



Health & Safety Policy

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PART A. STATEMENT OF INTENT

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

Together Learning Trust, in meeting its obligations for Health and Safety within its schools delegates responsibility to the Local Governing Body and the Headteacher at each school to ensure each school complies and keeps up to date with all the relevant legislation in relation to Health and Safety. The Trust will routinely monitor this through its quality assurance processes and will employ an external Health and Safety advisor, who will monitor compliance with the policy and provide the Local Governing Body with an annual Health and Safety Compliance Report of each of the schools, to include a Health and Safety Audit (see Appendix 1).

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

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

The Trust/Local Governing Body will take all reasonable steps to identify and reduce hazards to a minimum. However, all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities. The arrangements outlined in this statement and the various other safety provisions made by the schools cannot prevent accidents or ensure safe and healthy working conditions. The Trust believe that only the adoption of safe methods of work and good practice by every school and individual can ensure everyone's personal health and safety.

PART B. ROLES AND RESPONSIBILITIES

THE DUTIES OF THE LOCAL GOVERNING BODY (On BEHALF OF THE EMPLOYER)

In the discharge of the duty of the Trust, the Local Governing Body, in consultation with the Headteacher will:

- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Annually assess the effectiveness of the policy and ensure any necessary changes are made in consultation with the Trust Central Team.
- Identify risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the school has secured safe means of entry and exit for all site users.
- Ensure the school can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction on use.

So far as is reasonably practicable the Local Governing Body, through the Headteacher, will aim to ensure that all staff, including temporary, voluntary staff and helpers and those on fixed-term contracts to receive information on:

- This policy
- All other relevant health and safety matters
- The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

THE DUTIES OF THE HEADTEACHER (HEAD OF SCHOOL)

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

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

THE DUTIES OF THE HEALTH & SAFETY OFFICER (DESIGNATED COMPETENT PERSON)

- Assist with the creation and implementation of this policy.
- Be NEBOSH Diploma qualified (or equivalent) and be Chartered Members of IOSH
- Be aware of all current legislation / approved codes of practice and remain up to date with new and impending legislation and advise the Headteacher and Local Governing Body as required.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with the LA and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting / coordinating risk assessments in consultation with appropriate staff.
- Contribute to and/or lead all health and safety quality assurance and audit processes.
- Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

THE DUTIES OF SLT/HEADS OF DEPARTMENT/HEADS OF YEAR AND OTHER SUPERVISORY STAFF

In addition to the general duties which all members of staff have, staff with supervisory responsibility will be directly responsible to the Headteacher or the member of staff nominated by the Headteacher to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

They will take a direct interest in the school's health and safety policy and in helping other members of staff, pupils and others to comply with its requirements. As part of their day-to-day responsibilities they will ensure that:

- Safe methods of working exist and are implemented throughout their areas of responsibility
- Health and safety regulations, rules, procedures and codes of practice are being applied effectively
- Staff, pupils and others under their jurisdiction are instructed in safe working practices.
- New employees working within their department are given instruction in safe working practices
- Regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary
- Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
- All plant, machinery and equipment in the department in which they work is adequately guarded and is in good and safe working order. Regular maintenance and servicing is required for all machinery and this should be documented.
- All reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work. This mainly applies to Secondary schools departments such as Science, Technology and Physical education.
- Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work.
- Toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) and that any respective COSHH data sheet is filed appropriately once its use has been approved. (Mainly Secondary Schools)
- They monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others
- Use of signage where necessary to meet the statutory requirements
- All health and safety information is communicated to the relevant persons
- Report, as appropriate, any health and safety concerns to the nominated individual within their school.
- Risk Assessments to be completed at least annually and reviewed regularly in line with ongoing risk management, in departments and areas where there are increased health and safety concerns. These will be

Art, Technology, Science and Physical Education. These Risk Assessments need to be made available to all staff working in these departments, whether permanent, temporary or volunteers.

THE DUTIES OF ALL MEMBERS OF STAFF

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

- Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work
- As regards any duty or requirements imposed on the employer, under any of the relevant statutory provisions, co-operate as necessary to enable that duty or requirement to be performed or complied with.

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk. In particular, all members of staff will:

- Be familiar with the safety policy and all safety regulations of the school.
- Lead by example to ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils.
- Report (using agreed systems) any accident, near miss, dangerous occurrence or case of ill health arising from work related activities and co-operate with management in the investigation of such accidents and incidents.
- See that all plant, machinery and equipment is adequately guarded and report any concerns to the appropriate person, e.g. Line Manager/Site manager/Business Manager
- Use the correct equipment and tools for the job and any personal protective equipment (PPE) or safety devices, which may be supplied.
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) and that any respective COSHH data sheet is filed appropriately once its use has been approved.
- Report any defects in the premises, plant equipment and facilities which they observe. Isolate any defective plant or equipment to prevent its use while awaiting repair, service or replacement.
- Take an active interest in promoting health and safety and suggest ways of reducing risks.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

THE DUTIES OF ALL PUPILS / STUDENTS

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with school policy and promotes good safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the behaviour expectations and health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.
- Report (using agreed systems) anything they deem to be a health and safety concern.

HIRERS, CONTRACTORS AND OTHERS

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

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

When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside the employ of the Trust, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Local Governing Body and that they will not without the prior consent

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

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

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

The Local Governing Body draws the attention of all users of the school premises (including hirers and contractors) to s.8 of the **Health and Safety at Work Act 1974**, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

STAFF CONSULTATIVE ARRANGEMENTS

The Local Governing Body, through the Headteacher, will make arrangements to consult with employees in good time on health and safety matters particularly with regard to the introduction of any measure that will affect the health and safety of employees

CODES OF PRACTICE AND SAFETY RULES

From time to time the Department for Education (DFE), the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Headteacher's and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures. If the Headteacher considers the inclusion of all or any such documents into this policy to be inappropriate, they will be required to demonstrate to the satisfaction of the Local Governing Body that they have already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

INTERNAL HEALTH AND SAFETY ADVISORS

Internal Advisors appointed to assist the Trust/School should have attended the appropriate formal training. For example:

- Small school with a low risk profile - IOSH Managing Safely (or equivalent);
- Larger school with higher risk profile – NEBOSH National General Certificate.

PART C. ARRANGEMENTS

This section sets out the Trust's specific arrangements for managing health and safety. The arrangements follow the requirements of the Health and Safety at Work etc. Act 1974 and other relevant legislation and give details on how people should meet these responsibilities. Because of their legal status there are mandatory requirements of this policy and it is important that leaders and employees follow them.

1. ACCIDENT / INCIDENT REPORTING, INVESTIGATING AND MONITORING

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

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

All accidents and incidents are to be reported using the appropriate systems and accident/incident form (model forms Appendix 7 and 8). This will be managed in such a way as to allow annual reporting to SLT/Governors/Trustees.

Where necessary the accident/incident/ill health will be reported to the Health and safety Executive (HSE) in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

Investigations, reporting and recording of accidents/incidents and dangerous occurrences are to be carried out by the headteacher or designated senior leader. If necessary, assistance will be provided by a competent person from the trust central team to assist in the investigation and preparation of reports in accordance with the agreed procedures and to meet the needs of statutory and civil law requirements.

2. ASBESTOS (Where Applicable)

The Trust recognises that materials containing asbestos can, under certain circumstances, pose a risk to the health of people who come into contact with it. The health effects attributed to asbestos have been well researched and documented.

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

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

3. CHILD PROTECTION AND SAFEGUARDING

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

4. CONSTRUCTION AND MAINTENANCE

When undertaking construction or maintenance work, the school/trust will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Construction work means:

The carrying out of any building, civil engineering or engineering construction work and includes:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure;

- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed, air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The headteacher and Trust will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The headteacher and Trust will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The headteacher/trust will also ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
 - What the school wants built or maintained
 - The site and existing structures
 - Information about hazards, such as asbestos
 - Timescales and budget for the build
 - How the school expects the project to be managed
 - CDM appointments of principal contractor/principal designer
 - Welfare arrangements
 - Details of the nearest A&E department
- The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to the headteacher, kept up-to-date by the health and safety officer, and is made available to anyone who needs to alter or maintain the building.

The headteacher/trust will hold regular progress meetings with the project team to ensure that all members are carrying out their roles as required. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

5. CONTRACTORS AND VISITORS

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

All visitors and contractors will sign in at reception. Once signed in, visitors and contractors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned. Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing the visitors' log.

No contractor will carry out work on the school site without the express permission of the headteacher, other than in an emergency or to make the site safe following theft or vandalism. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school. All contractors will be asked to complete the Visiting Contractors Form VC1 – Appendix 10

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

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

6. COSHH/HAZARDOUS SUBSTANCES

Schools will act in accordance with the COSHH Policy at all times.

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

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

The site manager, in liaison with the health and safety officer, will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments. Control measures will be checked and reviewed by the site manager on an **annual** basis to ensure continued effectiveness, even when they are known to be reliable.

The headteacher will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials.

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

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area. Dust and fumes will be safely controlled by local exhaust ventilation equipment.

No staff member or pupil will ever be put at risk through exposure to any hazardous substance used in our practical curriculum. No potentially hazardous materials will be used in lessons without the approval of the health and safety officer. The health and safety officer will ensure staff are appropriately trained to use hazardous materials.

Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

The site manager will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school. An **annual** audit of hazardous materials will be undertaken by the site manager with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

7. DISPLAY SCREEN EQUIPMENT

The Trust is committed to complying with the legislative requirements stated within the Health and Safety (Display Screen Equipment) Regulations 2002. (See Appendix 10 Workplace Self Assessment)

8. DRIVING FOR WORK INCLUDING SCHOOL MINIBUS USE

The Trust is committed to complying with the general requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 2006 and the Provision of Use of Work Equipment Regulations 1998 as they apply to vehicles.

- i) **Own Vehicle Use** - Any employee of the Trust required to use their own vehicle for trust/school business must ensure that they are suitably licensed to do so, that the vehicle is roadworthy including an up-to-date MOT and that they have the appropriate insurance. Documentation will be held on record by the school and a declaration will be signed by the member of staff to ensure they are aware of arrangements. Any journeys undertaken with a pupil will be pre-approved by a member of SLT and subject to the appropriate risk assessment before departure - Validation Form for Use of Private Vehicle (Appendix 4).
- ii) **School Minibus Use** - Safe working procedures are in place for each Trust school which has its own school minibus. This includes procedures to ensure the minibus is roadworthy and has the appropriate tax, insurance and MOT certificate. All drivers will hold the relevant qualifications and a copy of their licence will be held on record by the school. Pre journey safety checks will be conducted by the driver before each journey. Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return to the school. It is the driver's responsibility to ensure that use is based strictly on a one person per seat basis and that seat belts are worn at all times (see Minibus Policy)

9. EDUCATIONAL VISITS AND EXTRA CURRICULAR ACTIVITIES

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

10. ELECTRICITY

Schools are required to test their fixed wiring every five years which needs to be carried out by a suitably qualified electrical contractor. Following the test, an Electrical Installation Condition Report (EICR) will be issued.

The EICR is a formal report which proves an inspection has taken place. It also details any remedial work needed to ensure the school conforms with IET Wiring Regulations and British Standards BS7671. Only when all systems are proven to be in working order can an EICR be used as evidence that the school has fulfilled its testing obligations, complied with regulations and that the site is safe for use.

Without an up-to-date EICR, schools or colleges cannot prove they have carried out their legally required testing.

11. EQUIPMENT

- i) **General** - All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place. When new equipment is purchased, it is checked to ensure that it meets appropriate educational and safety standards. All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.
- ii) **Electrical** - All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them. Any potential hazards will be reported to the Health and Safety lead and/or IT support (where applicable) immediately. Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed. Only trained staff members can check plugs. Where necessary a portable appliance test (PAT) will be carried out by a competent person on an annual basis. All isolator switches are clearly marked to identify their machine. Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions. Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

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

12. FIRE SAFETY AND EMERGENCY PROCEDURES

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

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

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

- Save life
- Prevent injury
- Minimise loss

All staff members fully understand and effectively implement the emergency plans.

A fire risk assessment will be in place for each individual school.

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

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

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

13. FIRST AID

The arrangements for first aid provision will be adequate to cope with all foreseeable incidents.

The number of certificated first aiders will not, at any time, be less than the number required by law.

Other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. The number of such trained but uncertificated first aiders will be determined by the Headteacher as that being sufficient to meet the needs of all foreseeable circumstances.

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

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

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

The school will obtain notification from parents/carers regarding any medication that pupils are required to take. Only trained staff will administer medication. Staff will receive annual training in supporting pupils with medical conditions

as required. A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

- i) **Allergens and Anaphylaxis** – Parents/Carers are required to provide the school with up-to-date information relating to their children’s allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff members are also required to provide the headteacher with a list of their allergies. Information regarding pupils’ and staff members’ allergies is collated and stored securely. Under The Human Medicines (Amendment) Regulations 2017, the school is able to purchase AAI devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working. The school will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy. The headteacher and catering team will ensure that all pre-packed foods for direct sale (PPDS) made on the school site meet the requirements of Natasha’s Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour. The catering team will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha’s Law. Staff members receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

14. GAS/HEATING SYSTEMS

The Trust will ensure that any gas appliances (permanent or portable) and gas flues in schools have annual safety checks carried out by a registered Gas Safe engineer.

Our schools will adhere to the regulations by:

- designing gas installations safely and with a view to anticipated use.
- maintaining gas installations in a safe condition.
- carrying out annual safety-check on fixed gas appliances.
- allowing only qualified engineers to work on gas installations and appliances of the categories for which they are competent.
- supplying gas equipment which complies with current manufacturers’ standards.
- using safe systems of work when installing and maintaining gas equipment.

15. INFECTION CONTROL

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

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

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

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

16. LEGIONELLA

The Trust understands its responsibility to assess, prevent and control any risks from harmful bacteria, like legionella, and to implement suitable precautions to ensure the health and safety of our staff, pupils and school communities. To meet this duty, we have developed a Legionella Policy, which outlines how schools will keep their school communities safe from legionella. Legionnaires’ disease is a potentially fatal form of pneumonia caused by the inhalation of water droplets infected with the legionella bacteria. Legionella bacteria can occur naturally in lakes, rivers, etc. and in the water systems of buildings, such as schools. The bacteria thrive between temperatures of 20°C and 45°C; however, it

can be killed by elevated temperatures or chemical treatment methods. The Legionella Policy outlines how we aim to mitigate any risks involving legionella bacteria.

17. LETTINGS

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

18. LIGHTENING PROTECTION

For a lightning protection system to function as designed in the event of a lightning strike, it is essential that the lightning conductor system is maintained and kept in good order.

The Trust will ensure that schools installed with Lightning Protection systems are tested by a competent specialist at least every 12 months but would recommend every 11 months with will allow for seasonal variations in results.

19. LONE WORKING

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

20. MANUAL HANDLING

The trust is committed to complying with the legislative requirements of the Manual Handling Operations Regulations 1992.

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

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

21. MEDICAL CONDITIONS

The Trust understands that pupils with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

The headteacher will ensure that arrangements are in place to ensure the safety of pupils with medical conditions by implementing the medical needs policy. School leaders will consult health and social care professionals, pupils and parents to make sure that the needs of children with medical conditions are effectively supported.

22. MINIBUSES

The Headteacher is responsible for ensuring that their Minibus(s) are operated in line with the Trust Minibus policy.

The law requires that a minibus must:

- Be correctly licensed
- Be adequately insured
- Be well maintained
- Have a valid MOT certificate (if more than one year old)

The Headteacher will ensure that the school has appropriate safety procedures for the minibus(s) in line with the ROSPA Advice for Minibus Safety and their code of practice.

23. NEW AND EXPECTANT MOTHERS

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

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

24. PERSONAL PROTECTIVE EQUIPMENT

The Trust accepts that the use of personal protective equipment (PPE) is a last resort and is committed to continually seeking alternative methods of reducing risk. Where risks identified through risk assessments cannot be removed or adequately controlled by other means, staff and pupils will be provided with the most suitable and sufficient PPE and given training in its use, storage and maintenance.

Leaders are responsible for issuing, repairing and replacing PPE and for ensuring its proper use. Staff and pupils are responsible for keeping their PPE clean and properly stored, and for reporting faults and problems to their Line Manager / Teacher.

25. PERSONAL SAFETY

The Trust recognises the fact that there are risks to employees in the provision of its services, but expects that people generally should be able to go about their duties without threat or fear of violence or aggressive intimidation resulting from their work.

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

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

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

26. PRESSURE SYSTEMS

Under the Pressure Systems Regulations 2000, schools who own pressure systems are required to demonstrate that they know the safe operating limits of their systems, and that they will be operated under safe conditions. As dictated by the Regulations, the Trust will ensure that written schemes of examinations are in place before pressure systems are operated in schools.

27. RAAC (REINFORCED AUTOCLAVED AERATED CONCRETE)

Reinforced Autoclaved Aerated Concrete (RAAC) is a lightweight form of concrete which is very different from traditional concrete and, because of the way in which it was made, much weaker. RAAC was used in schools and other building construction from the 1950s until the mid-1990s.

The useful life of RAAC panels has been estimated to be around 30 years. If RAAC is suspected to be present in a school belonging to the Trust, a specialist Structural Engineer will be appointed to confirm the locations and extent of its use. If RAAC is confirmed, a specialist will be appointed to undertake a detailed assessment and prepare a management and remediation strategy.

28. RADIATION

Most secondary schools use low-level radioactive sources as part of the national curriculum in science and/or advanced level physics.

Regulations require that all radioactive substances are accounted for, stored properly, handled safely and monitored regularly and this responsibility is delegated to individual schools. Trust schools will manage Ionising Radiations and Radioactive Substances in line with CLEAPSS and HSE guidance.

Each school will appoint a trained Radiation Protection Supervisor (RPS) who will have day-to-day responsibility for the security, safe storage, use and monitoring of radioactive sources in school.

The Trust will appoint an external Radiation Protection Officer (RPO) to act as the link between the schools and the Radiation Protection Adviser (RPA), CLEAPSS.

The Trust will appoint CLEAPSS as Radiation Protection Adviser (RPA) whose role is to provide advice on compliance with the regulations and to help schools improve standards of radiological protection.

29. RISK ASSESSMENT

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

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

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

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

Risk assessments will be reviewed if:

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

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

30. SAFE PLANT, EQUIPMENT AND SERVICES

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

31. SAFER WORKING PROCEDURES

(Also referred to as Safe Systems of Work, Method Statements, etc.)

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

32. SECURITY

The Headteacher is to ensure that systems are in place for visitors with regards to pre-visit safeguarding checks, signing in arrangements and supervision whilst on school premises. All entrances and exits to school buildings have sufficient

security measures to prevent unauthorised persons entering the building(s). Where practical Security fencing to be installed around the perimeter of the school site.

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

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

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

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

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

33. SMOKING

Smoking or the use of e-cigarettes is not permitted anywhere on trust premises.

34. STAFF WELLBEING

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

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

- i) **Health Surveillance** - Arrangements for a programme of health surveillance will be put in place where it is a requirement by law, or where it has been identified through the risk assessment process that operations or exposure to harmful substances could potentially harm the employee's health. Pre-employment screening will take place for those employees starting in a role where a health hazard has been identified. Records of all health surveillance will be kept by the employing Service.

35. STATUTORY BUILDING COMPLIANCE

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

36. TRAINING AND INDUCTION

- i) **Induction** - Line Managers will ensure that all new employees go through the health and safety induction programme on taking up employment. Inductions will include all general health and safety information, policies and procedures. Higher risk service areas will provide site / risk specific induction.
- ii) **General H&S Training** - The health and safety training needs of all employees will be identified through the risk assessment process. Appropriate information, instruction and training will be provided to ensure that employees have the competency to carry out their work safely. Where mandatory health and safety training is required, leaders must ensure that employees are provided with this, including information on the hazards and the control measures in place to protect them. Records of training will be kept by the schools and where appropriate staff will be required to sign to say they have received such training.

37. TREE SURVEY

The Trust recognises that trees within school grounds should be subject to appropriate management.

Headteachers should seek advice from a competent person (arboriculturist) to undertake an initial review of trees within school grounds.

Risk Assessments should be completed as deemed necessary with the competent person and action taken, as necessary, as a result of the risk assessment process to ensure risks are reduced to as low as reasonably practicable.

An appropriate ongoing regime of care, inspection and maintenance of trees should be put in place.

38. WORKING AT HEIGHT

The Trust is committed to complying with the Working at Heights Regulations 2005.

The headteacher must ensure suitable safe systems of work are implemented for working at height, including the provision of appropriate information, instruction, equipment and training.

39. WORKING ENVIRONMENT

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

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

40. ADDITIONAL ARRANGEMENTS

DISCIPLINARY PROCEDURES

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

POLICY REVIEW

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

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

PART D. LINKS TO OTHER POLICIES

This policy will be supported by the following policies and procedures:

- First Aid Policy
- Medical Needs Policy
- Safeguarding and Child Protection Policy
- Emergency Evacuation/Invacuation Policy and Procedures including Fire Evacuation
- Guidance on Lone Working
- Working at Height Policy
- Wellbeing Policy
- Educational Visits Policy
- Minibus Policy
- Legionella Policy
- Lettings Policy (where applicable)

- Manual Handling Policy/Guidance/Procedures
- COSHH Guidance

Further information can also be obtained in the DfE Health & Safety Responsibilities and Duties for Schools 2018.

School Safety Arrangements

This form is a supplement to the Together Learning Trust Health & Safety Policy giving details of the people responsible for implementing the safety procedures within each individual school.

School	
Area of responsibility	Responsible person
The person responsible for implementing the trust Health & Safety Policy here is:	
The person delegated as the health and safety lead / officer within this School is:	
The link Governor for Health & Safety is:	
Accidents & emergencies	
Implementing the emergency plan / business continuity plan:	
Implementing emergency evacuation / invacuation procedures:	
Report accidents and incidents to:	
Accidents and incidents will be investigated by:	
Completion of incident forms:	
Reporting RIDDOR incidents to the appropriate body:	
Monitoring accidents and incidents:	
Responsible for preparing Personal Emergency Evacuation Plans (PEEPs):	
First aiders are:	
Health & safety training and information	
First day induction – safety familiarisation:	
Employee safety training needs & retention of training records:	
Informing visitors of safety procedures and "school rules":	
Informing contractors of known hazards which may exist e.g. asbestos (Permit to work):	
Consultation	
Raise health & safety issues with:	
Meetings where health & safety issues should be raised including those for consultation with unions:	
Union Safety Representative:	

Buildings & equipment management	
Checking health and safety standards prior to purchase of plant, equipment or services:	
Arranging inspection and maintenance of equipment and plant:	
Keeping inventories and records of equipment and plant inspections:	
Carrying out routine safety inspections or checks:	
Fire Risk Assessment:	
Organising fire drills and keeping fire log-book:	
Fire Wardens are:	
Issue and inspection of personal protective equipment (PPE):	
Risk assessment / management responsibilities	
General workplace duties:	
Communal areas (inc. Site Security):	
Caretaker & cleaning staff:	
Kitchen staff:	
Break and Lunchtime arrangements:	
Minibus:	
Art:	
Design & technology:	
Science:	
Radioactive materials:	
Physical education:	
Co-ordinating risk assessments:	
Asbestos Management (inc. PAMP)	
Co-ordinating COSHH risk assessments:	
Co-ordinating Educational Visits risk assessments (EVC)	
Arranging health surveillance (where applicable):	
Review date:	

When completed, attach as an appendix to your Health & Safety Policy, make these arrangements known to all staff and display prominently in the staff room (or similar area).

ANNUAL HEALTH AND SAFETY AUDIT

School:	
Date of inspection:	
Inspected by:	
Signed by Headteacher:	

HEALTH & SAFETY POLICY	YES	NO	N/A	Details/evidence
Is there an up to date health and safety policy which is published on the school website?				
Is the policy in line with the latest DFE, HSE and RPA guidance for schools and considers all key risks?				
Is the policy included in the induction process?				
Is the policy communicated effectively with staff, in particular any updates and changes?				

Other comments:

RISK ASSESSMENTS	YES	NO	N/A	Details/Evidence
Are risk assessments available and up to date for all general/communal risk areas?				
Are risk assessments available for general staff duties (including manual handling, lone working etc)?				
Are risk assessments available and up to date for high risk faculty areas (PE, Tech, Science etc)?				
Are Playground equipment risk assessments conducted and up to date?				
Are COSHH assessments conducted and up to date?				
Are Occupational Role relevant risk assessments conducted and up to date. i.e. pregnancy, disability, Covid related vulnerability (where applicable)?				
Are the risks associated with First Aid assessed?				
Are risk assessments available for any pupils with additional needs (where applicable)?				
Has the school completed DSE assessments for those who regularly use such equipment				
Is there a risk assessment for the school minibus (where applicable)?				

Other comments:

BUILDING COMPLIANCE	YES	NO	N/A	Details/evidence
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ELECTRICAL & GAS SAFETY				
Is the 5 yearly electrical safety certificate available and in date?				

Have the portable appliances been PAT tested and recorded?				
Are all emergency shut offs accessible, clearly identified and functioning?				
Is the annual gas safety certificate available and in date?				
Are Gas contractors registered for non-domestic works?				
Are gas cylinders stored appropriately (e.g. Secured upright, separate from flammables, appropriate signage)?				
Have the fire service been notified of their presence and is there location identified as part of the fire risk assessment?				
WATER AND LEGIONELLA MANAGEMENT				
Has a legionella risk assessment been carried out by a competent contractor?				
Is the Water hygiene testing regular and recorded on the site register? (hot above 55c and cold below 20c)				
Are in house operational controls such as facilities flushed regularly being completed?				
Are records available of these?				
ASBESTOS MANAGEMENT				
Are the Premises Asbestos Management Plan (PAMP) and Asbestos Register in place and up to date				
When was the Asbestos survey last conducted/ updated?				
Is regular monitoring of asbestos condition undertaken and recorded, including the annual visual inspection?				
Has the location of known ACM been communicated effectively to all relevant staff and building users?				
Does asbestos location and guidance form part of the safe systems permit to work process for any contractors undertaking work on the building fabric?				
OTHER CONSIDERATIONS				
Is a planned preventative maintenance schedule in place for all plant/equipment?				
Are the air conditioning certificates available and up to date?				
If applicable has lightening protection being maintained and inspected annually?				
Are boiler checks carried out on a regular basis?				
Have all applicable statutory inspections of plant/equipment been carried out and records available? eg pressure systems				

Is PE and outdoor play equipment inspected annually by competent contractors and records available?				
Is all lifting equipment inspection documentation available and up to date?				
Are tree surveys regularly conducted?				
Are there ladders on site?				
If yes, Are all ladders class 1?				
Are all ladders inspected and recorded on a ladder register?				
Are staff using ladders trained on Ladder Safety/working at heights?				
Is machinery properly guarded (e.g. In Technology)				
Other comments:				
FIRE SAFETY	YES	NO	N/A	Details/evidence
Is there an up to date fire risk assessment available for the site which is reviewed annually (reviewed more regularly if significant changes) and signed and dated by the Responsible person.				
Is there a record of the fire alarm being tested weekly?				
Are the fire evacuation procedures tested on a termly basis and any findings recorded and followed up?				
Has the fire detection system been maintained and tested within the last 6 Months?				
Have fire extinguishers, call points and the control panel been serviced and maintained annually?				
Has the emergency lighting testing & service been conducted annually?				
Is there an emergency evacuation plan (EEP) in place? (to include Invacuation)				
Have staff received appropriate fire safety training and is this training currently up to date?				
Are there PEEP (Personal Emergency Evacuation Plans) for any individuals who require them?				
Have fire exits been regularly checked to ensure they open correctly & routes are not blocked?				
Is all required emergency signage in place?				
Are all fire doors working properly and are there records of routine checks?				
Other Comments:				
ACCIDENT AND INCIDENT REPORTING	YES	NO	N/A	Details/Evidence
Is there a clear accident / incident reporting procedure in place and is it known by staff?				

Are accidents and incidents recorded and trends monitored?				
Does the process ensure that RIDDOR requirements are met (where appropriate)?				
Have the school reported any accidents within the last 12 months to the HSE?				
Are all minor accidents recorded in the schools accident book?				
Are accidents / incidents investigated (where appropriate), findings recorded and actions implemented?				
Other comments:				
FIRST AID	YES	NO	N/A	Details/Evidence
Are there adequate numbers of trained first aiders on site? Please note number of trained first aiders.				
Are first aider qualifications up to date and records kept?				
Are first aid provisions located in suitable and sufficient places?				
Are first aid boxes suitably stocked and routinely checked?				
Are staff trained in the safe use of 'epipens?' (If applicable)				
Is there a procedure in place for the control of medication/drugs?				
Other comments:				
TRANSPORT/MINIBUS USAGE	YES	NO	N/A	Details/evidence
If pupils are transported by the schools own minibus does it display a Permit 19?				
Have minibus drivers passed a minibus test, either LA or MIDAS, which is still current?				
Are records of pre-user checks for vehicles carried out for each trip?				
If using external providers for transport are visual checks carried out on the vehicle before the trip?				
Is the MOT, servicing, insurance of School minibuses up to date?				
Are Driving Licences checked for staff who drive the minibus and declarations requested re a change in circumstance for each trip?				
Are driving licences, MOT's, insurances checked for staff who drive children in their personal cars?				
Other comments:				
OUTDOOR EDUCATION	YES	NO	N/A	Details/Evidence
Is there a clear system for planning, approval of and undertaking educational visits which is known by staff?				

Is the school using EVOLVE for all outdoor education Trips?				
From Sampling the EVOLVE system are adequate assessments & controls in place?				
Are applicable staff trained to use the Evolve system?				
Is the Schools Educational Visits Coordinator (EVC) identifiable				
Has the schools EVC received EVC training and is it up to date?				
Other comments:				
SECURITY	YES	NO	N/A	Details/Evidence
Are there adequate security arrangements on site, such as gates & fencing?				
Is site security assessed at least annually and any findings recorded and actioned?				
Is security covered within the schools risk assessment processes?				
Is CCTV installed on site and does it record/monitor all key areas?				
Is there a clear signing in/out procedure?				
Are key staff, especially "front of house" staff trained in conflict management?				
Other comments:				
CONTRACTORS	YES	NO	N/A	Details/Evidence
Are Contractors required to sign in and out on a daily basis?				
Are Contractors risk assessments and method statements obtained and reviewed prior to works commencing?				
Is there a "permit to work" process in place to ensure contractors are aware of all requirements and risks?				
Other comments:				
SUPERVISION LEVELS	YES	NO	N/A	Details/Evidence
Is there a record of supervision levels for break and lunchtimes?				
Are these supervision levels regularly assessed and are they adequate?				
Other comments:				
HAZARDOUS SUBSTANCES	YES	NO	N/A	Details/Evidence
Are COSHH assessments available for chemicals used? This includes both cleaning/maintenance products and those substances used for learning.				
Is PPE available and suitable where applicable?				
Are all substances stored appropriately and securely and are they clearly labelled?				

Is there a cleaning regime in place to prevent cross contamination?				
Are stored chemicals checked regularly and this check recorded?				
Does the school have a radioactive source? Is it secured correctly and is there a named member of staff responsible for it?				
Has the Radioactive source been recorded with the external health and safety advisor?				
Other comments:				
GENERAL ENVIRONMENT	YES	NO	N/A	Details/Evidence
Is general housekeeping satisfactory?				
Is flooring in good condition and free from slip/trip hazards				
Are items stored at height and/or within cupboards accessible, secure and safe?				
Are potentially hazardous areas kept locked when unsupervised?				
Are boiler rooms and electrical intake areas kept free from combustible materials?				
Are pedestrian routes within the site clearly defined and segregated from vehicles?				
Is adequate access to the site maintained for the emergency services?				
Is access to low roof spaces adequately restricted and is signage in place?				
Other comments:				
KITCHEN / CATERING	YES	NO	N/A	Details/Evidence
Is food prepared on site?				
Are all kitchen staff trained in the use of all kitchen equipment and are signed records kept on file?				
Have kitchen staff received appropriate food safety training?				
Are kitchen staff aware of any pupils with any allergies?				
Other comments:				
COMMUNICATION	YES	NO	N/A	Details/Evidence
Is there a defect reporting system in place, monitored and actioned?				
Is health and safety high profile, including regular updates/discussions at relevant meetings and briefings?				
Is there a good level of awareness amongst the staff with regards to H&S policy, procedures and risk assessments?				
Is the HSE Health & Safety Law poster displayed prominently within the school?				
Other comments:				

STAFF TRAINING	YES	NO	N/A	Details/Evidence
Has Staff Health and Training been conducted and refreshed every 3 years				
Have staff received subject / task specific training as required?				
Have appropriate staff received Risk Assessment Training?				
Are Training records retained?				
Other comments:				

Any other comments/observations

AUDIT ACTION PLAN

ACTION	BY WHO?	TARGET DATE	COMPLETION (Initial and date)

Reportable Accidents and Occurrences (RIDDOR)

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity. The 'specified injuries' which must be reported include the following:

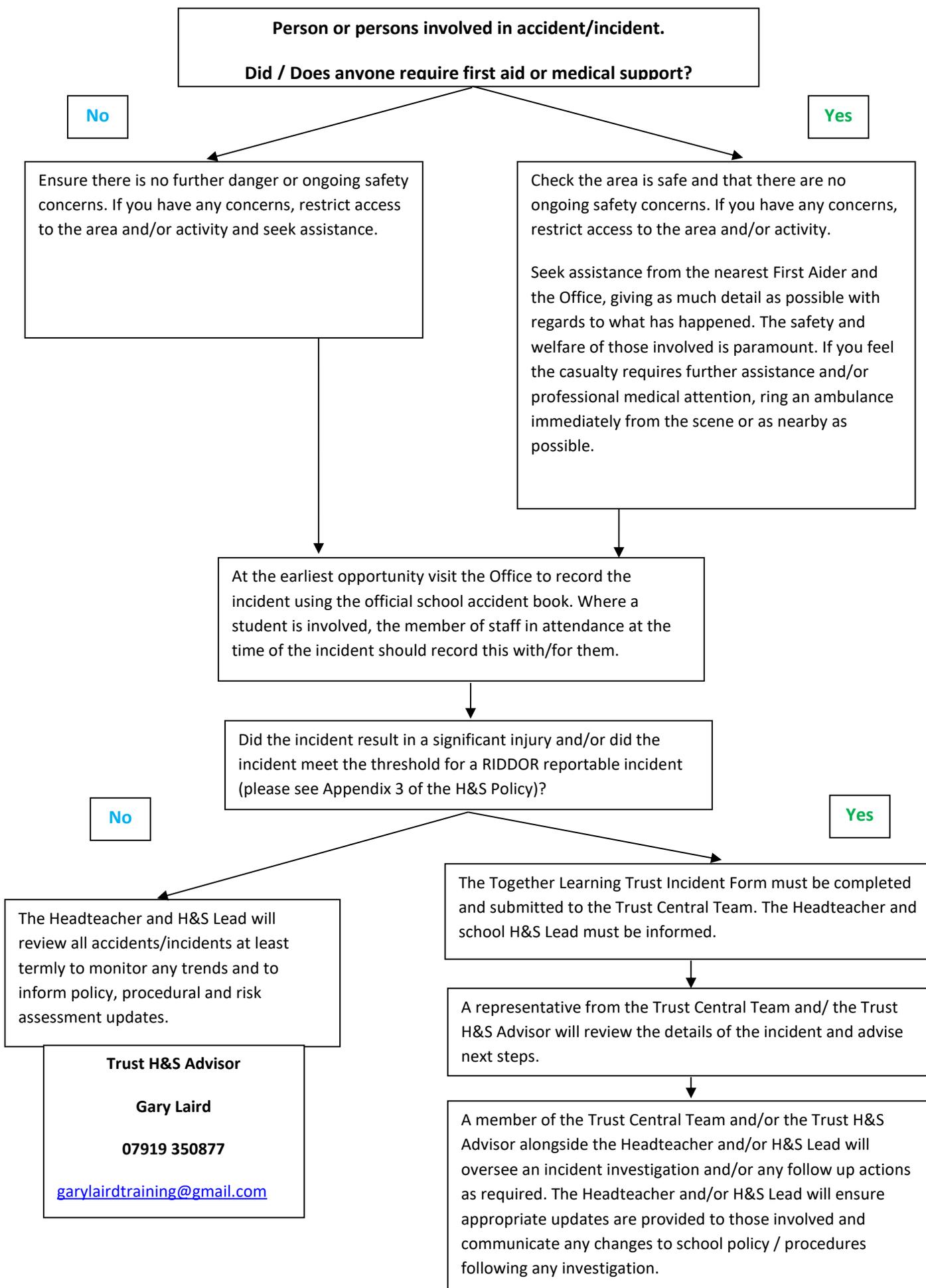
- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers,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

Additional reportable occurrences include the following:

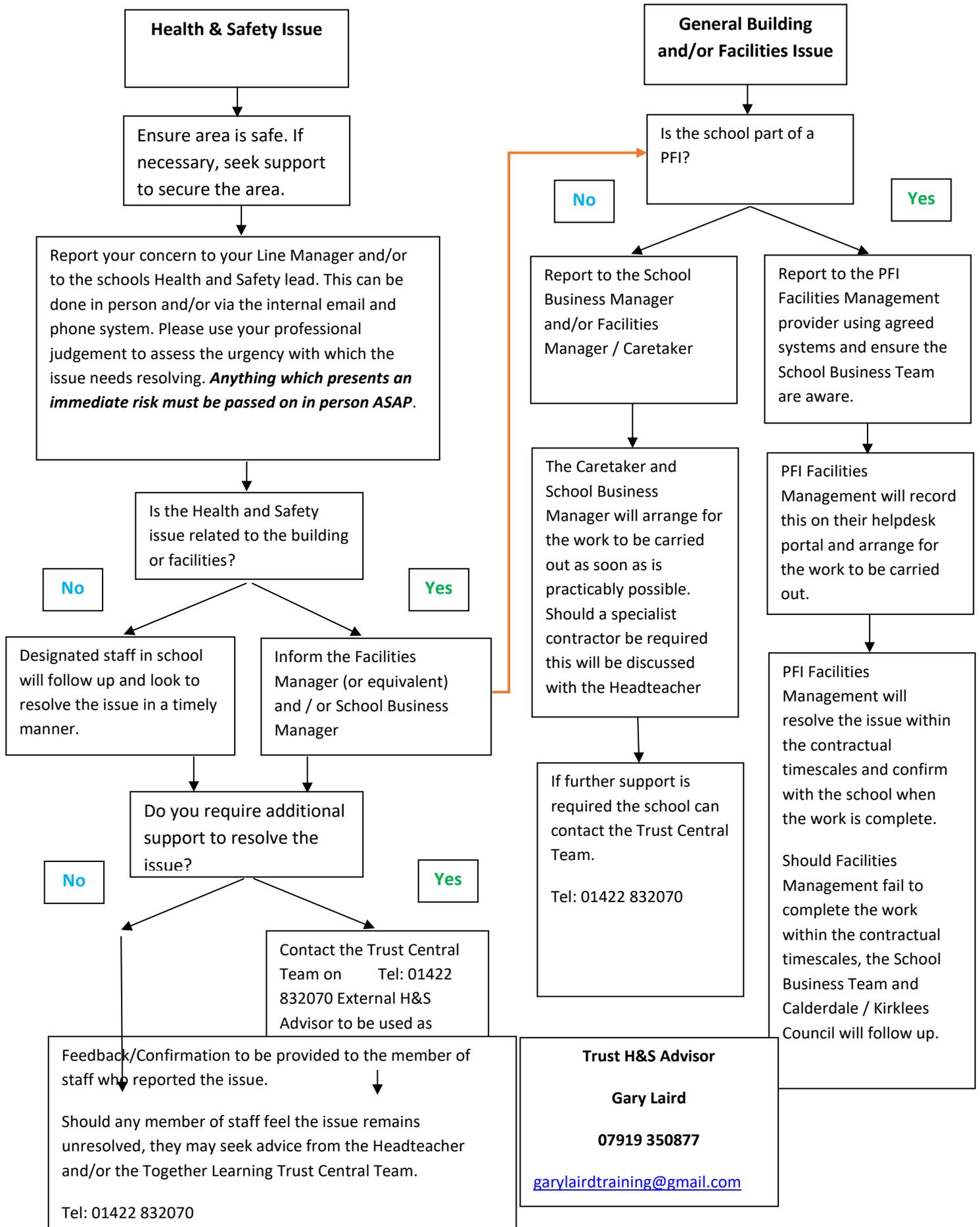
- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours

- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

RESPONDING TO, REPORTING AND RECORDING ACCIDENTS/INCIDENTS AND NEAR MISSES



REPORTING HEALTH AND SAFETY AND FACILITIES MANAGEMENT ISSUES



VALIDATION FORM FOR USE OF PRIVATE VEHICLE

Your offer of support to transport young people to offsite activities and events that are organised by the school/establishment is greatly appreciated. To safeguard everyone involved, all drivers of private vehicles are asked to provide the following information and assurances by placing a tick or cross in each box below and adding comments where appropriate. Managers/Head teachers can then use this information to assess the suitability of drivers and vehicles for transporting young people. (N.B. a crossed box does not necessarily mean that you cannot be used as a driver, but managers need to be aware of all relevant issues to make informed decisions). Thank you for your assistance and support.

NAME OF DRIVER	MAKE AND MODEL OF VEHICLE(S)	REGISTRATION NUMBER (S)

- The vehicle has a valid MOT certificate (where required – i.e. all vehicles over 3 years old);
- The vehicle is regularly serviced, and kept in safe roadworthy condition;
- I understand that I am not covered under the establishment’s insurance for the use of my vehicle;
- I have current motor vehicle insurance covering the vehicle(s) and myself;
- My vehicle insurance cover includes the voluntary transport of young people (parents/adult helpers);
- My motor vehicle insurance includes business cover (employees) – also complete section overleaf;
- I am aged 23 years or over;
- I have a valid full driving licence suitable for the type of vehicle;
- I am an experienced driver who has held a full driving licence for at least 2 years;
- I have not had past convictions (in the last 5 years), and am not facing impending prosecution, for any significant driving offences (e.g. drink driving) ;
- I have no points or endorsements on my driving licence (if yes, please state details below);

Under the terms of the Data Protection Act 1998, we must inform you of the following:

By signing this form you are giving your explicit consent to Together Learning Trust to process your data for the purpose of monitoring health and safety, in accordance with relevant legislation. This may involve sharing relevant information with local regulatory bodies.

- I will immediately notify the Manager/Head teacher in writing of any changes to the information provided above, and will not transport young people until further written approval has been given.
- I consent to Together Learning Trust processing the information detailed in this form.

Signed..... (driver)

Date.....

Recommended Checks

	Date Checked	Copy Taken – Y/N	Signed by
Driving Licence			
Vehicle MOT			
Vehicle insurance			

I am satisfied that this driver is suitable to transport young people using their private vehicle

Signed..... (Headteacher/Manager)

Date.....

ADDITIONALLY, FOR EMPLOYEES:

My insurance includes business use in addition to social, domestic and pleasure.

The vehicle I shall be using is/is not* insured in my name. (N.B. If you are driving as a “named driver” on someone else’s insurance, the cover is usually restricted to social, domestic and pleasure purposes. As an employee, you will need to check that you may use the car for business.) As a named driver and an employee, I confirm that the insurance covers me for business use.* (* Delete as appropriate or if not applicable).

Signed..... (driver)

Date.....

I am satisfied that this driver fulfils the necessary requirements to transport young people by private vehicle

Signed..... (Headteacher/Manager)

Date.....

Parental/Guardian Consent form for their child to be transported in another adult’s vehicle

- There may be occasions in which your child could be transported to an offsite activity or event in the car of a staff member, parent/guardian or other adult helper.
- The conditions under which other adults are approved to use their own vehicles are listed above.
- I give permission for my son(s)/daughter(s)..... (full names) to be transported in the vehicle of another parent/adult helper or staff member providing the driver and vehicle have been assessed as suitable by the Head teacher/Manager using the information provided on this form.

Signed.....

Date.....

Relation to child (Parent/Guardian/Carer) Name

Address:

APPENDIX 7

ACCIDENT/INCIDENT REPORTING FORM (available as Google Form)



Details of Person Injured / Affected	
Full name:	Email address:
Home Address (inc post code):	
Date of Birth:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Employee <input type="checkbox"/> Pupil <input type="checkbox"/>	Visitor/Parent/Carer <input type="checkbox"/> Agency Worker <input type="checkbox"/> Contractor <input type="checkbox"/>
Job Title (if an employee):	
Incident Details	
Date of Incident:	Time of Incident: am/pm
If the incident did not occur on the school premises, for example on an educational visit, please give full details of where the incident happened.	
Please indicate in as much detail where the incident happened, for example room number, staircase number, exact area of the car park / corridor etc.	
<p>What Happened and How:</p> <p>Give details of activity leading up to the incident. Include details of machinery, equipment, chemicals being used is applicable. Also include detail of any other possible contributing factors. Detail witnesses and first aid treatment administered. Continue overleaf or on a separate sheet if necessary.</p>	
Type of Injury (eg. Bruise, sprain):	Part of body injured (eg. lower right arm):
Person Completing This Form and Contact Details	
Full name:	
Job Title / Designation	
Contact Details (for follow up investigation if required): Tel:	
Email:	
<p>Could the incident be RIDDOR reportable?</p> <p>Major Injury <input type="checkbox"/> Fatality <input type="checkbox"/> Dangerous Occurrence <input type="checkbox"/> Over 3-day Injury <input type="checkbox"/> Gas Incident <input type="checkbox"/></p> <p>Occupational Disease <input type="checkbox"/> Person Taken To Hospital <input type="checkbox"/> Employee Received Sick Leave <input type="checkbox"/></p> <p>All of the above must be reported to the Trust Central Team as soon as is practicably possible. If you are unsure if an incident is reportable, phone the Trust Central Team for clarification on 01422 832070</p>	

ACCIDENT/INCIDENT INVESTIGATION FORM

<p>This form has been designed to assist in incident investigation. Dependent upon the severity of the incident, more detailed information may be required. If you require assistance in carrying out an investigation, ring the Trust Central Team on 01422 832070.</p>	
<p>Name of person involved:</p>	
<p>Date of incident:</p>	
<p>Date of investigation:</p>	
<p>Name & designation of person(s) carrying out investigation:</p>	
<p>Severity of incident</p> <p>Major injury <input type="checkbox"/> Fatality <input type="checkbox"/> Gas incident <input type="checkbox"/> Over 3-day injury <input type="checkbox"/> Dangerous occurrence <input type="checkbox"/></p> <p>Occupational disease <input type="checkbox"/> Member of public taken to hospital <input type="checkbox"/> Employee / Student taken to hospital <input type="checkbox"/></p>	
<p>Was the injured person carrying out their usual duties?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>If no, give brief description of task:</p>
<p>Was person authorised to be in this location?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Was the person authorised to carry out this work?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Was the safe system of work / safe working procedures being followed?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Was appropriate personal protective equipment (PPE) being worn?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Was first aid treatment given?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Was the injured person referred to hospital?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If received, please give details of medical treatment.</p>	

<p>If applicable, what were the environmental conditions at the time of the incident (i.e. weather, housekeeping, temperature)?</p>		
<p>What, if any machinery / equipment / substances were involved?</p>		
<p>Say how the incident happened (e.g. what caused incident and who was in control at the time). Attach drawings, photographs, sketches where applicable.</p>		
<p>Contributory cause (e.g. inadequate risk assessment, lack of training, inadequate guarding).</p>		
<p>Remedial action to prevent recurrence (include references to reports, minutes, etc).</p>		
<p>Remedial action to be taken by:</p>	<p>Date remedial action to be completed:</p>	
<p>Name of line manager recording above details.</p>	<p>Signature:</p>	<p>Date:</p>
<p>TLT incident number</p>		<div style="border: 1px solid black; width: 100px; height: 30px; margin: 0 auto;"></div>

Details provided on this form are subject to the Together Learning Trust Data Protection Policy and associated Privacy Statements. Information may be used for the purpose of incident investigation, recording and compilation of statistics.

WORKPLACE SELF ASSESSMENT

This computer workstation assessment is designed to allow you to self-assess your workstation and equipment to prevent issues arising from use.

The assessment is for either a desk based or a laptop computer. Whichever is used, they should be supplied with separate keyboard and mouse, and with laptops a laptop riser or separate screen. It is advisable that prior to carrying out the assessment you look through the information on 'It's a set up – desktop computer' or 'It's a set up – laptop'.

Remedial actions are a guide in the first instance to resolve any issues detailed as 'No'. Continuing issues with the workstation or equipment after completion of the assessment should be raised with your Line Manager for review and discussion.

Where there are problems due to a diagnosed medical condition, further ergonomic advice can be sought through your line manager. In some instances the Senior Leadership Team and/or Central Trust Team will ask for the completed workstation assessment form, details of the remedial action taken to date, and details of the diagnosed medical condition. The outcome could be either a referral to our occupational health provider, or a recommendation to contact Access to Work.

Pre-Assessment	Yes	No	Remedial action
Have you completed the 'It's a Setup' procedure and made the recommended adjustments?			<i>Follow and complete detail on <u>It's a setup</u>, then review computer workstation assessment.</i>
Is the chair being used able to independently raise and lower the: <ul style="list-style-type: none"> - seat - backrest - arms (if these are attached) - lumbar support Is the chair mounted on 5 wheels? Does the chair swivel?			<i>Replace chair with adjustable chair.</i>
Workstation	Yes	No	Remedial action
Is there adequate leg room (height, width and depth)?			<i>Review style of desk / clear under desk</i>
Is there enough space on your desktop for the flow of work?			<i>Review layout</i>
Is the layout of the desktop equipment satisfactory?			<i>Review layout</i>
Can your computing tasks be completed without the need to refer much to paper documents?			<i>Consider document holder if this is not the case</i>
Is other equipment at the workstation appropriate for its use i.e. phone / laptop?			<i>Discuss with ICT / Line Manager</i>
Is extra equipment (e.g. phone) located in a place that is compatible with correct posture?			<i>Review layout</i>
Is there adequate access to the workstation?			<i>Review area surrounding workstation</i>

Do you know where to report workstation problems?			<i>Hardware – ICT Desk/Environment – Line Manager</i>
Is your workstation / equipment tidy and cleaned regularly?			<i>Tidy and clean regularly</i>
Environment	Yes	No	Remedial action
Is there sufficient storage space?			<i>Discuss with Line Manager</i>
Is the work area free from obstructions and hazards such as tripping?			<i>Review layout of work area</i>
Is there adequate lighting for all the tasks?			<i>Discuss with Line Manager</i>
Do the windows have effective blinds to control daylight?			<i>Discuss with Line Manager</i>
Is the workstation quiet enough for concentration and conversation?			<i>Discuss with Line Manager</i>
Is the temperature comfortable, most of the time?			<i>Discuss with Line Manager</i>
Can you adjust the temperature locally?			<i>Discuss with Line Manager</i>
Is humidity normally comfortable for your eyes and sinuses?			<i>Discuss with Line Manager</i>
Is the work area free from draughts?			<i>Discuss with Line Manager</i>
Monitor	Yes	No	Remedial action
Is the monitor a readable and comfortable distance from your eyes (in the range 50-70 cm (20-27"))?			<i>Adjust monitor</i>
Do you always sit squarely facing your monitor?			<i>Adjust position</i>
Is the top of the visible area of the monitor at eye height when you are sitting upright?			<i>Adjust monitor</i>
Is the monitor directly in front of you so that you do not sit twisted?			<i>Adjust monitor</i>
Is the screen free from glare and reflections?			<i>Adjust monitor / layout</i>
Is the information on the screen well defined and easy to read?			<i>Adjust monitor settings / replace monitor</i>
Is the image stable and flicker free?			<i>Adjust monitor settings / replace monitor</i>
Are you free from discomfort in the eyes and neck?			<i>Adjust monitor</i>
Is the screen tilted to the best angle?			<i>Adjust monitor</i>
Can you adjust the brightness and contrast?			<i>Adjust monitor settings / replace monitor</i>
Is the monitor positioned at right-angles to the windows, or at least optimally within constraints of workstation?			<i>Adjust monitor / layout</i>

Keyboard	Yes	No	Remedial action
Do you have a comfortable resting place for your hands/wrists when not keying?			<i>Review desk layout</i>
Is the keyboard angle set to prevent an angle through your wrists when typing (looking from side-on)?			<i>Consider use of wrist rest</i>
Are your wrists in a flat, neutral position when you are typing?			<i>Consider use of wrist rest</i>
Is the keyboard at a distance from you that puts your elbows vertically under your shoulders when typing?			<i>Adjust layout</i>
Mouse	Yes	No	Remedial action
Is the mouse close enough to be used without extending the arm at the elbow?			<i>Adjust layout</i>
Does the mouse run smoothly and work accurately, without fiddling?			<i>Clean or replace mouse</i>
Do you know how to adjust the tracking speed and double-click interval?			<i>Discuss with ICT / Google</i>
Do you know how to minimise mouse use by using quick keys, styles and templates?			<i>Discuss with ICT / Google</i>
Chair	Yes	No	Remedial action
Is your chair at a height that puts your elbows at approximately desk height when you are using the keyboard?			<i>Adjust chair / height</i>
Is the chair seat a suitable length for your upper leg length, i.e. can you sit fully upright and back in the seat without your knees hooking the front of the cushion?			<i>Adjust chair / seat</i>
If fitted, are the armrests at a suitable and supportive height when you are sitting upright?			<i>Adjust chair / armrests</i>
Can you get the chair close enough to the desk to type with your elbows vertically under your shoulders?			<i>Adjust chair / armrests</i>
Does the backrest support the small of your back (lumbar spine) in an upright posture?			<i>Adjust chair / backrest</i>
Does the foam on the bottom and back of the chair cushion your fist when you press hard into them?			<i>Replace chair</i>
Can the backrest be adjusted to provide adequate support and encourage good posture?			<i>Adjust chair / backrest</i>
Is the chair stable and undamaged?			<i>Replace chair</i>

Is there space to manoeuvre the chair?			<i>Review area surrounding work station</i>
With the seat and desk adjusted correctly for the elbows, are the feet firmly on the floor without compressing the underside of the thighs?			<i>Adjust chair / desk / consider footrest</i>
If a footrest is required, is an appropriate one present?			<i>Consider footrest</i>
Work activity	Yes	No	Remedial action
Is your workload reasonably free of urgent peaks and troughs?			<i>Discuss with Line Manager</i>
Are you free from levels of uncertainty and anxiety when using software?			<i>Discuss with Line Manager / ICT</i>
Do you have non-computer activities incorporated into your daily routine?			<i>Include breaks of at least ten minutes per hour away from computer screen</i>
Can you generally stop typing while you're on the phone?			<i>Consider use of headset / stop typing</i>
Can you organise your time to have adequate breaks from the screen?			<i>Include breaks of at least ten minutes per hour away from computer screen</i>
User additional comments / remediation:			
Line Manager additional comments / remediation:			

VISITING CONTRACTORS FORM

HEALTH AND SAFETY AT WORK
<p>Reception Action: As each Contractors signs in, you must ask them to read the notification below and sign it. Give the contractor a copy of the signed form and keep a copy for reference in the school file. Make sure that management is notified immediately that a Contractor is on site.</p>
INSTRUCTIONS TO CONTRACTORS
<ol style="list-style-type: none"> 1. In accordance with the Health and Safety at Work Act 1974, on arrival, report to the premises manager or delegated officer to brief them on any hazard that could arise from your work that could expose personnel or customers to any risk. 2. Obtain from the premises manager, or delegated person a brief on any hazard within this workplace that may expose you or your employees to any risk. 3. You must report any accident or dangerous occurrence involving you or your employees immediately to the premises manager. 4. Specific instructions, if applicable, from premises manager to contractors (including any specific hazards or vulnerable persons) <p>.....</p> <ol style="list-style-type: none"> 5. You must sign out when leaving the site – this is required for fire precautions and security reasons. 6.
ON SITE, YOU MUST FAMILIARISE YOURSELF WITH THE FOLLOWING:
<ol style="list-style-type: none"> 1. THE EMERGENCY EVACUATION PROCEDURE 2. WHERE YOU CAN AND CANNOT PARK 3. THE SMOKING POLICY OF THE PREMISES 4. WHERE YOU CAN/CANNOT EAT 5. WHAT YOU CAN/CANNOT USE <p style="text-align: center;">IF IN DOUBT, ASK FOR THE PREMISES MANAGER</p>
SITE RULES:
<ol style="list-style-type: none"> 1. You must wear ID at all times 2. Contractors must use personal protective clothing and equipment, when required 3. You must ensure that all your work equipment is in a safe condition and that all your portable electrical equipment is either 110 volt or protected by an RCD (Residual Current Device) and has been tested 4. Any chemicals used by the contractors on site must have a COSHH assessment 5. Any work at height must meet the requirements of the Construction Regulations and works using ladders must meet the School’s Ladder Policy (issued to all contractors) 6. You must inform the premises manager if you are going to break utilities ie Gas/Electricity/Water 7. No work in a confined space, or hot work, will be undertaken without the following a Permit to Work system. 8.
ASBESTOS CAUTION ! ! the undersigned have requested sight of the asbestos register and have been given adequate instruction/information about asbestos in the building.
<p>NAME OF COMPANY</p> <p>NUMBER OF OPERATIVES ON SITE</p> <p>I have read and understood the above:</p> <p>SIGNATURE OF REPRESENTATIVE PRINT NAME</p> <p>CONTACT INFORMATION: TEL: MOBILE:</p>
TOGETHER LEARNING TRUST REPRESENTATIVE ISSUING THE ABOVE INFORMATION TO THE CONTRACTOR:
<p>SIGNED PRINT NAME</p>

