# Health and Safety Policy Spring 2024-2027

This Health and Safety Policy outlines the commitment of i2e to ensure positive management of health, safety and welfare risks that may be faced by staff,
pupils, visitors and all others on Trust premises.
The Policy explains how roles, responsibilities and accountabilities are delegated.

| This policy was approved as follows: | | | |
|---|---|---|---|
| **Approver:** | **Local Academy Committee** | **Date:** | **Spring 2024** |
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This policy applies to all School Academy staff, pupils and parents.

**Document History**

| Version | Version Date | Author | Summary of Changes |
|---|---|---|---|
| V0.1 draft | 27/11/23 | Operations | Draft H&S Policy in consultation with the CEO |
| V1.0 | Dec 2023 | Operations | Consultation with the Trust Board and revisions needed |
| V1.1 | Feb 2024 | Operations | Revisions made to add appendices items which can be removed for schools where items are not applicable.<br>Addition of asbestos appendices in light of a visit by HSE to ASFS |
| V1.1 | March 2024 | Operations | Trust Board Approval |
| V2 | Jan 2025 | AD | Policy reformatted using new template and Trust name change updated. No material changes to policy content; Governance review not required. |

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## 1.0 Statement of Intent

1.1 As a responsible employer, Innovate2Educate Partnership, further referred to as the Trust will honour their legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 and associated regulations and codes of practice.

1.2 The Trust recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, students and visitors so far as is reasonably practicable and oversees the management of Health and Safety at the local level – i.e. schools and partners of the trust.

1.3 In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken and arrangements made. Where significant risks are identified, the necessary preventative and protective measures will be put into place so far as is reasonably practicable using a sensible risk management approach.

1.4 The Trust and its schools are committed to the prevention of accidents and ill health.

1.5 The Trust and its schools will work towards continual health and safety improvement.

To achieve these objectives, we will:

- Conduct all our activities safely and in compliance with legislation and where possible, best practice
- Provide safe working conditions and safe equipment
- Ensure a systematic approach to identify risks is developed and implemented and sufficient resources are allocated to control them
- Provide suitable information, instruction, training and supervision
- Promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
- Promote the principles of sensible risk management
- Monitor, review and modify this policy and any arrangements as required.

1.6 All employees are responsible for taking reasonable care of themselves and others and cooperating with their employer to ensure statutory duties and obligations are fulfilled.

## 2.0 Local Organisation – Roles and Responsibilities

### Innovate2Educate Partnership

Bramshall Meadows First School is a school whereby the trust has overall responsibility as the employer to ensure compliance with health and safety legislation and to ensure the health, safety and welfare of employees, pupils, visitors contractors and the self-employed.

2.1 The Trust is responsible for:

- determining the school's health and safety policy and its implementation
- establishing clear lines of accountability for health and safety
- periodically assessing the effectiveness of the policy and ensuring that any necessary changes are made
- identifying and evaluating risks relating to possible accidents and incidents connected with the school
- providing access to competent health and safety advice

## Governance

2.2 Without limiting the responsibility of the trust, governance will ensure that health and safety issues are discussed at group meetings and policy is adopted at the local level.

| Tier | Responsibility |
|---|---|
| Board of Trustees | Approving the health and safety policy and monitoring compliance and its effectiveness through key performance indicators<br>Ensuring that adequate resources are available to discharge the Trust's health and safety commitments. |
| Local Governing Board | Ensuring compliance across the school with health and safety policy by reviewing that audits have been completed and actions resulting from audits are addressed.<br>Considering overall health and safety trends and issues likely to affect the school.<br>Policy adoption to reflect local arrangements. |

## Head Teacher

2.3 Without limiting the responsibility of the trust, the Head Teacher will oversee the day-to-day management of safety and implementation of this policy within the school.

2.4 The Head Teacher will comply with the health and safety policy and in particular will:

- make themselves familiar with any documentation and instruction referring to the health and safety arrangements for staff, building maintenance or operation of the School and maintain an up-to-date system of policies, procedures and risk assessments

- work with the central executive team, trade unions and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties
- allocate sufficient funds for health and safety
- in the event of any hazard or risk to the health and safety of any persons under their control, take appropriate action to control the hazard/risk and inform the central executive team of such hazards or risks promptly
- ensure the health and safety policy, procedures, action plan and risk management programme are implemented as an integral part of business, operational planning and service delivery
- liaise with the central executive team to undertake monitoring and ensure the provision of adequate resources to achieve compliance
- ensure that trust procedures for the selection and monitoring of contractors are in place
- with the support of the central executive team, take appropriate action under the trust's disciplinary procedures against anyone under their control found not complying with health and safety policies and procedures
- liaise with the central executive team to access competent health and safety advice

2.5 In addition to their statutory duties, Head Teachers and teachers have a common law duty of care for pupils which stems from their position in law "in loco parentis".

Senior Leadership Team

2.6 The leadership team at the school will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Head Teacher and central executive team.

Any member of staff with supervisory responsibilities will:-

- make themselves familiar with and conform to this policy, including any instructions and requirements for safe methods of work.
- identify new and existing hazards, initiate risk assessments, record the significant findings, implement any necessary control measures and review these to ensure that they remain relevant in consultation with the central executive team
- check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as necessary to enable them to work safely;
- work with the central executive team to complete a health and safety induction checklist for all new employees at the commencement of their employment.
- report all accidents, incidents and near-miss events, investigate the cause and take appropriate remedial action to prevent a recurrence.
- be responsible for aspects of health and safety included in their job description.

- organise risk assessments where significant risks are identified and ensure as far as is reasonably practicable the implementation of any control measures.
- ensure that all statutory registers and records are adequately kept.
- ensure the reporting and investigation of all accidents.
- ensure all persons under their control are aware of the reporting procedure.

## Office Managers and Premises/Site Staff

In addition to the responsibilities above Office Managers and Premises Officers have specific duties:

- to maintain an understanding of the Health and Safety Policy arrangements and their responsibilities detailed within them.
- to maintain an awareness of the relevant premises related to health and safety legislation, issues and procedures.
- to work with the central executive team to control contractors working on the premises and ensure that hazard information has been exchanged and suitable risk control measures implemented.
- ensuring adequate security arrangements are maintained.
- ensuring the general cleanliness of the premises and that adequate welfare facilities are maintained.
- In consultation with the central executive team, arrange for regular inspection of the areas of the premises for which they are responsible; that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained.
- ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained.
- Ensuring that plant and equipment are adequately maintained.
- Arranging for the regular testing and maintenance of electrical equipment
- Maintaining suitable records of plant and equipment maintenance and tests
- Ensure fire risks are formally assessed and adequate fire safety arrangements are provided, maintained, monitored and recorded including; fire risk assessments fire evacuation drills, fire officer inspections and the maintenance of fire extinguishers/blankets, emergency lighting, fire alarm
    - (including detectors and sensors) and any other fire safety equipment devices
- Report issues and areas of concern to the central executive team,
- Ensuring first aid requirements for the premises are formally assessed and adequate provision is provided, maintained and monitored
- Ensuring that all premise-related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored.
- Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations 1996
- Maintaining a health and safety file on the premises concerning any construction work covered by the Construction (Design and Maintenance) Regulations 2015 and making this available to contractors upon request.
- Ensuring that adequate systems are in place for the management of asbestos through the ‘Local Asbestos Management Plan’ and control of legionella and excessive hot water temperatures.
- To respond promptly to a notification of a defect that could affect the health and safety of building occupants/visitors.

# All Staff

All employees, agency and peripatetic workers and contractors must comply with the health and safety policy and associated arrangements, in addition to any specific responsibilities which may be delegated to them. All staff are required to:

- take reasonable care for their health and safety at work and of those who may be affected by their actions or by their omissions.
- cooperate with their line manager and senior management to work safely.
- comply with health and safety instructions and information and undertake appropriate health and safety training as required.
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- report to their manager any health and safety concerns, hazardous conditions or defects in the health and safety arrangements.
- support the School in embedding a positive safety culture that extends to pupils and any visitors to the site
- carry out training as required.

# Pupils

All pupils are expected to behave in a manner that reflects the school's behaviour policy and in particular are expected to:-

- take reasonable care for their health and safety and that of their peers, teachers, support staff and any other person that may be at the school.
- cooperate with teaching and support staff and follow all health and safety instructions given.
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- report to a teacher or other member of the school staff any health and safety concerns that they may have.

# Lettings

The Trust has a lettings policy which the school adopts. The policy covers procedures for fire evacuation and security arrangements the requirements relating to accident, assault and near-miss reporting requirements and the provision of first aid.

Persons/organisations letting the Site must agree to:

- co-operate and coordinate with the school on health and safety matters.
- agree to the terms of the lettings policy concerning health and safety arrangements.
- provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities. The school will ensure that: The premises are in a safe condition for use.
- the health and safety arrangements detailed in the lettings policy are fully explained and communicated to all individuals or groups letting a space/area of the school premises.
- adequate arrangements for emergency evacuation are in place and communicated.

# 3.0 Organisational Arrangements for Health and Safety

3.1 The following arrangements will be adopted to ensure the Trust and the Head Teacher fulfil their responsibilities and provide the foundation for securing the health and safety of employees and all users of the site

## Setting health and safety objectives

3.2 The Local Governing Board and staff member with designated H&S responsibility by the Head Teacher will specifically review the progress of health and safety objectives on a termly arrangement. Where necessary health and safety improvements will be identified and included within the school action plan.

## Provision of effective health and safety training

3.3 The Trust and the Headteacher will consider health and safety training on an annual basis in line with the school's health and safety training plan, focusing on mandatory training as a priority.

## Provision of an effective joint consultative process

3.4 The central executive team and the school will meet at least once per academic year to review health and safety processes and procedures to create a clear action plan, with identified responsibilities and target dates.

## Establishing adequate health and safety communication channels

3.5 Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:

- senior leadership team meetings and staff meetings
- site health and safety committee
- provision of information relating to safe systems of work and risk assessments
- training provided
- communications with relevant specialist advisors and bodies

3.6 Where health and safety issues cannot be resolved at a local level, they will be escalated through the management structure as appropriate.

## Financial resources

3.7 The Headteacher will review the school budget with the CFO to determine, in light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control. Specialist advice/support

3.8 The Trust will ensure that access to competent technical advice on health and safety matters is procured to support compliance with statutory duties and meeting health and safety objectives; the Trust will do this by;

Acquiring the services of a competent Health and Safety Advisor through Entrust

# 4.0 Organisation - Other Arrangements

### Accident and assaults

4.1 All accidents, assaults and near-miss incidents will be reported in the accident book or agreed reporting form within 24 hours of occurrence; RIDDOR reportable incidents, as per the HSE's Information Sheet (EDIS1), will be reported to the HSE within the required timescales.

4.2 All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises-related issues will be addressed promptly. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

4.3 Accidents, assaults and near-miss incidents will be monitored at least termly as part of the site health and safety committee; identification of significant trends or major incidents will be reviewed by the senior l eadership team as required with information communicated to the local governing body.

4.4 Accident records will be retained for the following periods; Pupil's records will be retained for a period of Date of Birth + 25 years, employee records will be retained from the date of incident + 7 years and forms relating to work-related ill health is current year + 10 years or longer (40 years where there has been potential asbestos exposure; where radiation is the cause retention is last action + 50 years).

### Audit

4.5 The school health and safety management will be audited annually by a competent Health and Safety Advisor through Entrust. The trust reviews this process as a positive assessment of our health and safety management system and takes appropriate action to continually improve health and safety across the wider trust organisation.

### Contractor management

4.6 The trust complies with the HSE's approved code of practice Construction (Design and Management) Regulations 2015' (L153) relating to the management and control of contractors. The central executive team working with the school will ensure that:

- roles of client, principal designer, designer, principal contractor, and contractor are understood and formally allocated.
- competent contractors are used.
- clear specifications of works are drawn up by a competent person to include phases of the work, duration, separation of building and school site, delivery times and locations, tapping into utilities, site security, fire and emergency coordination, fire escape routes, accident reporting etc.
- pre-start meetings take place to discuss how work will be managed, responsibilities, and codes of conduct and to assess new hazards that may be introduced to the site; including child safeguarding and induction.
- key contacts are identified.
- regular update meetings take place throughout any work/projects.
- works are visually monitored and any concerns are immediately reported.
- works are signed off and any associated certification and documentation are obtained.  all staff/ pupils and other users of the site remain in a safe environment for the duration of the works.
- all contractors are given access to the asbestos register.

All contractors are to complete a contractor site induction sheet before work can proceed.

## Control of hazardous substances

4.7 The trust complies with the HSE's approved code of practice Control of Substances Hazardous to Health (L5) relating to the management and control of hazardous substances on site. The central executive team working with the school will ensure:

- An inventory of all hazardous substances on site is kept and updated regularly.
- wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used.
- A COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff.
- wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and control measures implemented.
- where identified as part of the risk assessment, appropriate PPE will be provided to staff.
- Any requirement for exposure monitoring or health surveillance will be carried out.
- sufficient information, instruction and training are given to staff to ensure a full understanding of the hazards to health posed by substances in the workplace and the importance of control measures provided.
- training records are maintained for those who receive training.
- information will also be given to others who may be affected, such as contractors, temporary staff and visitors.
- only substances purchased through the school's procurement systems can be used on-site.  substances are stored correctly and those that are no longer used are disposed of as per the substances safety data sheet.
- COSHH risk assessments are monitored quarterly and reviewed annually.

## Dealing with health and safety emergencies - procedures and contacts

4.8 As per legal requirements all dangerous occurrences and near-miss incidents that are RIDDOR reportable incidents, will be reported to the HSE within the required timescale.

4.9 All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises-related issues will be addressed promptly.  Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

See Business Continuity planning for other emergencies that would not be covered by the fire and emergency evacuation plan.

## Defect reporting

4.10 The school has a defect reporting procedure whereby any damage or defect to the premises, equipment or furnishings is reported. Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic risk assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

## Display screen equipment (DSE)

4.11 The school acknowledges that staff who use DSE should have suitable equipment to undertake the tasks that they are required to carry out, know how to safely use the equipment and have a DSE assessment which is reviewed at suitable intervals. At that end, the school ensures that:

- All static workstations used by staff meet the minimum standards required.
- equipment is maintained in good working condition.
- staff are aware of best practices in using DSE and are issued with relevant information via training provision.
- staff whose roles require significant use of DSE are prioritised for individual assessment.
- assessments are reviewed at least bi-annually, earlier if there are significant changes to equipment/layout individual health.
- a trained DSE assessor can be accessed through Entrust Services.

## Driving

4.12 All staff who drive their cars for work purposes must have a full UK driving licence, and business insurance and maintain their vehicle in a road-worthy condition. Annual licence and insurance checks are undertaken and documented by the school.

4.13 The arrangements for minibus use involve several crucial components to ensure safety and compliance. Firstly, all minibus drivers are required to undergo regular medical and eye examinations to assess their fitness for driving. Additionally, they must hold the appropriate driving license that permits them to operate a minibus. Only authorised drivers who meet these criteria are allowed to drive the minibus. The responsibility for undertaking checks on minibuses lies with a designated person, Mrs Plant, who ensures that all necessary inspections and maintenance are carried out regularly. Furthermore, stringent pupil supervision arrangements via employing chaperones and cover staff are implemented to guarantee the well-being of passengers during transit. These measures collectively contribute to a comprehensive and secure framework for minibus use, prioritising the safety and welfare of both drivers and passengers.

## Electrical systems and equipment

4.14 The trust ensures that schools maintain and service electrical systems and equipment in line with statutory guidance and best practices. Electrical systems (hard wiring) are periodically inspected every 5 years by a competent contractor and records are maintained; any remedial works recommended are acted upon promptly.

4.15 Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance 'Maintaining portable electrical equipment in low-risk environments' (INDG236), by a competent contractor with records maintained.

4.16 Formal termly workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment before use and not to use any equipment that appears damaged or defective. The school’s defect reporting procedure is followed as required.

## Fire safety

4.17 The trust is committed to providing a safe environment for both staff and pupils and by working with the central executive team, the school manages the risk of fire by ensuring:

- a comprehensive fire risk assessment is in place, reviewed annually and any actions/improvements identified are progressed considering risk and cost.
- A detailed fire and emergency evacuation plan has been developed that details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation, this will include the development of a Personal Emergency Evacuation Plan (PEEP) for any person requiring assistance in an evacuation.
- statutory inspections are carried out on all fire-related systems and equipment either by competent contractors or in-house by qualified trained staff.
- all staff receive fire awareness training via the school CPD programme that is regularly updated and fire marshals receive role-specific instructions.
- A fire drill is undertaken at least termly to practice evacuation arrangements and to ensure that the evacuation procedure is carried out successfully and as expected.
- A fire log book is kept and maintained.

## First-aid and supporting pupils' medical conditions

4.18 Adequate first aid arrangements are assessed, maintained and monitored at the school and for all activities that the school leads. The school ensures that:

- the number of first aiders and appointed persons meets recommendations and adequate cover is available to cover for annual leave and unexpected absences.
- all first aiders and appointed persons hold a valid certificate of competence, the school maintains a register of all qualified staff and will arrange re-training as necessary.
- first aid notices are displayed.
- sufficient numbers of suitably stocked first aid boxes are available and checked periodically to ensure they are adequately stocked.
- A suitable area is available for the provision of first aid.
- staff are regularly informed of first aid arrangements, through induction, teacher training days and the staff handbook which is issued annually.
- where first aid has been administered this is recorded in the first aid treatment book.
- correct reporting procedures are followed including those required under RIDDOR regulations.
- individual risk assessments have been carried out which consider first aid provision for lone workers and employees who travel in work vehicles that carry passengers.
- information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of an emergency.
- children with medical conditions will be cared for in line with policy.
- medication shall be kept securely in line with the policy.

## Glass & Glazing

4.19 The school will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and the Approved Code of Practice L24 as it relates to glass and glazing

4.20 The school will survey its glass surfaces in doors, windows and door side panels for the presence of safety glass and where appropriate will make remedial actions to install safety glass or film and have it suitably marked to that effect

## Grounds - Safety/Security

### Safety

4.21 The school will ensure that there is safe access and egress from the buildings and grounds including balancing the need for security with the need for emergency escape and ensuring that there is a regime for maintaining the grounds, perimeter demarcation (where owned) and equipment e.g. outdoor play equipment.

### Security

4.22 Maintaining site security is paramount to ensure the safety of all individuals within the school premises. Therefore, the following rules have been established:

Door Security:

- All exterior doors must remain closed and locked when not in use.
- Access through designated entry points is mandatory.

Visitor Control:

- All visitors must report to the main office upon arrival.
- Visitor access is restricted to designated areas and requires a valid reason for entry.
- A visitor log must be maintained, including the purpose and duration of the visit.

Sign-In Procedures:

- All staff, students, and visitors must sign in and out using the provided logbook or electronic system.
- Temporary identification badges must be worn by visitors within the premises.

Identification of Staff at Greater Risk:

- Staff members with known health conditions or who may be at greater risk of injury must declare their circumstances to the school administration.
- Reasonable accommodations and safety measures will be implemented accordingly.

Risk Assessment:

- Regular risk assessments will be conducted to identify potential hazards and security vulnerabilities.
- Mitigation strategies and corrective actions will be promptly implemented based on risk assessment findings.

Special Training Requirements:

- Staff members with specific roles, such as security personnel or emergency response teams, will undergo specialised training.
- Training sessions on on-site security protocols will be conducted periodically for all staff members.

Emergency Procedures:

- Clearly defined emergency procedures will be communicated to all staff, students, and visitors.
- Regular drills for fire, lockdown, and evacuation will be conducted to ensure preparedness.

Technology Utilisation:

- CCTV cameras will be strategically placed to monitor key areas for enhanced security.
- Access control systems will be utilised to restrict unauthorised entry.

These rules collectively contribute to the overall site security, fostering a safe and secure environment for all members of the school community. Compliance with these rules is essential for the well-being and protection of everyone on the premises.

## Housekeeping – storage, cleaning & waste disposal

4.23 The school will ensure that there is suitable and sufficient storage including systems for ensuring that items are included in an inventory and checked periodically where necessary for safety.

4.24 The school will ensure that there are systems in place for cleanliness, to minimise the accumulation of rubbish, for the removal and disposal of controlled waste and for the cleaning of spills/ wet floors to minimise the risk of slips. The school will ensure that there are suitable and sufficient external waste bins secured from the risks of arson and tampering. #]

4.25 Where applicable and to accommodate the requirements of environmental legislation the school will arrange for suitable disposal/recycling of relevant items e.g. fluorescent lighting and waste electrical appliances.

4.26 Suitable arrangements will be made for the clearing of snow as part of winter preparedness.

## Jewellery

4.27 This section outlines the guidelines regarding the wearing of earrings and other jewellery by school pupils. The objective is to maintain a safe and inclusive learning environment while allowing for individual expression.

Earrings:

- Pupils are permitted to wear small stud earrings.
- Hoops, dangly earrings, or any jewellery that may pose a safety risk during physical activities are not allowed.
- Pupils participating in physical education (PE) classes, sports, or other activities where jewellery may pose a risk are advised to remove earrings for the duration of the activity.
- No other visible body piercing is permitted.

Other Jewellery:

- Minimal and non-distracting jewellery, such as necklaces and bracelets, is allowed.
- Large or excessive jewellery that may be a distraction to the learning environment is discouraged.

Instructions to Pupils:

- Pupils are responsible for adhering to the jewellery requirements.
- Pupils should remove or appropriately manage jewellery during PE classes or any other activities where it may pose a safety risk.
- Any exceptional circumstances regarding jewellery (for example for religious reasons) should be communicated to the school administration in writing by the parents of the pupil for consideration.

## Lone working

4.28 The school will ensure through risk assessment that all staff who work alone are given suitable instruction on lone working procedures including communications, emergency procedures and any restrictions during lone working e.g. work at height.

## Management of asbestos

4.29 The school complies with the HSE's approved code of practice 'Managing and working with asbestos, Control of Asbestos Regulations 2012, Approved Code of Practice & Guidance (L143) and is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. To this end, the school has a whole site asbestos 'management survey' (previously known as Type 2 survey) from which a local asbestos management plan (LAMP) has been developed. The Lamp along with the asbestos register will be kept up to date (Appendix D).

4.30 A minimum of six monthly visual inspections of all identified asbestos-containing materials (ACMs) that are not encapsulated or in restricted access areas are undertaken and documented; where necessary more frequent checks of ACMs will be undertaken. Any concerns relating to known or suspected ACMs are addressed as per the procedures detailed in the school's LAMP.

4.31 Before any works that will or have the potential to alter the fabric of the building; a 'refurbishment and demolition survey' (previously known as a Type 3 survey) will be procured to undertake a comprehensive assessment of the materials being disturbed before any works commencing. Where necessary works that are likely to disturb asbestos will be planned to avoid disturbance (re-routed) or the asbestos will be removed by competent licensed contractors before building works commence.

## Moving and handling

4.32 The school complies with the HSE's approved code of practice 'Manual Handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23).

4.33 At the local level the school will understand there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. The school manages the risk associated with moving and handling tasks by ensuring that:

- moving and handling is avoided whenever possible.
- if it cannot be avoided, moving and handling is properly planned, has a relevant risk assessment, is carried out by competent staff and is carried out in a manner which is, so far as is reasonably practicable, safe.
- Those undertaking specific moving and handling tasks have received appropriate training and training records are maintained.
- Any equipment provided to assist with moving and handling tasks is maintained and serviced following statutory requirements.
- Any defective equipment is taken out of use until repaired or replaced.
- An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling tasks being restricted.
- Any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required.

## Noise

4.34 The school will make arrangements for the assessment of risk, protection and other control measures where the noise levels reach the action values as detailed within the Control of Noise at Work Regulations 2005 Occupational health services and work-related stress

4.35 The trust acknowledges that there are many factors both work-related and personal that may contribute to staff being absent from work through injury and ill health including stress.

4.36 The trust ensures that up-to-date wellbeing support is disseminated to all employees on an annual arrangement which is further supported by well-being action plans created at a school level.

4.37 The trust will follow the principles of the HSE guidance 'Managing the causes of work-related stress' (HS(G) 218). The following arrangements are in place to locally manage staff health issues:

- employees are advised that it is their responsibility to inform their line manager, the Head Teacher or another member of the senior leadership team of any ill health issues.
- An appropriate member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels.
- The member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.
- the member of staff will be advised that support can also be provided through their trade union.
- A series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified.
- if it is identified that there is a high occurrence of staff ill health or stress within the trust, the central executive team will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation. Off-site visits including school-led adventure activities

4.38 The trust adopts the National Guidance for the Management of Off-site visits and LOtC activities.

4.39 The trust uses Evolve to support schools in the management of both on and off-site visits, including school-led adventurous activities.

4.40 All schools have at least one EVC who is responsible for H&S risk assessments and quality checks the procedures put in place by staff to ensure the safety and wellbeing of pupils off-site.

## Risk assessment

4.41 Risk assessments are undertaken for tasks/activities where significant hazards have been identified or where there is a foreseeable risk of injury/ill health.

4.42 Within the trust, various persons are tasked with the development of risk assessments based on their knowledge, experience and competence. Relevant staff will develop the risk assessments before consultation with all staff to which they are relevant before sign-off. Risk assessments are accessible to staff at all times electronically via their cloud storage and as hard copy in the school staffroom

4.43 New and expectant mothers' risk assessments will be conducted in line with HSE Guidance.

4.44 Young person's risk assessments will be carried out for staff working on site falling within this age range, as applicable.

## Smoking

4.45 The trust complies with UK law on smoking in both indoor and external spaces. The school has a no smoking policy which extends to the limits of the curtilage of the site. The policy extends to the use of substitute inhalers and all types of vaping devices including e-cigarettes. The school has signage on site and will ensure that persons seen smoking onsite are instructed not to do so.

## Statutory Inspections

4.46 The trust ensures that statutory inspections are undertaken in schools at required intervals for all plant and equipment required. A matrix table detailing required inspections has been developed which is implemented by the Site Manager / Premises Officer and monitored by the central executive team.

## Preventing workplace harassment and violence

4.47 The trust is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in the site-specific lone working risk assessment, the following procedures are in place:

Staff are advised to:

- avoid confrontation if possible.
- withdraw from a situation or escalating situation. o arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors.
- contact emergency services, as appropriate.
- inform the Head Teacher or a member of the senior management team if a confrontation has taken place.

The school will :

- ensure the Headteacher or member of the senior leadership team attends the site of an incident upon being informed of the incident if considered necessary.
- have in place procedures for the reporting of incidents.
- offer counselling/ support through Occupational Health.
- debrief individuals following any incident. o provide training on how to manage conflict and aggression as required.
- review the appropriate risk assessments following any incident.

## Vehicles on Site

4.48 The school car park is used strictly for the parking of employee vehicles. The school adheres to restrictions on vehicle movement at certain times of the day to maintain the safety of staff and visitors. Deliveries are managed by site staff.

## Water hygiene management

4.49 The trust complies with the HSE-approved code of practice 'Legionnaires' disease - The control of legionella bacteria in water systems (L8) and ensures the school will:

- employ an external person with relevant knowledge and competence to obtain initial advice on any necessary actions.
- employ a competent external contractor to provide a suitable survey/risk assessment; with the risk assessment being reviewed at least every two years or whenever there is reason to suspect it is no longer valid.
- address any remedial actions identified by the survey including dead leg removal or drain down.
- employ a competent external contractor to undertake water sampling and routine cleaning, maintenance and disinfection of water systems and thermostatic mixing valves (TMVs) as applicable.
- ensure regular flushing of little-used outlets is completed by a competent individual every week.
- employ a competent person to undertake monthly monitoring of water systems including temperature readings.

## Working at height

4.50 The trust will follow the principles of the HSE guidance 'The Work at Height Regulations 2005 (as amended) A brief guide' (INDG401) and will ensure the school uses a variety of access equipment for working at height tasks including ladders, step ladders and kick stools. The school will ensure that:

- work at height is avoided whenever possible.
- if it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and is carried out in a manner which is, so far as is reasonably practicable, safe.
- those undertaking work at height have received appropriate training and training records are maintained.
- all access equipment (ladders, step ladders, tower scaffolds etc.) is identifiable and inspected as required.
- Any equipment provided to assist with working at height tasks is maintained and serviced per statutory requirements.
- Any defective equipment is taken out of use until repaired or replaced.
- An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking working-at-height tasks, these may result in some working-at-height tasks being restricted.
- Any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required.

## Workplace inspections

4.51 The trust recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils. A formal workplace inspection is undertaken by the Local Governing Board termly with the school with findings documented and any actions allocated with remedial actions. The high-risk termly inspection findings are reviewed with the central executive team via the risk register. It is recognised that termly inspections alone will not keep premises safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the school's defect reporting procedure.

## Monitoring and review

4.52 This Health and Safety Policy together with the associated procedures and health and safety performance, will be reviewed by the Trust, the central executive team and the school regularly (every three years as a minimum), or as required.

4.53 To substantiate that health and safety standards are being achieved, the trust will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action by the school.

4.54 The trust will use several types of systems to measure health and safety performance:

## Active monitoring systems

- Oversee that spot checks and termly site inspections are undertaken by the school.
- documents relating to the promotion of the health and safety culture will be regularly examined and reviewed.
- appropriate statutory inspections on premises, plant and equipment will be undertaken.
- where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

**Reactive monitoring systems**

- identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc

**Reporting and response systems**

- ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken
- schools will receive and consider reports on health and safety performance.

**Investigation systems**

- investigations will be implemented for incidents proportionate to the severity of the incident. The investigation will incorporate systems to identify both the immediate and the underlying causes of events
- analysing data to identify common features or trends and initiate improvements.
- where cases of occupational ill-health are to be investigated.
- where complaints relating to occupational health and safety are to be recorded and investigated.
- where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated.

**Third-Party Monitoring/ Inspection**

The school will be subject to third-party inspection and monitoring, as part of Ofsted requirements. Actions arising from third-party audits/inspections will be incorporated within the school action plan with appropriate target dates for completion and monitored for completion by the central executive team.

# 5.0 Policy Review

This Policy will be reviewed every 3 years or wherever a significant change to either legislation or procedures occurs which is liable to affect the health and safety of employees, pupils, contractors, or visitors to the Trust's premises.