

# Trust Policy

## Health and Safety

<b>Policy type</b>	Trust wide with local context
<b>Review</b>	Annually
<b>Author/Responsible Officer</b>	Chief Operating Officer
<b>To be ratified by</b>	Finance, People and Operations Committee
<b>Approved by</b>	Sharon Carlyon
<b>Date of ratification</b>	14 October 2024
<b>Date of next review</b>	Autumn 2025

This policy is a mandatory policy for all DSAMAT Academies and must be implemented with local amendments

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## **Our mission, vision and values**

The Trust has a clear **mission** at its core, ensuring that all pupils are enabled to flourish, rooted in God's Love - academically, socially, spiritually, physically and mentally. This is central to our work, and rooted in our Christian foundation (John 10 v 10). Our commitment to mutual flourishing within the school community is built upon our shared belief in Church of England principles. In our Trust, just as in the wider Church of England community, 'flourish' refers to prospering, thriving and growing. It means prayerfully encouraging all within our schools so that they might prove fruitful, successful and contented in the longer term. We seek to provide space generously for all to flourish in life and all of its structures. Equitable treatment for all pupils, staff and the wider community is a core part of enabling this long term, holistic flourishing.

We have a clear **vision** about creating successful schools for the benefit of their communities and we expect every school in the Trust to continuously improve. All schools provide rich and diverse curricula which evolve to meet the needs of their children and local communities, as well as delivering educational excellence to enable them to continue to flourish in later life.

The way we work and deliver against our mission is critical to our Trust. We have shared, agreed **values** of:

Hope; Nurture; Equality; Respect; Collaboration

The Trust's vision is underpinned by a Christian values framework which is adopted by all schools. It provides clear expectations for all Trust employees on how we wish our values to impact on all areas of school life. It draws on, and is informed by, the National Church of England Vision for Education and the Diocesan Board of Education Vision.

Each school within the Trust has a personalised vision for education, developed locally to reflect the individual character and needs of the school community. This vision is underpinned by the Trust's wider vision, and agreed with the Trust, but it is owned and driven by the headteacher and their LGB.

## **Our community**

The Trust are dedicated to delivering education that serves local communities. Our schools are inclusive, welcoming those from all and no faiths, from all abilities and backgrounds. We believe in providing a high-quality education, underpinned by Christian values, which enables every child to flourish.

Underpinning all of the Trust's work is a belief in educational excellence. The Trust serves all stakeholders by providing schools with the highest levels of academic rigour and pastoral care.

Our schools are places where children and young people develop and thrive intellectually, socially, culturally, and spiritually. All of the Trust's schools teach a broad and balanced curriculum within national guidelines focusing on core skills. This is designed to ensure that all pupils reach their academic potential and seek to enrich their experience along the way. Pupils will be enabled to

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succeed in an atmosphere of high expectation, aspiring to educational excellence with a firm foundation of values.

This policy forms part of our Trust governance and ensures that we are held to the highest standards as we carry out our duties.

### **Statement of Intent**

This is the Diocese of St Albans Multi-Academy Trust (DSAMAT) over-arching Health and Safety policy and must be implemented and adhered to in each of the academies within the Diocese of St Albans Multi Academy Trust along with those working within the central team.

This policy will also be implemented and adhered to from the first day of any other school joining the Trust.

For the remainder of this document, the Diocese of St Albans Multi Academy Trust will be referred to as DSAMAT.

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## 1. Health and Safety Policy Statement

DSAMAT acknowledge and accepts all legal and moral health, safety and welfare responsibilities toward our employees, pupils, contractors and those that may be affected by our activities, so far as is reasonably practicable.

We commit to encouraging a positive safety culture via effective communication, cooperation, teamwork and consultative management.

We will achieve these aims by: -

- Ensuring that adequate resources are provided to plan, organise, control, monitor & review safety across our Trust
- Developing management systems that will allow us to maintain, monitor, and where necessary, continually improve our safety performance
- Providing information, instruction, training and supervision to employees of all levels to ensure that decisions are undertaken safely
- Monitoring our safety performance and taking action where it falls below expected standards
- Ensuring that places of work and work equipment, for which we are responsible, are maintained and without risks to health
- Providing adequate welfare facilities
- Engaging competent professionals where expertise is not available in house
- Having systems in place to react to, report and learn from incidents and accidents
- Using competent contractors
- Ensure that appropriate and adequate insurances are maintained and reviewed annually
- Reviewing this policy statement annually or more frequently if there are significant organisational changes
- Ensuring our Headteachers are skilled and knowledgeable to lead their school's H&S procedures and practice

We expect all employees working for us at all levels to: -

- Take responsibility for their own safety whilst at work and for others who may be affected by their acts or omissions
- Be familiar with this policy and work in accordance with the procedures outlined in this document
- Co-operate on safety matters to enable us to fulfil our obligations
- Comply with risk assessments completed for their work and activities
- Report safety matters that they are concerned about and are unable to resolve themselves.
- Not to interfere, misuse or willfully damage anything provided in the interest of Health & Safety

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DSAMAT will, at the end of each academic year, draw up a status report on each safety management area covered by the school's review. The review will draw off the information on the management system and will comprise:-

- A statement of the number of uncompleted tasks on 31st August (or any other date chosen by the Trust Board).
- A review of the overall fulfilment of risk assessments and other health and safety tasks as recorded on the management system;
- A review of the overall decrease/increase in risks and reported incidents from the previous year;
- A review of the overall decrease/increase in accidents/incidents;
- Any other findings in the annual audit;
- Changes in the health and safety organisation, policy or structure;
- New processes and new technology introduced for health, safety and security;
- A reference to external influences: legislation, guidance, British Standards, auditors and reports; and
- Any proposals for improvements.
- The Principal/Headteacher will ensure that copies of the status review will go to the Head of Estates, LGB, and union representatives

## **2. Organisation and Responsibilities**

This section details the specific health and safety roles and responsibilities assigned to the following posts and functions:

### Members

The Members meet at least annually and through their role hold the Trust's Board of Directors to account.

### Board of Directors

The Board of Directors is responsible for the effective operation of DSAMAT and each school therein, providing a high level of ongoing challenge and support to the Trust

Key responsibilities:

- Strategic leadership which aligns with our vision, ethos and aims
- Accountability that drives up educational standards and financial performance
- Compliance with statutory and contractual requirements including Health and Safety
- Evaluation to monitor and improve the quality of impact of governance

### Finance, People and Operations (FPO) Committee

The Finance, People and Operations Committee has delegated responsibility for:

#### **Health & Safety**

- To receive regular updates on relevant Health and Safety matters across the Trust via the COO report, and advise as necessary
- To receive a summary of the 2 year H&S audits via the COO
- To receive a termly compliance report in respect of the Trust's health and safety policies and statutory obligations under the Health and Safety at Work Act 1974.

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#### Estate Management

- To be assured that a Trust wide Estates plan is in place and receive regular updates as to the status and impact of this plan

#### Asset Management

- To be assured that an asset recording system is in place, including an inventory and fixed asset register for each Academy and the Central Team

#### Audit, Risk and Compliance (ARC) Committee

The Audit, Risk and Compliance Committee has delegated responsibility for:

#### Asset Management

- To receive an annual report, as part of the audit process, on the management of assets across the Trust

#### **Measuring Performance**

DSAMAT will use an appropriate system to support relevant staff in carrying out their responsibilities for health, safety and security in their areas.

The H/S Designated person will ensure that the following are carried out as appropriate, using the school's management system for logging purposes:

- Regular documented audits;
- Site inspections;
- Review of risk assessments and the subsequent control measures;
- Surveys by the Head of Estates;
- Attendance at health and safety meetings;
- Information coming out of department meetings and how it is dealt with;
- Results of any external reviews/investigations;
- Regular review of accidents/incidents/near misses and use of the information and experience gained from the review;
- A system of reviewing and developing improvement plans as identified; and
- Sharing experiences, findings and good practice inside the school and across the Trust.

#### Chief Executive Officer

The CEO has overall responsibility for the Trust health and safety performance and is required to ensure that:

- decision-making is in line with the policy and procedures for health and safety and any statutory provisions set out in legislation
- adequate resources are made available for health and safety
- health and safety performance is robustly monitored and reviewed
- suitable action plans for improving health and safety are developed and implemented
- the Headteachers are held to account and measured against health and safety targets and objectives
- The Trust's health and safety policy and performance is reviewed annually

#### COO / Head of Estates

The CEO delegates the day-to-day responsibility to the COO, who in turn delegates to the Head of Estate and they will ensure that:

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- The Trust's health and safety policy is updated in line with best practice and statutory guidance
- Schools are completing termly H&S inspections and follow up actions
- Annual H&S audits are carried out, reported to key stakeholders and action plans are completed
- Consider reports on Fire Safety, including termly Evac and Invac Drills and follow-up actions
- Schools are supported with determining the use of the school's' premises and grounds outside school hours with regard to the lettings and charging policy

#### Local Governing Board

In line with the Trust's published scheme of delegation each Local Governing Board will:

- Monitor progress against the academy action plan from the annual H&S review
- Ensure, through the Leadership reports, that academies' premises are inspected termly

#### Headteacher

High standards of health and safety management and the implementation and monitoring of this policy is the local responsibility of the Head Teachers, and their Senior Leadership Teams.

The School Headteachers are responsible for:

- Ensuring this Policy is communicated adequately to all relevant persons
- Ensuring health and safety is implemented and managed as per the Trust Health and Safety policies and procedures
- Ensuring all related policies are in place and embedded within school practice
- Ensuring there is sufficient resources within the budget for robust health and safety
- Ensuring that H&S inspections are carried out by the H&S Designated person
- Safe systems of work are in place as identified from risk assessments – both annual risk assessments and ad-hoc ones
- Emergency procedures are in place
- Arrangements are in place to monitor premises and performance
- Notify Head of Estates of any correspondence from any enforcement agency OFSTED, Police, HSE, EHO or Fire Service
- Designate a competent person who will fulfil the role of H&S Lead
- Key Health and Safety risks or concerns that cannot be addressed at local level are highlighted to the Head of Estates

#### School Health and Safety Designated person *(In our smaller schools this may also be the Headteacher)*

Each school has a designated Health & Safety Lead who is responsible for:

- Ensuring risk assessments of the premises and working practices are undertaken and reviewed on an annual basis
- Ensuring Asbestos is managed correctly
- Ensuring Individual personalised risk assessments are carried out as and when required
- Ensuring all staff are provided with adequate information, instruction and training on health and safety issues, including as part of Induction and regular refresher training sessions
- Ensuring a log of all health & safety qualifications and training courses attended by staff is maintained
- Completing a termly H&S inspection and reporting outcomes to the Headteacher
- Accidents are investigated, and any remedial actions required are taken or requested

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- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Ensuring Machinery and equipment is inspected and tested to ensure it remains in a safe condition
- Ensuring contractors are made aware of hazards and procedures they are required to follow
- Ensuring all statutory maintenance checks are carried out.
- Ensuring Fire Evacuation drills are practiced termly, and results are reported back to the HT and local Governors

#### Line Manager Responsibilities

Other staff within the school such as Heads of Departments, Line Supervisors and Site Managers may have specific health and safety responsibilities these could include:-

- Ensuring employees within their area are inducted and aware of any hazards in their workplace. This includes arrangements for fire evacuation, other emergencies, first aid etc.
- Ensuring risk assessments are up to date and reviewed regularly for their area of control.
- Ensuring all safety rules are observed and that safety equipment is worn or used where appropriate
- Maintaining good housekeeping standards
- Highlighting to the Headteacher the annual training needs of staff identified from the performance review system
- Support staff with queries or concerns regarding health and safety

#### Individual Employee Responsibilities

All employees have a personal responsibility to prevent injury to themselves and others and damage to equipment and buildings. They also have a responsibility through routine observation to report to the School H&S Lead any suspected faults with fire appliances, e.g. discharged fire extinguishers, etc.

In particular they must:

- Make one-self familiar with and conform to health and safety procedures at all times
- Wear appropriate safety equipment and use appropriate safety devices as necessary
- Conform to all instructions given by those with responsibility for health and safety
- Report hazards, accidents, faults, defects, damage, etc. to the School H&S Lead
- Offer any suggestions to improve health and safety to the School H&S Lead
- Not misuse any plant, equipment or hand tools
- Take a responsible attitude towards health and safety, to include having due care for themselves and others
- Follow all manufacturers and suppliers' instructions when using plant and equipment
- Carry out their work in accordance with training and safety matters
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place
- Avoid any conduct which puts themselves or others at risk

#### Pupils/Students

Pupils/Students, as specified in the code of conduct, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene

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- Observe all the health & safety rules of their respective School, and in particular, the procedures for and instructions of staff in relation to emergency situations
- Use and not willfully misuse, neglect or interfere with things provided for their health and safety

#### Staff and Trade Union Consultation

Each school recognises its responsibilities under the Health and Safety (Consultation with Employees) Regulations 1996 to consult staff with regard to Health and Safety and will continue to use the school's normal communication channels to do this.

#### Parents

Parents may also be consulted on issues that they may be expected to have views and concerns on (e.g. security, safeguarding of students, road safety). The school may determine the amount and manner of the consultation.

#### Disciplinary Proceedings

Understanding and complying with all the health and safety procedures is of the utmost importance. Failure to comply with these procedures or tampering with any of the health and safety equipment, including firefighting equipment, may lead to the implementation of disciplinary procedures by the Trust.

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### 3. General Arrangements for Health and Safety

The following procedures and arrangements have been established within our Trust to ensure compliance with the Trust Statement of Intent. The arrangements may refer to a separate detailed policy and guidance and these will be available to staff to access electronically and should be followed. There is also a Headteacher toolkit to assist academies in the implementation of the policy and its arrangements for health and safety.

Some academies may take a template and adapt it to their specific local arrangements, and these should be followed.

#### **Accident, Incident and Near Miss Procedures**

*See local School Accident reporting procedure.*

All staff are required to complete the Trust Incident/Accident/Near Miss Report within 24 hours of any of the following occurring:

- Incidents resulting in injury, illness or fatality or theft/loss or damage
- Near misses
- Property damage resulting in injury or near miss to a person

When the form has been signed by the Headteacher the online accident reporting system administrator will input the details onto AssessNET system or LA equivalent system (Herts CC), a copy of the accident report to be sent to the Head of Estates who will update the COO.

The system will identify if the accident/incident also needs to be notified to HSE under RIDDOR and the Business Lead will complete the paperwork. Hard copies of these forms are kept on file in the school office following GDPR requirements.

The Headteacher or H&S Lead will investigate the accident depending on the severity of the accident.

The Headteacher will provide analysis in accidents/incidents for inclusion in the H&S section of the Leadership report to LGB on a termly basis.

#### **Administration of Medicines**

*See separate Trust Supporting Pupils with Medical Conditions Policy*

The Trust has a dedicated Policy for supporting pupils with medical conditions and this is based on the DFE guidance. Each school will adopt this policy and record local arrangements within the document for example storage of medication, school trips etc.

#### **Asbestos**

*See separate Asbestos Guidance and Management Plan*

Any school within the Trust constructed before 2001 will have their own asbestos register. Advance reference must be made to these documents in any circumstances where work to the fabric of buildings is to be undertaken.

The School Headteacher has overall responsibility for the management of asbestos in their school and will ensure that all staff are briefed regarding the rules for drilling, affixing anything to walls and ceilings etc.

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The School Headteacher is responsible for ensuring there is a local Asbestos Management Plan for the site and can be found in the asbestos register in school.

All contractors shall be referred to the asbestos register before commencing work. Any member of staff who may disturb the fabric of the building shall refer to the logbook before commencing work and sign the permit to work sheet.

Each H/S Designated person within the school will complete an annual check on the condition of asbestos and record this in the asbestos logbook.

Staff will also be reminded that they must report any damage to asbestos materials to the Site Agent/Business Lead/Headteacher.

### **ASD Provision**

*See separate Local School SEND policy*

### **Alcohol and Drugs**

*(See Trust Supporting Pupils with Medical Conditions, local school drugs and Trust Disciplinary Policy)*

Staff are responsible for ensuring that they do not work under the influence of alcohol or non-prescribed drugs. Failure to follow this, falls under the Trust Disciplinary policy.

Individuals who must take prescribed drugs that could affect their ability to work safely must have their work carefully risk assessed so should inform their line manager so that the relevant controls can be implemented to ensure that they are not a danger to themselves or to others.

### **Behaviour Policy**

*See separate local school Behaviour Policy*

### **Catering**

School meals are provided either by contractors or in-house by school directly employed staff. In either case the Food Hygiene (England) Regulations 2013 and Natasha's law are complied with under the monitoring and guidance of the Food Standards Agency / Local Authority Environmental Health Officers.

In house catering:

- Manshead CE Academy

For in-house catering the school is responsible for the following checks: -

- Annual Canopy clean
- Annual kitchen equipment (gas safety check)

For in-house catering, the Kitchen Manager is responsible for staff training of for example; food hygiene level 2 in Food Safety in Catering, allergen, COSHH, Safer Food Better Business etc. is up to date and refresher training organised. They are also responsible for ensuring risk assessments are in place and regularly reviewed for kitchen activities.

The Headteacher is responsible for ensuring that food hygiene standards are met in in- house catering provision.

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For all other schools the catering is provided by an external company and falls under the Trusts contractor management procedures.

A copy of their health and safety policy and risk assessments are held in school and a check on fire safety in this area by the school is carried out every term.

The external catering providers are responsible for the health and safety of their staff working in the school kitchens. They are also responsible for complying with Natasha's law with regard to allergen identification and labelling.

Where the school is responsible for maintaining the fabric and equipment in the school kitchen. The school will ensure the following:

- Annual Canopy clean
- Annual kitchen equipment (gas safety check)

If the Catering company arranges checks, the Headteacher should ensure the Catering company provides copies of works. Schools monitor the day to day catering contract and escalate to kitchen manager and Head of Estates if urgent or where required.

### **Children at school (non-pupils)**

Staff Children

Non school children, e.g. the children of a member of staff, should only be allowed into school during holidays and strike days by prior arrangement with the Headteacher and will be supervised.

### **Contractors**

*See separate Managing Contractors Policy*

The Site Manager/designated person shall ensure that the management guidelines regarding contractors are adhered to at all times.

The Site Manager/designated person is responsible for the Control of Contractors and will ensure projects adhere to CDM regulations and will ensure designers, contractors, and any other building professionals are assessed for competency. Sufficient time, resources, and information must be allocated to ensure the health, safety and well-being of all concerned is prioritised.

Active management of contractors, project planning, accurate hazard identification, thorough exchange of information, following suitable and sufficient risk assessment is essential. It is managed through the trusts control of contractor's procedures.

### **Caretaking and Cleaning**

Some of the Trust schools have a site agent or site team on site to carry out general care taking tasks such as security, fire alarm, legionella, portage, general repairs and maintenance etc. The role and hours worked will vary from school to school.

The Headteacher is responsible for ensuring the Caretaker/Site Manager or site team carries out their duties for the general day to day maintenance of the site, including general housekeeping, cleanliness and tidiness of the site on visual inspection, fire doors, clear escape routes, management of slip, trip and fall hazards, appropriately stored substances hazardous to health, regular checks including fire safety water safety, gas and electricity safety, cleaning and maintenance inspections on a daily/weekly/termly basis.

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In some of the schools the caretaker is also responsible for the cleaning.

In order to assist the internal or external cleaning contractors do their tasks thoroughly all employees are expected to maintain tidy workspaces and as clear as is practicable work surfaces, and ensure gangways, corridors etc., within their work area and classrooms are clutter free and have no obstructions or hazards. If there are concerns or any requirement to have cleaning items and/or equipment removed or relocated these should be directed to the Site Manager/designated person.

Where the school employs cleaners who are young persons (under the age of 18) the Headteacher or designated person will complete a young person risk assessment.

Where cleaners work out of main school hours, a risk assessment should be completed by the Headteacher.

Where the cleaning is inhouse the H/S Designated person is responsible for managing a team of cleaners, their training needs, quality assurance and competence of undertaking tasks required, substance risk assessments and implementation of Safe Working Practice.

Where cleaning at a school is operated by a third party the contract falls under the Trust's contractor management system. The Headteacher/Business Lead is responsible for overseeing this contract. A copy of their health and safety policy and risk assessments are held in school and a check on practices the school is carried out regularly.

## **COSHH**

Where cleaning is inhouse the Site Manager/designated person will ensure COSHH safety datasheets are in place and staff are appropriately trained and training recorded. Site Manager/designated person is responsible for ensuring suitable and sufficient protective personal equipment is provided for site/cleaning staff as and when required.

The Control of Substances Hazardous to Health Regulations 2002 requires all employers to assess and control the risks to health of all substances hazardous to health (which are widely defined). Cleaning Supervisors, Lab Technicians and/or any other appropriately trained and responsible staff will ensure that, for proprietary materials (e.g. cleaning agents, chemicals) the suppliers' hazard data sheets and instructions for use will be available to all staff. Appropriately trained and responsible staff will carry out COSHH assessments for materials handled by staff under their control. Details will be kept locally indicating the correct use of the material, the identified hazards and the PPE required by the user.

All external cleaning contractors within schools will be responsible for ensuring a COSHH folder is onsite containing the safety data sheets for the materials used within the setting. They will also be responsible for the training of staff and providing appropriate PPE.

## **Curriculum Safety** (including out of school learning activities)

All teachers are responsible for ensuring that their areas of responsibility are checked frequently to ensure that no health and safety hazards are present. Should a teacher identify hazards then they are required to ensure that the risk of injury is eliminated or reduced to an acceptable level.

If the teacher cannot resolve the issue because it is beyond their remit, affects other areas of the

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school, or requires financial support, then they should log the hazard/issue via the school reporting system.

The following Heads of Departments (secondary schools) shall ensure compliance with the following guidance:

- Science – CLEAPPS
- Design and Technology - BS 4163, 2021 Health and Safety for Design and Technology in Schools and Similar Establishments, Code of Practice
- Physical Education - British Association for Physical Education (AfPE) Safe Practice in Physical Education

Any off-site activities during the school day should be referred to and approved by the Educational Visits and Journeys Coordinator EVC for each school.

Teaching staff should consider any significant health and safety issues such as class size, pupil behaviour, maturity, limitations of space, layout, equipment etc. as part of their planning and preparation, risk assessment is just another name for that process.

Prior to use, all equipment must be checked by an appropriate, trained member of staff such as a qualified teacher, technician or teaching assistant.

Staff are trained in Departments on the appropriate use of machines and equipment. Members of staff new to the school are informed within their departments of the relevant curriculum activities. Heads of Departments are responsible for ensuring these risk assessments are available.

The following departments will have their own specific policy developed by their Head of Department: -

- Science H&S department policy
- DT H&S department policy

Manshead has access to a Radiation Protection Adviser and the Head of Science will ensure CLEAPSS guidance is followed.

### **Display Screen Equipment**

*See HSE website for further information*

Information on the risks associated with DSE will be provided within the first week of commencing employment.

DSE users will have their workstations assessed annually or following an office move. The school will provide equipment and adjustments as identified by the risk assessment.

A user has been defined as staff that use a pc or laptop continuously for more than 1 hour a day. This applies to school office staff. The school will pay the costs of an eyesight test every 2 years for a user and basic costs up to £50 voucher for corrective appliances (glasses) for those users that require them for VDU use only.

The Headteacher to ensure DSE assessments are completed for all DSE users annually or following an office move. The Head of People does this for those working in the central team.

### **Educational Visits and Journeys**

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Each school will adopt and follow the relevant LA Educational Visits and Journeys policy for example Central Bedfordshire Council, Bedford Borough and Hertfordshire County Council.

All the academies within the Trust have their own system for ensuring all educational visits and journeys are approved by the relevant school named EVC who shall ensure compliance with the Educational Visits and Journeys Policy. The School EVC will check and record the “competence” of staff annually who go on and lead trips.

Medication for school trips will be covered by the Supporting Pupils with Medical Conditions Policy.

Risk assessments will be completed for all educational visits and journeys.

### **Electricity and Electrical Installations**

School/nursery staff are not permitted to undertake any electrical maintenance or repair work on live electricity, unless they have received the appropriate training and have the level of skills and experience required to do so safely and competently. Certification of such training would be required as proof.

All fixed installations are maintained and managed locally as are arrangements for inspecting and testing portable appliances. All employees have a responsibility through routine observation to report any obvious defects with electrical appliances they use/within their department and to report (to the Site Manager/designated person) any obvious defects / damaged cables, plugs, exposed or charred wires etc.

As a general rule personal items of electrical equipment, such as heaters, cooking equipment, fridges, TVs, etc. or anything else that needs to be plugged in to a school’s mains supply should not be brought to the school. If such a need exists, e.g. a medical requirement, prior permission must be obtained in writing from the local School Headteacher or Site Manager/designated person and the item must be PAT tested.

### **Emergency Evacuation and Invac (Lockdown) Procedures**

*See local School emergency procedures*

Procedures are implemented locally stating the action to be taken in the event of an emergency or fire – these are issued and displayed locally by the Headteacher or Site Manager/designated person. All new members of staff are instructed on the emergency evacuation procedure as part of their induction training by their line Manager. Visitors without a DBS check must always be escorted around site.

School Headteachers are responsible for updating their Critical incident plans, a copy of which should be sent to the Trust Estates team.

### **Equipment and Machinery (including Hand Tools)**

Safe operation and maintenance of such equipment and machinery is the responsibility of the appropriate department. Proper methods, instructions and procedures for safe-use must be clearly displayed and conveyed in advance to those who operate/utilise them. No employee may use any item of equipment or machinery unless they have been trained to do so. Maintenance manuals must be maintained up-to-date by designated Technicians and be kept in the appropriate locations/workshops.

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### **Enforcement officers (Fire Officers, EHO, HSE)**

Any contact with or subsequent letters, notices or other action by Enforcement Officers must be notified to the Trust Head of Estates and COO without delay so that they can be acted upon immediately. Teachers and non-teaching staff are not permitted to speak on behalf of the Trust and should refer formal enquiries to the Headteacher.

### **Equal opportunities**

In making, reviewing and implementing this policy the school Equal Opportunities Policies must be taken into account.

In particular the school must ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, students, contractors, volunteers and visitors to use the school facilities and curriculum as far as is reasonably practicable. The disability accessibility plan must be kept under review and implemented as appropriate, in order to ensure safe access for disabled staff, students, contractors, volunteers and visitors.

### **Fire Safety**

Under the Regulatory Reform (Fire Safety) Order 2005 the Headteacher at each School is deemed to be the “responsible person” and will be responsible for ensuring the following: -

- A fire risk assessment is carried out and reviewed annually
- Emergency plan is in place (fire action notices displayed in classrooms)
- Fire alarm is tested on a weekly basis and recorded
- Statutory maintenance and testing of fire alarm and emergency lighting are undertaken
- Fire drill is undertaken each term
- Personal emergency evacuation Plans (PEEP’s) are completed for staff and pupils
- Staff are trained on fire evacuation procedures annually
- Fire extinguisher training for Fire Wardens (every 3 years)

Staff are required to report defects or missing fire-fighting equipment. Fire exits, routes and firefighting equipment shall not be obstructed at any time.

### **First Aid Procedures**

*See separate Trust First Aid Policy*

In accordance with the First Aid at Work Regulations 1981, A first aid risk assessment will be completed for each School to determine first aid facilities and number of trained first aiders within each School. The locations of First Aid boxes and a list of qualified First Aiders are issued and displayed locally by the School Headteacher and Site Manager/designated person. Each school will have arrangements in place to regularly check the contents of the first aid kits to ensure they are fully stocked.

### **Gas Safety**

Staff working in areas where a gas supply is in use shall ensure that the gas supply is switched in and locked off when not in use. Staff are trained to isolate the gas supply in classrooms (Science and Food Tech) in the event of an emergency.

The Site Manager/designated person is responsible for ensuring gas appliances are serviced annually by a Gas Safe Commercial engineer.

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## **Grounds Maintenance**

Where the academies use a Grounds Maintenance contractor who use their own equipment this will be overseen by the Headteacher or delegated to Site Agent/designated person. When on site Grounds Maintenance contractors are required to sign in/out and state what work they are carrying out in the Grounds Maintenance Log Book when the school is open.

Grounds maintenance contracts fall under the trust contractor management procedures and the company providing the service must provide copies of insurance, health and safety documentation including risk assessments for their work.

Where the grounds maintenance contractor has their own key to the grounds but will always coordinate with the PE department over grass cutting and liaise with line marking dates etc.

Where grounds maintenance is completed in-house then staff should have the appropriate training and have risk assessments in place for their operations.

## **Infection Control**

*See separate Trust Infection Control policy*

The academy office may take notification from a parent of a notifiable disease and will check the UK Health Security Agency guidance on exclusion or precautions to take. Anything that requires decontamination etc. will be notified to the Site Manager/designated person.

All spillages will be cleared up by the Site Manager/designated person using an appropriate spill kit. PPE gloves are provided. Where there is no site agent or during a split shift then a member of staff should clear up the spillage using the spill kit and wearing appropriate PPE.

Academies within the Trust with pre-schools will have nappy changing policy in place and have appropriate facilities including PPE (gloves and disposable aprons) for changing nappies.

## **Legionella**

The Headteacher/Site Manager/designated person will organise a Water Risk Assessment every 2 years or as identified by the Risk assessment.

An Inspection of any water tanks is carried out on an annual basis by a competent contractor as part of our Planned Preventative Maintenance (PPM) Schedule.

Site Manager/designated person are responsible for carrying out monthly water temperature inspection tests and recording this information in the water log book and raising any concerns to the Headteacher.

Headteacher is responsible for ensuring staff responsible for monitoring temperatures, weekly flushing etc receive legionella awareness training.

## **Lettings/shared use of premises/use of Premises Outside School Hours**

*See School Lettings policy*

The school must ensure that their lettings policy is followed in relation to safely hiring out their premises. Terms and conditions, including emergency arrangements, insurance requirements are detailed prior to formal arrangement and contract. Where the premises are let out to use i.e. Karate Club then the Hirer's indemnity insurance will be needed.

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The Business Lead/Headteacher and Site Agent/designated person are responsible for management of lettings at the school.

The lettings agreement covers fire and emergency arrangements, and the booking form is completed before the letting and/or annually. DBS will also be included as part of this check on hirers that involve children on the school site.

The relevant Site Agent/designated person is responsible for informing the lettings of the emergency procedures for the building and securing the building after lettings.

### **LEV Local Exhaust Ventilation**

(Secondary schools only)

The Site Manager/Site Agent arranges LEV thorough examination (fume cupboard LEV and D&T) and retains copies of LEV testing certificates.

Any deficiencies in LEV should be notified to the Site Site Manager/Site Agent using the school hazard reporting system.

DT technician monitors cleans and records LEV inspection. The Science Technician will undertake termly checks on the fume cupboard.

### **Lone / Out of Hours Working**

*See local Lone Working policy*

No person shall work alone where there is a serious health or safety hazard. Such work activities especially those likely to occur outside normal hours should be assessed by each Headteacher.

Local arrangements in place for reporting after hours working are issued and displayed locally by the School Headteacher and Site Manager/designated person, as are arrangements for out of hours events.

### **Lifting Equipment & Lifting Operations**

The Site Manager/designated person is responsible for ensuring all Lifts, hoists, lifting equipment and lifting accessories are maintenance & have undergone a thorough examination (6 monthly if equipment is used for lifting people & annually for other lifting equipment) as part of planned preventive maintenance schedule PPM.

In addition, users will undertake a visual check of equipment prior to use.

Where installed the Site Manager/designated person will be trained to deal with lift breakdowns.

### **Maintenance and Inspection of Site and Equipment**

*See Managing the building guidance*

The Site Manager/designated person will ensure that testing, inspection and maintenance of equipment in accordance with managing the building guidance.

Day-to-day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher. Equipment found to be unserviceable, or of doubtful serviceability shall be taken out of service, adequately labelled, locked away and the defect reported via the school hazard reporting system. The Site Manager/designated person will arrange for repair or replacement.

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The Site Manager/designated person has a duty to check the general conditions of the premises and, in particular the non-classroom areas, and to ensure that health and safety hazards are dealt with.

Where action required is outside their authority or ability, the matter will be reported to the Headteacher for appropriate action.

Health and Safety needs in respect to the maintenance of sites or buildings should be highlighted in the School Condition Survey and taken into account when prioritising works.

Each school will have their own system to monitor planned preventative maintenance and record site defects/hazards. Planned preventative maintenance compliance will be monitored annually by the Trust and external H&S consultant.

### **Manual Handling Operations**

*See separate manual handling guidelines*

The Manual Handling Operations Regulations 1992 require hazardous manual handling operations to be avoided so far as is reasonably practicable. Where this is not reasonably practicable, a suitable and sufficient assessment must be made to identify hazards and preventive measures to be implemented to minimise risks of personal injury due to manual handling activities.

The Business Lead or Headteacher are responsible for ensuring manual handling risk assessments are completed for the activities in their academies.

### **Monitoring of Health and Safety**

The monitoring of health and safety management within DSAMAT is the responsibility of the leadership teams across the Trust.

In terms of Inspections cycles, our academies will follow the below:

Level of monitoring	Frequency	By whom	Shared with
Weekly checklists (for example perimeter fencing, playgrounds etc)	Weekly	School to confirm role for example Site Agent	School reporting mechanisms tbc
Monthly checklists (for example emergency lighting check)	Monthly	School to confirm role for example Site Agent	School reporting mechanisms tbc
Termly H&S Monitoring Inspection	Termly	School H&S Lead	Headteacher Trust Estates team (summary shared with FP&O committee)
Annual H&S Audit	Annual (Summer term)	Trust Central Team	Headteacher Trust Estates team (summary shared with FPO & ARC committee)
Annual update of Planned Preventative Maintenance for each school (3-year programme)	Annual – Spring term	Headteachers & School H&S Lead	Trust Estates Team (summary shared with FPO committee)

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### **New and Expectant Mothers**

*See separate guidance*

A pregnancy risk assessment shall be completed once the member of staff has informed the school.

### **PE and Outdoor Play Equipment**

The Head of PE and all other PE staff will ensure compliance with the following guidance; Physical Education - British Association for Physical Education (AfPE), Safe Practice in Physical Education.

PE equipment service is organised by the Headteacher/Site Manager/designated person.

The Headteacher is responsible for risk assessments for use of equipment, (including setting up, moving and packing away).

The Site Agent or designated person will carry out a weekly check on play equipment in playgrounds.

### **Personal Protective Equipment (PPE)**

In accordance with the Personal Protective Equipment Regulations 1992, suitable personal protective equipment appropriate for the specific hazards of the task being carried out will be provided to all relevant users. Ordering, inventory management, issue and proper use of PPE will be undertaken and managed locally by each school, e.g. safety goggles, etc. It is the responsibility of the individual to whom personal protective equipment has been issued to wear the equipment where required, to take proper care of that equipment and to promptly report any defects.

Personal Protective Equipment is provided to the Site Agents: jacket, toe protector boots, trousers, gloves and goggles.

PPE for curriculum delivery (e.g. science/DT) are essential. Pupils should be trained in their safe and appropriate use when relevant and checked by the Teacher responsible for assessing requirements for PPE.

### **Permits to Work**

Where required the Site Manager/Agent will issue a permit to work for high risk activities such as hot works, work at height, confined space.

### **Parent Teacher Association PTA**

Risk assessments for activities planned, managed and hosted by the PTA for example summer fete should be copied to the Business Lead/Site Manager/designated person.

### **RAAC**

The Trust carried out independent surveys of the schools' buildings for RAAC. Where schools within the Trust have been identified as containing RAAC DFE guidance will be followed, and a risk assessment completed for the use of the school buildings by staff, pupils, visitors and contractors.

### **Risk Assessments**

*See separate risk assessment guidance*

Risk assessments need to be in place for a range of activities undertaken by schools. These assessments form the basis of these arrangements and how Health & Safety risks are managed throughout the school. The risk assessments should be reviewed annually or when there is a change in circumstance.

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The Site Manager/designated person is responsible for the risk assessments in relation to the premise and coordinate non-curriculum risk assessments.

Heads of Departments are responsible for ensuring risk assessments are completed in their areas and making these available to the school office.

Controls identified from completing risk assessments, that cannot be dealt with straight away, will be included within an action plan so that they are implemented in priority order based on risk.

### **School Transport**

Each school will have an up-to-date travel plan.

Where taxis are provided for SEND pupils the local authority are responsible for providing the transport risk assessment.

### **Security**

Authorised members of staff, usually the Site Manager/designated person will open and secure the school site. Once pupils are in lessons, all the external gates are locked. Entry outside of the school day hours is via the main entrance doors. Each school will complete a security risk assessment for their school site.

Visitors sign in and are given ID badges for the duration of their visit to the school. Unfamiliar individuals in the school buildings or across the site should be accompanied to the front office by a member of staff. If staff are concerned about safety, contact the front office to implement the school emergency plan or if lone working, contact the police directly. The Site Manager/designated person will be responsible for locking all doors and securing the site and the end of the day.

### **Signage**

Safety signage will comply with The Health and Safety (Safety Signs and Signals) Regulations 1996.

The Site Manager/designated person, as part of their weekly inspection, will look out for any damaged or missing signage.

### **Slips, Trips & Falls**

All areas of the school, including classrooms and corridors, are always maintained in a clean and tidy manner. In particular, pupil's bags and coats are not stored on the floor where it can provide a trip hazard.

Each site has procedures in place to manage icy conditions which involve gritting designated access and egress route into school.

### **Smoking**

The Trust has a No Smoking Policy including vaping.

Smoking in a public place is against the law and the trust may, on a case-by-case basis, decide to take legal action against anyone found to be in breach of policy.

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## **Training**

Each Headteacher will ensure that staff are suitably trained in the appropriate work areas for their specific role. On-going training needs will be reviewed formally as part of the Trust Performance Appraisal and Development process.

Update or refresher training will be provided as appropriate where new responsibilities are undertaken or where there is a change in equipment or work procedures. Any requirements for generic health and safety training should be directed to the Headteacher or line manager.

Headteachers, or the COO for central team staff, will ensure that new employees receive H&S training as part of their induction. This will include but is not limited to the H&S policy, arrangements for first aid, emergency procedures, fire, asbestos management and evacuation procedures. A record of H&S induction training will be recorded on the Trust induction form and held in each staff member's personnel file.

The Headteacher is responsible for ensuring that the H&S training matrix for each school is updated regularly, and any refresher training organised.

## **Vehicle Use**

(See separate Minibus policy)

Only staff that have passed the Driver assessment are authorised to drive the minibus.

The Business Lead/Headteacher manages the minibus drivers and the use of the minibuses.

This will involve: -

- Keeping copies of minibus driver's licenses on file (checked annually)
- D1 on Driving License
- MOT Certificate for minibus older than 3 years or
- Proof of regular maintenance if the vehicle is less than 3 years old
- Renewing minibus insurance
- Arranging servicing and repairs
- Checking driver checks are completed before each trip

Minibus drivers who receive endorsements on their license are expected to provide details to the Business Lead.

Minibus drivers should carry out and record checks on the minibus before use and complete minibus checklist.

Any defects should be reported to the Business Lead. Mobile phones should not be used whilst driving the minibus.

Staff using their own vehicle to travel between academies should have their own business insurance. This shall be checked along with Driving license and MOT at the commencement of employment and open to random checks during their employment.

## **Visitors including volunteers**

All visitors must sign in/out at the local school Reception. Any visitors who either do not hold a DBS or have not logged their DBS number with Reception must be escorted at all times whilst on site. All unescorted visitors will be briefed on the Emergency Evacuation procedures upon arrival.

## **Violence**

The Trust will not accept violence and aggression towards their staff from visitors and members of the public.

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Reporting of violence will be on the trust accident/ near-miss report, plus on the behaviour log system if involving a pupil.

Staff will be offered Team Teach training based on risk assessment.

Following an incident and when safe to do so, staff will have the opportunity to take time away from supporting the pupils.

### **Well-being/Employee & Occupational Health Support**

*See separate Flourishing Policy and Health and Attendance Policy*

The Trust aims to foster an environment where employees are able to flourish, both professionally and personally. To help employees balance issues in their personal lives with their work, the Trust provides an Employee Assistance Programme, which provides information and support on a range of personal and work-related issues including stress, anxiety, depression, emotional difficulties, alcohol and drug misuse, family concerns and bereavement. This is a confidential and independent service using professional qualified counsellors. Employees may access the 24 hour helpline on 0800 269 616 or [www.bupa.co.uk/eaponline](http://www.bupa.co.uk/eaponline) The Trust may also suggest and encourage employees to attend an Occupational Health appointment, with their consent, if we feel this may support them and to help the Trust to understand how an employee's health may be impacting upon their ability to carry out their work.

### **Welfare**

High standards of welfare facilities that comply with The Workplace (Health, Safety & Welfare) Regulations 1992 and Construction (Design & Management) Regulations 2015 have to be provided. The Trust in its academies will provide suitable welfare facilities for staff.

In terms of pupils the Trust will ensure it meets the welfare provision in all its academies as per the Education (Independent School Standards) (England) Regulations 2010.

### **Work Experience**

Our Trust allows pupils from other schools on work experience and are required to complete risk assessments for those young person's undertaking the work experience.

The Headteacher oversees all work experiences and is responsible for completing the young person risk assessment and ensuring any control measure identified from the risk assessments are implemented.

### **Working at Height**

*See separate working at height guidelines*

Only staff who have received the appropriate training are permitted to work at heights requiring climbing etc.

The Working at Height Regulations place duties on employers, the self-employed, and any person who controls the work of others (eg Headteacher, site agent etc). The overriding principle of the Working at Height Regulations is that reasonable actions must be taken to prevent anyone falling. Working at height adds increased risk to staff as, in the event of falling, serious injury or death may result. A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level. 'WORK' includes moving around at a place of work but not travel to and from a place of work. Hazards present in the school are: accessing high levels, falling from height, use of ladders and step

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ladders and 'kick stools', falling objects.

Where the school has a tower scaffold. This is only erected and used by the Site Agent who has attended PASMA training in the last 5 years.