



Health & Safety Policy (2023 – 2024)

(Version 2 : Revised 26 Jun 23)

Adopted by The Hawkmoor Learning Trust	Signature	
	Print Name	
	Date	
	On behalf of the Hawkmoor Learning Trust	

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Introduction

1. The Hawksmoor Learning Trust (The Trust / THLT) is committed to ensuring the health and safety of pupils, staff and visitors is essential to the success of all its academies.
2. The Trust will promote Health and Safety by;
 - 2.1. Providing a safe and healthy learning and working environment.
 - 2.2. Preventing accidents and work-related ill health.
 - 2.3. Compliance with statutory requirements as a minimum.
 - 2.4. Assessing and controlling risks from curriculum and non-curriculum work activities.
 - 2.5. Ensuring safe working methods and providing safe working equipment.
 - 2.6. Providing effective;
 - 2.6.1. information,
 - 2.6.2. instruction and
 - 2.6.3. training.
 - 2.7. Consulting with employees, and their representatives, on health and safety matters.
 - 2.8. Monitoring and reviewing systems and prevention measures to ensure effectiveness.
 - 2.9. Setting targets and objectives to develop a culture of continuous improvement.
 - 2.10. Ensuring welfare facilities exist throughout the organisation.
 - 2.11. Providing appropriate;
 - 2.11.1. so far as is reasonably practicable, resources are available for health and safety issues and
 - 2.11.2. training.

Organisation

The Hawksmoor Learning Trust

3. The Hawksmoor Learning Trust has the responsibility to ensure that;
 - 3.1. a clear written policy statement is created which promotes the correct attitude towards safety in staff, pupils, visitors and contractors,
 - 3.2. responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities,
 - 3.3. persons have sufficient experience, knowledge and training to perform the tasks required of them,
 - 3.4. the TFM is appropriately trained and qualified to fulfil the role as Subject Matter Expert,
 - 3.5. clear procedures are created which assess the risk from hazards and produce safe systems of work,
 - 3.6. sufficient funds are set aside with which to operate safe systems of work,
 - 3.7. Health and Safety is monitored across academies via LAB,

- 3.8. health and safety performance is measured both actively and reactively and
- 3.9. the Health and Safety Policy and performance is reviewed annually.

The Trust Operations Officer (TOO)

- 4. The TOO has responsibility for:
 - 4.1. line managing the Trust Facilities Manager (TFM),
 - 4.2. ensuring the TFM is appropriately trained and qualified,
 - 4.3. overseeing the application of H & S across the Trust and
 - 4.4. reporting on H & S matters to the Trust Board as required.

Trust Facilities Manager (TFM)

- 5. The TFM, as the person with special responsibility for health and safety, will ensure that;
 - 5.1. the Headteacher / HoS is advised of relevant changes in health and safety legislation, codes of practice and Department for Education (DfE) standards,
 - 5.2. Risk assessment;
 - 5.2.1. requirements are co-ordinated and the implementation of any action required is monitored and
 - 5.2.2. are reviewed and updated at least annually,
 - 5.3. regular Health and Safety meetings are held where health and safety issues can be raised and discussed,
- 6. The TFM will;
 - 6.1. provide advice on health and safety training requirements,
 - 6.2. ensure details of accidents, dangerous occurrences or diseases that are notifiable are;
 - 6.2.1. recorded appropriately and
 - 6.2.2. reported to the;
 - the Trust and
 - Enforcing Authorities.
 - 6.3. assist, as requested by the Headteacher / HoS, in;
 - 6.3.1. investigating incidents,
 - 6.3.2. recording accident investigations and
 - 6.3.3. recommending mitigating actions.
 - 6.4. act as focal point where liaison with external organisations is required,
 - 6.5. co-ordinate actions with external organisations including the emergency services,
 - 6.6. ensure health and safety assessment requirements are identified and advised to management,
 - 6.7. schedule statutory and compliance examinations of plant, equipment and vehicles,
 - 6.8. ensure that;

- 6.8.1. Headteachers / HoS are made aware of impending inspections,
- 6.8.2. premises, plant, equipment and school vehicles are maintained in a safe condition,
- 6.8.3. adequate arrangements;
 - are in place to ensure the security of the school, the staff, visitors and pupils and
 - for fire and first aid, including training, are established,
- 6.8.4. contractors engaged;
 - are reputable,
 - can demonstrate a good health and safety record and
 - are made aware of relevant safeguarding and local health and safety rules and procedures,
- 6.8.5. Health and safety / fire notices are
 - updated regularly, at least annually and
 - displayed appropriately.
- 6.9. The TFM will;
 - 6.9.1. manage and oversee the Trust wide electronic H & S reporting system ensuring it is maintained and fit for purpose and
 - 6.9.2. deliver, or procure, training to enable all site staff to use the software effectively.
- 6.10. The TFM is the H & S Subject Matter Expert within THLT and should be the first point of contact for all H & S policy and practicable matters that cannot be resolved at local level.

The Headteacher / Head of School (HoS)

- 7. In their capacity as the key person responsible for the effective management of health and safety, the Headteacher / HoS will ensure the effective implementation of this policy by ensuring:
 - 7.1. this Policy is communicated to all relevant persons,
 - 7.2. appropriate;
 - 7.2.1. information on significant risks is given to visitors and contractors and
 - 7.2.2. consultation arrangements are in place for staff and their representatives,
 - 7.3. all staff are provided with information, instruction and training on health and safety issues,
 - 7.4. risk assessments of the premises and working practices are undertaken,
 - 7.5. safe systems of work are in place as identified from risk assessments,
 - 7.6. emergency procedures are in place,
 - 7.7. machinery and equipment are inspected and tested to ensure;

- 7.7.1. compliance to extant laws / regulations and
- 7.7.2. it remains in a safe condition,
- 7.8. appropriate records are kept of all relevant health and safety activities eg assessments, inspections, accidents, training etc,
- 7.9. arrangements are in place to;
 - 7.9.1. inspect the premises and
 - 7.9.2. monitor performance,
- 7.10. accidents are;
 - 7.10.1. recorded,
 - 7.10.2. investigated and
- 7.11. appropriate remedial actions required are taken or requested,
- 7.12. the activities of contractors are adequately monitored and controlled.
- 7.13. a full report is completed for the Local Academy Board (LAB);
 - 7.13.1. on any accident and
 - 7.13.2. termly on the health and safety performance of the Academy.

Staff holding Posts / Positions of Special Responsibility

- 8. Persons holding posts / positions of special responsibility include: Deputy Headteachers, Assistant Headteachers, Academy Administration Staff, Site / Premises staff. This list is indicative and is not exhaustive.
- 9. Persons holding posts / positions of special responsibility must;
 - 9.1. apply the Health and Safety Policies to;
 - 9.1.1. their own department or area of work and
 - 9.1.2. be directly responsible to the Headteacher / HoS for the application of the health and safety procedures and arrangements.
 - 9.2. develop health and safety policies / procedures in accordance with The Trust’s policies which identify the;
 - 9.2.1. key risks in their areas of responsibility and
 - 9.2.2. the organisation and arrangements for managing those risks,
 - 9.3. carry out regular health and safety risk assessments of the activities for which they are responsible at least annually,
 - 9.4. ensure that all staff under their management are familiar with the H & S procedures for their area of work,
 - 9.5. resolve H & S problems that members of their teams refer to them or escalate to the Headteacher / HoS any problems to which they cannot achieve a satisfactory solution within the resources available to them,

- 9.6. carry out, and record, regular checks of their areas of responsibility to ensure that equipment, furniture and activities are safe,
- 9.7. ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to;
 - 9.7.1. avoid hazards,
 - 9.7.2. mitigate risk and
 - 9.7.3. contribute positively to their own health and safety.
- 9.8. ensure all near-misses and accidents are investigated appropriately and reported to the Head / HoS and
- 9.9. include H & S in the annual report for the Headteacher / HoS as required.

Teachers

10. Teachers are expected to;
 - 10.1. exercise effective supervision of their pupils,
 - 10.2. know the procedures in respect of fire, first aid and other emergencies and to carry them out.
11. Teachers;
 - 11.1. should not leave pupils unattended,
 - 11.2. must;
 - 11.2.1. ensure that their actions do not lead to an insufficient adult to child ratio occurring in classrooms or other supervised areas at any time,
 - 11.2.2. give clear oral and written H & S instructions and warnings to pupils as often as necessary and
 - 11.2.3. ensure the use of personal protective equipment and guards where necessary,
 - 11.3. are required to;
 - 11.3.1. make recommendations on;
 - processes to their Headteacher / HoS on H & S equipment and
 - additions or necessary improvements to plant, tools, equipment or machinery,
 - 11.4. integrate all relevant aspects of H & S into the teaching process,
 - 11.5. where necessary, give special lessons on H & S in line with National Curriculum requirements for safety education.
 - 11.6. ensure that no personal items of equipment (electrical or mechanical) or proprietary substances are brought into the School without authorisation,
 - 11.7. check, regularly, their classrooms / learning areas for potential hazards and report any observed to the Site staff,

- 11.8. report all accidents, defects and dangerous occurrences (including near misses) to their Headteacher / HoS.

Obligations of all Employees

- 12. Apart from any specific responsibilities which may have been delegated to them, all employees should set a personal example and must;
 - 12.1. act in the course of their employment with due care for the health, safety and wellbeing of themselves, other employees and other persons,
 - 12.2. observe all instructions on H & S issued by the Headteacher / HoS or any other person delegated to be responsible for a relevant aspect of H & S,
 - 12.3. act in accordance with any specific H&S training received,
 - 12.4. report all accidents and near misses in accordance with procedures appended to this Policy,
 - 12.5. co-operate with other persons to enable them to carry out their H & S responsibilities,
 - 12.6. inform their Line Manager of;
 - 12.6.1. all potential hazards to H & S, in particular those which are of a serious or imminent danger and
 - 12.6.2. any shortcomings they identify in the local H & S arrangements,
 - 12.7. exercise good standards of housekeeping and cleanliness.
 - 12.8. know and apply the procedures in respect of fire, first aid and other emergencies.
- 13. All employees who authorise work to be undertaken or authorise the purchase of equipment must;
 - 13.1. ensure that the health and safety implications of such work or purchases are considered and
 - 13.2. if felt appropriate, seek advice from a suitably qualified person.

External Competent Persons

- 14. Where specific, relevant, expertise is not available within the Trust, THLT will engage external competent persons / organisations to undertake routine / annual health and / or safety inspections of the academies within the Trust.
- 15. The competent persons / organisations will have sufficient training, experience, knowledge and other qualities to allow them to complete a full inspection of the academy site and make recommendations in line with extant regulations, requirements or best practice.
- 16. The appointment of external competent persons will be overseen by the TFM; no appointments will be made without prior reference to, and specific authority from, the TFM.

Contractors

17. When the premises are used for purposes not under the direction of the Headteacher / HoS, subject to the explicit agreement of the School, the nominated person in charge of the activities will have responsibility for safe practices in the areas under their control.
18. All contractors must:
 - 18.1. take reasonable care of;
 - 18.1.1. their own safety and
 - 18.1.2. the safety of pupils, school staff and others potentially affected by their actions both directly and indirectly,
 - 18.2. observe the safety rules and safeguarding procedures of the Trust / School,
 - 18.3. Submit their health and safety policy and other relevant risk assessments and method statements to the TFM for approval,
 - 18.4. comply with and accept the Trust's / School's H & S and management of contractor's policies,
 - 18.5. dress appropriately, sensibly and safely when on school premises and for the task being undertaken,
 - 18.6. conduct themselves in an orderly manner in the workplace,
 - 18.7. refrain from any antics or pranks,
 - 18.8. provide and use all safety equipment and / or protective clothing as required by the Trust / School as indicated in the risk assessment for the task,
 - 18.9. avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others,
 - 18.10. maintain all equipment in good condition,
 - 18.11. not use any defective equipment
 - 18.12. ensure that any portable electrical equipment bears a current test certificate,
 - 18.13. report all accidents and / or serious incidents to the school whether an injury is sustained or not,
 - 18.14. ensure that their employees only use equipment for which they have been trained,
 - 18.15. observe;
 - 18.15.1. all agreed procedures for processes, materials and substances used,
 - 18.15.2. the fire evacuation procedures,
 - 18.15.3. the position of all fire equipment and must not obstruct fire exit routes and
 - 18.16. provide adequate first aid arrangements unless otherwise agreed with the School.

19. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head / HoS or their representative will take such actions as are necessary to protect the safety of staff, pupils and visitors.

Pupils

20. Pupils, in accordance with their age and aptitude, are expected to:
- 20.1. exercise personal responsibility for the H & S of themselves and others,
 - 20.2. observe;
 - 20.2.1. standards of dress consistent with safety and / or hygiene,
 - 20.2.2. all the H & S rules of the School and
 - 20.2.3. instructions from staff given in an emergency.
 - 20.3. use and not wilfully misuse, neglect or interfere with fixtures / items provided for their health and safety.

Visitors

21. All visitors;
- 21.1. are required to sign in at the school reception using the electronic entry recording system and
 - 21.2. will be collected from reception by the member of staff concerned or escorted to the appropriate area of the School.
22. Hirers of the School premises;
- 22.1. must use plant, equipment and substances correctly and use the appropriate safety equipment and
 - 22.2. will be made aware of their obligations in relation to health and safety when making the booking.
23. Whilst on site, all visitors and contractors must wear a visitor's badge.
24. Cleaning contractor's employees must always wear an identifiable uniform and an identity badge.
25. Temporary teaching staff on cover duties will be required to indicate their presence by reporting to reception.
26. If a member of staff meets someone on site who they do not recognise and is not wearing a visitor's badge, they should, if they do not feel threatened;
- 26.1. enquire if the person needs assistance and
 - 26.2. direct them either to the school reception or off site as appropriate.
27. if an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone: Staff must not put themselves at risk.

Procedures and Arrangements

28. The following procedures and arrangements have been established at THLT and the schools withing the Trust to;
- 28.1. eliminate and / or reduce H & S risks to an acceptable level and
 - 28.2. comply with minimum legal and statutory requirements:
29. The list provides a brief, alphabetical summary of all the key health and safety arrangements applicable to any school.
30. More detailed policies and written procedures for a number of these areas are also available and will be provided as applicable to staff and visitors.

Accident, incident and ill-health reporting, investigation and recording

31. This policy sets out the procedures that are to be followed when any employee, pupil, visitor or contractor who;
- 31.1. has an accident, near miss and / or dangerous occurrence on the Trust / school premises or
 - 31.2. develops a work-related illness must also report via these procedures.

Definitions

- Accident means an unplanned event that causes injury to persons, damage to property or a combination of both.
- Incident / Near miss means an unplanned event that does not cause injury or damage but could do so.
- Work-related illness means an illness that is contracted by an employee through the course of work as a result of activities carried out by the School.

Accident Recording

32. All accidents resulting in personal injury must be;
- 32.1. recorded on the School Accident Report Form (SAR) and
 - 32.2. handed to the line-manager.
33. The line-manager will;
- 33.1. acknowledge receipt in writing and
 - 33.2. forward the SAR to the Headteacher / HoS.
34. The Headteacher / HoS will;
- 34.1. bring the matter to the attention of the TFM and
 - 34.2. forward the SAR without delay.
35. The TFM will;
- 35.1. liaise with the Trust and,
 - 35.2. if deemed necessary, inform the relevant external agencies.

36. The Completed SAR will be;
 - 36.1. stored to comply with the requirements of extant data protection legislation and GDPR and
 - 36.2. reviewed regularly by the TFM to ascertain the nature of incidents that have occurred in the school and identify incident patterns. This review will be in addition to any investigation of the circumstances surrounding each incident.
37. All near misses must also be reported to Headteacher / HoS using the SAR as soon as possible so that action can be taken to;
 - 37.1. investigate the causes and
 - 37.2. prevent recurrence.

Reporting Requirements

38. Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority via the H & S Executive website under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
39. Specified injuries including the following reportable events must be reported by the quickest means practicable ie initially by phone:
 - 39.1. Death
 - 39.2. Major injury including;
 - 39.2.1. any fracture (other than to fingers, thumbs or toes),
 - 39.2.2. amputation,
 - 39.2.3. loss of sight,
 - 39.2.4. crush injury resulting in internal damage,
 - 39.2.5. serious burns,
 - 39.2.6. scalping,
 - 39.2.7. loss of consciousness from a head injury or asphyxia and
 - 39.2.8. an injury from working in an enclosed space.
 - 39.3. Hospitalisation of a non-employee as a result of a work activity

Incapacitation

40. Any incapacitation for work of a person for more than 7 consecutive days as a result of an injury caused by an accident at work must be notified within 15 working days.
41. To calculate whether the absence classifies as 'over 7-day':
 - 41.1. Exclude the day of the incident if they went home or did not return to work on the day and

- 41.2. Include weekends, bank holidays and weekdays (whether the person would normally work on them or not).
 - 41.2.1. For example: if a person has an accident on Friday and comes back to work the following Friday, then count Saturday, Sunday, Monday and Tuesday etc.
 - 41.2.2. This is still only 6 days; however if their next day of work is the Monday it would count as 9 days and would be reportable.

42. **Non-Consensual Violence.** Major, or over 7 days, injuries to people at work arising from non-consensual violence are notifiable.

Reporting of accidents involving pupils or visitors

- 43. If a pupil or visitor has an accident this must be reported if;
 - 43.1. the person involved is killed or taken to hospital and
 - 43.2. the accident arises out of or in connection with a work activity.
- 44. Examples of ‘in connection with a work activity’ are:
 - 44.1. work organisation eg supervision of a field trip,
 - 44.2. plant or substances including lifts, machinery, experiments,
 - 44.3. condition of premises, playgrounds, play or PE equipment,
 - 44.4. sports activities as part of the curriculum where there is death or hospitalisation and
 - 44.5. playground accidents due to;
 - 44.5.1. the condition of the premises or
 - 44.5.2. inadequate supervision.
- 45. Contact details for the Health and Safety Executive can be found at: <https://www.hse.gov.uk/>
- 46. The completed report form sent back by the HSE should be kept with other accident records and documents on the accident investigation.
- 47. Forms are kept to;
 - 47.1. advise the insurers of a potential claim and
 - 47.2. present to the Enforcing Authority in the event of an investigation.
 - 47.3. Records are to be kept for 7 years from the date of the incident.

Accident Investigation

- 48. All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated internally by the TFM.
- 49. At the completion of an investigation, the TOO, accompanied by the TFM will present a written report to the Trust.
- 50. At the next Trust Board meeting, the Trust will;
 - 50.1. discuss the Report and

- 50.2. record the discussion and any recommendations made in the minutes of the Board meeting.
- 51. Time allocated to each investigation will depend on the seriousness of the accident; a guide to the time required to investigate is as follows;
 - 51.1. simple investigation (minor accident) 1 hour,
 - 51.2. standard investigation (reportable accident) 6 hours,
- 52. During or on completion of the investigations;
 - 52.1. a risk assessment should be carried out or
 - 52.2. the existing risk assessment amended to avoid reoccurrence of the accident.
- 53. The investigation aim should be to;
 - 53.1. ensure that all necessary information in respect of the accident or incident is collated,
 - 53.2. understand the sequence of events that led to the accident or incident,
 - 53.3. identify the;
 - 53.3.1. unsafe acts, practises and / or conditions that contributed to the cause of the accident or incident,
 - 53.3.2. underlying causes that may have contributed to the accident or incident,
 - 53.4. ensure that effective remedial actions are taken to prevent any recurrence,
 - 53.5. enable a full and comprehensive report of the accident or incident to be;
 - 53.5.1. prepared and
 - 53.5.2. circulated to all interested parties and
 - 53.6. enable adherence to extant statutory requirements.
- 54. The investigation will include obtaining signed witness statements, photographs and drawings as appropriate.

Accident / Ill Health Evaluation

- 55. The TFM will undertake periodic evaluations of all reported incidents, near misses and incidents of ill health to enable the;
 - 55.1. identification of patterns and trends and
 - 55.2. instigation of mitigating / corrective action.

Active Monitoring Systems

- 56. Active monitoring;
 - 56.1. provides essential feedback on performance before an accident, ill health, or an incident and
 - 56.2. involves;
 - 56.2.1. checking compliance with performance standards and
 - 56.2.2. the achievement of specific objectives.

57. Active monitoring's primary purpose is to measure success and reinforce positive achievement by recognising good work.
58. The forms that these systems take in THLT include;
 - 58.1. the development of a Trust Action Diary outlining key inspection tasks & dates and routines.
 - 58.2. the periodic examination and audit of records and documents to check standards are complied with eg reviewing risk assessments, training records, induction records etc,
 - 58.3. the routine and regular, systematic and recorded, inspection of premises, plant and equipment etc to ensure the continued effective operation of hardware controls carried out at the direction of the TFM involving;
 - 58.3.1. local site staff,
 - 58.3.2. the Headteacher / HoS and
 - 58.3.3. a designated school governor,
 - 58.4. routine and regular environmental monitoring and health surveillance to check the effectiveness of health control measures, carried out at school level, co-ordinated and overseen by the TFM,
 - 58.5. regular and ad hoc safety tours carried out at the direction of the Headteacher involving local site staff and
 - 58.6. regular reports to the LAB.
59. Active monitoring will be carried out, where possible, using cloud based bespoke software. The TFM is responsible for ensuring all staff who need training in the use of this software are appropriately trained.

Asbestos

60. In any suspected asbestos situations, the TFM will be involved.
61. The Trust / School will protect employees, pupils and other persons potentially exposed to asbestos as far as is reasonably practicable.
62. Everyone who needs to know about the presence of asbestos will be alerted.
63. No one will be allowed to start any work that could disturb asbestos unless;
 - 63.1. the correct procedures are to be employed and
 - 63.2. the TFM has given express authority for the work to be carried out.
64. Risk will be achieved by minimising exposure through the management of asbestos-containing materials in school premises by:
 - 64.1. Assessment.
 - 64.1.1. The premises will be surveyed to determine whether asbestos- containing materials are present.

64.1.2. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary.

- 65. The potential amount and condition of the asbestos-containing material will be assessed, initially by the TFM and by independent external professionals if felt necessary.
- 66. Measures will be identified to ensure that airborne asbestos fibres are not released, present or formed in the workplace.

Asbestos Register

- 67. Each school will maintain a written register that;
 - 67.1. sets out the location of the asbestos-containing material and
 - 67.2. details how the risk from this material will be managed.
- 68. The Register will be reviewed annually by the TFM in conjunction with the Headteacher / HoS.

Access to Asbestos-containing Materials

- 69. Access to asbestos-containing materials on any trust / school premises will be controlled as far as is practicable to prevent;
 - 69.1. inadvertent disturbance of the material and
 - 69.2. the release of asbestos fibres.
- 70. Procedures will be put in place to ensure that anyone liable to disturb asbestos-containing materials is made aware of their location.

Monitoring and Maintenance

- 71. The condition of all asbestos-containing materials (ACM), or materials suspected of containing asbestos, will be inspected at agreed intervals, at least annually, by the TFM to ascertain that there has been no damage or deterioration.
- 72. Where damage or deterioration is found the asbestos-containing material will be;
 - 72.1. reassessed and
 - 72.2. repaired or removed as appropriate.

Training and Information

- 73. Employees who may come into contact with ACM through the course of their work will receive appropriate training and information.
- 74. Training and information will be updated and / or repeated at the required intervals so staff;
 - 74.1. can recognise potential ACM and
 - 74.2. know what precautions to take.

Asbestos-related Emergencies

- 75. Procedures to deal with asbestos-related incidents will be put in place (including the provision of information and warning systems) unless there is only a slight risk to the health of employees, pupils and others.

Arrangements for Controlling Work on Asbestos

- 76. Any work on, or removal of, ACM will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres.
- 77. Work with asbestos and ACM is to be carried out by a licensed contractor (licensed by the HSE) unless the work is exempted from the requirement for licensing.
- 78. When contractors are engaged to work on school premises, adequate steps will be taken to ensure the contractors;
 - 78.1. are competent and
 - 78.2. have sufficient skills / knowledge to do the job safely and without risks to health.
- 79. Only contractors licensed by the HSE will be used for the removal of asbestos-containing materials, unless the work involves the removal of materials in which;
 - 79.1. asbestos fibres are firmly linked in a matrix and
 - 79.2. the exposure during the removal process is likely to be sporadic or of low intensity,
- 80. Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the Control of Asbestos Regulations 2012.

Procedures for Dealing with Health and Safety Issues

- 81. On every occasion where there is thought to be an asbestos consideration, the TFM will be informed.
- 82. The TFM will advise on appropriate actions to be taken.
- 83. Where an employee raises a health and safety problem related to work with asbestos, the TFM / school will;
 - 83.1. take all necessary steps to investigate the circumstances,
 - 83.2. instigate corrective measures where appropriate and
 - 83.3. advise the employee of actions taken
- 84. Where a problem arises relating to the condition of, or during work on, ACM, the employee must:
 - 84.1. stop work immediately,
 - 84.2. take immediate action to reduce the risk of fibres escaping,
 - 84.3. inform the TFM & Headteacher / HoS without delay and
 - 84.4. in the case of an accident or emergency, respond quickly to ensure effective treatment.

Behaviour Management

- 85. All staff must be familiar with the Trust / School policies for behaviour management and bullying.
- 86. Any incidents of unacceptable behaviour or bullying must be;
 - 86.1. reported and
 - 86.2. dealt with in accordance with these policies.

Bomb Threat Procedure

87. On receiving a bomb threat;
- 87.1. try to write down exactly what the person said immediately as this might include a code word and is very important to the Police and
- 87.2. contact the Headteacher / HoS or in his / her absence the Deputy Headteacher without delay.
88. The Headteacher / HoS / Deputy Headteacher must alert the CEO who will decide of the Trust and / or police should be informed.
89. The Headteacher / HoS will decide whether to evacuate the building.

Evacuation

90. The Headteacher / HoS will;
- 90.1. inform senior staff, radios and mobile phones should NOT be used,
- 90.2. instruct them to evacuate the Academy as per fire drill and
- 90.3. tell them to;
- 90.3.1. leave doors and windows open (the area that contains the bomb or suspicious package should be sealed with windows and doors closed).
- 90.3.2. ask staff and pupils to;
- take all personal items with them (if left, these items would need to be searched thus wasting valuable time and effort),
 - make their way to assembly areas (avoiding the area of the bomb / suspicious package) as directed by the Headteacher HoS;
- Stage 1:** Assembly at the normal fire drill areas for checking before
- Stage 2.** Move to the off-site assembly point (minimum 800 metres away from site), once the assembly area has been cleared.

Security during an evacuation

91. The security of the building during an incident;
- 91.1. is the responsibility of the site staff and
- 91.2. should be carried out from a safe distance, out of the line of sight of any bomb / suspicious package(s).
92. The site staff are to be positioned at all gates leading into the School, which are to be locked once the premises have been evacuated and will remain there until advised otherwise by Incident Control.

Emergency Procedure

93. The Trust has a separate procedure for managing an Emergency, which should be followed in the event of;
- 93.1. people related issues eg,
 - 93.2. major accidents,
 - 93.3. epidemics,
 - 93.4. abductions or acts of extreme violence in which there is clearly a risk of serious injury.
 - 93.5. premises issues eg,
 - 93.5.1. fire,
 - 93.5.2. explosions,
 - 93.5.3. floods,
 - 93.5.4. subsidence etc.
 - 93.6. technological issues and
 - 93.7. computer related issues

Catering

94. The catering contractor is responsible for the safe operation of the catering facilities which is delegated to the Senior Catering Supervisor (SCS) on each site.
95. The SCS must;
- 95.1. be familiar with the School's Health and Safety Policy,
 - 95.2. prepare risk assessments for all catering activities,
 - 95.3. ensure that all kitchen staff are instructed, informed and trained to work in accordance with these documents,
 - 95.4. inform the Headteacher / HoS of any potential hazards or defects and
 - 95.5. be familiar with the current Food Safety legislation and the implications so far as the individual school is concerned.
96. Trust / school staff must not use the catering facilities and / or equipment without the express prior agreement of the;
- 96.1. Headteacher / HoS **and**
 - 96.2. Catering Contractor.

Cleaning and Maintenance

97. Site cleaning and maintenance are overseen by the TFM reporting to the TOO.
98. The Site Staff are;
- 98.1. in concert with the cleaning / grounds maintenance contractors, responsible for ensuring the safe, routine cleaning of the School premises and grounds in accordance with THLT policies and procedures for maintenance and

98.2. responsible for ensuring the safe, routine maintenance of the School premises and grounds in accordance with THLT policies and procedures for maintenance.

99. Site staff should seek advice and guidance from the TFM as required re maintenance, cleaning etc.

Contractors

100. The Trust is responsible for the selection and management of contractors in accordance with THLT policy for the Management of Contractors.

101. Contractors should be made aware of;

101.1. the School Health and Safety Policy,

101.2. safeguarding procedures and

101.3. their obligations under both before commencing any work on site.

102. School staff must;

102.1. be aware of the Management of Contractors Policy and

102.2. report any concerns regarding contractors' activities to the Headteacher / HoS immediately.

Curriculum Safety (including out of Academy learning activities)

103. The TFM is the Trust advisor on H & S relating to curriculum. The TFM advises but the final decision on H & S curriculum matters is the Head / HoS.

104. A nominated teacher at each school is responsible for ensuring that risk assessments are in place for all curriculum activities where there is a potential risk to staff and pupils.

105. The risk assessments must be made known to all teaching and support staff and reviewed regularly.

106. When completing risk assessments, nominated teachers should seek guidance, as appropriate from;

106.1. relevant sources,

106.2. lead bodies and

106.3. retained contractors.

Display Screen Equipment (DSE)

107. All reasonable steps will be taken by the Trust / School to secure the H & S of employees and pupils who work with display screen equipment.

108. To achieve this objective the Trust / School will;

108.1. identify those employees who are user's (as defined by the regulations),

108.2. carry out an assessment of each user's workstation,

108.3. implement necessary measures to remedy any risks found as a result of the assessment,

108.4. provide adequate information and training to persons working with display screen equipment

- 108.5. endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity,
- 108.6. review software to ensure that it is;
 - 108.6.1. suitable for the task and
 - 108.6.2. not unnecessarily complicated,
- 109. Where;
 - 109.1. deemed appropriate, the Trust / School will arrange for the provision of an annual free eye tests and
 - 109.2. a visual problem is experienced, subsidise the cost, any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment.
- 110. The Trust / School will;
 - 110.1. advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided,
 - 110.2. investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action and
 - 110.3. make special arrangements for individuals with medical conditions that could be adversely affected by working with display screen equipment.

DSE Users

- 111. This policy is aimed at those who regularly use DSE;
 - 111.1. as the main part of their employment and
 - 111.2. for more than 2½ hours per day
- 112. Typically this will therefore apply to;
 - 112.1. administrative functions,
 - 112.2. the teaching of computer skills and
 - 112.3. other prolonged users.
- 113. Others, including pupils, who operate DSE should have a workstation which meets the standards set down in the regulations but are not entitled to financial contributions.
- 114. Employees must;
 - 114.1. comply with the instructions and training given regarding safe workstation set-up and use, including the;
 - 114.1.1. need for regular changes of activity or breaks and
 - 114.1.2. use of the equipment provided.

- 114.2. Inform the Head / HoS of any disability or medical condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially) and
- 114.3. report any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially) to the Headteacher / HoS.

Summary of Key Actions

- 115. The key action necessary to control the H & S risks arising from the use of Display Screen Equipment (DSE) are to;
 - 115.1. identify all individuals who are classified as DSE 'Users',
 - 115.2. ensure risk assessments of DSE workstations have been carried out using the Display Screen Equipment Workstation Assessment Form,
 - 115.3. supply users with information and / or training on the safe use of DSE,
 - 115.4. advise staff about;
 - 115.4.1. setting up laptops on a suitable surface and
 - 115.4.2. the risks of working for prolonged periods,
 - 115.5. ensure remedial actions identified by DSE risk assessments have been completed and
 - 115.6. review risk assessments annually or sooner if significant changes have occurred.
- 116. The School is responsible for ensuring that DSE assessments are completed for administrative and teaching staff who regularly use laptops or desktop PC as the main part of their employment.
- 117. Regular laptop users will be provided with docking stations allowing access to large screens.

Electrical Equipment

- 118. All reasonable steps will be taken to secure the H & S of employees, pupils and others who use, operate or maintain electrical equipment.
- 119. To achieve this objective the Trust / School will;
 - 119.1. ensure electrical installations and equipment are installed in accordance with IEE Wiring Regulations,
 - 119.2. maintain the fixed wiring installation in a safe condition by carrying out routine and statutory safety tests,
 - 119.3. inspect and test;
 - 119.3.1. portable equipment as often as required by regulations to ensure safety,
 - 119.3.2. second-hand electrical equipment lent to, or borrowed by, the Trust / School,
 - 119.4. require hirers of school premises to ensure electrical appliances brought onto school premises have a current (less than 12 months) test certificate,
 - 119.5. promote and implement a safe system of work for maintenance, inspection and testing,

- 119.6. ensure employees and contractors who carry out electrical work are appropriately qualified and competent to do so and
- 119.7. maintain detailed records of inspections and remedial actions carried out.
- 120. Employees must;
 - 120.1. visually check electrical equipment for damage before use,
 - 120.2. report any defects found immediately to the site staff. If there is any doubt whether the equipment is safe or not, it should be;
 - 120.2.1. labelled 'out of use' and
 - 120.2.2. withdrawn until it has been tested and declared fit for use by an appropriately qualified person and
 - 120.3. switch off non-essential equipment from the mains when left unattended for long periods,
 - 120.4. not;
 - 120.4.1. use defective electrical equipment or
 - 120.4.2. carry out any repair to any electrical item unless qualified to do so,
 - 120.4.3. bring any electrical item onto school premises until it has been tested and a record of such a test has been included in the appropriate record and
 - 120.4.4. leave electric cables in such a position that they will;
 - cause a tripping hazard or
 - be subject to mechanical damage.
 - 120.5. never;
 - 120.5.1. run extension leads under carpets or through doorways,
 - 120.5.2. daisy-chain extension leads to make a longer one and
 - 120.5.3. use adapter sockets (devices that plug into mains sockets to increase the number of outlets).

Summary of Key Actions

- 121. The key actions necessary to control the H & S risks arising from electricity are to:
 - 121.1. have the main electrical installation tested at least every five years except for those parts of school with licensed areas or lightning protection which should be tested annually,
 - 121.2. retain copies of electrical test certificates,
 - 121.3. arrange for the inspection and testing of portable electrical appliances in accordance with the regulations and guidance on electrical testing,
 - 121.4. keep a record of all portable items of electrical equipment showing;
 - 121.4.1. the detail of the item,

- 121.4.2. the date of acquisition and
- 121.4.3. details of any inspection, testing or repair work.

122. The TFM will ensure that testing, inspection and maintenance of equipment is undertaken as required.

Education Visits and Journeys

123. The Headteacher / HoS and the Educational Visit Co-ordinator are responsible for ensuring that all off-site trips are managed in accordance with the Trust policy for Educational Visits and Journeys; all teachers must be familiar with this policy.

Fire Precautions

124. The TFM is responsible for the:
- 124.1. formal maintenance and regular testing of;
 - 124.1.1. fire alarms and
 - 124.1.2. emergency lighting,
 - 124.2. maintenance and inspection of;
 - 124.2.1. firefighting equipment,
 - 124.2.2. exit / escape routes and signage and
 - 124.2.3. supervision of contractors undertaking hot work.
125. All staff must be familiar with the Trust / School;
- 125.1. fire safety risk assessments,
 - 125.2. emergency plans and
 - 125.3. evacuation procedures.

Fire Evacuation Procedure

126. Fire Drills will be held every term in accordance with the procedure below.
127. All staff, pupils, visitors and contractors (Everyone on the premises) must;
- 127.1. participate in the fire drill and
 - 127.2. follow the correct procedures.
128. In the event of an evacuation no member of staff, student, visitor or contractor should re- enter the building without the permission of the senior member of staff on duty.
129. All staff, on entering any area of the Trust / School, should check that everything is in order; if it is not, the Headteacher / HoS should be informed immediately.
130. If there is a potential hazard, the;
- 130.1. room should be vacated and
 - 130.2. Headteacher / HoS informed immediately
131. On the alarm sounding, the Site Staff should check the alarm status at the alarm panel to;
- 131.1. identify the reason for the alarm and

131.2. the alarm point.

Note: The alarm must not be silenced at this point.

132. On the alarm sounding, the School is to evacuate to ensure the safety of pupils, staff and visitors.

133. The Site staff will report to the Headteacher / HoS Officer will decide whether to call the Fire Service based on the investigation of the alarm point

Note: The alarm may be silenced at this point.

134. On evacuation:

134.1. Pupils are to line up by year group at their assembly point.

134.2. Teaching staff should vacate the building with their class and supervise pupils at all times, ensuring they progress speedily to the appropriate assembly point.

134.3. Support staff, unless they have another specified role eg Fire Marshall, should assist in the supervision of pupils.

135. Once at the assembly point, all staff must;

135.1. check attendance to ensure everyone is present,

135.2. report to the Headteacher / HoS that;

135.2.1. everyone is accounted for or

135.2.2. someone is missing and

135.3. remain be with their pupil groups and assist as required.

136. Responsibility for individual visitors and their evacuation falls to the member of staff being visited.

137. The Senior Site Administrator should bring out the support, teaching staff registers and the cover list, to allow attendance to be checked, where necessary. (**Note.** With the introduction of an electronic entry system, these registers may be electronic. The electronic registers should be made available on appropriate phones.)

138. Support staff should report to the Senior School Administrator present.

139. School office staff should;

139.1. evacuate any visitors from the school office area, conference / interview Rooms and

139.2. bring the visitors signing in / out book to assembly point for checking evacuation of visitors. . (**Note.** With the introduction of an electronic entry system, signing in / out will be electronic. The electronic signing in / out books should be made available on appropriate phones.)

140. Everyone is to remain at the assembly point, until the 'all clear' instruction is given by the Headteacher / HoS.

141. The Headteacher / HoS will decide when classes can return to the School buildings.

142. In the event of a fire, the Fire Service will take overall responsibility.

143. If the alarm sounds during break or lunch, the same principles apply.

First aid and supporting pupils' medical needs

- 144. The School must ensure it has;
 - 144.1. completed a first aid risk assessment to ensure ample provision of trained personnel and First Aid supplies and
 - 144.2. identified a list of qualified first aiders and first aid boxes by location is at appendix A.

Glazing Safety

- 145. The design of the Schools in the Trust means there is a lot of glazing inside the buildings.
- 146. Many classrooms have glazed walls onto the corridors, these must;
 - 146.1. remain clear at all times and
 - 146.2. not have anything affixed to them.
- 147. Glazing panels on walkways will be clearly marked to prevent accidental collisions.
- 148. All glazing is strengthened safety glass and will provide protection on fire routes.

Hazardous Substances

- 149. The TFM is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.
- 150. Hazardous substances are defined by the COSHH regulations as substances classified as very toxic, toxic, harmful, corrosive or irritant.
- 151. Hazardous substances;
 - 151.1. can be identified by their warning label and carry appropriate pictograms;
 - 151.1.1. biological agents directly connected with work including micro-organisms and
 - 151.1.2. dust of any kind when present as a substantial concentration in the air,
 - 151.2. must;
 - 151.2.1. be stored securely in accordance with the manufacturer's instructions and
 - 151.2.2. only used by authorised persons trained in the safe use of the product.
- 152. All staff are reminded that no hazardous substances should be used without the permission of the Headteacher / HoS.
- 153. The TFM will complete;
 - 153.1. an assessment for any authorised products and
 - 153.2. an instruction for safe use.
- 154. Substances used in the practical curriculum will normally be stored and used in accordance with CLEAPSS.
- 155. Where an appropriate Hazard notice is not available the TFM is responsible for ensuring that the substance is assessed.
- 156. Products with low toxicity routinely used in the classrooms must;
 - 156.1. be stored securely and

- 156.2. only used by staff or pupils under supervision.
- 157. Low toxicity products;
 - 157.1. include such items as:
 - 157.1.1. spirit based marker pens,
 - 157.1.2. corrective fluid and
 - 157.1.3. aerosol paints,
 - 157.2. should only be used in a well-ventilated area.
- 158. Dust in Technology lessons is controlled by local exhaust ventilation (LEV).
- 159. Experiments in Science are carried out in a Fume Cupboard.
- 160. No member of staff or pupil should be at risk through exposure to hazardous substances used or created in the practical curriculum.

Maintenance, Examination and Testing

- 161. Where controls such as fume cupboards, dust extraction for wood working equipment etc are provided, it is necessary to ensure that they are properly maintained.
- 162. Regular and routine inspection will require visual and operational checks before use in addition to a thorough examination and tests of engineering controls.
- 163. In the case of LEV, fume cupboards and woodworking extraction etc;
 - 163.1. tests should be carried out at least every year and
 - 163.2. a record of the results of all examinations must be kept for at least 7 years.
- 164. All PPE must be kept clean, in good repair and stored correctly to prevent contamination.

Information, Instruction and Training

- 165. Information, instruction and training will be given to employees and pupils who may be exposed, about the risks to health and precautions.

Hazard Reporting

- 166. An important feature of this policy is the operation of an effective hazard reporting system.
- 167. Any employee, student, visitor or contractor is encouraged to report any sub-standard condition or practice.
- 168. The reporting of hazards, in the main, should be done verbally to the Site staff.
- 169. Where the situation warrants and a more formal report is required, a written report should be submitted to the Headteacher / HoS.

Inclusion

- 170. The Headteacher / HoS is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with physical disabilities.

- 171. All teaching and support staff will be given sufficient information about a pupil's needs and appropriate training as is necessary be able to support the pupil's learning, social and personal needs.
- 172. The Headteacher / HoS, supported by the SENCO, will ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any student with physical disabilities.
- 173. No student will be excluded from an activity on the grounds of health and safety unless this is unavoidable.
- 174. Where it is considered essential to exclude a student from all or part of an activity this exclusion must be authorised by the Headteacher / hoS.

Legionnaires Disease.

- 175. All reasonable steps will be taken to;
 - 175.1. identify potential legionella hazards and
 - 175.2. prevent or minimise the risk of exposure.
- 176. The under the guidance of the TFM, the Trust / School will:
 - 176.1. carry out a Legionellosis Risk Assessment,
 - 176.2. prepare a written scheme / plan for preventing or controlling the risk of Legionella,
 - 176.3. implement and manage the scheme / plan and
 - 176.4. keep appropriate records for a minimum of 5 years.
- 177. The responsibility for monitoring and ensuring that the systems are being correctly operated in each school rests with the TFM.
- 178. At risk systems include the hot and cold-water storage and distribution system.
- 179. To achieve control of the legionella bacteria each school will implement the following:
 - 179.1. as far as practicable, water systems will be operated at temperatures that do not favour the growth of legionella. The recommended temperature for hot water is 60°C (storage) and either above 50°C or below 20°C for distribution, as care must be taken to protect people from exposure to very hot water,
 - 179.2. the avoidance of
 - 179.2.1. conditions favouring the growth of organisms and
 - 179.2.2. the use of materials that may provide nutrients for microbial growth,
 - 179.3. through monitoring and controlling corrosion, scale deposition and build-up of bio films and sediments by;
 - 179.3.1. ensuring water tanks are lidded,
 - 179.3.2. checking and recording the temperatures of water outlets to ensure temperature controls are sufficient to prevent bacterial growth and

179.3.3. periodic disinfection of shower heads to remove any scale and bacteria.

180. The Trust / School will;
- 180.1. establish emergency procedures if during routine sampling / inspection of hot and cold-water systems Legionella bacteria is discovered in any systems likely to provide a medium for the spread of infection (eg water aerosol spraying equipment) these will be shut down and the situation reported immediately to the Headteacher / HoS and
 - 180.2. provide training to the persons responsible for the day-to-day management of the water systems.

Lone Working

- 181. Lone workers can be defined as anyone who works by themselves without close or direct supervision.
- 182. Lone Working is subject to a separate Trust Policy.

Managing Medicines

- 183. No student is allowed to take medication on any Trust / school site without a letter of consent from his / her parent / carer.
- 184. Staff must notify the Headteacher / HoS if they believe a student to be carrying any unauthorized medicines / drugs.
- 185. The Trust / School policy for the Administration of Medication provides detailed guidance; all staff should be familiar with this policy.

Maintenance and repair of equipment

- 186. The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the TFM.
- 187. All faulty equipment must be taken out of use and reported to the Site Staff.

Manual Handling

- 188. THLT will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.
- 189. No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Site Staff for assistance.
- 190. Pupils must not move or lift any heavy or unwieldy furniture or equipment.
- 191. Support staff who assist pupils with physical disabilities will be trained in;
 - 191.1. the safe use of lifting equipment and
 - 191.2. handling techniques.
- 192. Manual Handling is the subject of a separate policy.

Risk Assessment

- 193. Risk assessment;

- 193.1. is a systematic examination of what within our school can cause harm to people and
- 193.2. helps determine if what is being done is sufficient to mitigate the risk.
- 194. To control risks and to plan and prioritise the implementation of the identified control measures, it is THLT policy to complete a risk assessment of all known and reasonably foreseeable H & S hazards covering premises, people, equipment and activities
- 195. The Trust / School will ensure that;
 - 195.1. assessments are carried out and appropriate records kept,
 - 195.2. control measures introduced as a result of assessments will be;
 - 195.2.1. implemented and
 - 195.2.2. followed,
 - 195.3. appropriate personnel are;
 - 195.3.1. informed of the relevant results and
 - 195.3.2. provided with necessary training,
 - 195.4. any injuries or incidents will lead to a review of relevant assessments,
 - 195.5. assessments are regularly;
 - 195.5.1. monitored and
 - 195.5.2. reviewed,
 - 195.6. suitable training will be provided to anyone involved in the risk assessment process.
- 196. The Trust / school may mitigate risks in various ways; determining the effectiveness of any actions is part of the risk assessment process.
- 197. It is the responsibility of the Headteacher / HoS to ensure risk assessments are conducted.
- 198. When completing risk assessments it is necessary to refer to the relevant subject guides. It may be necessary to seek external professional advice.

Security

Cash

- 199. As a matter of policy, the Trust / Schools avoid using cash.
- 200. Any cash will be kept in a safe with monies banked regularly.
- 201. Counting of accumulated cash must;
 - 201.1. occur at an appropriate location on Trust / School premises and
 - 201.2. be carried out by appropriate staff.
- 202. The TFO is responsible for official monies received into the Trust / School.
- 203. Individual schools are responsible for dealing with cash raised through school activities eg cake sales, event ticket sales etc.
- 204. School staff are responsible for carrying school generated income monies to and from the bank.
- 205. All staff carrying cash must be accompanied.

206. Staff;
- 206.1. must not put themselves at risk in the event of an attempted robbery and
- 206.2. should hand over the money to any would be assailant.

Personal Property

207. All staff;
- 207.1. are responsible for their own personal belongings and
- 207.2. should not leave valuables unattended at any time.
208. The Trust / School accepts no responsibility for items left unattended.
209. In the event of a theft in the Trust / School, staff will be advised to report the incident to the police; the Trust / School will assist in any investigation.
210. It is the responsibility of staff to take appropriate measures to maintain the security of any Trust equipment being used.
211. If equipment is found to be missing or believed stolen, it is important that this is reported immediately to the Headteacher / HoS.
212. When using portable and desirable equipment such as lap-tops, staff will be required to follow careful procedures to ensure their security.

Severe weather conditions

213. In the event of severe weather conditions, it is the responsibility of the Headteacher / HoS in liaison with the CEO / Executive Principal to decide on closure on grounds of H & S.
214. In the event of a decision to close on these grounds, the Chair of the LAB will be informed.

Smoking

215. THLT has adopted a no smoking policy throughout all Trust / School premises. (**Note.** Trust premises includes areas temporarily rented / occupied by the Trust and vehicles owned / rented by the Trust.)
216. All Trust staff and parents will be informed and signs will be on display at main entrances to Trust buildings in accordance with the Health Act 2005.
217. Any member of staff found smoking on the premises will face disciplinary action.

Staff training and development

218. In conjunction with the TFM, the Headteacher / HoS is responsible for;
- 218.1. assessing, at least annually, the H & S training needs of all staff and
- 218.2. notifying the TFM who will co-ordinate the delivery of training.

Safety induction

219. A safety induction must be given to all new employees, by their line-manager, on the first day of employment.

- 220. The induction should take the form of a checklist and new staff should be clearly informed of The Trust / School's Health and Safety provisions eg;
 - 220.1. action to be taken in the event of a fire,
 - 220.2. fire exits and
 - 220.3. knowledge of first aid arrangements.
- 221. Training must also be given to all key staff and staff with special responsibilities eg;
 - 221.1. Site Staff,
 - 221.2. First Aid staff and
 - 221.3. Staff taking pupils on trips.
- 222. The School must report all H & S taken to the TFM.
- 223. The TFM will keep a record of;
 - 223.1. all staff who have been trained in H & S related topics and
 - 223.2. the expiry dates of any certificates.

Stress Management

- 224. The Health and Safety Executive define stress as:
 - 'The adverse reaction people have to excessive pressure or other types of demand placed on them'.**
- 225. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.
- 226. Symptoms of stress may include;
 - 226.1. problems sleeping,
 - 226.2. dietary problem,
 - 226.3. excessive reliance on alcohol,
 - 226.4. mood swings,
 - 226.5. lethargy,
 - 226.6. inability to concentrate,
 - 226.7. fatigue,
 - 226.8. emotionalism,
 - 226.9. chest pains,
 - 226.10. palpitations,
 - 226.11. sweating and
 - 226.12. racing heart,
- 227. Staff who experience any of these symptoms will be advised to consult a GP without delay.
- 228. Stress at work can come about for a variety of reasons including;
 - 228.1. excessive workload,

- 228.2. unreasonable expectations or
- 228.3. overly-demanding work colleagues.
- 229. The Trust / School will endeavour to ensure a pleasant working environment in which employees are as free from stress as possible.
- 230. The Trust / School will;
 - 230.1. work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress,
 - 230.2. review risk assessments regularly,
 - 230.3. consult with employees on issues relating to the prevention of work-related stress,
 - 230.4. provide access to confidential counselling for employees affected by stress caused either by work or external factors and
 - 230.5. provide training for all managers and supervisory staff in good management practices.
- 231. Staff who experience unreasonable stress which they think may be caused by work will be encouraged to raise their concerns with the Headteacher / HoS who will;
 - 231.1. deal with the issue;
 - 231.1.1. promptly and
 - 231.1.2. in the strictest confidence and
 - 231.1.3. make all reasonable efforts to reduce work related stress.
- 232. Following action to reduce a stress risk, the outcomes will be reassessed. If the stress risk remains unacceptable to the employee concerned, efforts will be made to reassign that person to other work for where the stress risks are assessed as tolerable.
- 233. On return to work for any period of stress-related illness, the Trust / School will take account of;
 - 233.1. medical advice and
 - 233.2. the needs of the Trust / School when determining which duties are most appropriate.
- 234. Where appropriate a risk assessment of stress in the workplace will be carried out under the Management of Health and Safety at Work Regulations 1999.
- 235. Formal stress counselling may be arranged by the Headteacher / HoS where appropriate.

Transport

- 236. The TFM is responsible for ensuring regulatory compliance for the Trust mini-bus.
- 237. Staff using the mini-bus are responsible for;
 - 237.1. completing the checklist before use eg lights, fuel, tyres & general damage,
 - 237.2. ensuring all glass is clear before moving off and
 - 237.3. reporting any defects.

238. All groups using the minibus must be accompanied by a second staff member who is responsible for supervision of the pupils throughout the journey; the driver must not be responsible for supervision whilst driving.

Visitors – Health and Safety

239. Under the provisions of the Health & Safety at Work Act 1974, THLT has a duty of care to all its visitors.
240. The Trust Board has authorised the Headteacher / HoS, in exercising day to day management of a school, to determine who should have access to the premises.
241. The Trust Board has determined that nobody (including governors, staff, pupils or parents) has an unrestricted right of access to Trust / School premises except those with a statutory right to do so.
242. During the day parents are deemed to be visitors.
243. Visitors are to;
- 243.1. be made aware, by the member of staff that they have come to see, of;
 - 243.1.1. any potential hazards to their health and safety within the area of The Trust / School they intend to visit and
 - 243.1.2. the emergency procedures.
 - 243.2. obey all displayed warning notices and verbal instructions.
244. Contractors who arrive to carry out work must inform the Trust / School of any potential hazard that may arise due to their work.
245. There are five categories of visitors to THLT;
- 245.1. VIPs / educational visitors,
 - 245.2. casual visitors,
 - 245.3. ex-pupils,
 - 245.4. intruders and
 - 245.5. troublemakers

VIPs / Educational visitors

246. All incoming requests for visits to the Trust / School must be authorised by the Headteacher / HoS.

Casual Visitors

247. If the visit is expected by a member of staff, the expected visitor's details should be provided to the school office so the office;
- 247.1. is aware of the visit and
 - 247.2. will be able to greet the person accordingly on arrival.

248. The visitor will then be asked to wait in the Reception Area whilst the person expecting the visitor can be located. At this point, the member of staff will come to Reception to collect their visitor or the visitor will be escorted to the area or member of staff expecting the visit.
249. Notices will be displayed at all building entrances instructing visitors to report to the school office to register using the electronic system to;
- 249.1. book in and
- 249.2. obtain a Visitor's Badge.
250. Visitors must;
- 250.1. display their badge at all times and
- 250.2. under no circumstances, be allowed to wander through the Trust / School premises.

Ex-pupils

251. Often ex-pupils make social calls to a School.
252. On each occasion, the Headteacher / HoS should be contacted and permission granted for the visitor to come onto the premises.
253. Once permission is given, the ex-pupil must be treated as a 'casual visitor'.

Note. In all three cases, it is imperative that;

- the visitor completes the electronic registration,
- is issued with a Visitor's Badge and
- details of any vehicles are recorded.

Intruders

254. All staff will be required to be familiar with this element of the policy to help to handle any difficult situations that may arise if confronted by an intruder or intruders.
255. Staff should always aim to be welcoming and polite to visitors.
256. If it is felt that a visitor should not be on the School premises, they should not be approached directly; the school office should be contacted to ascertain the authenticity of the visitor.
257. If the validity of the visitor cannot be confirmed by the school office, the Headteacher / HoS should be called.
258. The Headteacher / HoS will deal with the situation once called.
259. As a matter of routine, the member of staff who initially identifies the intruder should;
- 259.1. take a note of the description of any intruders and
- 259.2. any conversations which may have taken place.

Troublemakers

260. Guidance, "Academy Security: Dealing with Troublemakers", was issued by the DCSF on 16 Dec 97 to all Academies in England. The guidance spells out the powers of the police and the criminal justice system to deal with troublemakers in and around Academies.

- 261. THLT / School buildings, and their grounds, are private places and anyone entering without authority (including pupils, ex-pupils and parents) is trespassing and may be asked to leave by the Headteacher / HoS.
- 262. Causing harassment, alarm or distress to staff or pupils, threatening, abusing or insulting staff, on or off Trust premises, could be an offence.
- 263. The Headteacher / HoS will exercise professional judgement in deciding whether to involve police in incidents of this nature.

General precautions

- 264. Recording absence / presence.
 - 264.1. Any members of staff going off site must ensure that they log out using the electronic system.
 - 264.2. Staff returning to school must log in using the electronic system.
- 265. All visitors to the Academy must sign in and sign out using the electronic system so that a list of visitors in the building is available at any time.
- 266. Any events, which use the premises out of working hours, especially where visitors to the Trust are involved, will be subject to particular procedures as outlined in the **Trust Lettings Policy** for the specific event. The key individual organising the event, will check procedures with the Site Staff.

Working at height

- 267. The Trust / School will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.
- 268. The Trust / School will ensure that;
 - 268.1. all work activities that involve work at height are;
 - 268.1.1. properly planned / organised and
 - 268.1.2. risk assessed,
 - 268.2. the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so,
 - 268.3. all employees required to use stepladders or ladders are;
 - 268.3.1. appropriately trained and
 - 268.3.2. competent to use the equipment provided,
 - 268.4. any contractors on school property comply with this policy and
 - 268.5. ladders and stepladders are;
 - 268.5.1. secured to prevent unauthorised use and
 - 268.5.2. regular inspections are undertaken.
- 269. Standing on desks, chairs or other furniture is not permitted.

270. If decorations or displays are to be hung then a step stool or step ladder of appropriate height must be used.

Risk Assessment for Work at Height

271. The TFM is responsible for ensuring;
- 271.1. the completion of risk assessments for all working at height tasks in the Trust / School and
 - 271.2. site staff are adequately trained to complete risk assessment for working at height.
272. For all activities involving work at height a risk assessment must be conducted and the findings recorded.
273. Risk assessments must consider both the;
- 273.1. work to be done and
 - 273.2. most appropriate access equipment to be used to achieve a safe system of work.
274. When determining control measures the following hierarchy of controls for work at height as follows must be considered;
- 274.1. avoid the risk by not working at height eg
 - 274.1.1. by working from existing platforms,
 - 274.1.2. using long reach equipment etc,
 - 274.2. use work equipment or other measures to;
 - 274.2.1. prevent falls or
 - 274.2.2. reduce the distance / consequences of a fall.
275. The detail of the assessment will depend on the level of risk involved, as a general guide the risk assessment should consider the;
- 275.1. task and activity involved,
 - 275.2. people (medical conditions etc.),
 - 275.3. equipment to be used including erection and dismantling,
 - 275.4. location (proximity to roads, overhead electrical cables etc),
 - 275.5. environment, poor conditions and slippery surfaces (weather, temperature etc.) and
 - 275.6. effect on pedestrians from falling objects.

Using Ladders (including stepladders)

276. Ladders must not be used simply because they are readily available, the risk assessment should determine if a ladder or stepladder is appropriate for the task.
277. Ladders and stepladders must only be used for;
- 277.1. short duration tasks (less than 30 minutes) and
 - 277.2. light duty tasks or

- 277.3. where more suitable access equipment cannot be used due to existing features of the site which cannot be altered.
- 278. Where a task is not short or light, alternative means of access use of a tower scaffold or podium steps must be considered.
- 279. Only those persons who have been trained to use ladders safely may use them.
- 280. Where ladders are to be used to work from it should be ensured that;
 - 280.1. a secure handhold and support are always available,
 - 280.2. three points of contact should be always maintained,
 - 280.3. the work can be completed without stretching and
 - 280.4. the ladder can be secured to prevent slipping.
- 281. A ladder must not be used when working alone.
- 282. When planning to use a step ladder ensure it is erected correctly and there is someone else present to pass tools / material as needed.

Equipment identification / inspection

- 283. The TFM is responsible for the purchase and maintenance of all ladders in the Trust / School.
- 284. The Trust / School will compile a register of equipment (excluding kick stools); each piece of equipment each should be indelibly marked with an identifying number.
- 285. Equipment for work at height, must be inspected;
 - 285.1. prior to use and
 - 285.2. by a competent person termly.
- 286. The routine inspection will be recorded with records retained for 5 years.
- 287. In the case of tower scaffolds a competent person must inspect the equipment:
 - 287.1. prior to first use and
 - 287.2. thereafter every 7 days that it remains in place.
- 288. Only persons that have received the appropriate training (PASMA) will erect tower type scaffold equipment.

6 Apr 23

Jonathan Davis
Trust Finance Director

Annex A to THLT H & S Policy. Qualified First Aiders

Basic

BLPS

MWPS

NHPS

TRPS

Paediatric

BLPS

MWPS

NHPS

TRPS

Qualified Anaphylaxis trained staff

BLPS

MWPS

NHPS

TRPS

Locations of First Aid Boxes

Located in the first aid room of each school with 'bum bags' in each classroom.