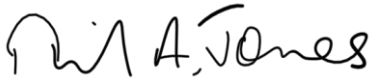


**PONTEFRACT**  
**ACADEMIES TRUST**

## Health and Safety Policy

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Signed by the Chair of Trustees as confirmation of the Trustees Statement of Intent	

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# 1. Statement of Intent

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## 1.1 Introduction

Pontefract Academies Trust (“the Trust”) is committed to providing a safe and healthy working and learning environment for all its employees, learners, visitors and contractors, in accordance with its responsibilities under the Health and Safety at Work Act etc. 1974 and subsequent or associated legislation.

The Trust will pay particular attention to:

- providing and maintaining a safe place of work, with safe systems, equipment, and environment in which to work and study;
- providing suitable and sufficient information, instruction, training, and supervision to ensure all employees are aware of their responsibilities;
- taking positive action to prevent and protect individuals from harm through arrangements for periodic independent review, regular internal review, assessments, maintenance, and inspections;
- providing a robust health and safety organisational structure to implement and maintain the highest standards of health and safety policies, procedures, and guidance.

The Trust will strive to maintain or improve its’ arrangements through on-going monitoring and review processes.

The Trust Health and Safety Policy requires its’ individual schools and central office to have their own specific Health and Safety Policy and Procedures in accordance with the Trust Health and Safety Policy Framework.

## 1.2 Purpose

This Policy sets out the Trust’s general approach and commitment together with the organisation and arrangements it has put in place for managing health and safety across the Trust.

## 1.3 Scope

The Health and Safety Policy applies to all employees employed throughout the Trust. In adherence with the policy employees are required to take reasonable care for their own health and safety, and for that of others who may be at risk of being affected by their acts or omissions.

All visitors and contractors are also required to adhere to this policy and must be capable of demonstrating their compliance with the associated policies and procedures which are associated with this Policy.

## 1.4 Policy Review

The Trust will make arrangements to monitor and review the effective implementation and maintenance of this policy and associated procedures. A review of the policy and associated procedures will be undertaken on an annual basis or earlier.

## 2. Roles and Responsibilities

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### 2.1 The Trust Board

The Trust Board has a corporate responsibility for ensuring that the Trust fulfils all its' legal responsibilities in respect of health and safety. This specifically includes ensuring that:

- there exists an up to date and effective policy for health and safety management across the Trust which is supplemented by underpinning policies and procedures as appropriate;
- their employer responsibilities are met, through the appointment of competent person to provide professional advice on health and safety matters;
- there are arrangements in place to consult employees about the risks at work and current preventive and protective measures;
- there are arrangements in place to assess risks to employees, learners, visitors and contractors who could be affected by their activities;
- all employees are given appropriate information and training to enable them to understand and fulfil their responsibilities with regard to health and safety;
- funds are allocated appropriately to meet the requirements of this policy and relevant legislation;
- notification and reporting procedures to the relevant statutory authorities are carried out;
- external independent reviews are undertaken on a periodic basis to supplement internal reviews by the competent person;
- health and safety matters are a standing agenda item at all Trust Board meetings.

Each Trustee will be committed to setting a personal example on all matters of health and safety and promoting a positive health and safety culture across the Trust.

### 2.2 The Trust Audit and Risk Committee

The Trust Audit and Risk Committee will:

- advise the Trust on the adequacy and effectiveness of the Trust's systems and arrangements for risk management including that for health and safety;
- identify and review the key risks to which the Trust is exposed, approving the risk management policy, risk register and action plan against significant risks, and monitoring the action plan against significant risks.

### 2.3 Chief Executive Officer (CEO)

The Chief Executive Officer is responsible for ensuring that the duties of the Trust Board are met, and that all organisational responsibilities and arrangements as set out in this policy are communicated implemented and maintained.

## 2. Roles and Responsibilities

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### 2.4 The Head of School

The Head of School has the overall responsibility for the day to day management of Health and Safety within their individual school. They may delegate functions and responsibilities in respect of Health and safety matters to other employees within their school, however this does not relieve them of the overall management responsibility.

This includes to:

- To implement a School Health and Safety Policy and associated procedures (in accordance with section 3 of this policy), ensuring that this is regularly reviewed and revised annually.
- To monitor Health and safety matters in their school and provide information to the Trust as required on:
  - the number of accidents, incidents, and near misses and detail where any modifications to control measures are being implemented as a result;
  - number of instances of staff absence due to workplace related injury or work related mental impairment e.g. stress related;
  - health and safety training completed;
  - progress against the Health and Safety external review action plan or any other recommended actions from inspection reports;
  - reviews of policies and procedures within the Trust framework.
- Ensure that effective health and safety management procedures are in place for carrying out regular inspections and risk assessments, making appropriate records, implementing appropriate control measures or actions where necessary, and providing information to employees and trustees as appropriate.
- Ensure adequate and appropriate first-aid provision.
- Ensure that effective management procedures are in place for emergency situations (e.g. in the event of fire or security breach).
- Ensure that all employees within their school receive the necessary health and safety information, instruction, training and supervision to conduct their roles and responsibilities safely.
- Ensure that all the school's pupils, students, contractors or visitors understand and follow school policies or procedures which apply to them.
- Promptly inform the Chief Executive Officer of all matters relating to serious breaches of this policy including any major incident to be addressed under this policy. Wherever reasonably practicable this should be prior to action being taken.
- Ensure that health and safety investigations are carried out where necessary and implement actions required to eliminate/reduce future risks to health and safety
- Ensure that the advice of the Competent Person or the Trust is acted upon
- Ensure appropriate and reasonable adjustments are made to provide for health and safety of employees who may have a temporary or permanent impairment

## 2. Roles and Responsibilities

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meaning they require additional support or protection.

### 2.5 Competent person

The Trust appointed Competent person is a suitably qualified (NEBOSH) and experienced individual who will advise the Trust and individual schools on all matters in respect of Health and Safety.

This will include to:

- Leading on the development and maintenance of Trust wide and school specific Health and Safety Policy and Procedures;
- Leading on establishing procedures and monitoring arrangements for the conducting and implementing routine health and safety activities (e.g. Fire Safety) as required;
- Ensure that procedures are in place or implemented to collate and store information related to accidents and other health and safety data and related information and that periodic checks are made on the adherence to the agreed procedures;
- Assist with and, where appropriate, conduct investigations regarding the circumstances and causes of accidents as required;
- Ensure that procedures are in place or implemented, and that periodic checks are made on the adherence to the agreed procedures, to ensure that records are maintained and updated to meet the requirements set out in the relevant health and safety legislation and regulations;
- Advise the Trust on the implications of new or changing health and safety legislation and make recommendations accordingly;
- Contribute to the development, implementation and ongoing maintenance and monitoring of health and safety action plans enabling regular updates to leadership, and trustees;
- Contribute to the development and monitoring of key performance indicators to support the Trustees in monitoring the effectiveness of Health and Safety Policy and Procedure across the Trust and attend meetings with Trustees to discuss as appropriate;
- Support leadership/managers to maintain safe systems of work; implement best practice and provide specialist advice, coaching and practical support as required;
- Assist leadership/managers and staff with health and safety issues and support the role of the Trust's health and safety committee as required;
- Assist leadership/managers in implementing health and safety systems and procedures to meet specific requirements, such as accident reporting, departmental risk assessments, COSHH etc;
- Access professional support and guidance from other relevant organisations and external sources as necessary.

## 2. Roles and Responsibilities

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### 2.6 All Employees

All employees of the Trust have a responsibility to take due care of their own Health and Safety whilst at work along with that of others who may be affected by their actions or omissions both at work and during off-site activities.

All employees of the Trust will act responsibly to ensure that they:

- understand and comply with the Trust and their individual School's Health and Safety policy and procedures at all times;
- co-operate with the Trust and individual School management on all matters relating to health and safety;
- only use equipment or machinery that they are competent or have been trained to use;
- use equipment provided in a safe manner and in accordance with the manufacturer's instructions, guidance and correct operating procedures;
- make use of all necessary control measures and personal protective equipment (PPE) provided for health and safety reasons;
- report accidents, incidents and near misses in accordance with procedures and participate where requested in any subsequent investigation;
- immediately report any concerns or issues in the interests of Health and Safety (e.g. equipment/premises defects; policy or procedure failures) in accordance with procedures;
- do not misuse anything that has been provided for health and safety purposes;
- encourage pupils and students to follow safe practices and observe safety rules including:
  - to follow instructions by a member of staff in case of emergency;
  - to not intentionally interfere with safety equipment, e.g. fire extinguishers and fire alarms;
  - inform a member of staff of any situation, which may affect their safety or that of another pupil.

### 2.7 Visitors and Contractors

The Trust recognises its responsibility for the actions and safety of visitors and contractors on its premises.

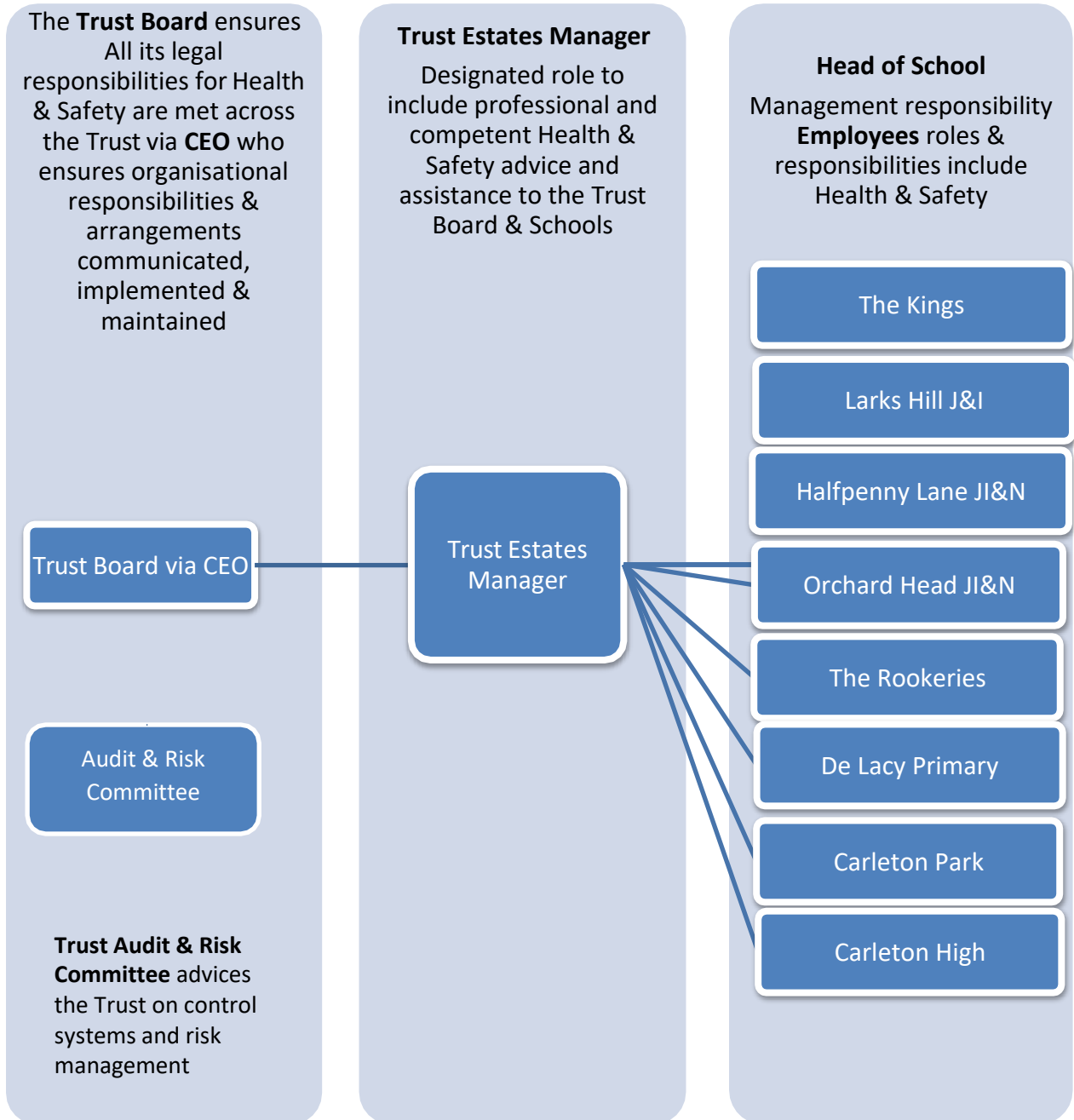
Visitors must be escorted at all times and must not be placed at risk when conducting their business in any of Trust/school premises.

All contractors are required to read, understand and comply with the health and safety procedures (including emergency procedures) at each Trust/school premise; all contractors and any of their sub- contractors involved will agree the risk assessment and safe systems of work to be used prior to any works commencing on a Trust/school premise.

## 2. Roles and Responsibilities

### 2.8 Health and Safety Responsibility Structure

The Health and Safety Responsibility Structure is set out in the diagram below.





## 3. Arrangements

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### 3.1 Consultation and Health and Safety Representatives

Each Head of School is responsible for ensuring effective arrangements are in place to consult employees on matters relating to Health and Safety. This will be provided through inclusion of Health and Safety in employee team meetings (or for learners in school council) meetings, briefings and appropriate programmes of training. All employees and learners will be strongly encouraged to discuss safety concerns; report accidents, incidents or near misses and be encouraged to promote a positive health and safety culture.

Under the Safety Representatives and Safety Committee Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the Trust or school in writing when a health and safety representative has been appointed and, where this is the case, the Trust/ school will consult with that representative on health and safety matters. Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees. The Trust/school will consult in good time with health and safety representatives on any measures, which may affect the employees represented by the health, and safety representative. The school will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake as well as for training necessary to enable the health and safety representative to carry out their functions effectively.

### 3.2 Health and Safety Information and Training

#### a) Health and Safety Inductions – All new employees

Each Head of School is responsible for ensuring that each new employee appointed in their school completes a health and safety induction, this would normally be provided by their relevant line manager at the beginning of their employment (unless there are extenuating circumstances). Inductions for all employees will include (but not restricted to) information on:

- The location of the Health and Safety Law Poster;
- Health and safety responsibilities outlined in their job description;
- How they can access health and safety policies and information;
- How they are able to raise any concerns or issues they may have in regards to health and safety matters;
- First Aid Provision – Location of first aid boxes, names of first aiders;
- Accident/Incident and Near Miss reporting – location of accident/incident/near miss forms, reporting procedures;
- Fire and Emergency procedures – what to do in an emergency, what does the fire alarm sound like e.g. continuous or intermittent sound; a walk around the fire escape routes, final fire exit doors and route(s); location of assembly points;
- Welfare facilities – eating, drinking and rest arrangements, toilet facilities;
- Personal Protective Equipment (PPE) – relevant to their job, who is responsible for ordering PPE, and how PPE is safely stored;

### 3. Arrangements

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- Read and sign all risk assessments/safe systems of work that are relevant to their normal tasks.

On completion of the health and safety induction, the employee will be required to sign the record form to say that they have been provided with and understand the information provided.

b) Health and Safety training

Each Head of School is responsible for ensuring that all employees receive regular training in the following:

- Fire awareness
- Basic Health and Safety at Work
- Accidents, Incidents and Near Misses

The following additional training should be completed where relevant to role:

- COSHH awareness
- Manual handling
- Working at height (e.g. ladder, stepladders)
- Display Screen Equipment Assessment
- Asbestos Awareness
- Legionella

In the case of an employee who was employed before the above mandatory Health and Safety requirements have been adopted, their training must be undertaken within eight weeks from the effective date of this policy (unless there are extenuating circumstances).

c) Designated First Aiders/Designated Fire Marshals

Each Head of School is responsible for ensuring that they have an adequate number of designated first aiders and prior to designation they are fully trained and receive a valid certificate in competence in first aid at work. Refresher training will be undertaken within 3 years to continue designation as first aider. Other staff may benefit first aid awareness.

Each school with an early years foundation stage will have at least one 12 hour full paediatric first aid qualified member of staff available at all times. The 12 hour paediatric first aid trained staff can be supported by one day Emergency Paediatric First Aid trained staff.

Each Head of School is responsible for ensuring that they have an adequate number of fire marshals and prior to designation they are fully trained in fire awareness and in the operation of fire fighting equipment. Refresher training will be undertaken within 3 years to continue designation as a fire marshal.

d) Accredited Managing Safely

The Trust will make arrangements for ensuring that the following employees/trustees/school governors throughout the Trust will complete Accredited

### 3. Arrangements

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Management Safety Training early as practicable following the start of their employment/appointment (or from the effective date of this policy):

- CEO/Executive Head of School/Head of Schools
- Deputy Head of School / Head of School
- School Business Manager
- Premises/Site Manager/Caretaker
- Designated Trustee (H&S responsibility)
- Designated Work Experience Leads

e) Asbestos Awareness Training

The Trust will make arrangements for ensuring that the following employees/trustees/school governors throughout the Trust will complete asbestos awareness training early as practicable following the start of their employment/appointment (or from the effective date of this policy). Training will be refreshed on two year cycle or sooner :

- Competent person
- Person responsible for Asbestos register at each site
- Premises Manager/Caretaker

f) Asbestos Duty to Manage Training

The Trust will make arrangements for ensuring that the following employees throughout the Trust will complete Asbestos Duty to Manage Training early as practicable following their start of their employment/appointment (or from the effective date of this policy). Training will be refreshed on a two year cycle or sooner:

- CEO/Trustees (tailored)
- Competent person
- Person responsible for Asbestos register at each site

g) Legionella Training

The Trust will make arrangements for ensure that the following employees throughout the Trust will complete Legionella Management Training early as practicable following the start of their employment/appointment (or from the effective date of this policy). Training will be refreshed on a two year cycle or sooner:

- Competent person
- Premises/Site Manager/Caretaker

#### 3.3 Health and Safety Monitoring and Inspections

A general inspection of each school will be conducted on a termly basis and undertaken by the nominated competent person, in liaison with the Head of School/School Business Manager.

The Trust will make arrangements for an external independent health and safety

## 3. Arrangements

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review on a triennial basis.

### 3.4 Risk Assessments

In accordance with the Management of Health and Safety at Work Regulations (1999) the Trust will ensure that arrangements are in place for carrying out risk assessments of work activities to identify significant hazards that could harm either employees or others affected by the activity, in order to decide what actions are required to eliminate, reduce or manage the risk as far as is reasonably practicable. Where control measures are implemented they will be reviewed on an annual basis or as required (e.g. as a result of an accident/near miss, a change to the work activity or a change of legislation).

Any individual given the responsibility for undertaking a risk assessment or approving a risk assessment will be suitably qualified individuals who are aware of the processes involved and maintain a record of the assessment in accordance with Appendix A.

A risk assessment register in accordance with Appendix B will be maintained in each school by the appropriate nominated manager. All employees are made aware of any changes to risk assessments relating to their work.

Specific risk assessments relating to individuals will be held on that persons file. It will be the responsibility of employees to inform the Head of School or his/her nominated individual of any medical condition (including pregnancy) which may impact upon their work.

Advice and assistance on the completion of risk assessments may be sought from the Trusts' appointed Competent person.

### 3.5 First Aid

The Health and Safety (First-Aid) Regulations 1981 places a legal duty on the Trust and its' schools to provide 'adequate and appropriate' equipment, facilities and qualified first aid personnel to ensure all employees receive immediate attention if they are injured or taken ill whilst at work.

This legal duty does not make first-aid provision for non-employees, however, it is strongly recommended by the Health and Safety Executive and therefore it is the Trust's policy that provision should be made for them at all its' schools.

Each Head of School is responsible for ensuring that legislation and supporting Trust guidance is complied with.

### 3.6 Accident, Incident, and Near Miss Reporting Procedures

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) all employees are required to report any:

- **Accidents** – any unplanned event that results in injury or damage to property,

## 3. Arrangements

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plant or equipment.

- **Incident** – an unexpected and usually unpleasant event that has happened. This includes acts of aggression or verbal abuse.
- **Near miss** – an unplanned event that did not result in injury, illness, or damage, but had the potential to do so.

Each school will have a procedure in place to collect personal information about the (potentially) injured person(s) in relation to accidents, incidents, near misses, or dangerous occurrences and arising out of or in connection to their work. This procedure includes a record form which must be kept safely and accessible to all employees. All completed records will be retained in a secure location once completed and in accordance with the Data Protection Act 2018.

Each Head of School will review and report (in accordance with paragraph 2.4 of this policy) on the occurrences of accidents, incidents, near misses, or dangerous occurrences which have taken place each term (and cumulatively during the academic year) and any actions taken as to reduce or eliminate the risk of future occurrences of any particular instance.

Where any serious injury results in an employee, or visitor requiring medical attention at a hospital then the nominated Competent Person should be immediately notified by the Head of School for advice and assistance in the investigation process and reporting to the Health and Safety Executive (HSE) where required in accordance with RIDDOR 2013. The Competent Person will liaise with union representatives as appropriate. Where injuries involve learners the parent will be notified by the Head of School or his/her nominated person.

Records must be securely retained for at least three years after any incident which:

- Requires reporting in accordance with RIDDOR 2013;
- Is an occupational injuries which results in an employee being away from work or incapacitated for more than 7 consecutive days;
- Is an occupational accident causing injury which results in an employee being away from work or incapacitated for more than 3 consecutive days (not counting the day of the accident but including any weekends or other rest days) a record must be kept.

Each Head of School is responsible for ensuring that legislation and supporting Trust guidance is complied with.

### 3.7 Fire Safety

The Trust recognises the importance of ongoing management of fire safety in each of its schools as part of safeguarding the safety of its employees, learners, visitors and contractors. Each school is required to comply with the Regulatory Reform (Fire Safety) Order 2005 following accepted standards of good practice, having its first

## 3. Arrangements

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priority the immediate and total evacuation of the building upon the discovery of fire, and ensure that adequate means of escape in the case of fire exist for all person on each school premise. The Trust operates a strict no smoking and no vaping policy across all Trust premises and grounds.

### The Head of Schools' Responsibilities

The Regulatory Reform (Fire Safety) Order 2005 places a duty on the 'Responsible Person' to ensure that it's fire safety management and in particular, fire equipment, fire notices, and fire drills are in place and up to date.

The 'Responsible Person' is the Head of School of each school, who is responsible for ensuring that appropriate arrangements are in place to ensure the safety of premises and occupants. This shall be in accordance with current legislation and supporting Trust guidance.

### 3.8 **Electrical Safety**

The Electrical at Work Regulations 1989 set out specific requirements on electrical safety which are in addition to general health and safety duties. These apply to all schools and can be categorised in categories:

- a) Fixed Electrical Systems – those which are embedded into the structure of the building and provide power to portable or permanently sited equipment.
- b) Portable Appliances – those that are plugged in or wired into the fixed electrical system.

Risk assessments on electrical safety will take account of the requirements of the Electricity at Work regulations which cover both the fixed electrical systems and portable appliances.

The Head of School of each school will ensure that all fixed electrical installations are inspected by a qualified electrician at least every **5 years**.

The Head of School will ensure that all portable appliances will be visually inspected at the beginning of each term, or, more frequently, if its use or environment suggests this to be necessary e.g. obvious signs of misuse, damaged or discoloured plug tops, worn or loose cables. All portable appliances should be subject to a detailed inspection and test at a frequency dependent on the use of the equipment and determined by a suitably trained person.

Any faulty or damaged appliances will be removed from use and either repaired by someone qualified to do so or disposed of to prevent its further use (and in accordance with appropriate disposal procedures). The item will be labelled with a 'Do not use' sticker attached until it is suitably repaired.

The Trust or it's schools will not accept gifts or second-hand appliances, or bring in their own appliances from home, unless a qualified electrician has tested the

## 3. Arrangements

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equipment and records provided of that test (PAT test).

The Trust or its schools will not sell any electrical items which it no longer has use of.

### 3.9 **Asbestos**

Asbestos is a term used for various forms of naturally occurring fibrous silicate minerals, which were extensively added to building materials used in the UK from the 1950's to 1980's. Any building built before 2000 can contain asbestos. The most hazardous Asbestos Containing Materials (ACM's) were used to insulate or fire protect.

All ACM's should be controlled regardless of type. ACM's can be found in under floor services, floor, ceiling tiles, pipe covering, artex ceiling and heat deflection materials as well as many other forms.

To ensure that risks from asbestos in places of work are managed, the Control of Asbestos Regulations 2012 place duties on those responsible duty holders for the maintenance or repair of work premises.

The Trust acknowledges the health hazards associated from exposure to asbestos and their duty and commitment to manage Asbestos and to protect employees, learners, contractors, visitors and any other persons with the potential to be exposed to Asbestos Containing Materials (ACM's), also to reduce to the lowest level 'reasonably practicable' the spread of asbestos from any place where work is carried out within a Trust premise.

Each Head of School is the duty holder for asbestos management at their school and has an overall responsibility for the safe management, maintenance and repair of the school buildings under their control in accordance with the Trust Asbestos Policy.

The Head of School of each school constructed before year 2000, is responsible for ensuring that they comply with the Trust's Asbestos Policy and Procedures including:

- They hold an up to date Asbestos Register
- They hold an up to date asbestos management plan
- Refurbishment and Demolition Asbestos Surveys are carried out prior to any building works
- Appropriate, effective, and up to date asbestos information and training is made available to employees

### 3.10 **Legionella**

Legionnaires' disease is a severe pneumonia caused by the Legionella bacterium. People become infected when they inhale aerosols from a contaminated source. Early symptoms include muscle aches, tiredness, headaches, dry cough and fever. Sometimes diarrhoea occurs and confusion may develop. Legionnaires' disease can cause long term health problems.



## 3. Arrangements

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The Trust recognises the need to take all reasonable steps to prevent the organism Legionella Pneumophila from coming into contact with employees, learners, visitors, or contractors in a potentially hazardous manner.

The Head of School is responsible for:

- Appointing an appropriately qualified person(s) to undertake a legionella risk assessment (reviewed at least every 2 years or earlier) and set up the school legionella log book.
- Ensuring that the routine legionella control tasks designated to an employee(s) or by specialist contractor are carried out and recorded in the school Legionella Log Book.
- Ensuring that all persons designated with a duty have the time, resources, knowledge and training to carry out that duty.

### 3.11 Manual Handling

The Trust recognises that there will be occasions where items/equipment need to be moved and its' responsibility to provide guidance on measures that should be taken to ensure manual handling tasks (lift, support a load, pushing, pulling, setting down, turning, twisting and reaching) are carried out safely.

Where there is a regular need for manual handling, risk assessments will be conducted in accordance the Manual Handling Operations Regulations 1992. This will highlight correct procedures, set in place control measures, and additionally identify manual handling equipment that will negate lifting.

The Head of School of each school will ensure that appropriate risk assessments, equipment and training / annual refresher training are provided for moving and manual handling tasks. Accident and absence statistics will be monitored to evaluate the effectiveness of manual handling practices.

Employees have a duty to make full and proper use of any equipment, systems of work and training provided for their safety.

### 3.12 Working at Height

The Trust recognises and accepts its responsibilities to ensure that all work undertaken at height is conducted safely and effectively in accordance with the Working at Height Regulations 2005. Falls from height are one of the biggest causes of workplace fatalities and major injuries and working at height should be avoided whenever possible. Sometimes, this may not be practical and for particular low risk light work at height of short duration a step stool, step ladder or ladder may be considered as the most appropriate method of access.

Working at height includes any work activity where a person could fall from the place of work and could suffer an injury or be killed. This includes working in or on vehicles, but does not include staircases in buildings. It also includes getting to and from a



## 3. Arrangements

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place of work at height.

The Head of School of each school will ensure that appropriate risk assessments, fully maintained equipment and training are provided for working at height. Accident and absence statistics will be monitored to evaluate the effectiveness of working at height procedures.

Employees will not undertake any activity that involves working at height or use of equipment designed for tasks that involve working at height unless they have received appropriate formal training.

### 3.13 Lone Working

The Trust recognises that there may be an increased risk to the health and safety of employees whilst working alone. Lone working procedures will apply for those employees who are working:

- during normal working hours (Monday – Friday 07.30-17.00 in term time) at an isolated location within the normal workplace; or
- outside normal working hours unaccompanied.

Each Head of School and their nominated person(s) are responsible for ensuring suitable procedures are in place for undertaking risk assessments of all situations requiring lone or unaccompanied working in their individual school, and that any control measures identified are implemented. The Head of School will ensure that all necessary employees are fully aware of any precautions or specific methods of work to be followed, including the action to be taken in the event of an emergency.

Employees will only undertake lone working following appropriate authorisation in accordance with their school's safe systems of work and any associated procedures. Where appropriate this may include an approved list of lone working activities, outlining situations where lone working may be authorised and the necessary precautions or work methods to be followed. Provided such requirements can be met, lone working may be deemed to have been authorised and it is the responsibility of the individuals concerned to ensure that all necessary precautions or work methods are adhered to at all times.

### 3.14 Display Screen Equipment Regulations

The Trust recognises its responsibilities for the health and safety of its' employees when they are working with Display Screen Equipment (DSE) and in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992 as amended.

Whilst the regulations do not strictly apply to learners, the Trust will aim as far as reasonably practicable to apply equipment, information, and instruction to the levels provided to employees.

Each Head of School will ensure appropriate equipment, information, instruction, and training is given to enable employees to assess and record their own DSE work

### 3. Arrangements

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stations. If an individual identifies a specific need that cannot be addressed within existing school support/resources it may be appropriate for them to be referred to Occupational Health Advisors and recommendations implemented as appropriate.

Employees who are working with Display Screen Equipment will take regular breaks from DSE activities and this is suggested at around 5-10 minutes for every hour of concentrated DSE work.

DSE regulations state that the keyboard and screen must be separate, and therefore modifications will be required to laptops that are in prolonged use.

#### 3.15 **Control of Substances Hazardous to Health (COSHH)**

The Trust acknowledges that no substance can be considered completely safe. In accordance with the Control of Substances Hazardous to Health Regulations 2002, the Trust will take all reasonable steps to substitute as many COSHH substances for safer alternatives as is reasonably practicable. Where no safer alternative is reasonably practicable, the Trust will ensure that employees, learners, or visitors are not exposed to substances hazardous to health.

Any harmful substance will be stored, moved, used, or handled in a manner which is safe. In some cases exposure is controlled by means of appliances such as fume cupboards and dust extraction equipment. Appliances which provide this control will be tested and examined at required intervals.

Each Head of School or his/her nominated individual(s) will ensure the:

- maintenance of an up to date inventory (COSHH register) identifying all hazardous substances used on the school's premises and obtain the most current version of the respective material safety data sheets;
- secure and safe storage of substances in correctly labelled containers that have been deemed as adequate for the substance it contains;
- replacement of hazardous substances with safer alternatives wherever possible;
- completion of a risk assessment for the use of any hazardous substances, which present a significant health risk;
- testing and maintenance of any equipment required for controlling exposure to substances (including personal protective equipment);
- required and appropriate information, instruction and training is provided;
- records of assessments are retained on the school premises and made available to the relevant individuals on request;
- exposure of any individual to substances hazardous to health is either prevented or adequately controlled.

#### 3.16 **Provision and Use of Work Equipment (PUWER) 1998**

The Provision and Use of Work Equipment Regulations (PUWER) 1998 places a duty

## 3. Arrangements

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on the Trust and its employees to ensure that equipment used at work is:

- Suitable for intended use;
- Safe for use, maintained in a safe condition (safety features are functioning correctly), and in certain circumstances, inspected to ensure that this remains the case;
- Used only by individuals for its intended purpose and following adequate instruction, information and training;
- Accompanied by suitable safety measures where required (e.g. protective devices, markings, and warnings).

Each Head of School or their nominated individual is responsible for the effective and full implementation and monitoring of PUWER 1998 in their school. All new equipment purchased should be CE marked with declarations of conformity to establish the suitability of the requirements set out in the European Community Law. This includes completion of appropriate risk assessments.

All employees will be responsible for ensuring that they use equipment only for its intended purpose and with required safety / protective equipment or clothing. In advance of using the equipment the employee is responsible for ensuring that they have been given appropriate information, instruction or training:

- the conditions in which and the methods by which the work equipment may be used;
- foreseeable abnormal situations and the action to be taken if such a situation were to occur; and
- any conclusions to be drawn from experience in using the work equipment.
- Information and instructions required for use are understood.

Employees will not remove equipment from school premises for use at home.

### 3.17 **Lifting Operations and Lifting Equipment Regulation (LOLER)**

The LOLER Regulations 1998 set out requirements relating to lifting equipment which is defined as "work equipment used at work for lifting and lowering loads and includes attachments used for anchoring, fixing or supporting the load." Such a definition covers a wide range of equipment in schools including: hoists and passenger lifts. Each Head of School is responsible for identifying to the Competent Person, equipment they have which would fall under the regulations. The Competent person will make arrangements for ensuring the lifting equipment is regularly examined by the Trust competent contractor, organising remedial action for any defects and keeping relevant documents and reports which are readily retrievable.

### 3.18 **Management of Contractors**

The Trust is committed to protecting all its employees, learners, and visitors from any incidents which may be as a result of any works undertaken by a contractor. Alongside this, they are equally committed to ensuring that any contractor working at

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any Trust school, has high standards of diligence to the health and safety of its own employees.

The Trust (and any individual (“authorised individual”) acting on behalf of the Trust through delegated authority) must be satisfied that a contractor has sufficient knowledge of safety standards, technical ability, financial stability and a record of putting them into practice before they are selected for work.

### Appointment of Professional Advisers

The Trust will ensure compliance with Construction (Design and Management) Regulations 2015 through the appointment of professional advisers for the procurement and management of any projects which are likely to exceed 30 days or involve more than 500 person days of work. The professional advisors will have included in their terms of reference their responsibility to ensure the following takes place within the CDM Regulations:

- Notification of the Health and Safety Executive (HSE).
- The appointment of a CDM Co-coordinator and Principal Contractor.
- Production of a health and safety file and construction phase plan.

The appointment of professional advisers in the above instances will be undertaken by the Director of Finance Business and Operations.

### Management of Contractors Policy

As part of the selection process the Trust or any of its authorised individual(s) will ensure that the Trust’s Management of Contractor Procedure is followed for tender/quotation/award/monitoring and review of contractors for works on Trust/School sites.

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

The Trust recognises the requirement for the use of personal protective equipment (PPE) where it is identified as a required measure to protect employees and contractors whilst they are performing their assigned duties.

Each Head of School or their nominated individual will ensure that PPE is provided where required, or identified as a control measure following a risk assessment. That appropriate information and training on the proper use and maintenance of it will be provided when issued. That a record of all PPE issued is maintained.

All employees issued with PPE will:

- wear it at all times while performing their assigned duties;
- ensure the equipment is cleaned and stored as required;
- inform the appropriate individual of any defects in the PPE in accordance with school procedures.

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### PPE Risk Assessment

No work will commence without a risk assessment identifying any PPE requirements. Failure to use PPE should be a hazard in itself. All PPE worn must work together with other items of PPE. If this is not possible then the task must not continue until other control measures can be considered and introduced.

It must be remembered that hazards and subsequent risk are still present whilst PPE is being worn.

### 3.20 **Gas Safety**

The Gas Safety (Installation and Use) Regulations 1998 requires the Trust to ensure that any gas appliance, installation, pipework or flue installed at any place of work under their control is maintained in a safe condition, so as to prevent risk of injury to any persons.

No person may work on gas fittings or appliances unless they are competent to do so. The requirements apply to both natural and liquefied petroleum gas (LPG). The work on gas fittings must be carried out by someone on the Gas Safe Register.

The Head of School or their nominated individual(s) will ensure that:

- any contractor engaged to work on gas fittings or installations is Gas Safe Registered and appropriately qualified for the work to be carried out;
- All gas systems and appliances are operated and maintained so as to prevent, so far as is reasonably, danger to persons or property;
- that gas pipework, appliances and flues are regularly maintained;
- that all rooms with gas appliances are periodically checked to ensure they have adequate ventilation – no blocked air inlets to prevent draughts, no obstructed flues and chimneys.

### 3.21 **Work Experience**

3.21.1 The Trust retains a duty of care for all its learners undertaking work experience and will ensure that any placement is appropriate.

3.21.2 Each Head of School or their nominated individual(s) will ensure that:

- All learners are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities before taking part in work experience;
- All placements will be subject to a pre-placement check carried out by the school's suitably competent nominated person (see below) and supporting documentation completed. No work experience placement will go ahead if it is deemed unsuitable;
- Where work placements form part of an agreement with another educational body then the other body will be responsible for ensuring the equivalent placement checks are conducted;

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- Arrangements are in place for the learner to be visited/monitored during the placement;
- Emergency contact arrangements are in place (including out of school hours provision) to ensure that a member of the school's staff can be contacted should an incident occur;
- All incidents involving learners on work placement activities will be reported to the placement organiser at the earliest opportunity;
- Work placements will take account of the learner's particular special educational need/disability if appropriate.

### 3.21.3 Suitably Competent Work Experience Nominated Individual

The nominated individual will hold a suitable nationally accredited/recognised qualification(s) in risk assessment principles and practices. In addition to having occupational competence, knowledge and understanding in relation to sector specific placements. Particular regard should be given to high risk placements such as construction, agriculture etc.

## 3.22 Educational Visits

3.22.1 The Trust recognises it's duties in the Health and Safety at Work etc. Act 1974 and the regulations made under it apply to activities taking place on or off school premises (including school visits) in Great Britain.

Any incident occurring overseas is outside HSE's (The Health and Safety Executive) jurisdiction and HSE will not investigate or take action in relation to the actual circumstances of the incident itself. Whether criminal charges should arise from such incidents would be a matter for the relevant national authorities to consider and pursue. Some countries may allow parents and other parties to institute civil actions or private prosecutions following death or injury.

HSE can, however, consider any circumstances relating to activities carried out in Great Britain to support a particular visit which may reveal systemic failings in the management of school trips. This could include general management arrangements, i.e. risk assessments for the activities, training and competence of staff, co-operation and co-ordination with other parties.

3.22.2 Head of Schools are responsible for ensuring that satisfactory arrangements are made for educational visits organised for their learners including:

- All preparatory work, including travel arrangements and appropriate risk assessments are completed;
- Adequate child protection measures are in place;
- The group leader has sufficient experience and time to organise the visit;
- Training needs have been considered by a competent person;
- Local Authority Education Advisor approval has been given;
- School Governance Committee approval has been given;

## 3. Arrangements

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- Adult to student ratios are appropriate;
- Arrangements are in place for those with education health care plans or medical needs;
- Appropriate insurance cover is in place (including cover for volunteers);
- All consent forms have been signed;
- The group leader/supervisor and other nominated persons have a list of all learners and adults on the visit, the contact details of each of them and a copy of the procedure to be followed in an emergency;
- The address, telephone number, and name of contact person at the venue are obtained;
- A contingency plan is in place that caters for any changes in the itinerary or for any delays.

A number of the above tasks may be delegated to a nominated individual (usually known as the Educational Visits Co-ordinator, however, the management responsibility remains with the Head of School.

The Head of School must be satisfied that their teachers and staff are competent to lead or supervise any off-site visit. It is a legal requirement that leaders are competent for the activities they are leading. On adventurous activities, leaders with specialist skills and qualifications will be used for the activity elements of the trip.

### 3.23 **School Minibus**

The Head of School or his/her nominated individual will be responsible for ensuring that the RoSPA Minibus Safety Code of Practice is followed, with have a valid and up to date MOT certificate and insurance cover.

Mini bus drivers must receive familiarisation training prior to being appointed as a mini bus driver.

### 3.24 **Offsite Provision for Pupils on roll/Lettings**

The Head of School will be responsible for ensuring that procedures are in place for checking the other parties Health and Safety arrangements and that they are in accordance with the principles of the Trust Policy and are covered by appropriate insurances.

# APPENDIX A: RISK ASSESSMENT TEMPLATE

## Risk Assessment

School :

<b>Risk Assessment for:</b>		<b>Generic / Specific*</b>
<b>Assessment by:</b>	<b>Date:</b>	<b>Review Date Due :</b>

Hazard	Who might be harmed?				Risk	Current Control Measures	Score			What if any further control measures are required	Action Reference	Revised Score following additional Control Measures			Date Completed
	Employee	Student	Visitor	Public			Likelihood	Severity	Score (LXS)			Likelihood	Severity	Score	

**Notes:**

Specific\* = Young Person, new or expectant mother, physical or other condition that may increase personal risk – In these circumstances a specific assessment is required

Scores: Likelihood – 1-Rare, 2-Unlikely, 3-Possible, 4 - Likely, 5 –almost certain

Severity: 1 Negligible, 2 Minor (e.g. cut/graze); 3 Moderate (e.g. deep cut, sprained ankle); 4 Major (e.g. disability or fatality), 5 – Catastrophe (multiple disability or fatality)

Score 1-6 (tolerable) Medium, 7-10 (should be reduced to a tolerable level within agreed time frame), Marginal (11-14), High (15-25) (stop until immediate controls in place)



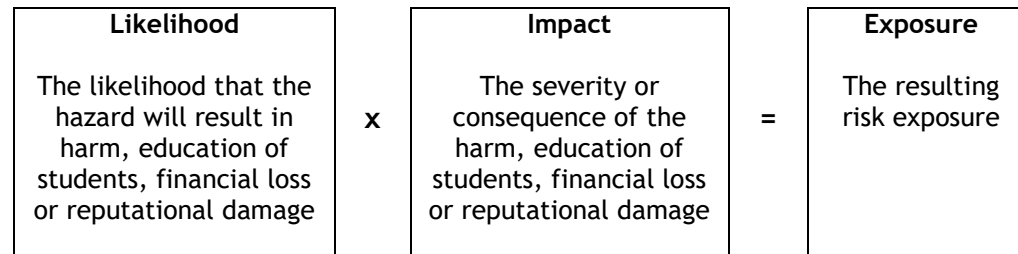
## APPENDIX A: RISK ASSESSMENT TEMPLATE

Action Ref. No.	Remedial action/ Improvement/ Control	Person responsible	Date action due completion	Action taken	Date completed	Signed off

# APPENDIX A: RISK ASSESSMENT TEMPLATE

## Risk Rating

Risk rating is a formula used to prioritise hazards and risk to ensure that the most serious are dealt with first:



The risk rating chart shows this formula applied in diagrammatic format:

<u>Risk</u>	Likelihood				
Impact	1 - Rare	2 - Unlikely	3 - Possible	4 - Likely	5 - Almost Certain
<b>5 - Catastrophic</b>	15	19	22	24	25
<b>4 - Major</b>	10	14	18	21	23
<b>3 - Moderate</b>	6	9	13	17	20
<b>2 - Minor</b>	3	5	8	12	16
<b>1 - Negligible</b>	1	2	4	7	11

## APPENDIX B: RISK ASSESSMENT REGISTER

Each school should maintain a risk assessment register including all activities so that the school can be certain that all risk assessments are being effectively managed. The table below outlines what may be in a typical register, but this is by no means a definitive list

<b>Activity</b>	<b>Risk Assessment Completion Date</b>	<b>Risk Assessment Completed by</b>	<b>Review Date</b>	<b>Location</b>
Theory lessons (not involving				
Physics Lab				
Biology Lab				
Chemistry Lab				
Drama Lesson				
Communal Areas (external)				
Communal Areas (internal)				
Maintenance activities				
Physical Education				
Field Trips				
Design Technology				
Food and Nutrition				

## APPENDIX C: SCHEDULE OF REVIEWS AND RECORD KEEPING

The responsible person set out in the table below may vary in accordance with each schools specific health and safety policy.

<b>Task</b>	<b>Frequency</b>	<b>Responsible Person</b>	<b>Comments</b>
Review of School Health and Safety Policy Organisation and Arrangements	Every year and when required	Head of School/Head of School and nominated manager	In accordance with updates to the Trust Policy, including but not limited to new regulations, codes of practice etc.
Record of Staff Training	Keep up to date	School Business Manager	
Record of H&S Staff representatives and their training	Keep up to date	School Business Manager	
Record of Risk Assessment Register	Keep up to date	Head of School, Heads of department, SBM, Premises Managers	Central Record to be kept by nominated manager
Review of Risk Assessments	Annually and as required	Head of School, Heads of department, SBM, Premises Managers	Risk assessor must be suitably trained/qualified to undertake
<b>First Aid</b>			
Risk assessment to determine number of designated first aiders required	Every 3 years and as required	School Business Manager	Risk assessor must be suitably trained/qualified to undertake
Record number of designated first aiders, names, and training details	As required after assessment of needs	School Business manager	Need for replacement when a designated first aider leaves. First aid at work certificates are only valid for three years.
Record names of those trained on First Aid awareness	Keep up to date	School Business Manager	Suggest annual refresher
Record and maintain first aid equipment/stock	As required after assessment of needs		
Record of accidents / injuries	As required	School Business Manager/Premises Manager/School Nurse	To be reported to the School Governance Committee
<b>Fire Safety</b>			
Record of staff training	Keep up to date	School Business manager	
Record of nominated persons "Fire Marshals"	Keep up to date	School Business Manager	
Record of Fire risk assessment and management plan	Annually	School Business Manager/Premises Manager	Competent qualified assessor
Record of fire fighting equipment, detection and emergency systems check	Monthly	Premises Manager	
Record of fire alarm testing	Weekly	Premises Manager	Call points to be tested on a rota basis

## APPENDIX C: SCHEDULE OF REVIEWS AND RECORD KEEPING

Task	Frequency	Responsible Person	Comments
Record of emergency lighting tests	Monthly	Premises Manager	
Record of Fire Drills	Termly	Premises Manager	
Record of False Alarms	As required	Premises Manager	Log time taken, note problems
Record of fire alarm and battery back-up maintenance	6 monthly	Premises Manager	Accredited Contractor
Record of emergency lighting	6 monthly	Premises Manager	Accredited contractor
Record of sprinkler system servicing	6 monthly	Premises Manager	Accredited contractor
Record of fire fighting appliances service/maintenance	Annually	Premises Manager	Accredited Contractor
Review of provision	Annually		Note reasons
<b>Electrical Safety</b>			
Certification of fixed installations	As advised on current certificate	Premises Manager	Accredited contractor
Record of maintenance inspections of fixed installations	As advised	Premises Manager	Accredited contractor
Fixed electrical Condition/Testing Report	Every 5 years or earlier	Premises Manager	Accredited contractor
Kitchen Inspection Record	Annually	Catering Manager	Accredited contractor
Record of Portable Appliance Testing and appliance labels	6 months – 5 years depending on usage/according to risk assessment by qualified electrician	Premises Manager	Appliances to be categorised for testing according to vulnerability
<b>Gas Safety</b>			
Gas installation/distribution service inspection report, service sheet and labelling.	Annually	Premises Manager	Accredited gas safe contractor
Record of gas appliance testing	At least once a year	Premises Manager	Only an accredited gas safe contractor can do this.
Duct hygiene (catering) inspection and cleaning	Annual and ass required	Premises Manager	Accredited contractor
<b>Equipment / Outdoor</b>			
Record of maintenance of equipment	Annually	Premises Manager	
Lift /Hoist Maintenance	6 monthly	Premises Manager	Accredited contractor
Automatic doors	6 monthly	Premises Manager	Accredited contractor
Roller Shutters	Annually	Premises Manager	Accredited contractor
Lightning Conductor	Annually	Premises Manager	Accredited contractor
Display Energy Certificate (displayed prominently)	Annually	School Business Manager	Accredited contractor
Boilers daily function check and ash cleaning if/when required.	Daily	Premises Manager	
Heat Pumps (boilers), heating/induced draft fans, pumps service	Annual	Premises Manager	Accredited contractor

## APPENDIX C: SCHEDULE OF REVIEWS AND RECORD KEEPING

Task	Frequency	Responsible Person	Comments
Playground and Gym Equipment Inspection / Testing	Annually	Premises Manager	Accredited contractor (separate to contractor doing the servicing/installation)
Pest Control - inspection and notification subject to risk assessment	As required	Premises Manager	Accredited contractor for inspection
Tree Inspection or earlier if risk assessment requires	3 yearly		Accredited contractor
Car Parking and Vehicle pedestrian segregation – risk assessment and action plan.	3 yearly and as required.		
<b>Asbestos</b>			
Record of Asbestos visual check of condition	Termly or more frequently if considered necessary		Where vulnerable to damage
Site Survey	Annually	School Business Manager	By Trust appointed competent contractor
<b>Legionella</b>			
Risk assessment, pipework plan with isolation points, maintenance checks and repairs	At least every two years	Premises Manager	
Record of water quality testing, flushing, temperature testing (including fire hoses)	As required by the water hygiene risk assessment	Premises Manager	Training required for site management log book of tests must be maintained
<b>Manual Handling</b>			
Record of Manual Handling training	Keep up to date	School Business manager/Premises Manager	
<b>Working at Height</b>			
Risk Assessment	First use and when required		Risk assessor must be suitably trained/qualified to undertake
Record of training	Keep up to date		
Record of access equipment held by the school, inspection and Maintenance records	Termly		Inspections by competent person.
<b>Lone Working</b>			
Risk assessment	As required		Risk assessor must be suitably trained/qualified to undertake
<b>Display Screen Equipment</b>			
Record of risk assessment to assess any H&S risks	As required	Employee	Held on personnel file
<b>Control of Substances Hazardous to Health (COSHH)</b>			
Review of COSHH assessments	Annually or whenever changes occur	Heads of Department / Premises Manager	Central record to be retained. All contractors to provide COSHH information if required

## APPENDIX C: SCHEDULE OF REVIEWS AND RECORD KEEPING

Personal Protective Equipment			
Review of serviceability	Annually	Individual Employee	
Task	Frequency	Responsible Person	Comments
Work Experience			
Risk assessment	Annually	Nominated manager	
Record of learners on work experience	For each occasion	Nominated manager	
Educational Visits			
Risk assessment - evolve	For each trip	Educational Visits Co-ordinator	
School Mini Bus			
Record of valid MOT, insurance, permit, authorised drivers, training, etc.	Annually	Nominated manager	
Risk Assessment for frequent journeys	As required	Nominated manager	
Specific risk assessment for unusual/non routine journey	As required	Nominated manager	
Offsite Provision for pupils on roll/lettings			
Review of Security arrangements	Annually and as required	Head of School	
Intruder Alarm	Daily	Premises Manager	Accredited contractor
Record of CCTV Monitoring Servicing	Daily	Premises Manager	Accredited contractor
Record of all visitors on the school premises	Every occasion	Receptionist/SBM	Contractors should check in/out, recording times.
Access Audit and Action Plan	Every 3 years and as required	Head of School	