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Health and Safety Policy

- 1 The Trust, Academy Heads and Locality Committees acknowledge that The Consortium Trust has the prime responsibility for health and safety across their sites, and that the Locality Committees and the Academy Heads have specific responsibilities to manage health and safety at the school level. They also have responsibilities to support the Head of Service: Facilities and Compliance in improving the overall health and safety performance across our schools.
- 2 The Academy Head, as Local Health and Safety Coordinator, has the principal duty in the school for ensuring the local implementation of guidance, codes of practice and other advice from bodies such as the HSE. These duties extend to:
 - > Working conditions and environment
 - > Substances used
 - > Equipment provided, and
 - > Working methods adopted

These should not impair the well-being of any employee, or any other person including clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

- 3 Schools must complete the required risk assessments as specified by the CEO, and update them as necessary
- 4 Schools must maintain records relating to Health and Safety in the prescribed format.

5 **ORGANISATION**

- 5.1 The Academy Head has the responsibility in the school for day to day management of health and safety issues.
- 5.2 Further to this all staff should have regard to their own health and safety and that of others, including pupils, clients, visitors and colleagues. They should communicate any concerns to the appropriate person(s) (see below) so that any potential hazards can be quickly rectified.
- 5.3 Individual members of staff are responsible for the particular areas as follows:



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Task	Name of person responsible
H&S Policy review	Head of Service: Facilities and Compliance
Communication and Information management	CEO and Academy Head
Critical Incident Management	CEO and Academy Head
H&S Induction Training	Academy Head /Head of Service: Facilities and Compliance
Routine updating training	Academy Head
Personal safety procedures (also Schoolsafe)	Academy Head
Planned checks (procedures)	Locality Committee/ Head of Service: Facilities and Compliance
Planned checks (equipment)	Head of Service: Facilities and Compliance
Planned checks (premises)	Locality Committee/ Head of Service: Facilities and Compliance
Incident reporting/investigation	Academy Head / Head of Service: Facilities and Compliance
Coordination of risk assessment work	Academy Head and Locality Committee
Fire procedures	Academy Head / Head of Service: Facilities and Compliance
Locally organised building repairs and alterations	Head of Service: Facilities and Compliance
First Aid (training and equipment)	Head of Service: Facilities and Compliance
Vehicle control and pedestrian safety	Head of Service: Facilities and Compliance
Educational visits coordinator (EVC)	Academy Head / CEO / HoS Curriculum
Wellbeing Co-ordinator	Academy Head /CEO
Outside lettings	Academy Head / Office
Supporting pupils with medical needs	All staff
Premises Security	Head of Service: Facilities and Compliance and Estates Team
Contractors on site	Office staff and/or Head of Service: Facilities and Compliance

6 Health and Safety Policy Review

- 6.1 The Trust's Health and Safety Policy is reviewed and updated annually by the Trust Board Finance & Resources Committee.
- 6.2 The targets included in the policy document will be reflected in the school or establishment development plan and other prime strategic documents.

7 Communication and Information Management:

- 7.1 The Academy Head presents a termly report in the recommended format for health and safety to the Locality Committee.
- 7.2 Locality Committees across the Trust will send representatives to the Health & Safety and Premises Team.



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- 7.3 The Team meets half-termly to review progress in matters of health and safety, premises and estate management.
- 7.4 The proceedings of the meetings are formally recorded and action points are brought forward for review.
- 7.5 The school and or establishment have a system to ensure relevant health and safety information is passed to on to the relevant people within the school or establishment. Records about curriculum subject H&S-specific information is kept and stored for future use in the office. Information is transmitted via the Academy Head and Office Staff to relevant staff.
- 7.6 Items included:
- > The Trust's Health and Safety Policy.
 - > A copy of the "Health and Safety Law – What you should know" leaflet.
 - > Notes from the School Finance & Resources Committee meetings.
 - > Poster displays or other awareness raising, etc. campaigns.
 - > The Office Staff are responsible for physically keeping the "Education Health and Safety – Local Management of Schools" manual up to date.
 - > Arrangements exist for local consultation on health and safety matters relating to all staff: These are through an agenda item on the first staff meeting of each term, which is minuted.

8 Critical Incident Management

- 8.1 The Consortium Trust's guidelines are followed and staff are made aware of the advice via an annual health and safety briefing

9 Health and Safety Induction Training

- 9.1 All staff must receive adequate induction training. This includes training which is matched to their specific work and responsibilities. A general checklist for use with employees includes the following with both basic and more specialised criteria:

- > Overview of the Trust's Health and Safety Policy and organisational structure
- > Tour of the premises
- > Current health and safety priorities and targets for the school or establishment
- > Communication and relationships with other departments, schools and professional bodies
- > General health and safety advice, including the school's own guidance and that from professional bodies
Where appropriate, curriculum specific H&S guidance and arrangements for working with external subject advisers
- > Introduction to recognised unions and the local representatives
- > Employee problems and concerns; Specific duties and responsibilities
- > Grievance procedures (as they relate to health and safety)



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- > Information on hazards specific to the school, and established controls or precautions
- > Use of equipment and/or tools
- > Materials and substances in use – handling and labelling systems/warning signs. COSHH requirements, risk assessments and health and safety data sheets
- > Use and care of PPE (personal protective equipment)
- > Housekeeping procedures for policy documents and local rules
- > Legal responsibilities and rights
- > Work permit systems (for example, arrangements for visits and trips)
- > Physical examinations in pursuit of statutory maintenance requirements e.g. Electrical equipment,
- > Trained first aid personnel and first-aid facilities
- > Fire evacuation and emergency procedures
- > Fire extinguishers – location and arrangements for training in their use
- > Access to well-being advice, counselling and other staff support schemes
- > Security provisions and procedures
- > Restricted areas and equipment
- > One-on-one instruction and supervision of young and inexperienced workers (and work experience students)
- > Manual lifting and handling – general advice and risk assessment
- > Safe stacking of materials
- > Defective or inappropriate tools
- > Correct use of guards
- > Safe procedures for machines, including design technology equipment
- > Housekeeping and maintenance of access and egress
- > Reporting of incidents, hazards, work-related injuries and illnesses
- > What to do in an emergency

10 Routine Updating Training

10.1 Training records for each individual member of staff are updated annually.

11 Personal Safety procedures, De-escalation training and control of violence

11.1 School staff have been trained in de-escalation skills.

11.2 All incidents of aggressive behaviour must be reported to the Academy Head. Trust Incident Report forms and Incident follow-up forms are to be used for such incidents.

11.3 All visitors and people entering the building are monitored. The minimum standard is that they should sign in at reception and will be required to wear a visitor's badge while on site. Visitors that need access to the school will be accompanied by staff.



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- 11.4 Visitors should be clearly directed to use the main entrance to the school. Signs are clear and visible from the outside of the building.
- 11.5 Key and code holders list is available in the office.

12 Planned Safety Checks

- > **Procedures**
- > **Equipment**
- > **Premises**

1. Routine maintenance of electrical equipment & Inspection of electrical equipment.

- a) Large (cookers, Dishwashers etc.)
Small (portable electrical appliances, extension cables etc.)
- b) Other equipment (fixed, design technology, and ICT, drama, cleaning contractor/staff)

2. Routine, recorded checks are made of the condition of plugs, sockets and mains leads annually.

- a) **All** equipment (not otherwise covered under other headings) is subjected to an appropriate, programmed and recorded maintenance check:
 - i. Indoor and outdoor sports and play equipment
 - ii. The school's water system(s)- hygiene, temperature and legionella checks
 - iii. Catering equipment, including ventilation
 - iv. Ladders & stepladders
 - v. Door closers, running gear and catches
 - vi. Printing and reprographics machines
- b) Appropriately trained staff and/or contractors are used to ensure the same standard of safety, competence, record keeping, quality assurance and insurance cover.
- c) The whole school is inspected once a term by the relevant Locality Committee member(s).

13 Incident Reporting/Investigation

- 13.1 There is an Incident Report form in use in the school to record incidents and report them to the Trust.
- 13.2 Staff are briefed on when and how to use the form.
- 13.3 Every incident is subject to investigation as appropriate with a view to preventing recurrence.
- 13.4 The Trust periodically reviews the incident history for the school and plan actions to reduce the likelihood of future incidents.



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14 Coordination of Risk Assessment Work

14.1 Risk assessments may be required under many circumstances, but in general they will only need to be completed in schools when published guidance or recommended practice is not followed, is not completely relevant to the activity considered, or does not exist.

An overview of the school premises and activities may assist with the general risk assessment and indicate the areas for more detailed risk assessment and control work. It may also require longer term planning for adequate remedies to be provided.

14.2 The following issues need consideration:-

- > The school has limited space for pedestrian and vehicle access, creating a serious incident risk.
- > The school grounds may be used outside normal school hours by trespassers – they may leave litter, bottles or more dangerous articles such as needles and other paraphernalia
- > The school fields are partly bounded by a natural hazard such as a thorny hedge or water filled ditch.

14.3 The following risk assessments are required due to the need for specific locally arranged precautions:

- > First aid arrangements, (numbers of trained staff, level of training and equipment)
- > Lone working situations
- > Visits and trips
- > Display screen equipment/workstations
- > Manual handling
- > New and expectant mothers
- > Working at height

15 Fire Procedures

15.1 A fire risk assessment has been completed and is reviewed annually by the Academy Head.

15.2 Notices detailing the evacuation procedure are spaced around the school or establishment.

15.3 Each term the school or establishment has a routine practice of the evacuation drill.

15.4 All fire extinguishers have been tested during an annual inspection

15.5 The Caretaker/appointed person conducts the weekly alarm test or other tests (such as the emergency lighting checks).

15.6 The Caretaker/appointed person performs daily checks of all fire exits / doors.

15.7 Wheelie bins should be secured so they cannot be used to set fires close to the school building(s)



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16 Locally Organised Building Repairs and Alterations

- 16.1 Procedures are in place to ensure maintenance and building alterations are carried out to correct standards.
- 16.2 All staff and relevant Locality Committee members know the asbestos procedures and they have been advised about the asbestos survey report by the Estates Team.
- 16.3 Arrangements are in place to ensure any necessary alterations to the Asbestos survey report are made by and notified to the Estates Team.

17 First Aid – Training and equipment

- 17.1 First aid equipment is located in the staff rooms, offices and on minibuses.
- 17.2 Office staff monitor first aid kits and ensures maintenance and replenishment as necessary.
- 17.3 The procedure for disposal of clinical waste is arranged through the health service and school nurse.
- 17.4 Records are kept of who is trained and when their certificates expire.
- 17.5 Details of any injuries are recorded. More serious injuries are recorded on the incident report form and sent to the Head of Service: Facilities and Compliance, who will assess whether a report needs to be made to the HSE.
- 17.6 All staff have access to health centre / GP telephone numbers which are maintained by the Office Staff.
- 17.7 There is a nominated person to call for an ambulance / local GP surgery, etc, if needed.
- 17.8 First aid arrangements for visits and trips are planned into the risk assessment.

18 Vehicle Control and Pedestrian Safety

- 18.1 Local arrangements are to be published for the parking of staff and visitor cars at each school or establishment.
- 18.2 Bins are removed by the caretaker/cleaner from the site to be collected by refuse collection vehicles weekly.

19 Education Visits Coordinator (EVC)

- 19.1 For full details refer to the Educational Visits Policy.

20 Well Being Co-ordinator

- 20.1 The Academy Head is the school well-being coordinator, with the CEO being responsible at Trust level.
- 20.2 The Trust has engaged an outside supplier to help the management of stress and well-being within schools.



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21 Pupils with Medical Needs

21.1 The latest DfE guidelines are followed in consultation with Health professionals. Procedures are set out in the pupil's statement. The Trust's Intimate Care Policy applies to all staff who work with children and young people.

22 Premises Security

22.1 Current Trust guidance is followed.

23 Contractors on Site

23.1 On arrival at the site contractors visit the office, sign in and are escorted around the premises if during school hours and while pupils are on site. They must always report to reception.

23.2 Office staff or Academy Head /Head of Service: Facilities and Compliance briefs them about fire procedures, local management arrangements, vehicle movement restrictions etc.

23.3 They must report to the office or arrange for a suitable delivery date.

23.4 Staff (including cleaners/caretakers who may be on site earlier and later than teaching staff) are informed of areas to avoid for the duration of the work period via staff meetings or notices.

23.5 The Office Staff/Caretaker are responsible for monitoring the contractor's safety performance (on behalf of the Head of Service: Facilities and Compliance) in order to prevent danger to individuals other than the contractor's own staff.

23.6 The Academy Head /Head of Service: Facilities and Compliance is responsible for checking the contractor's site is adequately fenced, materials are stored safely, and is also aware of the need to ensure the contractor is behaving reasonably safely in respect of his/her own staff, i.e. following common sense safety precautions and not acting recklessly.

24 Outside Lettings

24.1 The school is available for lettings, subject to the Prevent duty.

24.2 There are different fire procedures needed for evenings or other times when lettings take place and are clearly displayed, these are the responsibility of the lessee.

24.3 Additional security may be needed when letting the premises i.e. locking doors removal of personal information.

24.4 Information is provided to inform people who are booking the premises about any necessary health, safety or security information relating to the premises and any equipment which may be used. (**Refer to the separate Lettings Policy**).

24.5 The schools enter into a written agreement with the lessee. Details are given in respect of first aid kits and equipment, telephone access.



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Document Control

Changes History

Version	Date	Amended By	Details of Change
2	09/12/19	Robin Chew	<p>References to Operations Manager changed to Facilities Manager throughout, except 16.2 changed to Property Advisor.</p> <p>3. add “as specified by the CEO”</p> <p>4. add “in the prescribed format”</p> <p>5.3 add “HoS Curriculum” to EVC</p> <p>9.1 add “arrangements for training in their” to Fire extinguishers</p> <p>11.3 change “requested” to “required”</p> <p>11.5 add “and code”</p> <p>12. remove “Mechanical equipment used in Design Technology”</p> <p>13.1 add “to record incidents and report them to the Trust”</p> <p>13.2 delete</p> <p>13.5 change “schools Finance & Resource Committee” to “Trust”</p> <p>15.1 add “by the Academy Head”</p> <p>15.4 remove “and staff have received fire marshal training to enable escape in an emergency and the appropriate use of firefighting equipment”</p> <p>15.6 change “regular termly” to “daily”</p> <p>17.4 remove “on the network”</p> <p>17.5 change “accident” to “incident”</p> <p>21.1 add “Procedures are set out in the pupil’s statement. The Trust’s Intimate Care Policy applies to all staff who work with children and young people”</p> <p>Plus various minor amendments for grammar, punctuation and style.</p>
3	06/10/20	Robin Chew	<p>Various changes to reflect developments in Locality Committee structure and responsibilities.</p>



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Approval

Name	Job Title	Signed	Date
Andrew Aalders-Dunthorne	Principal/CEO	Electronic signature	03/01/2017
Dawn Carman-Jones	On behalf of the Trust Board	Electronic signature	03/01/2017
Dawn Carman-Jones	On behalf of the Trust Board	Electronic signature	26.11.2020

Equality Impact Assessment

Date	Name	Details

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