



Bridge Academy Trust

HEALTH & SAFETY POLICY

June 2018

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HEALTH AND SAFETY ROLES AND RESPONSIBILITIES

OVERALL RESPONSIBILITIES

- 1.1 The overall responsibility for health and safety rests with the Trust.
- 1.2 To ensure that the policy is implemented and maintained so that the Trust keeps within the requirements of the **Health and Safety at Work etc. Act 1974**. The Trust may delegate duties to employees who will provide support to meet the responsibilities.
- 1.3 Delegation of the individual duties and responsibilities to employees does not in any way detract or remove the ultimate responsibility and duty of care placed on the Trust by the **Health and Safety at Work etc. Act 1974**.

SPECIFIC RESPONSIBILITIES OF THE CHIEF EXECUTIVE OFFICER

- 1.4 The Chief Executive Officer (CEO) is responsible for implementing this policy and has delegated this responsibility to the Premises Manager at each Secondary School within the Trust and the Headteacher/Head of School at each Primary School within the Trust, who will:
 - 1.4.1 Monitor the effectiveness of this policy and ensure that an annual review is undertaken.
 - 1.4.2 Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
 - 1.4.3 Make arrangements to draw the attention of all staff employed at each school to the safety policies and procedures and of any relevant safety guidelines to which must be adhered to;
 - 1.4.4 Make arrangements for accident recording and reporting procedure and draw this to the attention of all staff at the school as necessary;
 - 1.4.5 Make arrangements for informing staff and students, of relevant safety procedures. Other users of the school will be appropriately informed;
 - 1.4.6 Identify defects in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed. This requires that regular safety inspections are undertaken;
 - 1.4.7 Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team;
 - 1.4.8 Monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
 - 1.4.9 Maintain an overview in all the health and safety matters and share good practice across all schools in the Trust and report any issues to Trustees.
 - 1.4.10 Ensure health and safety induction training is carried out for all staff and ensure there are records of that induction.
 - 1.4.11 Carry out all legal compliance checks as required by legislation or identified by specific risk assessment.
 - 1.4.12 Ensure that any work that has health and safety implications is prioritised.

- 1.4.13 Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working.

INDIVIDUAL RESPONSIBILITIES

- 1.5 All staff employed or connected with the Trusts undertakings and activities owes a duty of care, in law, to ensure the health, safety and welfare of those employed by the Trust and those not employed by the Trust, but who may be affected by the acts or omissions of a person(s) representing the Trust and will:
- 1.5.1 Read the Health and Safety Policy, Plan and Procedures.
 - 1.5.2 Comply with the School's health and safety arrangements, where applicable.
 - 1.5.3 Maintain any area of the school under their control i.e. classrooms/labs and office space in a reasonably tidy, safe condition and as much as possible free from excess paper/material/substances.
 - 1.5.4 Follow safety instructions when using equipment.
 - 1.5.5 Where applicable supervise students and advise them on how to use equipment safely.
 - 1.5.6 Report to their line manager and/or the appropriate member of staff any practices, equipment or physical conditions that may be hazardous.
 - 1.5.7 Follow the accident reporting procedure.
 - 1.5.8 Contribute to and highlight any errors/omissions in the school's risk assessments.
 - 1.5.9 Identifying any training needs.

HEALTH AND SAFETY ARRANGEMENTS AT WORK

- 2.1 The following arrangements are given as **guidance only** they are based on current legislation, but do not provide complete information. Further assistance should be sought from the nominated company providing competent assistance. Bridge Academy Trust has appointed Ashdown EHS Ltd to be the competent assistant.
- 2.2 The Management of Health and Safety at Work Regulations 1999, regulation 7, requires that every employer must appoint one or more competent person(s) to assist them with the implementation and provision of health and safety measures.
- 2.3 The organisation of Health and Safety Consultants indicated above has been contracted to ensure the Trust is provided with the necessary information and advice to comply with current Health and Safety Legislation.
- 2.4 Audits will be undertaken in order to measure health and safety performance. These will be completed within the contractual arrangements at no more than twelve monthly intervals.

ACCIDENT AND INCIDENT REPORTING

- 3.1 The accident and incident reporting procedure can be found in Appendix 1.

ADMINISTRATION OF MEDICINES

- 4.1 All medication will be accepted/stored/dispensed in accordance with the Supporting Students with Medical Conditions Policy of each school within the Trust.

ASBESTOS

- 5.1 All staff must be made aware of the location of any asbestos within their school, by reference to the latest Asbestos Register, available from:
- 5.1.1 <https://tracker.fibremanagement.co.uk:8080/alphatracker>
 - 5.1.2 User ID: Moulsham
 - 5.1.3 Password: password
- 5.2 All contractors must sign to say they have seen the register before starting work on site.

CONTROL OF HAZARDOUS SUBSTANCES

- 6.1 The Control of Substances Hazardous to Health Regulations 2002 as amended require the Trust to carry out an assessment and record the risks associated with hazardous substances.

BIOLOGICAL (HUMAN)

- 6.2 Where a student, member of staff or visitor has cut themselves, vomited or deposited any other bodily fluid or solid, in a place which is not designed to accept said deposit, then the area must be cleaned using the appropriate spill kit.
- 6.3 The kit is to be used by trained staff only.
- 6.4 Once used the spill kit should be disposed of in the appropriate manner.

BIOLOGICAL/CHEMICAL

- 6.5 Hazardous substances will not be used, handled or stored until a suitable and sufficient risk assessment has been carried out. The findings and content of the risk assessment will be communicated to all employees likely to come into contact with the substance.
- 6.6 Safety data sheets (SDS) will be obtained for all hazardous substances purchased and this information will be retained. These data sheets are freely available from suppliers and manufacturers who have a legal obligation to provide them.
- 6.7 We also recognise that as a result of some activities hazardous substances may develop, e.g. chemical experiments. These activities will also be assessed prior to any activity and controlled.
- 6.8 The following members of staff are responsible for carrying out the COSHH assessments within the secondary schools within the Trust (unless stated otherwise):
- 6.8.1 The Premises Manager.
 - 6.8.2 Technologies Head of Faculty.
 - 6.8.3 Science Head of Faculty.

- 6.8.4 Performing Arts/PE Head of Faculty.
- 6.8.5 Headteacher (Primary Schools only).
- 6.9 After reading and understanding the content of the COSHH assessments the employee will sign the confirmation sheet to confirm that they have read and understood the assessment and its findings.
- 6.10 Where an external contractor needs to bring onto the site any substance which may be covered by the current regulations, a risk assessment must be sent to the appropriate person, within reasonable time prior to the start date on site.
- 6.11 Responsibility for implementation of COSHH assessments and any controls that are required rests with the nominated person identified above and supported by any other employees as is required.
- 6.12 The effectiveness of the COSHH assessment and any deficiencies will be reported to the person responsible for carrying out the COSHH assessments.
- 6.13 All COSHH assessments will be reviewed annually or sooner if there are any significant changes that affect the validity of the risk assessment.

DISPLAY SCREEN EQUIPMENT

- 7.1 Where a member of staff is identified as a display screen user, see below, the Line Manager is responsible for ensuring that a work station assessment is undertaken and the information is recorded and recommendations, so far as reasonably practicable, are acted upon.
- 7.2 It will generally be appropriate to classify a member of staff as a user or operator if they:
 - 7.2.1 normally use Display Screen Equipment (DSE) for continuous or near-continuous spells of an hour or more at a time; and
 - 7.2.2 use DSE in this way **more or less daily**; and
 - 7.2.3 have to transfer information quickly to or from the DSE;
- 7.3 NOTE:
 - 7.3.1 The Trust accepts their responsibility under the regulations and therefore the Trust will pay for an eyesight test should an employee, classified as an essential user, have difficulty with their eyesight whilst using DSE for their work.
 - 7.3.2 This will determine if the employee requires corrective glasses to reduce the health risks involved in the use of computer screens.
 - 7.3.3 If corrective eyewear is required then the Trust will provide basic eyewear, which must be used whilst the operative is using any DSE at work.
 - 7.3.4 The Trust will not pay for any other type of eyewear, such as bi-focal or varifocal glasses. If an employee requires these types of glasses, then they must pay the cost difference.
 - 7.3.5 For members of staff provided with portable devices (e.g. laptops, tablets) staff will be issued with the current guidance on their use.

EDUCATIONAL VISITS

- 8.1 A Trip Leader will be appointed and will ensure they follow the Trips & Visits Policy (available from the central location).

- 8.2 All off site trips will be subject to risk assessment and any relevant advice provided by a recognised body.
- 8.3 Trip Leaders are encouraged to review each visit, both in terms of educational value and the safety performance.
- 8.4 The Trust will ensure that where the review identifies serious failings that we learn from that experience and consider finding alternatives and share these across all schools within the Trust.

ELECTRICAL TESTING

- 9.1 The Institution of Electrical Engineers and the Health and Safety Executive recommend that a competent electrician should inspect fixed electrical installations at least every five years and a certificate of inspection obtained and retained.
- 9.2 The Premises Manager for secondary schools within the Trust and Headteacher for primary schools within the Trust is responsible for ensuring electrical installations are inspected.
- 9.3 All items of portable electrical equipment in each school are inspected and checked as identified by the risk assessment.
- 9.4 Any electrical defects must be reported to the Premises Manager for secondary schools within the Trust and Headteacher for primary schools within the Trust.

EXTERNAL SPACE AND EQUIPMENT

- 10.1 Equipment and its use is supervised in lessons and during breaks throughout the school day.
- 10.2 Appropriate levels of supervision will be maintained at all times.

EXTERNAL USERS OF SCHOOL FACILITIES

- 11.1 Where the Trust hires out facilities, e.g. the swimming pool or grounds, the hirers must (at least one week before the hire date) provide written evidence of:
 - 11.1.1 Relevant insurances.
 - 11.1.2 Risk assessments (if applicable).
 - 11.1.3 Completed and signed hire agreement.

FIRE SAFETY AND EVACUATION OF THE BUILDING

- 12.1 Under the Regulatory Reform (Fire Safety) Order 2005 and the Management of Health and Safety at Work Regulations 1999: employers are required to undertake a specific risk assessment of the risks posed by fire within each School of the Trust.
- 12.2 A specific fire risk assessment will be arranged by the Premises Manager for secondary schools within the Trust and Headteacher for primary schools within the Trust and the findings developed into an action plan for implementation.
- 12.3 The fire risk assessment will identify the responsible person who may then nominate deputy responsible persons to assist in the delivery of fire safety.

- 12.4 The fire risk assessment will be reviewed annually or sooner if there is any significant change in the circumstances.
- 12.5 The volume of combustible substances/material/waste material **must be kept to a minimum** in order to reduce the risk of fire. Arrangements must be made to have any large amounts of combustible rubbish removed from the building.
- 12.6 Attention should be paid to checking the premises before leaving at night to ensure nothing has been left which could lead to a fire developing whilst the premises are unoccupied. In line with good practice and managing the environment all electrical appliances should be switched off when not in use.
- 12.7 If equipment is needed to be left on or in standby mode, it should be kept clear of combustible material in case of a fault developing when unattended.
- 12.8 In the Autumn term the staff and students will be informed before the first drill is to be held and all staff and students will be walked through the procedure. The Premises Manager for secondary schools within the Trust and Headteacher for primary schools within the Trust is responsible for carrying out the evacuation practices at least three times each academic year and recording the results.
- 12.9 No warning will be given on subsequent occasions and there will be additional drills during the year.
- 12.10 The alarm system will be tested weekly, with records maintained by the Premises Manager for secondary schools within the Trust and Headteacher for primary schools within the Trust.
- 12.11 The Premises Manager for secondary schools within the Trust and Headteacher for primary schools within the Trust will ensure that an annual inspection of the fire extinguishers is undertaken by a competent company.
- 12.12 The emergency lighting will be tested as per current compliance requirements and any defects found reported to the Premises Manager for secondary schools within the Trust and Headteacher for primary schools within the Trust.
- 12.13 Emergency exits and evacuation routes will be kept clear at all times and checked at regular intervals, by the person with day to day control over the area.
- 12.14 The Premises Manager for secondary schools within the Trust and Headteacher for primary schools within the Trust will undertake regular inspections and report any defects or obstructions to the person with day to day control of the area or to the Head of Faculty.
- 12.15 All flammable liquids and gases **MUST**, when not being used, be stored safely in a flameproof locker. Only minimal amounts should be used/transported at any time.
- 12.16 Compressed gases should not routinely be stored on site. If gasses are required for educational reasons then they should be ordered on “as needed” basis, or a minimal amount stored in the appropriate external storage area.
- 12.17 Due to the nature of some of the activities and some of the substances and gasses stored within the Trust a separate DESAR risk assessment should be undertaken.
- 12.18 See Appendix 2 for details of a Fire Strategy.

FIRST AID PROVISION

- 13.1 The Health and Safety (First Aid) Regulations 1981 requires the Trust to undertake a risk assessment to assess provision of adequate first aid equipment and a sufficient number trained people to administer first aid when required.
- 13.2 The Trust's appointed first aiders will take charge of first aid arrangements.

- 13.3 Staff who are qualified first aiders are listed on the Health & Safety noticeboard located in each schools staff room.
- 13.4 The first aid boxes are located in the Medical Room/Reception and other key areas across each school.
- 13.5 Portable first aid kits are taken on all educational visits, if the risk assessment dictates that it is necessary, a qualified first aider will be present on any residential, overseas or adventurous activity trip.
- 13.6 All accidents are to be reported and entered in the relevant accident book (students and staff/visitors), which are available from a central location within each School. See RIDDOR section (section 25) for reporting of serious accidents.

FOOD SAFETY/TECHNOLOGY

- 14.1 It is the responsibility of the Catering Manager to ensure that food safety procedures are adhered to, see Appendix 3 for the Food Safety Statement.
- 14.2 Guidance on food safety within each School is available from the local Environmental Health Department.
- 14.3 All employees have a responsibility to ensure that a high degree of personal hygiene is maintained particularly when preparing food for service user consumption.
- 14.4 Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place.
- 14.5 Staff must be satisfied that the tasks undertaken are appropriate for the students concerned and adhere to the risk assessments in place at all times.

HEALTH AND SAFETY INFORMATION FOR EMPLOYEES

- 15.1 The regulations require information relating to health, safety and welfare to be provided for employees by means of posters or leaflets in the 'approved form' and published for the purposes of the regulations by the Health and Safety Executive (HSE).
- 15.2 The 'Health and Safety Law' — What You Need to Know' will be displayed in a central location within each School of the Trust, where it can be read by all employees.
- 15.3 Information on the poster states who has overall responsibility for health and safety within each School and the name(s) of any safety representatives that have been identified.

HEALTH AND SAFETY (CONSULTATION WITH EMPLOYEES)

- 15.4 The Regulations state, where there are employees, who are not represented by safety representatives under The Safety Representatives and Safety Committees Regulations 1977 amended 1997, the employer must consult those employees in good time on matters concerning their health and safety at work.
- 15.5 The employer has to make arrangements, if requested, for appointing or nominating an employee representative.

HEALTH AND SAFETY SIGNS AND NOTICES

- 15.6 All notices on the Trust premises issued in accordance with the Health and Safety at Work Act 1974 and its associated legislation must be complied with.
- 15.7 All employees, visitors, and contractors alike must take the necessary action to ensure that they are familiar, as far as is reasonably practical, with any warning signs and the meanings and interpretations of signs, both advisory and warning, and comply with them.

INCLEMENT WEATHER

- 16.1 In the event of inclement weather the Senior Leadership Team will be responsible for decisions to close each individual School within the Trust or stop educational trips etc.

LIFTS AND HOISTS

- 17.1 All passenger lifts and hoists for disabled students are inspected by a competent engineer on a six monthly basis.
- 17.2 Lifting equipment not used to lift people is inspected on an annual basis.

LONE WORKING

- 18.1 The Trust will manage the risks associated with lone working in accordance with the Lone Working and Out of Hours Working Policy.

LOCAL EXHAUST WENTILATION (LEV)

- 19.1 Where necessary, local exhaust ventilation is provided to remove the hazardous substance away from the operative and workplace.
- 19.2 A competent person, appointed by the Premises Manager for secondary schools within the Trust and Headteacher for primary schools within the Trust will inspect the extraction system annually.
- 19.3 Records of these inspections will be retained and available for inspection by the enforcing authority and insurance provider when required.

MANUAL HANDLING

- 20.1 The Manual Handling Operations Regulations 1992 (as amended) require that all manual handling tasks must be avoided where reasonably practicable, where this is not reasonably practicable then an assessment of the risks must be carried out.
- 20.2 The manual handling assessments will be made available to all employees.
- 20.3 After reading and understanding the manual handling assessment, the employee will sign the confirmation sheet to confirm that they have read and understood the content of the assessment.
- 20.4 The Premises Manager and the Head of Faculty for secondary schools within the Trust and Headteacher for primary schools within the Trust are responsible for carrying out the manual handling assessments and implementing any controls that are required.

- 20.5 Any deficiencies will be reported to the person responsible for carrying out the manual handling assessments.

NOISE

- 21.1 The Control of Noise at Work Regulations 2005 requires the Trust to monitor noise levels, to ensure that all employees and contractors or visitors are not exposed to noise levels likely to cause short or long-term hearing damage.
- 21.2 A risk assessment should be undertaken in all areas where there is use of machinery or power tools, by staff.
- 21.3 At the Lower Exposure Action Level, hearing protection will be provided and employees and visitors will be advised to wear the hearing protection.
- 21.4 At or above the Upper Exposure Action Level - above 85 dB(A), hearing protection will be provided and mandatory for all employees and visitors to wear. Signs will be placed to warn staff and visitors that they are entering a hearing protection zone.
- 21.5 Health surveillance programmes will be put in place where necessary. Employees that are regularly exposed to noise levels above the Upper Exposure Action Level will be expected to attend audiometric testing.
- 21.6 The Premises Manager and the Head of Faculty for secondary schools within the Trust and Headteacher for primary schools within the Trust are responsible for carrying out and reviewing the noise risk assessments.
- 21.7 Where a contractor may, during the course of their work, exceed the legal limits, this should have been in their risk assessment and all mitigations taken to eliminate or reduce to an acceptable level the noise levels, failing this noisy works should be undertaken outside of school hours.

PERSONAL PROTECTIVE EQUIPMENT

- 22.1 Personal Protective Equipment (PPE) must be provided for employees where a risk assessment indicates there is a requirement. The equipment provided will be suitable for the task affording the necessary protection.
- 22.2 An assessment of PPE will be carried out and where a need is identified, the equipment will be provided at no cost to the user.
- 22.3 Where PPE is supplied then employees must use the equipment provided; this is a legal requirement under the Health and Safety at Work etc. Act 1974 section 7.
- 22.4 The Premises Manager and the Head of Faculty for secondary schools within the Trust and Headteacher for primary schools within the Trust are responsible for the assessment and provision of PPE.

PREGNANT MEMEBERS OF STAFF

- 23.1 The Management of Health and Safety Regulations 1999 Regulation, states that if any employee becomes pregnant they must inform their Line Manager as soon as practicable, this can initially be verbally, but must be followed up by written confirmation from their doctor.
- 23.2 An appointed person will carry out an individual risk assessment of the work that the employee undertakes to determine any risks to her and her unborn baby that may arise.

- 23.3 Where the risks are significant then a meeting with the HR central team will need to be arranged to discuss how the Trust can support or adapt job requirements.
- 23.4 Pregnant employees must not:
- 23.4.1 Carryout manual handling tasks.
 - 23.4.2 Use or come into contact with any chemicals.
 - 23.4.3 Work at height (stand on stepladders, step ups etc.).
- 23.5 Pregnant employees must inform their Line Manager of any changes that may occur during their pregnancy so that the risk assessment can be reviewed.
- 23.6 To maintain a safe working environment for any pregnant employees a suitable rest area will be provided.

RADIATION

- 24.1 The Radioactive Substances Act 1993 place a duty on the Trust to undertake a risk assessment in relation to the low level radioactive material which is on any of its premises.
- 24.2 The Trust will manage the risks associated with the equipment by the following means:
- 24.2.1 No person(s) shall, except in accordance with any authorisation granted and provisions specified in the Act, dispose of any radioactive waste or cause or permit any radioactive waste to be disposed of; unless authorisation has been given. No person may accumulate radioactive waste with the view to later disposal nor cause or permit the accumulation of any waste which he/she knows or has reasonable grounds to believe is radioactive.
 - 24.2.2 All tasks involving the use of radiation emitting substances will be subject to suitable and sufficient risk assessments. Inductions will be carried out before usage for all operators of the equipment.
 - 24.2.3 Certificates of registration and authorisation will be prominently displayed.
 - 24.2.4 Exposure will be limited to the lowest possible levels at all times.
 - 24.2.5 Local rules are provided and form a safe system of work for any activities involving the use of the equipment. Only trained, competent and authorised persons are permitted to operate the equipment.

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES (RIDDOR)

- 25.1 The regulations relate to specific work related accidents, diseases, and dangerous occurrences (RIDDOR) and must be reported to the Enforcing Authorities. The method of reporting is through the Incident Contact Centre (ICC).
- 25.2 For further information on the areas covered by the regulations and how to report an incident visit www.hse.gov.uk/riddor.
- 25.3 The person responsible for reporting incidents is the CEO which may be delegated to the Premises Manager for secondary schools within the Trust and Headteacher/Head of School for primary schools within the Trust.

RISK ASSESSMENTS

- 26.1 The Management of Health and Safety at Work Regulations 1999, Regulation 3, requires that an employer must carry out a suitable and sufficient assessment of the significant health and safety risks.
- 26.2 The Trust will ensure that those members of staff, so identified, will undertake suitable and sufficient risk assessments of all the tasks and equipment connected with their activities, which are likely to present a significant risk of injury or ill health to our employees or others affected by the activities.
- 26.3 The person responsible for ensuring that risk assessments are undertaken is the Headteacher/Head of School, which may be delegated to the Premises Manager for secondary schools within the Trust. They must be completed on an annual basis or sooner if there is significant change.
- 26.4 All significant hazards must be assessed by the person/faculty creating the hazard.
- 26.5 The Trust maintains a comprehensive set of risk assessments that cover curriculum based activities in each school, school visits and the running of all Trust buildings and grounds. There may be some activities which require further assessment.
- 26.6 The Senior Leadership Team will take steps to ensure that staff are aware of the risk assessments, appropriate to their role and will monitor compliance with control measures specified in the risk assessments.
- 26.7 Any deficiencies that are identified should be reported to the person responsible for carrying out the risk assessments.

SLIPS TRIPS AND FALLS ON THE SAME LEVEL

- 26.8 The potential for slips trips and falls within any School in the Trust will be risk assessed and appropriate controls put in place.

SMOKING

- 27.1 Smoking (including the use of e-cigarettes) is not permitted on any part of the grounds within the Trusts premises as stated in the Student Behaviour Policy of each school within the Trust.

STRESS AT WORK

- 28.1 The Trust recognises that work related stress can cause ill health and will put controls in place to help prevent stress. However, the Trust cannot be held responsible for stress caused by outside sources.
- 28.2 Because stress does not affect all people in the same way and that one person may find a job stressful when another does not, it is difficult to assess the risk to all employees. Therefore, employees must ensure that they report to their Line Managers any undue stress that they may feel from different work activities.
- 28.3 Stressful situations can be reported in confidence to the Chief Finance & Operations Officer, HR Manager or any member of Senior Leadership Team.
- 28.4 Stress counselling will be provided if and when necessary via Occupational Health.

SUPERVISION OF STUDENTS

- 29.1 All staff are responsible for the health and safety arrangements in relation to staff, students and volunteer helpers under their supervision. They will monitor their own work activities and exercise effective supervision over all those for whom they are responsible.
- 29.2 Students will only be allowed into or stay in classrooms under adult supervision.
- 29.3 Appropriate supervision of cloakrooms and toilet access will be in place at busy times.
- 29.4 Be aware of and implement safe working practices and to set a good example.
- 29.5 Identify actual and potential hazards and, with others, introduce procedures to minimise the associated risks.
- 29.6 Ensure that any equipment or tools used are appropriate to that use and meet the recognised safety standards.
- 29.7 Ensure warning notices and signs as appropriate are in place.
- 29.8 Ensure appropriate protective clothing and safety equipment, as necessary, and that these are used as required.
- 29.9 Where practicable, keep to a minimum the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process, see Lone Working Policy.
- 29.10 When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Headteacher/Head of School. Safe behaviour will be promoted to students by all members of staff, inappropriate or unsafe behaviour, displayed by students, will be addressed and dealt within the school rules.

TRAINING

- 30.1 Health and Safety training needs are assessed as part of individual's annual review.
- 30.2 Training needs may also be identified as part of a risk assessment process.
- 30.3 All staff employed by the Trust will be required to complete online training which has been assigned in accordance to the position held within the Trust.

VIOLENCE AT WORK

- 31.1 The Trust will assess any potential areas where difficult or potentially violent situations may arise and put in place appropriate measures or prevent the activity from taking place.

WATER HYGIENE

- 32.1 The Premises Manager for secondary schools within the Trust and Headteacher/Head of School for primary schools within the Trust are responsible to ensure an external contractor is appointed to complete all water hygiene checks.

WORK EQUIPMENT

- 33.1 The Provision and Use of Work Equipment Regulations 1998 requires that all equipment and machinery used for work must be suitable for the task, once all factors have been considered.
- 33.2 All equipment hired by the Trust must comply with the minimum safety standards as are required by The Supply of Machinery (Safety) (Amendment) Regulations 2005, and is in compliance with British and ISO standards and it is CE marked when purchased within the European Union.
- 33.3 The Premises Manager and the Head of Faculty for secondary schools within the Trust and Headteacher for primary schools within the Trust are responsible for the supply, procurement, and repair of work equipment and machinery.
- 33.4 Items of work equipment that require statutory inspection by competent persons will be inspected at the required intervals as defined by the legal compliance information and records system.
- 33.5 Any electrical work equipment that is used outside will be connected to the electrical circuit via a Residual Current Device that will break the circuit in the event of a fault or incident.
- 33.6 Records of repair and maintenance of any work machinery or equipment will be kept available for inspection.

MACHINERY GUARDING

- 33.7 Under the Provision and Use of Work Equipment Regulations (PUWER) 1998, Dangerous Parts of Machinery or Equipment (Regulation 11), requires that all dangerous parts of machinery or equipment must be guarded or covered. The Trust will ensure that where practicable and technically possible, appropriate guards or covers will be fitted to dangerous parts of machinery or equipment.
- 33.8 In order to ensure that all guards, covers and emergency stops are maintained and in efficient working order, they will be tested and inspected at regular intervals (e.g. daily checks).
- 33.9 The technology faculty technician or Head of Faculty for secondary schools within the Trust and Headteacher for primary schools, if applicable will ensure that all machinery, equipment guards or covers and stop buttons are tested annually and the tests recorded.

STOP BUTTONS

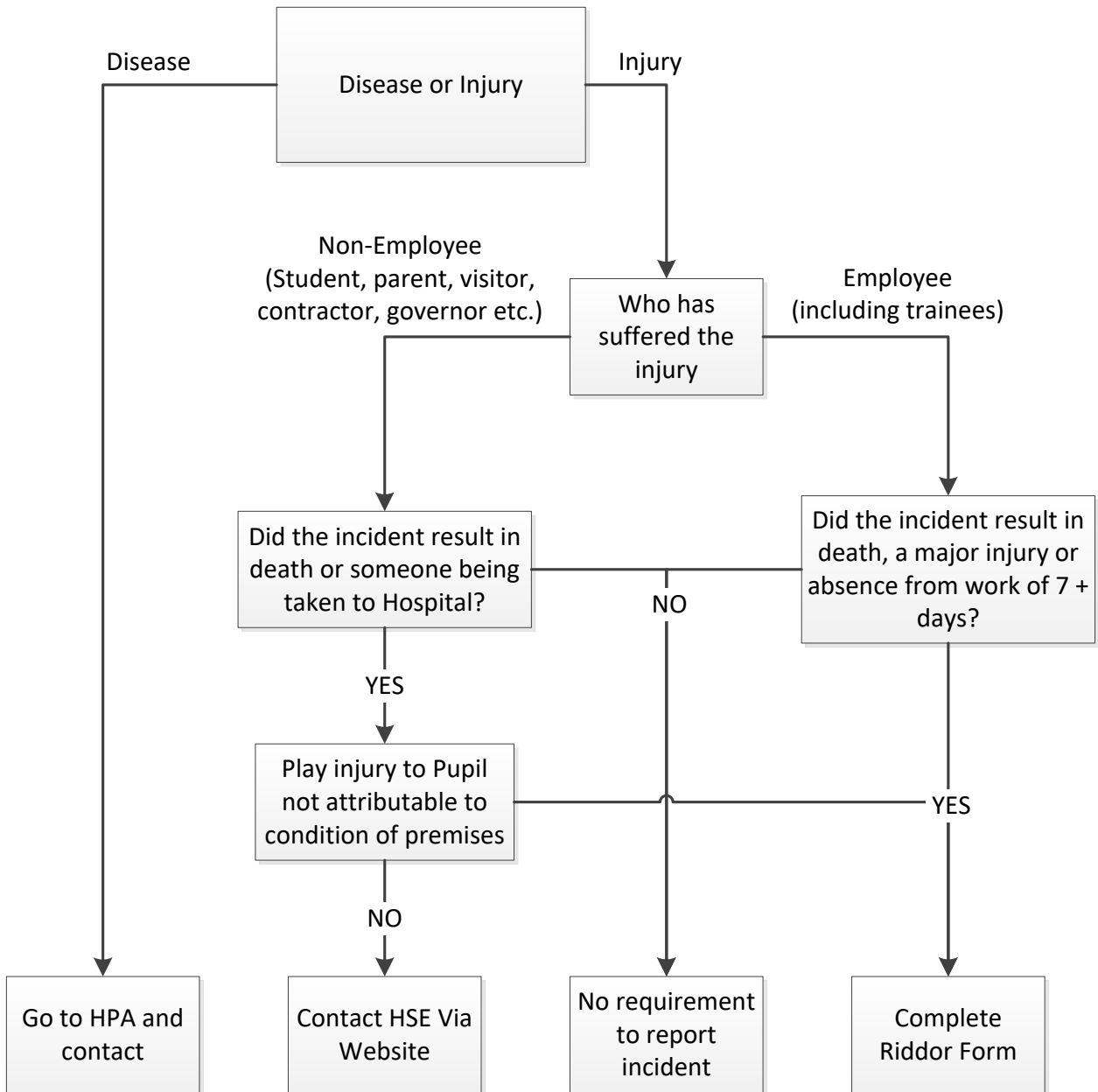
- 33.10 Under the Provision and Use of Work Equipment (PUWER) 1998 Regulation 16, requires that emergency stop buttons will be fitted to all machinery and equipment where appropriate. The need will be determined by the specific risk assessment carried out on each machine or equipment.
- 33.11 Any repair and maintenance carried out on equipment that may be hazardous to people in the vicinity, will be carried out under strict isolation procedures.

WORKING AT HEIGHTS

- 34.1 The Working at Heights Regulations 2005, state that no work should be undertaken at heights unless there is no alternative.

- 34.2 Working at heights risk assessments will be undertaken.
- 34.3 Training will be provided for all staff, who may have to work at heights.
- 34.4 Teaching and other staff who assist in putting up displays within each school of the Trust have been given appropriate in-house training and advised that they must:
 - 34.4.1 Use appropriate access equipment - step ladders, kick stools etc.
 - 34.4.2 Wear appropriate footwear whilst putting up displays.
 - 34.4.3 Not climb on furniture to put up displays.

APPENDIX 1 ACCIDENT & INCIDENT REPORTING PROCEDURE



APPENDIX 2 FIRE STRATEGY

EVACUATION PROCEDURE

- 35.1 As soon as a fire is suspected, a Break Glass Call Point must be actuated by the person discovering the fire. If a fire is detected by a smoke or heat detector, the reaction will be the same and alarm will sound across the whole site. As soon as the alarm is sounding, everyone will gather their students together, or just themselves if they are not in a classroom environment, and start to leave the building via the nearest available exit. This may not be the same door that is used all the time, so it is vital that the locations of all Fire Exit doors are known.
- 35.2 Everyone will proceed to the Assembly Point and confirm to the person in charge that everyone is accounted for. THIS IS VERY IMPORTANT AS THE FIRE BRIGADE WILL NEED TO KNOW WHERE TO START SEARCHING IF NECESSARY.
- 35.3 Members of the site team will make their way to the alarm panel to ascertain the location of the alarm, and will proceed to that location. The Premises Manager for secondary schools within the Trust and Headteacher for primary schools within the Trust will receive a phone call from the call centre confirming that they are aware of the alarm. If the Premises Manager for secondary schools within the Trust and Headteacher for primary schools within the Trust cannot confirm at that point that it is a false alarm, the Fire Brigade will be called.
- 35.4 At the Assembly Point students will line up in their form group order in a single file, whilst their form Teacher ensures everyone is present. Visitors and non-teaching staff will line up adjacent to the students. The only exception to this is for any students using the swimming pool. They will vacate the pool and assemble outside the swimming pool where a roll call will be taken. A member of staff from Student Services will go to the swimming pool to either notify Teacher of a false alarm or receive a register to take back to the main assembly point to inform the person in charge of their status.
- 35.5 Designated Fire Exit doors and routes must not be compromised in any way.

FIRE DOORS

- 35.6 There are various doors designated as fire doors and are indicated by blue signs attached to the door. Fire doors stop the spread of smoke and fire and allow sufficient time for persons in the school to escape in the event of a fire.
- 35.7 A “FIRE DOOR KEEP SHUT” sign on a door means that this door can only be open whilst a person is passing through it. It must not be wedged, or held, open in any manner.
- 35.8 A “FIRE DOOR KEEP LOCKED” sign is usually found on a store room, or room with a high fire loading. These doors must be kept locked at all times unless a person is entering the room to retrieve something.
- 35.9 An “AUTOMATIC FIRE DOOR – KEEP CLEAR” sign is placed on a door that is being permanently held open by an electromagnet which is linked to the fire alarm. There should also be a smoke detector in close vicinity either side of these doors. On actuation of the fire alarm, the magnet will release and the doors will close. Items must not be placed in front of these doors at any time.

HAZARDS

Various hazards exist throughout each school, and care must be taken as follows:

- 35.10 Electrical sockets must not be overloaded with excessive electrical items.
- 35.11 Electrical extension cables must not be loose across the floor causing a trip hazard.
- 35.12 Flammable materials must not be placed adjacent to computer servers, gas boilers or electrical hubs in store rooms.
- 35.13 If plastic refuse bins are used, they must be emptied on a regular basis to prevent them from being used in arson.
- 35.14 In science laboratories and classrooms, radioactive, flammable materials and natural gas for the Bunsen Burners must be kept secure in the cabinets/storage facilities provided. If they are in use when the fire alarm sounds, if practically possible they should be returned to their designated storage containers. In the case of the gas, the local shut-off valve should be closed and secured. If this is not possible due to them being involved in the fire, the fire brigade officer in charge must be informed immediately when they arrive at the school.
- 35.15 Several areas in the school have an abundance of flammable materials stored within classrooms and corridors. These items should be kept to a minimum and if not an necessity, should be removed and kept in external stores.
- 35.16 The following items are required to be serviced on a regular basis according to the relevant British Standard: Fire Alarm; Emergency Lighting; Electrical Items (PAT tested), Electrical Wiring; Fire Extinguishers; Gas Apparatus and Pipes and the Lightning Conductors. If these items are not serviced as required, they can become a hazard.

FIRE EXTINGUISHERS

- 35.17 Various types of hand held fire-fighting extinguishers are provided throughout each school.
- 35.18 Whilst they are available, they must only be used by staff who are trained in their use, and are confident in using them. Untrained staff attempting to fight a fire may incur serious injuries.

EMERGENCY LIGHTING

- 35.19 Various lights throughout each school are deemed to be “emergency lights”, which will allow students, staff and visitors to escape from the buildings even if the electrical power has been affected.

FIRE EVACUATION DRILLS

- 35.20 In the Autumn term the staff and students will be informed before the first drill is to be held and all staff and students will be walked through the procedure. The Premises Manager for secondary schools within the Trust and Headteacher for primary schools within the Trust is responsible for carrying out the evacuation practices at least three times each academic year and recording the results.
- 35.21 No warning will be given on subsequent occasions and there will be additional drills during the year.
- 35.22 Should a fire alarm be actuated outside of the fire drill, this must be recorded in the Fire Log Book, including the time for the full evacuation to be completed.

SUMMARY

- 35.23 Actuate the Fire Alarm immediately you suspect a fire.
- 35.24 React immediately when you hear the Fire Alarm.
- 35.25 Only attempt to fight a small fire if you are trained and are confident to do so.
- 35.26 Leave as quickly as possible via the nearest fire exit.
- 35.27 Do not stop to collect valuables.
- 35.28 Close the doors behind you.
- 35.29 DO NOT go back inside the building – GET OUT/STAY OUT and go directly to the Assembly Point.
- 35.30 DO NOT wedge open fire doors.
- 35.31 Store Hazardous materials securely.
- 35.32 Keep escape routes and corridors clear from all items and obstructions.

APPENDIX 3 FOOD SAFETY STATEMENT

- 36.1 The Trust is committed to providing food for all students, staff and customers which is safe to eat and meets their quality expectations. It recognises and accepts its responsibility to comply with the food safety requirements of current legislation and industry standards.
- 36.2 The Trust has developed and adopted food safety procedures that meet legal requirements and industry best practice to achieve its objectives. It acknowledges that successful implementation of these procedures require full commitment from all levels of management and employees, and requires that:
- 36.2.1 All employees are provided with the information and training necessary to enable them to perform their tasks in a hygienic manner.
 - 36.2.2 All employees accept responsibility for ensuring that when performing tasks, they do so in a hygienic manner so that the safety, soundness and wholesomeness of the food they process is not put at risk.
 - 36.2.3 All employees co-operate with management or any other authorised person to ensure that statutory obligations are properly complied with.
- 36.3 The Trust recognises that a successful food safety culture can be achieved only by following safe working practices and procedures developed through effective hazard analysis, training and experience. The following arrangements promote such a culture:
- 36.3.1 The Trust will measure its performance in relation to food safety by audit and by investigation of incidences of ill health or injury.
 - 36.3.2 The Trust food safety procedures will be subject to continuous review and revision particularly when changes to legislation or technical knowledge occur.
- 36.4 The Trust recognises that the prevention of food poisoning and the promotion of food service brings acceptable benefits to our students, staff and customers and contributes to good business practice.