervising site management and site management team, ensuring they are provided with relevant health and safety information;
- Identifying defects and dealing with them in consultation with the Business/Operations Manager as appropriate. Where premises defects cannot be immediately dealt with the Caretaker is responsible for ensuring appropriate interim measures are taken, in order to make the area safe;
- Ensure any temporary rules, such as exclusions from parts of the premises, are made known to all staff, students and visitors to the premises.
- Ensure relevant statutory signs and notices are provided and displayed in prominent positions.
- Ensure procedures are in place for site security along with details for contacting emergency services.
- Ensure any faulty work equipment identified is immediately taken out of service until repaired or replaced.
- Ensure all welfare facilities are adequate and arrangements are in place for the safe disposal of waste.
- Ensure safe access and egress is provided and maintained at all times throughout the site.
- Ensure arrangements for fire safety are implemented and that all relevant checks are carried out for the School.
- Ensure all statutory inspections are carried out;
- Liaise with building, cleaning and grounds maintenance contractors and monitoring their compliance with required standards;
- Ensure regular maintenance checks are carried out on the school minibuses and arrange the servicing and MOT of vehicles when required.
- Ensure relevant risk assessments are carried out and reviewed for site activities which involve any element of risk
- Ensure contractors are briefed on site safety before any work takes place, ensue they are aware of the School Health and Safety Policy, fire and emergency procedures.
- Ensure contractors and visitors are adhering to safety rules and procedures and any other statutory legislation relevant to their activities.
- Contractors are suitably vetted and systems are in place to ensure contractors and visitors are adhering to safety rules and procedures and any other statutory legislation relevant to their activities;
- Carry out duties safely as required by SLT.

CLASS TEACHERS

The safety of students in all learning environments on and off site is the responsibility of the class teacher. In addition to the general responsibilities of an employee a class teacher is expected to:

- Raise any health and safety concerns outside their control related to their class area with their immediate manager;
- Exercise effective supervision of students and where appropriate, ensure they know of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area;
- Comply with the particular health and safety measures (including risk assessments) to be adopted in their own teaching areas and to ensure they are applied;
- Ensure that appropriate and direct supervision is provided for students;
- Give clear instructions and warnings to students as often as necessary;
- Ensure that the School's Behaviour Policy is followed in all activities;
- Assess risk when planning activities and ensure that measures are in place to minimise the risks identified;
- Integrate all relevant aspects of safety into the teaching process and if necessary, give specific lessons on safety and specific guidance to members of staff;
- Set a good example and follow safe working procedures personally;
- Ensure the use of protective clothing and guards where necessary; for themselves, pupils and other participants
- Ensure that staff, volunteers and visitors within their teaching jurisdiction are familiar with and follow all relevant aspects of this Health and Safety Policy, and other policies, procedures and guidance documents;
- Alert managers/ curriculum leaders to any health and safety concerns;
- Build and record safety education in curriculum planning;
- Not bring any personal items of equipment or substances that may cause unacceptable risk in their use. Personal items can only be brought into the School with the permission of the Headteacher.

NB. Supervisory Teaching Assistants and Teaching Assistants in charge of groups are responsible for the safety of students and for carrying out the duties noted above, even when under remote direction from a teacher.

ALL EMPLOYEES

All employees are expected to:

- Take due care of their own health and safety and that of other persons working with them;
- Take due care of students' safety, taking account of the students' ability to manage risk and guard against common dangers;
- Read Health & Safety and welfare policies, procedures and risk assessments relevant to their area and activity of work;

- Co-operate with the Local Academy Committee, Headteacher and Directors of Faculty so far as is necessary to enable it to meet its responsibilities for health and safety;
- Use work equipment provided correctly in accordance with manufacturer's instructions, information, supervision and training;
- Report promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression, cases of ill health / illness.
- Report any damage to the site or any fixtures, fittings or equipment
- Report concerns about health, safety and welfare to the relevant Director of Faculty;
- Raise any concerns or problems related to the curriculum which may have health and safety implications with their line manager or if they are unavailable the school's Site Manager or Business/Operations Manager.
- Comply with the health and safety instructions within the school and at any other establishments which they are required to visit in the course of their duties, so long as they do not compromise higher standards of health and safety set at the School.
- Co-operate fully with their Manager or Responsible Person on all matters pertaining to their health and safety at work.
- Not recklessly or intentionally interfere with, or misuse any equipment, safety devices etc. that has been provided in the interest of their health and safety at work.
- Wear any protective clothing or equipment and use any safety devices that have been provided for their health and safety while at work.
- Observe safety rules, comply with codes of practice, corporate and departmental health and safety policies and guidance, and adhere to safe working procedures, risk assessments and safe systems of work at all times.
- Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
- Attend health and safety training as directed and undertake their work activities in accordance with any health and safety training provided to them.
- Attend local health and safety induction on their first day of employment.
- Wear any authorisation badge/identity card that is issued to them, so that the authorisation badge/identity card is readily visible whilst on School grounds.
- Ensure they have signed in and out of all school premises during employed hours for health and safety and emergency evacuation reasons.
- Challenge unaccompanied third parties not displaying a visitor's badge on School premises
- Exercise good standards of orderliness and cleanliness whilst conducting work activities.

STUDENTS

Students are expected to: -

- Exercise personal responsibility for health and safety for themselves and others

- Not willingly or purposefully endanger any other student that may result in significant harm
- Observe standards of dress consistent with safety and/or hygiene
- Observe all health and safety rules of the school and in particular the instructions of staff given in an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety
- Report any accidents incidents to a member of teaching staff or their form tutor.

HEALTH AND SAFETY CONSULTANT

Specific duties include: -

- Act as the school's "Competent" person (in conjunction with the Headteacher) on all health and safety issues, as required under The Management of Health and Safety at Work Regulations 1999 (as amended).
- Assist with and maintain the schools Health and Safety Policy document.
- Provide information and guidance to the Headteacher and Leadership Team on new health and safety legislation, guidance and research relevant to the school's operations
- Provide, upon request, general health and safety advice to schools.
- Report to the Headteacher regarding the school's health and safety performance.
- Undertake health and safety audits of the school or departments therein on an annual basis.
- Assist with any RIDDOR reportable or significant accident investigation matters.
- Provide training to employees on relevant health and safety matters.

FIRST AIDERS

First aiders' duties are to:

- Attend update and any applicable refresher training
- To administer first aid treatment in accordance with training provided
- Conduct half termly checks of the contents of first and boxes and replenish where necessary
- To record all treatment administered on Medical Tracker
- The First aid and welfare policy is stored in the health and safety section of the staff intranet

First Aid Lead

The First Aid Lead will ensure first aiders are trained and first aid boxes are checked.

OCCUPATIONAL HEALTH

Arrangements for occupational health and health support are managed by the Head Teacher in each school and the Director of People. This includes welfare support, return to work interviews, counselling, ergonomics assistance, pregnancy risk assessments and stress management. The Health and Safety Consultant may be able to help with elements of this.

Designated School Responsibilities

Topic	Responsible Department
Health and Safety Policy review	Head teacher
Health and Safety administration	School Business Manager
Facility administration	N/A
Health and Safety training	School Business Manager
Premises risk assessments	Head teacher
Work activity risk assessments	Head teacher
Display screen equipment assessments	Head teacher
Manual handling assessments	Head teacher
COSHH assessments	Head teacher
Fire risk assessments	Head teacher
Expectant/New mother risk assessments	Head teacher
Young Person risk assessments	Head teacher
First Aid	Head teacher
Emergency Planning	Head teacher
Vetting Contractor/Consultants	Head teacher / School Business Manager
Monitoring of Health and Safety in the workplace	Head teacher
Site inspections	Care Taker
Audits	Head teacher
Accident, Incident and Near Miss investigations	School Business Manager

4.0 ARRANGEMENTS FOR HEALTH AND SAFETY

ACCESS AND EGRESS

The School is committed to providing a safe place of work and a safe means of access and egress within all parts of premises where work is being undertaken.

To achieve this, the School will ensure, so far as is reasonably possible, that: -

- Articles or substances do not impede safe access and egress in the premises and that objects that may restrict safe movement within the premises are removed immediately.
- Safe systems of work are implemented in all areas where there is significant risk.
- All employees record their entrance to, and exit from, the building in line with expectation
- Employees are encouraged to report any situation where safe access and egress is restricted or obstructed so that arrangements for the appropriate remedial action can be taken.
- All contractors will be closely monitored to ensure that they do not hinder safe access/egress of personnel when working at the premises.

To ensure that safe access and egress is maintained in all areas the Site Manager will ensure that regular inspections are undertaken.

All visitors must report to reception on arrival. The door must be opened in person or remotely by a member of staff. Visitors will be required to sign in and then they will be issued with an appropriate visitor's badge. Visitors are also required to sign out and hand back their visitors' badge when leaving the school premises.

ACCIDENT REPORTING PROCEDURES

The School defines an accident as: -
An unplanned or unforeseen event which causes injury to persons, damage to property or a combination of both, i.e. a fall from height resulting in a fracture; incorrect operation of machinery leading to breakdown or damage.

The School defines a near miss as: -
An unplanned or unforeseen event that does not cause injury or damage, but could have done so, i.e. items falling near to personnel; short-circuits on electrical equipment.

The School defines a dangerous occurrence as: -
An unplanned or unforeseen incident that may not have caused a notifiable injury under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) but it had the potential to do so and must be reported to the enforcing authority. Lists of dangerous occurrences that must be reported are shown on the RIDDOR flowchart.

The first priority when an accident occurs is to give the correct first aid treatment to injured parties, if the incident is serious enough to warrant medical intervention the competent person present will dial 999 and request an ambulance/paramedic.

When the casualty has received suitable medical/first aid treatment details of the accident

should be recorded on the accident form for future reference. Parents/ guardians should also be informed about accidents and incidents where necessary.

In order to determine what corrective action is necessary to prevent a repetition it is essential to isolate all contributing factors. This can only be done by an investigation. The outcome of all investigations will be communicated to all members of staff who need to take action as a result of an accident.

Accident investigations will be carried out to establish the facts relating to the accident/incident not individual's opinions. Under no circumstances will such investigations be used as a mechanism to apportion blame. Investigations are primarily a management tool to identify suitable measures to prevent a recurrence.

All accident information that is entered onto an accident form will be kept for a minimum of four years for employees and up until the age of 21 for students.

Accidents that occur to contractors on site must be reported to the School office and the contractor company.

Near misses are defined as incidents that almost become accidents, but only missing by a very small margin of error. All near misses should be reported and recorded because a series of near misses could very easily escalate to an accident.

Relevant risk assessments and safe systems of work may require revision following either an accident or a near miss incident.

RIDDOR AND EMPLOYEES

The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) require employers to report certain accidents, occupational diseases and specified dangerous occurrences arising out of or in connection with work. Under RIDDOR the responsible person must report the following work-related accidents, including those resulting from physical violence, if an employee or self-employed person is injured while working at the premises. In cases of a reportable death, specified injury, or dangerous occurrence, you must notify the enforcing authority without delay. You must report within 10 days of the incident. Over-seven-day injuries must be reported within 15 days of the incident.

Specified injuries include: -

- A fracture, other than to fingers, thumbs or toes
- Amputation
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding), which:
    - Cover more than 10% of the body, 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

- Requires resuscitation or admittance to hospital for more than 24 hours

Physical Violence
Some acts of non-consensual physical violence to a person at work, which result in death, specified injury or a person being incapacitated for over 7 days are reportable. In the case of an over 7-day injury, the incapacity must arise from a physical injury and not as a result of a psychological reaction to the act of violence. Violent incidents between students, should be dealt with in accordance with the School's policy for behaviour management

Reportable Diseases
Employers must report occupational diseases (listed at www.hse.gov.uk/riddor) when they have received a written diagnosis from a doctor that they, or their employee, have one of the conditions and the sufferer has undertaken activities that correspond with the condition listed in RIDDOR

Accidents involving contractors working on School premises are normally reportable by their employer.

It is the responsibility of the Business/Operations Manager to investigate the accident/dangerous occurrence and report under RIDDOR. If there is any doubt about reporting accidents or dangerous occurrences the Business/Operations Manager will seek advice from the CEO/CFOO and their Risk Consultant or via the HSE website www.hse.gov.uk/riddor/reportable-incidents.htm

RIDDOR and STUDENTS and other people who are not at work
Injuries to students and visitors who are involved in an accident at School or an activity organised by the School are only reportable under RIDDOR if: -

- The accident results in the death of the person and arose out of or in connection with the work activity; or
- The accident results in an injury that arose out of or in connection with a work activity and the person is taken from the scene of the accident to hospital for treatment.

Specified injuries and occupational diseases only apply to employees. If a student is absent from School following an incident this is not reportable.

How to decide if an accident to a student 'arises out of or is in connection with work'?

The responsible person at the School should consider whether the incident is caused by: -
- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip),
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc),
- The condition of the premises (e.g. poorly maintained or slippery floors).

The above are only reportable if they occur and if the accident results in a student's death or they are taken from the scene of the accident to hospital for treatment.

PE

Not all sports injuries to students are reportable. The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or as a result of inadequate arrangements for supervision of an activity.

Examples of reportable incidents would include:

- the condition of the premises or sports equipment being a factor in the incident, for example a student slips and fractures an arm because a member of staff had used the wrong polish and left the sports hall floor too slippery for sports; or
- there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event. For example, student's arm being struck by a trampoline whilst folding the equipment away and member of staff was not actively involved.

RECORDS MANAGEMENT

All accident information that is entered onto an accident form will be kept for a minimum of four years for employees and up until the age of 21 for students. Accidents that occur on the School premises or while undertaking work on behalf of the School must be reported to the Business/Operations Manager.

ASBESTOS

An asbestos survey and management plan (AMP) is in place for the School. The Headteacher will ensure that all school staff are made aware of the location of asbestos containing materials (ACM) and that relevant persons have access to the AMP. Prior to any work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns etc) either by contractors or school staff, the asbestos management plan must be consulted and checked. A copy of the Asbestos Management Plan is to be kept by the Site Manager and contractors must read and sign to say they understand it BEFORE starting work.

For more information regarding ACM contact the Site Manager.

CONSULTATION WITH EMPLOYEES

The School acknowledges that it has a duty to consult with employees regarding matters affecting their health and safety whilst at work. This will be done through termly Health and Safety Committee meetings where staff representatives will be present and will determine where wider consultation is necessary. A health and safety working party is also in place with key personnel across teaching and support staff.

CONTROL OF CONTRACTORS AND VISITORS

The Health and Safety at Work etc. Act 1974 places a duty on the School, as well as the contractors that it employs, to protect the health, safety and welfare of employees, contractors, visitors and anyone else who may be affected when contractors are working at the School premises.

All contractors and visitors must report to reception, sign in and wear a visitor's badge. Contractors and visitors will be issued with relevant information such as emergency procedures, accident procedures etc.

The Site Manager is responsible for monitoring areas where the contractors work may directly affect staff and students. Work by contractors will be carried out, where possible, out of school hours.

Precautions should be taken to ensure the safety of visitors to site as far as is reasonably practicable. Suitable precautions will be put into place to prevent access to the site by unauthorised persons. The School will carry out the following precautions: -

- All visitors will be required to sign an attendance register indicating the time of arrival and departure.
- Sites display the appropriate warning and information signs prominently.
- All vehicle and pedestrian routes will be kept clean and clear of obstructions and will be regularly inspected
- All electrical equipment will either be securely locked away or effectively locked off.
- Materials should not be stacked too high and should be stable.
- Lighting will be used where required to ensure the safe movement around the site during darkness.

In order to ensure that competent contractors are appointed, the school will

- Review all contract companies who undertake work by issuing contractors questionnaires, which must be returned along with other relevant health and safety information e.g. safety policy, method statements, risk assessments etc. before any work is commenced. When this action has been completed and the documents assessed, the contractors will be placed on an approved list for future consideration.
- All work that is undertaken by contractors will be supervised on a day-to-day basis by the Site Manager in order that health and safety standards are monitored.
- The overall performance of contractors will be reviewed on a regular basis by management, and individual contractors whose standards do not meet those of the School will be removed from the approved list.
- After a contractor has undertaken work, the relevant member of the Management team will check that the work has been completed satisfactorily and the area has been left in a safe condition ensuring all debris and tools have been removed.
- All electrical equipment that is brought onto the premises by contractors must be suitably marked and hold the appropriate test certificates.

SCHOOL MANAGED PROJECTS

The Construction Design and Management Regulations applies to all building, demolition, repair and maintenance or refurbishment work. Where the School undertakes projects direct the Local Academy Committee are considered the 'client' and therefore have additional statutory obligations.

Where works fall within the scope of the Construction Design and Management (CDM) regulations 2015, the Site Manager will co-operate fully with the Contractor/Service Provider and their appointed safety co-ordinator and will ensure that the School's safety manual is made available at the start of the Project. The Site Manager will also ensure that the Contractor/Service Provider update the safety file on completion of the works and conduct an appropriate handover. Contractors will be required to provide a construction phase plan, risk assessments and method statements detailing the safe systems of work to be used prior to works commencing on site.

CONTRACTORS HEALTH AND SAFETY QUESTIONNAIRE

NAME OF CONTRACTOR		**TEL. NO**	
ADDRESS			
1. TYPE OF SERVICES PROVIDED			
2. APPROX. NUMBER OF EMPLOYEES			
3. RELEVANT ACCREDITATIONS E.G. GAS SAFE			
4. RELEVANT QUALIFICATIONS / EXPERIENCE HELD BY SCHOOL AND/OR EMPLOYEES			
5. INSURANCE (COPIES OF POLICIES MAY BE REQUESTED)	**INSURER**	**LIMIT OF INDEMNITY £**	**DATE OF EXPIRY**
- PUBLIC LIABILITY			
- PROFESSIONAL INDEMNITY			
- EMPLOYER'S LIABILITY			
6. DO YOU HAVE A HEALTH AND SAFETY POLICY? (IF YES, PLEASE PROVIDE A COPY)	**YES / NO**		
7. DO YOU HAVE DOCUMENTED RISK ASSESSMENTS FOR THE SERVICES YOU PROVIDE (IF YES, PLEASE PROVIDE COPIES)	**YES / NO**		
8. IN THE LAST 5 YEARS, HAVE YOU **- BEEN PROSECUTED FOR AN OFFENCE UNDER HEALTH & SAFETY LAW?** **- BEEN SERVED WITH AN IMPROVEMENT OR PROHIBITION NOTICE?** **(IF YES, PLEASE PROVIDE DETAILS)**	**YES / NO** **YES / NO**		
APPLICATION COMPLETED BY	**(NAME) (SIGNATURE) (DATE)**		
FOR OFFICE USE			
APPROVED BY	**(NAME) (SIGNATURE) (DATE)**		

PERMITS TO WORK

When any hazardous work is undertaken (by Contractors or School staff) a Permit to Work should be used. This would include any works producing flames, producing heat or sparks, working at height, live work on electricity supply systems, or work in confined spaces (this list is not exhaustive). The purpose of a permit to work is to ensure that any high risk or hazardous work is properly planned and authorised. The permit specifies any precautions to be taken and highlights any prohibited activities. A permit to work specifies the date, time and location of the work, and ensures any persons affected by the work is aware and provides a record of the work, the precautions and the equipment used.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

It is the intention of the School to secure the health and safety of all persons so far as is reasonably practicable from the hazards in the use, handling, storage, disposal and transportation of all substances, by assessing the risks to prevent or control any ill health effects or accidents arising from or out of any such activities.

The School acknowledges that no substance can be considered completely safe. All reasonable steps will therefore be taken to ensure that all exposure of employees and students to substances hazardous to health is prevented or at least controlled to within the statutory limits.

The School recognises that the co-operation and assistance of all staff is of the utmost importance. In assessing the risks, the recommendations of the employees undertaking the tasks will form an important part of the assessment and where practicable will be implemented during any alteration to the work environment, practices or equipment.

To enable the School to comply with the control of substances hazardous to health regulations (COSHH) the School will endeavour to hold all the material safety data sheets (MSDS).

For substances that are identified as being hazardous (having a hazard warning symbol), a copy of each relevant COSHH risk assessment will be held within the health and safety file and a copy will be provided to all those persons considered to be at risk.

The School's approach to the regulations is to: -

- Familiarise itself with the legal requirements.
- Identify and list what substances are used within the School.
- Use outside agency advice (i.e. CLEAPSS) on matters around micro-organisms, animals and plants.
- Assess the risks to health from working with the substance.
- Introduce all the necessary control measures to safeguard all employees and students and other persons who may be affected by the School's undertakings.
- Decide what additional precautions may be required.
- Implement the precautions that have been decided.

- Monitor the precautions that have been implemented and introduce any technique/procedure that would improve safety.

All employees have a duty under the COSHH regulations to: -

- Take part in training programmes.
- Read container labels.
- Practise safe working.
- Report any hazard or defect to the Manager.
- Use personal protective equipment provided.
- Store equipment and tools properly.
- Return all substances to their secure location after use.
- Use control measures properly.

CURRICULUM SAFETY

Health and safety is the responsibility of all staff, teachers and support staff and in particular for the prevention of dangerous practices. Faulty equipment, which includes the fabric of the building, furniture and fencing, gates and playground surfaces etc. which may cause injury to students, other members of staff, parents or visitors should be noted and reported to the Site Manager or Headteacher.

Classrooms should be set out so that easy access is available to all equipment and so that there is a safe route between tables, chairs and other furniture. Any technology tooling, staple guns or glue guns should be stored safely.

DISPLAY SCREEN EQUIPMENT (DSE)

The School recognises that the incorrect use of display screen equipment may result in some users suffering from upper limb disorders. The School will endeavour to eliminate these issues through good workplace and job design, information and training.

Employees will be encouraged to follow any system developed by the School for display screen equipment. If the DSE user requests an eye test the School will meet the cost. If the test highlights the need for corrective lenses for VDU (visual display unit) use the School will meet the cost for the basic corrective lenses required.

Office based employees will report any display screen equipment issues to their respective Manager.

ELECTRICAL APPLIANCES

To meet the duties placed upon the School, the School undertakes to have all portable appliances inspected or tested on an annual basis and the electrical installation inspected or tested, as a minimum, every 5 years by a suitably qualified/approved NICEIC electrical engineer.

All electrical equipment used by the School will be selected carefully to ensure it is safe and

suitable for the environment in which it is used.

Depending on the use and application of the particular item, all employees who are required to use electrical equipment will be trained in accordance with the manufacturer's instructions.

EMPLOYEES MUST NOT BRING ELECTRICAL EQUIPMENT INTO SCHOOL
Any defective equipment will be removed from use immediately until such time as it can be repaired or replaced. Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment. The school acknowledges that work on electrical equipment can be hazardous and therefore the school will take steps to reduce the risks so far as is reasonably practicable. The implementation of this policy requires the co-operation of everyone on site either directly employed by the School or by another contracted company.

All electric equipment will be maintained in a safe condition and be cleaned to ensure that dust etc. does not block up the ventilation points. The use of electrical extension leads will be kept to the minimum and they must not be channelled through doorways unless adequately protected from damage. Electrical faults must be reported to your management as soon as possible.

At the end of the working day electrical equipment must be turned off, unless there is an operational reason to keep the equipment running.

FIRE SAFETY
School's are committed to ensuring that any risk of fire at our premises are minimised so far as is reasonably practicable.

In particular we will ensure that:

- A Fire Risk Assessment is carried out to highlight potential fire risks.
- Procedures are in place to deal with a break out of fire.
- Means of escape are maintained at all times.
- Fire alarm systems, Emergency lighting and firefighting equipment are regularly tested, serviced and maintained in accordance with the requirements laid down in our Risk Assessment.
- Gas boilers and equipment are serviced annually
- Planned emergency evacuations are carried out termly.

FIRE PROCEDURES
In the event of fire, the safety of life shall override all other considerations. If a fire is discovered, the alarm should be raised immediately by the appropriate method. The raising of the alarm should be the first action taken on discovery of any fire however small.

The first employee notified of the incident will take the following action: -

- Call the emergency services
- If the incident is in normal working hours, notify the senior person present
- If the incident is outside normal working hours, call the nominated member of the SLT

The most senior school representative on site will: -

- Attend the scene and ensure the emergency services have been called
- Take position of controller
- Liaise between the emergency services and the staff and students
- Preserve and secure the scene, take photographs and if appropriate contain pollution spread or make safe
- Prevent entry to unauthorised persons
- Notify the Headteacher if the incident is out of office hours.
- Provide a witness interview room and temporary means of communications (landline, mobile telephone, radio, etc.)
- Instruct operatives not to speak to the media
- Begin the investigation
- Obtain the details of witnesses (name, home and business address, telephone numbers, employer)

If the incident is being controlled by another person or the authorities, relay all relevant information to that person.

We do not require our employees to attempt to extinguish a fire, but extinguishing action may be taken if the employee feels competent, has been trained and it is safe to do so.

RECORD KEEPING

The following records will be kept:

- An up to date Fire Risk Assessment.
- Details of maintenance checks of firefighting apparatus, fire detection installations and warning and detection equipment.
- Records of weekly fire alarm tests and practice evacuations.
- Records of monthly emergency lighting inspections.
- A copy of the safety evacuation plan.
- Records of all information, instruction and training provided.
- Maintenance and service records.

FIRST AID

First Aiders are qualified personnel who have received training and passed an examination in accordance with health and safety executive requirements. First Aiders will be provided with re-training at regular intervals in order to ensure that their skills are maintained. A first aid risk assessment has been developed to ensure that there is adequate provision.

After all accidents, details must be recorded on Medical Tracker. To ensure compliance with data protection legislation the completed accident forms will be securely filed on the

Medical Tracker system.

ALL accidents, no matter how small, must be required to be reported. Even a scratch can become serious if not properly treated so it is important that the following procedure is followed:

1. Seek medical attention from the school's First Aider or Appointed Person.
2. The names of the First Aiders are written on the first aid notices, which can be found in prominent locations around the school.
3. All first aid incidents will be recorded by the person administering first aid treatment. The records will include the name of the casualty, date, time and the circumstances of the accident with the details of the injury sustained and any treatment given.

The following arrangements should be followed in order to ensure that suitable and sufficient provision of first aid personnel and equipment are available at the School:

- First aid personnel must inform the Business/Operations Manager when their training certification period is nearing expiry, (3 months prior to expiry) or if they wish to be taken off the approved First Aiders list.
- Management must ensure that employees are familiar with the identity and location of their nearest First Aider and first aid box.
- Management must ensure that easy access to first aid equipment is available at all times and must ensure that all first aid boxes are kept replenished.
- Professional medical assistance must be summoned where necessary.
- Ensure that details of all accidents are reported and entered into the accident book. All specified injuries must be reported to the Health and Safety Advisor as soon as possible.

GAS SAFETY

The Gas Safety (Installation and Use) Regulations and related legislation require standards of competency and care which seek to ensure that everyone is protected from injury, fire, explosion or other damage arising from work on a gas installation, fittings or appliances. Therefore, the School will only employ competent GAS SAFE registered engineers to undertake work on gas appliances, fittings or to install new gas appliances.

All gas appliances will be periodically serviced to ensure that it is safe for use at all times and an appropriate service certificate will be retained on file for future reference. Wherever possible the school will ensure that the Servicing Engineer will suitably mark the appliance with the date of the service for ease of identification. Where necessary, appliances and meters will be adequately protected and guarded to prevent access by students or unauthorised persons.

GLAZING

All glass in the door panels to be safety glass and fire retardant in line with the location of door. All windows are to be in line with EN standards wherever possible. If any glazing is damaged this must be reported to the Site Manager as soon as possible who will make safe and take steps to repair as soon as possible. Periodic checks of the school glazing

will be done by the Site Manager and the findings recorded.

HEALTH SURVEILLANCE AND OCCUPATIONAL HEALTH

The School takes health and welfare seriously. The aim is to create an environment which is free of occupational risk, occupational illness. The school aims to achieve this with the help, involvement, contribution and commitment of all members of staff. The school recognises that some health and safety legislation require employers to provide health surveillance for their staff. It is school policy to introduce health surveillance only in a situation where the health risks cannot be adequately controlled by other means.

Further advice on the appropriate course of action will be sought from the School's Health & Safety Consultant wherever necessary. Staff are encouraged to identify if they have any physical or medical conditions that could be adversely affected by undertaking work activities on behalf of the School. If any staff has any concerns about their health or if any screening questionnaire shows that further medical surveillance is required, then the School will send the employee to a designated Occupational Health Provider.

HOUSEKEEPING

It is School policy that good housekeeping, cleanliness and tidiness are the first steps in prevention of accidents at work. Poor standards of housekeeping can cause employees and students to 'slip, trip or fall' and are consequently one of the most common causes of accident and injury at work.

We recognise the need to ensure that good standards of housekeeping are achieved and maintained at all times and a policy of 'clean-up as you go' will always be the preferred option.

Slips, trips and falls are the most common cause of injuries in workplaces. Slip and trip incidents can be controlled and the measures needed are often simple and low cost, but will bring significant reductions both in human suffering and costs. General risk assessments have been carried out and include slips, trips and falls (see access and egress risk assessment). The Site staff will carry out regular checks of external and internal areas.

All staff have a responsibility to ensure that any spillages are dealt with immediately and adequate signage is used where appropriate. Cleaning equipment is available through the school. All slips, trips and falls must be reported in line with the accident reporting procedures. If staff have concerns regarding the quality of any walkways within the school, they must be reported immediately to their line manager.

INFECTION CONTROL

The school follows national guidance published by Public Health England when responding to infection control issues. Staff, students and visitors will be encouraged to follow good hygiene practice, outlined below where applicable.

Handwashing

Students and staff are encouraged

- to wash hands with liquid soap and warm water.

- to always wash hands when using the toilet, before eating or handling food, and after handling animals.
- to cover all cuts and abrasions with waterproof dressings.
- use sanitiser which is available throughout the site (where deemed necessary)
- Signage is used to remind staff and pupils how and when to wash hands

Coughing and sneezing

Students and staff are encouraged to

- Cover mouth and nose with a tissue when coughing and sneezing.
- Wash hands after using or disposing of tissues.
- Catch it, bin it, kill it message is promoted

Cleaning of the environment

- The environment is cleaned frequently and thoroughly including equipment.
- All spillages of blood, faeces, saliva, vomit are dealt with immediately and staff are provided with appropriate PPE.
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface.

INFORMATION INSTRUCTION AND TRAINING

It is the School's policy to provide all employees with suitable and sufficient information, instruction and training. This is provided not only to ensure the School complies with statutory legislation but also to secure a safe and healthy working environment for all employees and visitors who may be affected by the School's undertakings.

Training is provided for all employees*:*

- On recruitment into the School.
- When moved to another task or when promoted.
- When the process, equipment or system of work is changed.
- All health and safety training will be undertaken during working hours wherever possible.
- Periodically and when refresher training is needed.

It is the school's policy to ensure all management are suitably trained to implement the Health and Safety Policy as well as being trained to undertake specific tasks. All training will be recorded and retained on each individual employee's personal file for future reference by the Business/Operations Manager. Employees will report any problems to the Headteacher

JEWELLERY

It is the policy of the School and in the interests of health and safety that the wearing of jewellery is not permitted in School. Students wearing jewellery will be required to remove it. Members of staff may not remove or replace jewellery.

LADDERS AND STEPLADDERS

Due to the inherent danger of falls from height whilst using ladders, the use of ladders within the School will only be authorised if there is no suitable alternative e.g. mobile tower. The practicality of using access equipment such as mobile towers, scaffolding and elevating working platforms, etc. will be considered by risk assessment.

The School accepts that it is necessary for some operations to use a ladder or stepladder. Ladder users must be trained and instructed in their use.

Ladders must be:

- In sound condition and checked by the user for freedom from defects.
- Of sufficient length for the work in hand, extending at least 1 metre beyond the highest point to which access is required.
- Erected on a firm and level base at and supported by the stiles only.
- Set at the correct angle- 4 metres of vertical rise for every 1 metre of horizontal displacement.
- Either firmly secured near the top or footed at the bottom by a second person or 'ladder stopper' device.

Only ladders constructed to a national or international industrial standard e.g. EN131 Class 1 ladder may be used within the School. Site-specific risk assessments on the use of ladders will be carried out prior to activity by and the results communicated to Business/Operations Manager / The Headteacher will ensure that employees are following the systems laid down for their safety.

LEGIONELLA

The school will take all reasonable steps to identify potential legionella hazards in the workplace and will endeavour to prevent or minimise the risk of exposure to such hazards. Where employees are concerned about the risk of an outbreak of legionnaire's disease, they should report their concerns to a senior member of staff so that the School can take the appropriate measures to eliminate or reduce the risk.

A suitable and sufficient assessment has been undertaken where necessary to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on the School's premises. The assessment will be completed by a person who is competent to do so. Regular water and temperature checks are completed and recorded as identified in the legionella risk assessment.

LIFTING EQUIPMENT AND LIFTING OPERATIONS

The School defines lifting equipment as any plant certified for lifting or lowering loads and any operation thereto, this includes, Passenger lifts, scissor lift, etc.

Regulations require that lifting equipment be:

- Suitable for the activity it is to perform
- Adequately strong and stable and marked to indicate safe working loads

- Positioned and installed to minimise any risks
- Used safely, i.e., the work is planned, organised and performed by competent people
- Thoroughly examined and inspected by competent people

The School may use equipment of this type for various activities to be carried out during the course of the work; therefore, the School will ensure that:

- Competent people carry out all lifting operations in a well-planned and supervised manner
- Lifting equipment used to lift people is clearly marked and safe for such a purpose
- All lifting equipment is thoroughly examined before being used for the first time
- Equipment used for lifting people, e.g. Scissor Lift, is thoroughly examined every six months. Any lifting accessories must also be examined within this timeframe.
- All other lifting equipment is examined annually

Where necessary, the School will also develop safe working procedures for the use of this equipment and all relevant employees will be trained in and adhere to these procedures. Should changes in legislation or practice occur or should a reportable injury occur, risk assessments and/or safe working procedures will be reviewed, and employees will be informed of any changes.

LIGHTING

The School regards the provision of a safe and well-lit working environment as fundamental to the health, safety and the wellbeing of all members of staff, students and visitors to the premises. All reasonable steps will be taken to ensure that lighting is adequate for the task being undertaken and suitable provisions will be made to ensure that light is provided in the event of an emergency.

Lighting is an important environmental criterion, which makes a safe and effective working environment for the employees and students alike.

In order to ensure that it does not adversely affect working conditions, employees are instructed to follow the precautions outlined below:

- Report failures of lighting or any defects observed to a Site Manager.
- Request additional lighting if existing lighting is not sufficient for the task.
- Do not place portable lighting equipment (such as lamps) in such a position that it will impede access or interfere with other persons or property.
- Keep the workplace tidy and do not let items accumulate on windowsills.
- Care will be taken when lighting is being chosen so that there is sufficient lighting, which does not produce glare or a strobe effect.

LOCKDOWN PROCEDURES Terrorism (Protection of Premises) Act 2025 (Martyn's Law)

Martyn's law came into effect in April 2025. The purpose of the regulations is to improve security and preparedness and response to terrorist threats at public venues.

The responsible person will ensure:

- Sufficient Site Security including suitable arrangements for a secure permitter fence, access to School and security of the Reception Team.
- Documentation of a School Critical Incident Plan
- Documentation of a School Lockdown Policy and Plan which is written and communicated to all members of staff and includes a way to sound the alarm. All members of staff will be clear on the arrangements for lockdown and what to do in the event of an emergency.
- Consideration to how Public or Parent will be kept safe during Public Events if an incident occurs (parent's evenings, open days, theatre productions etc)

In the event of an intruder or other threat to safety within school, the school will go into Lockdown. Each school has its own local procedures and an annual drill is held which is advertised to staff and students in advance to avoid any unnecessary panic or distress in staff, students or visitors. Unlike fire drills, no 'surprise' lockdown drills are held. The lockdown procedures for each school can be found on the staff shared area and in the staff handbook.

LONE WORKING/ PERSONAL SAFETY

The School believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff. Staff will report any such incidents to the Headteacher. The school will work in partnership where inappropriate behaviour/ individual conduct compromises the School's aims in providing an environment in which the students and staff feel safe.

The school recognises that it is not illegal to lone work. The school accepts some employees will be classed as lone workers if they work by themselves without close or direct supervision in a wide range of situations. Lone workers are encouraged not to carry out high risk activities whilst on site alone. The decision to lone work will be based on risk assessment.

Results of assessments will be made available to all employees and will be readily available for inspection. Staff who are required to undertake lone working activities will be provided with all relevant information, instruction and training resulting from the risk assessment.

The assessments will be recorded and updated when changes take place or if a reportable injury is sustained. The results of the lone working risk assessments will be communicated to relevant employees.

MAINTENANCE OF EQUIPMENT

The safe use and operation of equipment, machinery and plant is of paramount importance to the school. The incorrect use of such equipment can result in injuries not only to the operator but also to other persons standing close by. Where such equipment is being used by staff all reasonable steps will be taken by the School to ensure, so far as is reasonably possible, the health and safety of staff and other persons who could be affected by their use.

Staff are only allowed to use equipment they have been trained and authorised to use.

The school will ensure that:

- any plant, equipment or machinery that may be used or provided will be safe and fit for the purpose for which it is intended to be used.
- suitable and sufficient assessments of the risk are undertaken, findings are documented and communicated to all relevant staff.
- under no circumstances should guards be removed from any equipment, plant or machinery unless by a competent person to allow for maintenance.
- in the event of any plant or machinery breaking down or becoming unsafe to use or operate, the Site Manager should be informed as soon as possible to arrange for an engineer to visit the site and repair or service the item of equipment. While waiting for a fitter to arrive on site all relevant plant and machinery must be made safe and isolated.
- only trained and experienced persons will be permitted to use equipment, plant or machinery.
- equipment, plant and machinery is isolated and locked off prior to any maintenance, service or repair.
- under no circumstances may equipment, plant or machinery be used by third parties unless authorised by the Headteacher.
- regular inspections of the various types of equipment, plant and machinery are completed and records of the findings of any such inspections are recorded and maintained.
- site specific and statutory inspections are completed to the required standard and frequency
- staff are instructed to report any damaged to machinery safety devices, guards, isolation switches etc.

MANUAL HANDLING

The Manual Handling of materials and equipment can result in fractures, sprains, strains and musculoskeletal disorders. The school accepts that some manual handling activities may be necessary during their operations.

The need for employees to undertake manual handling operations will be avoided wherever possible. Risk assessments will be carried out for all operations that cannot be avoided to enable the risk to be reduced so far as is reasonably practicable.

Employees will be encouraged to follow any system developed by the school for safe manual handling operations. Results of manual handling assessments will be made available to all employees and will be readily available for inspection. Staff who are required to undertake manual handling activities will be provided with all relevant information, instruction and training resulting from the risk assessment.

The assessments will be recorded and updated when changes take place or if a reportable injury is sustained. The results of the manual handling risk assessments will be communicated to relevant employees. Employees will report hazardous handling activities to the Trust Director of Finance

MEDICATION

For more information see the Policy for supporting Students with Medical Conditions

MINIBUSES

The Schools have minibuses for use for educational purposes. Please see minibus policy

ALCOHOL, DRUGS AND SMOKING

All staff, students and visitors will observe smoking restrictions and are not permitted to smoke anywhere within the School grounds. Drug and/or alcohol abuse in School or affecting performance, will be considered by the School to be a disciplinary matter**.**

MOBILE TELEPHONES AND DRIVING

The school does not permit any use of a hand-held mobile telephone to make or receive calls whilst driving a vehicle or whilst the engine is in operation. In order to ensure the safety of all members of staff who are supplied and required to use mobile telephones whilst working away from the school's premises.

The following safety procedure must be followed:

- Only use the mobile phone when it is essential to do so and do not use the phone any longer than is necessary.
- To comply with legislation all outgoing calls must be made when the vehicle is stationary with the engine switched off. Ensure that the telephone is removed from the vehicle when it is unoccupied.
- When calling a colleague on a mobile phone always ask whether it is safe to speak.
- Only acknowledge incoming calls on a hands-free system, where answering is automatic, or one touch button use short responses and indicate that you will return the call when it is safe to do so.
- When driving never begin a call or a text message even whilst waiting in a traffic queue or at traffic lights.
- Never use your mobile phone on a petrol station forecourt or any potentially explosive atmospheres.
- Wherever possible encourage colleagues to consider your safety and request that they place non-urgent phone calls to an answering service or take a message on your behalf rather than giving your number to a third party.

NEW AND EXPECTANT MOTHERS

It is the policy of the school to establish and maintain, so far as reasonably practicable, non-hazardous working conditions for all aspects of health and safety at work including the commitment to allocate appropriate resources. The school is committed to ensuring that new and expectant mothers are not exposed to any significant risk. Risks include those to the unborn child or child of a mother, who is breastfeeding, not just risks to the mother herself.

Until the school has received written notification from the member of staff, they are not obliged to take any action other than those resulting from the risk assessment for all their

employees. The school can also ask for a certificate from your GP or your midwife showing that you are pregnant.

Upon written notification the school will carry out a specific risk assessment. The member of staff will be asked to help with this, and it is important that any advice they have received from their doctor or midwife, that could impact on the assessment, is passed on to the School.

Some of the more common risks might be:

- lifting/carrying of heavy loads;
- standing or sitting for long lengths of time;
- exposure to infectious diseases;
- workstations and posture;
- threat of violence in the workplace;
- long working hours;
- excessively noisy workplace

Risk assessments will be reviewed throughout the pregnancy, and on return to work (if it is within 6 months of having the baby) or if the mother is breastfeeding.

OFFSITE VISITS

All educational visits are carefully planned in advance with staff visits if possible and full risk assessments completed in line with the School trip procedure. A letter is sent by the trip organiser to the parents/carer explaining what the trip is about and what might be expected of their child.

Students are asked to wear appropriate clothing for the activity planned. The correct adult to child ratio is to be observed. Staff should have a first aid kit with them and preferably be first aid trained, they should also carry a mobile phone in case of emergency.

Staff are to be briefed in what action to take should a critical incident ensue.

Please see Offsite Trips & Visits policy.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The School will risk assess tasks that are undertaken and in turn will assess the need to provide for use, suitable and sufficient personal protective equipment/clothing to all appropriate employees and students. All PPE provided will be evaluated to ensure that it complies with current standards of suitability, appertaining to the foreseeable risk exposure, and will be affixed with the CE conformity mark, which denotes manufactures standards.

All employees and students who are required to wear personal protective equipment will be provided with suitable recorded instruction and training on how to correctly use the equipment along with the procedures for replacing any damaged or defective equipment. Employees are not to use PPE, which has been identified with patent defects, or is inappropriate for the task. The Business/Operations Manager/Headteacher will be responsible for replacing any defective PPE upon request.

PLAYGROUND/PE EQUIPMENT

The playground/PE equipment is inspected on a termly basis by the Caretaker who will endeavour to carry out any repairs necessary as he seems fit and record the date of repair and location. Any defects found by a member of staff should be reported to the Headteacher/Site Manager as soon as possible.

Any defects will be rectified as soon as possible to limit the chances of a child being injured. Any defects found by a member of staff should be reported to the Site Manager as soon as possible.

The internal PE equipment is inspected on an annual basis with a report being provided by the inspection company. The report is kept by the Site Manager and any actions/defects found are rectified as soon as possible or if the budget allows. None of the equipment is to be left in an unsafe condition.

RISK ASSESSMENTS

The school accepts that some of its activities could, unless adequately controlled, create risks to employees and others. Therefore, in order to comply with the Management of Health and Safety at Work Regulations and to safeguard the health, safety and welfare of employees and others, the school will take all reasonably practicable measures to reduce those risks to an acceptable level.
This is achieved by undertaking risk assessments for all activities with a significant hazard, within the school.

The aim of the risk assessment process is to:

- Identify hazards associated with the school's undertaking and any hazards associated with the premises
- Identify any person who may be affected or injured by the hazards
- Identify and implement appropriate control measures to eliminate or reduce the hazards to a safe level.

Competent trained personnel will complete risk assessments for all work activities undertaken by the school and will strive to ensure that the documentation is reviewed at least annually or if circumstances change. It is school policy to ensure that all persons who are required to compile the assessments attend an appropriate training course to ensure they are competent to undertake risk assessments.

The training that is given to employees will enable them to:

- Identify all hazards associated with the school's activities
- Identify when generic assessments are not appropriate, due to the lack of control measures that would only be determined by a site-specific assessment
- Enable them to implement the necessary control measures prior to anyone being placed in danger due to the hazard
- Document the assessment process to enable the control measures to be disseminated to all relevant people

Management will ensure that all employees and other interested parties are informed and instructed of the risks to which they may be exposed, in order that the work activities be completed in a safe manner as documented in the assessment.

SAFETY OF PERSONS WITH DISABILITIES

The school has a responsibility to ensure that all persons who visit the school's premises or work on site are safe at all times and is fully compliant under the Equalities Act. In order that this is done effectively, the Headteacher will ensure that persons with a physical or mental impairment are protected from everyday hazards within the school, as well as more urgent issues such as emergency evacuation.

It is in the interest of disabled visitors to inform the school prior to their visit in order that any special arrangements can be made. In this unlikely event the Headteacher will make the necessary arrangements.

The school will aim to make as many rooms as accessible and safe as possible for disabled persons, where this is not reasonably possible an appropriate decision will be made based upon the school's Disability Policy. The Headteacher ensure that all staff are aware of their responsibilities in ensuring that disabled persons are safe at all times and where necessary ensure that suitable training is given to staff.

STRESS IN THE WORKPLACE

It is the school's policy to address all work-related illnesses and in particular stress. To control, reduce or eliminate it so far as is reasonably practicable.

The Health and Safety Executive has defined health and safety as both the physical and mental wellbeing of all employees. A certain amount of stress provides high motivation, a positive outlook and good performance. However, it is when these personal levels are exceeded that detrimental health effects may appear. Whilst stress-related problems of short duration often resolve themselves, it is the long-term stresses that the school aims to address.

Through the risk assessment process, the school will continue to identify hazards and assess all mental and physical risks to health and safety with the objective of reducing them, as far as is reasonably practicable.

Stress is usually brought about by an accumulation of minor irritations that cannot be resolved in the time scale we wish and/or with the desired outcome. But, there may be one single event or set of circumstances that combine to provide the additional stress overload.

It may be difficult to talk to the direct Manager about the problem face to face, as it might be that this relationship is the cause. The school has a policy that all members of staff can approach a senior member of staff and raise any concerns relating to stress. All conversations will be addressed in the strictest confidence and the relevant member of management will try to assist individuals suffering from stress to deal with the problem.

VIOLENCE TO STAFF

Violence is defined by the HSE as 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. Verbal abuse and threats are the most common type of incident. Physical attacks are comparatively rare. The school does not accept any form of violence or aggression against their employees and take appropriate action.

The school will attempt to reduce the risks of such incidents by the following means:

- Taking into account personal safety during specific risk assessments.
- Keeping detailed records of all past incidents
- Asking staff whether they feel threatened
- Being aware of the area where work is to be carried out
- Considering physical security measures such as CCTV or personal alarms.
- Discouraging employees from carrying large quantities of cash or wearing expensive jewellery.

Any injuries sustained as a result of non-consensual physical violence are reported in accordance with the accident reporting procedure.

WORKING AT HEIGHT

If there is a risk of a fall liable to cause personal injury, this is classified as at height, even if it is below ground. In accordance with The Working at Height Regulations, the School shall conduct a risk assessment to identify the hazards and controls in order to complete the task in a safe manner. The School will do all that is reasonably practicable to prevent falls from height.

The hierarchy below will be used for managing and selecting suitable ways for work at height:

a. avoid the need work at height where possible, e.g. using extended equipment from the ground
b.
c. Prevent falls using appropriate access equipment such as work platforms or rope access
d. Reduce the distance and consequences of a fall should one occur
e. Provide instruction and training for any staff undertaking work at height.

The school has a duty as an employer to ensure that the risk of injury is removed or minimised.
The essential part of this is to plan and organise the work taking into consideration weather conditions that could endanger health and safety and ensuring all people involved in the task are adequately trained.

In order to ensure that the work is properly planned, appropriately supervised and carried out in a safe manner the following points will be considered within the risk assessment: -

- Competence of people, including those involved in the planning of the task;
- Selection of work equipment considering the distance to be travelled for access and egress, duration and frequency of use, practicalities for quick and easy evacuation in an emergency;
- Retaining the hierarchy of controls e.g. guardrails/barriers; scaffold and working platforms; collective fall arrest (nets); PPE/harness & warning signs (last resort);
- Prevention of falling objects and elimination of throwing/tipping from height. Remembering to include the correct storage of materials and objects and load bearing capacity;
- Exclusion zones below the activity if there is no reasonably practicable way of removing the risk of falling objects;
- If personal fall arrest systems are to be used, where appropriate, they will incorporate a suitable means of absorbing energy and limiting the forces applied to the user's body.

WORK RELATED DRIVING

The school will take all reasonable steps to secure the health and safety of our employees who drive vehicles on company business.

The school will require all such drivers to submit their driving licence for inspection annually, the School reserve the right to contact the DVLA in order to monitor the status of individual licences

Employees are reminded that, despite familiarity, driving on the roads may be by far the most hazardous activity they undertake. The following precautions should be taken by each employee to minimise the risk:

- Plan work to minimise driving requirements;
- Ensure that the vehicle is maintained in accordance with the manufacturer's instructions, including specific winter and summer precautions;
- On a long journey take regular breaks to help you relax and reduce tiredness. But remember you cannot stop on the hard shoulder of a motorway except in an emergency;
- Seek to avoid overlong days of work and driving. The School will pay the reasonable cost of overnight accommodation should particularly long business journeys need to be undertaken involving overlong days of work.
- When reporting accidents and other incidents you should contact the emergency services as quickly as possible if an accident or incident needs immediate action;
- Stop your vehicle when and where it is safe to do so or ask a passenger to make the call for you;
- On a motorway, it is best to use a roadside emergency telephone, as the emergency services will be able to locate you easily. If you have to use a mobile phone, first make

sure you know your location from the numbers on the marker posts on the side of the hard shoulder;
- Report the development of any health problem that may affect or prevent driving e.g. epilepsy or heart condition.

YOUNG PERSONS AT WORK

The Health and Safety Executive classify all people under the age of 18 years of age, as a young person including children under the age of 16. This definition applies to students, trainees and children on work experience and classify them as employees regardless of the number of hours worked or the period of employment.

Current legislation requires all employers to undertake risk assessments for all employees; this includes young workers who may be working on the School's premises. When the assessment has been completed the employer must implement suitable and sufficient control measures to ensure that the risks are controlled.

Young workers are particularly at risk of injury in the workplace due to their lack of awareness of potential hazards, immaturity and inexperience. Children under the age of 13 years of age are prohibited from any form of employment; however, children between 13 and the Minimum School Leaving Age (MSLA) can undertake work experience schemes approved by local education authorities. If the School offers placements to students, trainees or children they will be treated as employees and will be provided with the same health and safety protection as any other employee.

Before engaging any young employees, the school will complete specific risk assessments, these will include:

- The fitting out and layout of the workplace and the location of where the individual will work.
- The type of work equipment that will be used and how it is to be handled.
- How various work and processes being undertaken are organised.
- The extent of training that has been provided or that will need to be provided to the individual concerned.

Before any students are employed or they are offered work experience, the School will notify the parental guardians of the key findings of the risk assessments and the control measures that have been implemented to reduce the likelihood of an injury occurring.

All young people who start work with the school will receive suitable training in order that they can undertake the work task safely without putting themselves or others at risk. All training will be assessed on a regular basis to ensure that the key instructions have been understood. The School view this training as a bare minimum and will ensure that the individuals are fully supervised at all times to ensure that they are competent to carry out the task.

In addition to the normal health and safety records that are documented relating to work activities, the following information will be kept with regard to young persons.

- Specific risk assessment records for the tasks that young people within the school are required to undertake.
- Details of training and information that has been given to the young person along with records to show that the individuals have accomplished an acceptable standard of competence.
- Where the young person has not reached minimum School leaving age a record will be kept of any correspondence and information that is communicated to the parents/parental guardian.

Waste Disposal

The School will comply with the Waste Management Regulations 1992. It will ensure that all waste stored on the premises will be suitably protected and stored, also to supply suitable bags for first aid disposal, so as not to pose a Health & Safety risk either to staff, public, the environment and in keeping with the Fire Regulations.

In addition, from 31st March 2025 Simpler Recycling Regulations are enforced within the School, details of which can be found here: https://www.wastemanaged.co.uk/simpler-recycling/ to ensure the Nursery complies with current legislation.

Allergy Safety and Benedicts Law

The School will maintain arrangements for the effective management of allergies and the prevention and treatment of anaphylaxis in accordance with the Department for Education's guidance on Allergy Safety in Schools.

The School will maintain a separate Allergy and Anaphylaxis policy which will be reviewed at least annually and following significant incidents or changes.

Arrangements will include appropriate staff training, the identification and support of pupils with allergies, individual healthcare plans where required, access to emergency medication, and appropriate procedures for managing allergy risks during school activities and educational visits.

These arrangements will be implemented alongside the school's first aid, medical conditions, safeguarding and emergency procedures.

Accident reporting procedures

Knowledge/ Awareness of accident/ injury/ violent incident/ near miss at school

NON EMPLOYEES

- Pupils
- Visitors to site
- Parents

Accident/ Injury

Minor – insignificant / no injury
e.g. Fell over in playground and needed minor first aid
Record locally on accident/ incident form.

More serious - More significant first aid required OR potential for more serious injury
Record on accident/incident form.
If in doubt phone HSW@Work Ltd
Retain a copy on site.
If pupil inform parents.

Identify if injury/accident is RIDDOR reportable see also www.hse.gov.uk/pubns/edis1.pdf e.g.

- Non employee is taken straight from site to hospital for treatment **AND**
- Accident / injury attributable to the condition, design or maintenance of premises or equipment or as a result of inadequate arrangements for supervision.
- **Fatality** notify HSE immediately by telephone **0345 3009923.**
- **All other reportable incidents** Report to HSE via their online system as soon as possible and within 15 days of the incident. http://www.hse.gov.uk/riddor/reportable-incidents.htm

Violent Incident

Pupil on pupil violence
Record internally in accordance with schools behaviour management policy serious in nature. Record injuries on accident/ incident form and retain copy.

Near Miss

Report and record near miss on accident/ incident and retain a copy on site.

EMPLOYEES

This includes part time, temporary or a self employed person working on your site

Accident/ Injury

Record and report **all** accidents on accident/ incident form and retain a copy on site.

Violent Incident

Record and report on accident/ incident form and retain a copy on site.

Near Miss

Report and record near miss on accident/ incident form and retain a copy on site

Identify if injury/accident is also RIDDOR reportable.

- Injury results in death, hospital admittance for 24 hours, unconsciousness, inability to conduct normal work duties for over 7 days (including weekends)
- **Specified injury** – any broken bone (excluding fingers and toes), amputation, loss of sight (see full list on HSE website)
- **Fatality to employee** Notify HSE immediately by telephone **0345 3009923.**
- **Specified or over 7 day injury** Report to HSE via their online system as soon as possible and within 15 days of the incident http://www.hse.gov.uk/riddor/reportable-incidents.htm

- ***Accident Data needs to be kept for at least three years after the accident if the person is above the age of eighteen.***
- ***If the person who has had the accident was under the age of eighteen then the accident records have to be kept until they are 21.***

This flow chart is intended to provide guidance, for specific advice, please contact HSW@Work Ltd

Appendix 2 DfE Guidance - Coping with the sudden death of a student

Unfortunately, some Headteachers will be faced, in the course of their professional lives, with a set of circumstances arising from the death of a student at school or elsewhere. In such circumstances, Headteachers may feel on their own and may need advice at that moment.

Accordingly, the Department has been asked to make advice available to help Headteachers cope with the immediacy of a student's sudden death at school.

Working with the Police

Very soon after the death is announced the Police should visit as they have to carry out an investigation into the circumstances.

- You will need to clear rooms or spaces for them to work in.
- They may want to collect evidence.

The Police will normally tell the child's next of kin and will want to speak at once to the usually very upset teacher who will need someone with them and will probably need to stay at school.

The Police will almost certainly tell you that you must not speculate on the cause of death. But remember that the media are under no such restriction.

Telling Students

Where a student collapses during the school day when other students are present, is rushed to hospital and subsequently dies, those students will need to know what has happened before they leave at the end of the school day.

It is important to agree with the police the timing and content of the information that you give to students so as to meet the needs of the students whilst not impeding any police investigation.

Are there any siblings, close relatives, or boy/girl friend who needs to know first? Advise them first, but only when parents are ready to collect them.

Gather the whole year group together with 20 minutes to go before the final bell. Timing is everything. The students will listen intently until you tell them that the student has died. Then they stop hearing.

If the student has died as the result of an accident you may want to ask them not to speculate about the causes of the accident and not to spread rumours. Getting them to hear this is very difficult.

Allow them ten minutes to just be together as a year group. They will need to cry. Expect that some students will contact the local press.
If you want teachers to tell other students, you should have a statement ready for them to read out before you advise them.

Telling Teachers
This may have to be after you have told the key students. You will need to tell the teachers who were nearest to what happened first. Depending on who that teacher is, they will probably need someone with them.

If you want teachers to tell other students for you, have a statement ready for them to read out before you advise them.

Telling Parents
The police will tell the parents of the child.

Getting a letter to other parents, which both expresses sympathy and gives factual information about the death, is very important. It saves the rumours, which can be intensely hurtful to other students, parents and teachers.

Dealing with the Media
Headteachers at community and voluntary controlled schools should contact their LA as soon as possible, especially if at all unclear about procedures for dealing with the media.

It is recommended that the school should have an Emergency (or Critical Incident Recovery) Plan, which sets out procedures. Note: the LA may advise the school not to speak to the media and direct all enquiries to an appointed LA officer.

If your school does not already have a member of staff nominated as press officer, you may need to assign a colleague as press officer at once, even for fielding enquiries. You may well need intense help. A press officer may be required for the whole day.

The press and local TV channels may contact the parents and they together with the press may speculate about the cause of death. This is a very hard thing to deal with, especially if a TV crew has filmed this speculation by distraught parents.

You may find you have no time to prepare interviews and certainly no time to filter statements through the Centre Manager of Education even if the LA wants you to do this.

Keep expressing your sympathy for the parents so that editors will find it hard to cut this part of your statement.

If there is a post mortem, this may happen very quickly, possibly within 24 hours of the death. Ensure you are advised of the results of any post mortem as soon as possible. Your LA may want to hold onto this information, but you will need it. The best way to stop media speculation is to give them facts.

Helping the School Recover
This is a long-term issue. You can help a school recover through a memorial service or assembly and through the use of counsellors.

Recognise that those who go to counsellors may well not be those whose need is greatest. Brother or sister may well have intense needs that appear later. It is very difficult for the school to know when to stop making allowances.