



**BRADGATE**  
Education Partnership

# Health & Safety Policy

Approved:	February 2021 – Trust Board
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Responsible Officer:	Estates & IT Manager

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## Key Information:

Key Word/Phrase	Description
Competent Individual	Someone with the accredited training or appropriately trained individual
Approved Contractor	A contractor on an approved contractor list as approved by the Trust
CEO	Chief Executive Officer
LAB	Local Advisory Board

## Links with other policies

This health and safety policy links to the following policies:

- [First Aid Policy](#)
- [Risk Assessment Policy](#)
- [Supporting pupils with medical conditions](#)
- Accessibility plan (school specific)
- [Premises Management Document](#)
- [Health and Wellbeing Policy](#)
- [Child Protection Policy](#)
- Family Friendly Policy (new and expectant mothers)

## Linked Documents:

- [Trust Premises Officer Log Book](#)
- Local Advisory Board Handbook (LAB Handbook)
- Safer Recruitment Procedure

All linked documents can be found in the BEP All Staff SharePoint site:

<https://bepschools.sharepoint.com/sites/BEP-AllStaff>

## 1.0 Introduction

- 1.1. Bradgate Education Partnership (BEP) understands its statutory responsibilities in relation to Health and Safety. The Trust will ensure that it meets its statutory obligations, in particular the requirements of the Health and Safety at Work etc. Act 1974 and associated regulations and codes of practice.
- 1.2. The Board of Trustees accepts its responsibilities and duties to conduct its operations in a manner which protects the health, safety and wellbeing of employees, pupils and visitors so far as is reasonably practicable. The Trust will take all reasonable steps to mitigate risk within each of the workplaces within the Trust.
- 1.3. This policy sets out the Trust's approach to the management of Health and Safety and therefore all those working within the Trust are expected to comply with the information set out within this policy.

## 2.0 Scope & Principles

- 2.1. This policy applies to all workers and individuals who undertake work for Bradgate Education Partnership this includes, Trustees, Local Advisory Board members, volunteers, third party workers and trainees.
- 2.2. All workers have a duty and responsibility to act in compliance with this policy and ensure that they are familiar with their role to ensure compliance with health and safety procedures within the workplace. Workers have a duty to take reasonable care of themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled.
- 2.3. All workers are expected to raise health and safety concerns in line with section 3.1 of this policy so that they are addressed by the appropriate teams accordingly, all workers must ensure that health and safety issues within the workplace do not get ignored and reported as soon as possible.
- 2.4. Any employees found to be in breach of this policy may be subject to disciplinary action in line with the Trust's Disciplinary Policy.
- 2.5. This policy provides the overall approach to Health & Safety for the Trust, it is expected that each school then implements school specific procedures led by the Head Teacher that ensure compliance with this policy.
- 2.6. The Trust will:
  - 2.6.1. Aim to conduct all activities safely and in compliance with legislation and where possible within best practice guidelines.
  - 2.6.2. Aim to provide safe working conditions and safe equipment.
  - 2.6.3. Will use reasonable endeavours to ensure safe handling and use of substances.
  - 2.6.4. Will use reasonable endeavours to ensure a systematic approach is in place to the identify risks and the allocation of resources to control them.
  - 2.6.5. Provide suitable information, instruction, training and supervision.

- 2.6.6. Promote a positive health and safety culture that is demonstrated by open communication, consultation where needed, to instil a joint commitment to the importance of health, safety and wellbeing.
- 2.6.7. To take all reasonable steps to prevent accidents and cases of work-related ill health.
- 2.6.8. Promote the principles of sensible risk management.
- 2.6.9. Monitor, review and modify this policy and any arrangements as required.
- 2.7. Put risk assessments and arrangements in place as necessary to aim to prevent and protect as far as is reasonably practicable using a sensible risk management approach (including where significant risks are identified) in compliance with the Management of Health and Safety at Work Regulations.
- 2.8. This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:
  - 2.8.1. [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
  - 2.8.2. [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
  - 2.8.3. [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
  - 2.8.4. [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
  - 2.8.5. [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the time frame for this and how long records of such accidents must be kept
  - 2.8.6. [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
  - 2.8.7. [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
  - 2.8.8. [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
  - 2.8.9. [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height
  - 2.8.10. The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

2.8.11. Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

2.9. This policy complies with our funding agreement and articles of association.

### 3.1 Reporting Concerns

[Appendix 1](#) outlines a flow chart of how health and safety concerns should be reported. All health and safety concerns must be reported in the following ways:

3.1.1. Primary Schools – Email to be sent to the Head Teacher, Office Manager, and [safety@bepschools.org](mailto:safety@bepschools.org)

3.1.2. Secondary Schools – Email to be sent to the Head Teacher and Site Manager and [safety@bepschools.org](mailto:safety@bepschools.org)

3.1.3. If an emergency arises within the workplace, these must be reported verbally to a member of the Senior Leadership Team as soon as possible, as soon as reasonably practicable this must be followed up in writing in line with 3.1 or 3.2 above

3.1.4. When reporting a concern, the following information must be included:

3.1.4.1. Nature of the concern

3.1.4.2. Location of the concern

3.1.4.3. As much detail as possible

3.1.4.4. Date and time

3.1.5. Verbal reporting is accepted but this must be followed up in writing following the procedures above

### 3.2 Accident Reporting

3.2.1. [Appendix 2](#) outlines a flow chart of how incidents/accidents/near misses should be reported.

3.2.2. Where an accident occurs within school an accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. The template Accident Form is available at [Appendix 3](#).

3.2.3. When reporting an accident, the staff member should ensure:

3.2.3.1. As much detail as possible is supplied

3.2.3.2. Information about injuries will also be kept in the pupil's educational record

3.2.3.3. Date, time and nature of the accident is detailed clearly

3.2.4. Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of in line with GDPR requirements.

- 3.2.5. Accidents that meet the threshold to be reported to HSE must be discussed with the Estates and IT Manager as soon as possible

## 4.0 Roles and Responsibilities

[Appendix 4](#) provides an overview of the levels of responsibility within the Trust in relation to health and safety:

### 4.1 The Board of Trustees

The Board of Trustees has ultimate responsibility for health and safety matters within the Trust, these will be delegated to the Chief Executive Officer (CEO) for overall strategic oversight on health and safety policies and processes within the Trust. The Trust Board:

- 4.1.1. Has a duty to take reasonable steps to ensure that workers and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.
- 4.1.2. Will use reasonable endeavours to ensure that the CEO is held to account in relation to Health & Safety matters via the Trust's Health and Safety Committee which will take place at least once per term.
- 4.1.3. Will take oversight on assessment of risk to staff and others affected by school activities through regular review of the risk register, trackers, Local Advisory Board (LAB) documents and the Health and Safety Committee. This will enable them to identify and introduce the health and safety measures necessary to manage potential risks.
- 4.1.4. Will use reasonable endeavours to ensure that adequate health and safety training is provided to all employees of the Trust.

### 4.2 Chief Executive Officer (CEO)

Where reasonably practicable the CEO will manage the Board of Trustees' strategic aims regarding their statutory obligations and objectives toward Health and Safety are met. The CEO:

- 4.2.1. Will put processes and procedures in place that aim to ensure the required Health and Safety practices, standards and delivery are met Trust wide;
- 4.2.2. Will set expectations with Head Teachers in relation to budgetary management of health and safety funds and how they are used, and be clear that where financial issues arise, these must be discussed with the Trust to implement appropriate plans
- 4.2.3. Will implement the appropriate personnel at Trust level to provide advice, guidance and procedures for Head Teachers and schools to utilise as appropriate
- 4.2.4. Will be responsible for the line management of the Estates & IT Manager who is employed to provide the advice, guidance, monitoring and support of health and safety items/systems for the Trust
- 4.2.5. Will take oversight of trackers within the schools and manage responsible personnel accordingly to aim to ensure that all health and safety procedures and risks are managed and followed appropriately

- 4.2.6. Will aim to ensure that all employees are aware of their own responsibilities and duties and that they carry out their responsibilities and duties in line with this policy via job descriptions, dissemination of this policy and appropriate training
- 4.2.7. Aims to ensure that communication with Trustees, Local Advisory Boards, Head Teachers, staff, pupils is transparent, up to date and expectations in relation to health and safety within the Trust are clear
- 4.2.8. Aims to ensure that procedures are in place for all schools within the Trust, for effective monitoring, recording, reporting and reviewing of accidents, near misses, acts of aggressive behaviour and ill-health;
- 4.2.9. Will aim to ensure that health and safety representatives understand health and safety procedures within the Trust to enable them to carry out their responsibilities in line with statutory regulations
- 4.2.10. Will communicate with the Board of Trustees to inform them of any breach of statutory requirements

### **4.3 Director of Schools**

The Director of Schools will support the CEO in the management of health and safety within the school via the line management of the Head Teachers. The Director of Schools (DoS) will:

- 4.3.1. Hold Head Teachers to account in relation to the management of health and safety within the school
- 4.3.2. Manage failure to follow the Health & Safety policy in line with appropriate Trust policies by any Head Teacher and report this to the CEO accordingly

### **4.4 Estates & IT Manager**

The Estates & IT Manager is responsible for providing advice, guidance and support to the Trust and implement policies/procedures, specifically:

- 4.4.1. Monitoring that the required Health and Safety practices, standards and delivery are met
- 4.4.2. The Estates & IT Manager will report any concerns around the implementation of the Health & Safety policy by any Head Teacher directly to the Director of Schools
- 4.4.3. Produce and report the health and safety information for the Trust's Health and Safety Committee
- 4.4.4. Ensure that procedures are in place for all schools within the Trust, for effective monitoring, recording, reporting and reviewing of accidents, near misses, acts of aggression and ill-health
- 4.4.5. Provide the advice, guidance on the implementation of this policy Trust wide
- 4.4.6. Will take responsibility for the review and update of this policy for approval by the Trust Board
- 4.4.7. Will ensure that termly audits and site visits are completed at each school and recorded in the building's tracker, health and safety tracker and followed up with a note of visit to each Head Teacher.

4.4.8. Provide the Trust with a 'competent person/preferred supplier list' for schools to use

## 4.5 Head Teacher

The Chief Executive and the Director of Schools delegates the day to day responsibility of health and safety within the schools to the Head Teacher who are responsible for:

- 4.5.1. Complying with and implementing this policy within the school
- 4.5.2. Being aware of current legislation, codes of practice, best practice guidance notes, etc and be prepared to research and implement new guidance as when required.
- 4.5.3. Ensuring that there are sufficient personnel/resources are available to manage and comply with Health and Safety legislation
- 4.5.4. Ensuring that staff understand their roles and responsibilities in relation to Health and Safety legislation and the appropriate resources are available
- 4.5.5. Ensuring that reporting procedures are communicated and adhered to within the school
- 4.5.6. Ensuring there are enough staff to safely supervise pupils
- 4.5.7. Ensuring that the school building and premises are safe and regularly inspected
- 4.5.8. Ensuring that staff training as required by the Trust Board is in place for all staff
- 4.5.9. Ensuring that reporting on health and safety matters to the Local Advisory Board is done in line with the Trust's Local Advisory Board Handbook
- 4.5.10. Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- 4.5.11. Ensuring that in their absence, health and safety responsibilities are delegated to another member of the Senior Leadership Team
- 4.5.12. Ensuring all risk assessments are completed and reviewed sharing these with staff for information and input as appropriate
- 4.5.13. To ensure Health & Safety Tracker is monitored and is compliant (No REDs)
- 4.5.14. To ensure the Buildings Compliance Tracker is monitored and is compliant (No REDs)
- 4.5.15. Ensure that health and safety inspections of the school are done on a regular basis termly with a Local Advisory Board Member for reporting via the LAB to the Trust Board – format of this inspection are available at the following Appendices and also available within the Trust's Local Advisory Board Handbook:
  - 4.5.15.1. [Appendix 7 – H&S Checklist for Classrooms](#)
  - 4.5.15.2. [Appendix 8 – H&S Checklist for Specialist Classrooms](#)
  - 4.5.15.3. [Appendix 9 – H&S Checklist for Offices](#)
  - 4.5.15.4. [Appendix 10 – H&S Annual Audit](#)

- 4.5.16. Ensuring that pupils and parents are informed of how to follow health and safety procedures on-site and off-site
- 4.5.17. Informing employees about risks that may be present within the workplace and the measures in place to manage them
- 4.5.18. Ensuring that SLT and Heads of Department are fully aware of their role and responsibilities in relation to managing health and safety within the school and their work areas.
- 4.5.19. If appropriate investigate accidents/near misses that take place within the school
- 4.5.20. Arrangement and management of any contractors that are on site

## **4.6 Senior Leadership Team (SLT) and Department Heads**

All SLT members at each school will have the responsibility to implement the day to day operational requirements of this policy, specifically:

- 4.6.1. Deputising for the Head Teacher in their absence, escalating health and safety concerns to the Trust should it be required for the duration of the deputising;
- 4.6.2. Keeping an up to date copy of the Health and Safety policy and relevant procedures to their faculty/departmental/class activities for example - D&T, Science, Sports Activities, out of school activities educational school visits, etc together with all associated documentation, e.g. risk assessments, safe systems of work, codes of practice, BSI Standards, Safe practice in Physical Education, CLEEPS, appropriate guidance notes, others;
- 4.6.3. Maintaining and recording any health and safety concerns or any financial implications identified by the Risk Assessment process notifying the Head Teacher of any issues relating to both
- 4.6.4. Will ensure that Trust template risk assessments are adapted and personalised to the department/class and activity
- 4.6.5. Maintaining documentation relating to the certification and statutory inspections of plant & equipment in their charge, and that they are current
- 4.6.6. Will maintain accurate records following an accident, incidents, dangerous occurrences and near misses, report such incidents to the Head Teacher and the Estates & IT Manager;
- 4.6.7. Maintain up to date records in each academy school site of their Risk Assessments, relating to COSHH, PAT testing and any documentation needed for the safe delivery of their services.

## **4.7 Heads of Department (Secondary Schools)**

The Head Teacher will delegate the day to day management of health and safety within school departments to Heads of Departments, they must:

- 4.7.1. Be aware of and implement up to date health and safety requirements within their department
- 4.7.2. Implement this policy to the department or area of work they are responsible for

- 4.7.3. Provide information to the staff within the department, the SLT and Head Teacher on the application of procedures and arrangements within the department
- 4.7.4. Carry out risk assessments of the activities for which they have direct control, review as necessary, submit risk assessment to the Head Teacher for sign off
- 4.7.5. Ensure that all departmental staff are familiar with the health and safety procedures and risk assessments for their area of work and act accordingly
- 4.7.6. Support the Head Teacher in ensuring that departmental staff have had the necessary Trust health and safety training for their role
- 4.7.7. Work closely with the necessary individuals within the Trust/school to ensure that health and safety issues that members of staff refer to them are resolved, this may involve liaising further with the Head Teacher/SLT member/Site Manager on any issues to which they cannot conclude within the resources available to them
- 4.7.8. Carry out regular inspections of the department/area of work to ensure that equipment, furniture and activities are safe. This includes recording and reporting any defects or unsafe practices, acting on any findings in line with section 3.1 of this policy
- 4.7.9. Ensure sufficient information, instruction, training and supervision is in place to enable other members of staff, to identify health and safety risks within the workplace and ensure that all workers are adhering to health and safety protocols within the working area
- 4.7.10. Identify and implement any specific health and safety training as required to the departmental area – eg food hygiene, use of equipment
- 4.7.11. Ensure all accidents and incidents are recorded and escalated appropriately in line with 3.2 of this policy

## 4.8 Employee/Workers

All Trust workers have a responsibility and a duty of care in relation to health and safety at work to keep pupils and colleagues safe within the working environment, all staff are expected to:

- 4.8.1. Read and understand their responsibilities within the Health and Safety Policy
- 4.8.2. Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- 4.8.3. Report any issues related to health and safety in a prompt and timely manner in line with section 3.1 of this policy
- 4.8.4. Co-operate with the school and the Trust on health and safety matters
- 4.8.5. Undertake the health and safety mandatory training – [Appendix 11](#) outlines the mandatory training requirements in relation to health and safety for each role
- 4.8.6. Work in accordance with training and instructions

4.8.7. Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken in line with section 3.1 of this policy

4.8.8. Role model health and safety practices to pupils

4.8.9. Follow school emergency evacuation procedures as required

## 4.9 Site Manager/Premises Officers

Site Managers and Premises Officers are provided with specific job descriptions in relation to their role. They are expected to comply and follow the expectations of their role to include the statutory checks that are required within a work setting. The Premises Officers log book provides additional information.

## 4.10 Contractors

Contractors will agree health and safety practices with the Head Teacher before starting work. Before work begins the contractor will provide evidence to the Head Teacher that they have completed an adequate risk assessment of all their planned work.

Contractors will also be expected to follow the Trust's Safer Recruitment and Safeguarding Procedures.

## 5.0 Health & Safety Arrangements

All schools will follow the guidelines outlined in this policy and implement local procedures that adhere to the information outlined below:

### 5.1 Site Security

Site Managers/Premises Officers are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems all Head Teachers and Site Managers will have the appropriate training to manage the site security. All premises officers and Head Teachers are to be key holders and will respond to an emergency.

### 5.2 Fire

5.2.1. Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices

5.2.2. Fire risk assessment of the premises will be reviewed annually by the school and every 5 years by an external professional who are on the approved contractor list and their recommendations are followed up on by the Head Teacher

5.2.3. Emergency evacuations are practiced at least once a term

5.2.4. The Head Teacher will ensure that fire alarm testing will take place once a week.

5.2.5. All new staff will be trained in fire safety by the end of their first week in employment with the Trust and all staff and pupils will be made aware of any new fire risks. Eg. Via local induction procedures or regularly updates from the school

5.2.6. Fire Marshal training will be provided by the Trust to those who require it – usually the Office Manager/Operations manager/Site teams.

5.2.7. In the event of a fire:

- 5.2.7.1. The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. 5.2.7.2 Evacuation procedures will begin as soon as the fire alarm goes off
  - 5.2.7.2. Fire extinguishers may only be used by staff who are trained in how to operate them
  - 5.2.7.3. Staff and pupils will congregate at the assembly points outlined within local procedures. The assembly points are clearly marked in each school on their fire and emergency evacuation plan and all staff, pupils and visitors will be made aware of them
  - 5.2.7.4. Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day
  - 5.2.7.5. The designated fire marshal will take a register of all workers/visitors at the school
  - 5.2.7.6. Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter
  - 5.2.7.7. Each school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities. [Appendix 12](#) is the template risk assessment that should be used.
- 5.2.8. A fire safety checklist that must be completed by all schools annually, the template checklist can be found in [Appendix 13](#).

### 5.3 Control of Substances Hazardous to Health (COSHH)

- 5.3.1. Schools are required to control hazardous substances, which can take many forms, including:
- 5.3.1.1. Chemicals
  - 5.3.1.2. Products containing chemicals
  - 5.3.1.3. Fumes
  - 5.3.1.4. Dusts
  - 5.3.1.5. Vapours
  - 5.3.1.6. Mists
  - 5.3.1.7. Gases and asphyxiating gases
  - 5.3.1.8. Germs that cause diseases, such as leptospirosis or legionnaires disease
- 5.3.2. COSHH risk assessments are to be completed and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary, for example cleaning teams/site teams/specific teaching and support staff
- 5.3.3. All staff will use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

5.3.4. Any hazardous products are disposed of in accordance with specific disposal procedures that are outlined on the product that is being used

5.3.5. Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used

5.3.6. All hazardous substances will be stored in an area that is not accessible to pupils and the school will ensure the area is locked/secure with access to authorised personnel only

## 5.4 Gas safety

5.4.1. Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer

5.4.2. Gas pipework, appliances and flues are regularly maintained

5.4.3. All rooms with gas appliances are checked to ensure that they have adequate ventilation

## 5.5 Legionella

5.5.1. A water risk assessment is to be completed by a competent external company who are on the Trust's approved contractor list.

5.5.2. The Site Manager/Premises Officer is responsible for ensuring that the identified operational controls are conducted and recorded in the school's PO Log Book under the water section

5.5.3. The water risk assessment will be reviewed every 2 years by the Site Manager/Estates & IT Manager and when significant changes have occurred to the water system and/or building footprint remedial actions will be taken

5.5.4. The risks from legionella are mitigated by the following:

5.5.4.1. Weekly flushing of low use hot and cold-water outlets –these will be identified by the Head Teacher at the school

5.5.4.2. Monthly temperature checks that will be recorded in the PO log book

5.5.4.3. Termly showerhead disinfecting and descaling

5.5.4.4. All hot and cold-water outlets / showers to be flushed through without producing aerosols for 1-2 minutes at the beginning of each term

## 5.6 Asbestos

5.6.1. Staff are briefed on the hazards of asbestos via the Head Teacher. Staff will be told of the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

5.6.2. Asbestos management training is in place for the appropriate central team colleague, Head Teacher, Site Manager and Office Managers

5.6.3. Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work

- 5.6.4. Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- 5.6.5. A record is kept of the location of asbestos that has been found on each schools site – located on the site map
- 5.6.6. Each school will keep and maintain a Local Asbestos Management Plan (LAMP) which will be reviewed annually by the Head Teacher/Site Manager (signed off by the Head Teacher)
- 5.6.7. An Asbestos Management Survey Report will be completed every 5 years by an external competent contractor on the approved contractor list

## 5.7 Tree Management

- 5.7.1. A Tree Management Survey Report will be completed every 3 years by an external competent contractor on the approved contractor list
- 5.7.2. All remedial work highlighted as significant will be followed up on by the school which is the Head Teachers responsibility

## 5.8 Glazing

- 5.8.1. A Glazing Survey Report will be completed every 10 years by an external competent contractor from the approved contractor list
- 5.8.2. All remedial work highlighted as significant will be followed up on by the school which is the Head Teachers responsibility

## 5.9 Driving

- 5.9.1. All employees must sign annually a self-declaration sheet to declare if they drive for work purposes and declare whether they have a valid:
  - 5.9.1.1. Driving Licence
  - 5.9.1.2. MOT
  - 5.9.1.3. Business Insurance
- 5.9.2. SLT and DSLs must have driving documents checked and recorded to enable them to transport a pupil if an emergency if the situation arises, this should only be undertaken in line with the 'Transporting Pupils' Risk Assessment and in line with the Trust's Safeguarding Policy. [Appendix 14](#) outlines a template risk assessment that each school should have in place.
- 5.9.3. Any schools who own or rent a Mini-Bus are to ensure a suitable risk assessment is in place as well as completing the Mini-Bus routine inspections checklist. These documents are available at [Appendix 15](#) and [Appendix 16](#).
- 5.9.4. Any staff members who are approved to drive a Mini-Bus will have completed the driver documents checks ([Appendix 17](#)) providing evidence of relevant qualifications

## 5.10 Equipment

- 5.10.1. All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place –

maintenance schedules are managed by the Premises Officer/Site Manager/Heads of Department/SLT as appropriate.

**5.10.2.** When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards to ensure that it is fit for purpose and that all procedural checks have taken place prior to its use. These checks are the responsibility of the Head of Department/SLT/Site Manager/Premises Officer as appropriate.

**5.10.3.** All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

**5.10.4.** Storage areas will have restricted access where appropriate which is the responsibility of the Head of Department/SLT/Site Manager/Premises Officer

## **5.11 Electrical equipment**

**5.11.1.** All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely

**5.11.2.** Any pupil who handles electrical appliances does so under the supervision of the member of staff who so directs them

**5.11.3.** Any potential hazards will be reported in line with section **3.1** of this policy immediately

**5.11.4.** Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed

**5.11.5.** Only trained staff members can check plugs

**5.11.6.** Where necessary a portable appliance test (PAT) will be carried out by a competent person on an annual basis (internally trained members of staff and external contractors from the approved contractor list)

**5.11.7.** All isolators switches are clearly marked to identify their machine

**5.11.8.** Electrical apparatus and connections will not be touched by wet contact eg wet hands and will only be used in dry conditions

**5.11.9.** Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

## **5.12 PE equipment**

**5.12.1.** Pupils are taught how to carry out and set up PE equipment safely and efficiently, this will also be supervised by staff at all times

**5.12.2.** Staff undertaking physical education with pupils check that equipment is set up safely prior to its use

**5.12.3.** Any concerns about the condition of the gym floor or other apparatus will be reported in line with section **3.1** of this policy

**5.12.4.** Please see section 5.17 for manual handling

## 5.13 Display Screen Equipment

- 5.13.1. All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out, the risk assessment to be used is available at [Appendix 18](#). 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.
- 5.13.2. Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

## 5.14 Specialist equipment for pupils with medical needs/disabilities

- 5.14.1. Parents are responsible for the maintenance and safety of their children's wheelchairs
- 5.14.2. In school, staff are made aware of and promote the responsible use of wheelchairs
- 5.14.3. Oxygen cylinders are stored in a designated space as outlined by the Head Teacher, and staff are trained in the removal storage and replacement of oxygen cylinders
- 5.14.4. If staff have concerns in relation to the maintenance of specialist equipment, they must report concerns in line with section 3.1 of this policy
- 5.14.5. Please see Trust's Medication Policy for management of medicines for pupils within our schools

## 5.15 Lone Working

- 5.15.1. Lone working may include:
  - 5.15.1.1. Late working
  - 5.15.1.2. Home or site visits
  - 5.15.1.3. Weekend working
  - 5.15.1.4. Site Manager/Premises Officer duties
  - 5.15.1.5. Site cleaning duties
  - 5.15.1.6. Working in a single occupancy office
- 5.15.2. Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available
- 5.15.3. If lone working is to be undertaken, the line manager will be informed about this. For each member of staff that undertakes lone working a risk assessment will be in place to mitigate risk – the template risk assessment is available at [Appendix 19](#).
- 5.15.4. The lone worker will ensure that they are medically fit to work alone
- 5.15.5. The risk assessment will be reviewed annually

## 5.16 Working at Height

- 5.16.1. All schools will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work from the approved contractor list
- 5.16.2. Staff will also receive training on working at height in order to discharge duties effectively and safely
- 5.16.3. The Site Teams retains ladders for working at height
- 5.16.4. Pupils are prohibited from using ladders
- 5.16.5. Staff will wear appropriate footwear and clothing when using ladders
- 5.16.6. Contractors are expected to provide their own ladders for working at height
- 5.16.7. Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety and ensure that before and during use they follow the 'Working at Height' risk assessment
- 5.16.8. Access to high levels, such as roofs, is only permitted by trained persons internally or from the approved contractor list
- 5.16.9. All staff will be expected to complete a working at height training course, provided by the Trust

## 5.17 Manual Handling

- 5.17.1. It is the responsibility of individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they must ask for assistance.
- 5.17.2. The Head Teacher will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.
- 5.17.3. Staff and pupils are expected to use the following basic manual handling procedure:
  - 5.17.3.1. Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
  - 5.17.3.2. Take the more direct route that is clear from obstruction and is as flat as possible
  - 5.17.3.3. Ensure the area where you plan to offload the load is clear
  - 5.17.3.4. When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable
- 5.17.4. All staff will be expected to complete a manual handling training course in line with mandatory training requirements outlined at [Appendix 11](#).
- 5.17.5. Staff will instruct and guide pupils in relation to manual handling

## 5.18 Off-site Visits

- 5.18.1. In each school there will be a trained member of staff as the named Educational Visits Co-Ordinator (EVC)
- 5.18.2. When taking pupils off the school premises, the trip leader and EVC will ensure that:
  - 5.18.2.1. Risk assessments will be completed where off-site visits and activities require them, these are to be signed off by a qualified EVC and also the Head Teacher
  - 5.18.2.2. All off-site visits are appropriately staffed, with ratios appropriate for the age range and need eg SEND
  - 5.18.2.3. They take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
  - 5.18.2.4. There will always be at least one first aider on school trips and visits
- 5.18.3. For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate
- 5.18.4. For other trips, there will always be at least one first aider

## 5.19 Lettings

The Head Teacher will ensure that to those who hire any aspect of the school site or any facilities, they are made aware of the content of the school's health and safety policy, and their duties in relation to complying with the procedures

## 5.20 Violence at Work

- 5.20.1. The Trust will take a zero-tolerance approach to violence at work. It is our aim to ensure that staff are not subject to any danger at work
- 5.20.2. Violent or threatening behaviour towards staff will be dealt with robustly and all reasonable steps will be taken to avoid this in the workplace
- 5.20.3. All staff will report any incidents of aggression or violence (or near misses) directed to themselves in line with the reporting procedures outlined in section 3.2 of this policy. This applies to violence from pupils, visitors or other staff.

## 5.21 Smoking

Smoking is not permitted anywhere on the school premises

## 5.22 Infection Prevention and Control

- 5.22.1. All schools within the Trust are expected to follow national guidance published by Public Health England when responding to infection control issues
- 5.22.2. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable
- 5.22.3. Work spaces will be cleaned on a regular basis and staff are reminded that they should also clean toys and equipment frequently and thoroughly

## 5.23 Personal Protective Equipment

There are specific staff when during the course of their duties are expected to wear PPE – for example nappy changing/first aid duties. When undertaking such duties, staff must:

- 5.23.1. Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids as provided by the Head Teacher
- 5.23.2. Wear goggles/shields if there is a risk of splashing to the face
- 5.23.3. PPE is also required when handling cleaning chemicals
- 5.23.4. Staff must also wear personal protective clothing when handling soiled linen, any soiled items must be bagged to be sent home

## 5.24 Cleaning of Blood and Body Fluid Spillages

- 5.24.1. Those staff who are trained will clean up all spillages of blood, feces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment when doing so in line with section 5.23 above. Staff will also adhere to the risk assessment in place.
- 5.24.2. When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions as provided by the Head Teacher.
- 5.24.3. Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described in section 5.26.
- 5.24.4. The Head Teacher will ensure that spillage kits are available for blood spills

## 5.25 Laundry

For those staff who are responsible for laundry (cleaners, catering staff, PE staff etc), they must:

- 5.25.1. Wash laundry in a separate dedicated facility using the appropriate chemicals as provided by the school
- 5.25.2. Wash school owned soiled linen separately and at the hottest wash the fabric will tolerate

## 5.26 Clinical Waste

- 5.26.1. Always segregate domestic and clinical waste, in accordance with school procedures, specifically:
  - 5.26.1.1. Ensure that used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
  - 5.26.1.2. Remove clinical waste with a registered waste contractor
  - 5.26.1.3. Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

## 5.27 Animals

- 5.27.1. Some schools within the Trust will have animals in the learning environment, when having animals in the workplace staff must ensure that a number of steps are in place to mitigate any risk

- 5.27.2. Staff and pupils must wash hands before and after handling any animals
- 5.27.3. Keep animals' living quarters clean and away from food areas
- 5.27.4. Dispose of animal waste regularly, and keep litter boxes away from pupils
- 5.27.5. Supervise pupils when playing with animals
- 5.27.6. Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet
- 5.27.7. Head Teachers will ensure the appropriate risk assessment is in place for each type of animal that is in school

## 5.28 Pupils Vulnerable to Infection

- 5.28.1. Some medical conditions make some pupils vulnerable to infections that would rarely be serious in most children. The Head Teacher must ensure that there are local procedures in place so that they are fully aware of which pupils are vulnerable to infection
- 5.28.2. Those pupils who are vulnerable to infection are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought
- 5.28.3. Parents of those pupils vulnerable to infection will be advised by the school to seek advice from a medical practitioner in relation to their child having additional immunisations, for example for pneumococcal and influenza
- 5.28.4. For those pupils who are vulnerable to infection an individual health care plan (IHCP) should be in place that is shared and followed by staff within the school (as appropriate)

## 5.29 Exclusion Periods for Infectious Diseases

- 5.29.1. The school will follow recommended exclusion periods outlined by Public Health England – [Appendix 22](#).
- 5.29.2. In the event of an epidemic/pandemic, the Trust will follow advice from Public Health England, the Department for Education, the Health & Safety Executive and LA Guidelines about the appropriate course of action
- 5.29.3. Trust Head Teachers are expected in these types of events to work closely with the Trust and play a key role in developing the Trust response and health and safety plans

## 5.30 New and Expectant Mothers

- 5.30.1. Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant, these are to be signed off by the line manager completing the risk assessment and the Head Teacher. The template risk assessment is available at [Appendix 20](#).
- 5.30.2. In a rare event where an expectant mother is exposed to an infectious disease within the workplace that can specifically carry risk towards the pregnancy, they will be informed by the school to contact their medical practitioner immediately.

5.30.3. Information on breast feeding facilities for new mothers is available in the Trust's Family Friendly Policy

## 5.31 Occupational Stress

5.31.1. The Trust are committed to promoting health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment should it be required – the Trust's Stress Risk Assessment is available at [Appendix 21](#).

5.31.2. Head Teachers are responsible for responding to individual concerns and monitoring staff workloads and will seek advice from the Trust's HR Department in such circumstances

5.31.3. Please also refer to the Trust's Health and Wellbeing Policy for further information

## 5.32 Reporting to the Health and Safety Executive

5.32.1. The Head Teacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7)

5.32.2. The Head Teacher will report these to the Estates & IT Manager who will inform Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident

5.32.3. Reportable injuries, diseases or dangerous occurrences include:

5.32.3.1. Death

5.32.3.2. Specified injuries. These are:

5.32.3.2.1. Fractures, other than to fingers, thumbs and toes

5.32.3.2.2. Amputations

5.32.3.2.3. Any injury likely to lead to permanent loss of sight or reduction in sight

5.32.3.2.4. Any crush injury to the head or torso causing damage to the brain or internal organs

5.32.3.2.5. Serious burns (including scalding)

5.32.3.2.6. Any scalping requiring hospital treatment

5.32.3.2.7. Any loss of consciousness caused by head injury or asphyxia

5.32.3.2.8. Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

5.32.3.3. Work related injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days

5.32.3.4. Where an accident at in the workplace leads to someone being taken to hospital

5.32.3.5. Where something happens that does not result in an injury, but could have done

5.32.3.6. Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

5.32.3.6.1. The collapse or failure of load-bearing parts of lifts and lifting equipment

5.32.3.6.2. The accidental release of a biological agent likely to cause severe human illness

5.32.3.6.3. The accidental release or escape of any substance that may cause a serious injury or damage to health

5.32.3.6.4. An electrical short circuit or overload causing a fire or explosion

### **5.33 Notifying parents (EYFS Compulsory)**

The Class Teacher will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### **5.34 Reporting Child Protection Agencies (EYFS Compulsory)**

The Head Teacher will notify the Trust who will notify the relevant child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

### **5.35 Reporting to Ofsted (EYFS Compulsory)**

The Head Teacher will notify the Trust who will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

### **5.36 Training**

5.36.1. All new staff are provided with health and safety training as part of their induction process, see [Appendix 11](#).

5.36.2. Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training by the school

## Appendices

Please use the below links to access the various appendices.

These can all be accessed directly through the All Staff SharePoint Site under:  
Policies > H&S > H&S Policy Appendices

or by following this direct link ([H&S Appendices](#)):

[Appendix 1 – Reporting Health & Safety Concerns](#)

[Appendix 2 – Reporting Incidents Flow Chart](#)

[Appendix 3 – Incident Reporting Form](#)

[Appendix 4 – Organisational Chart](#)

[Appendix 5 – Table of Delegation of Specific Duties](#)

[Appendix 6 – Statutory policies required by education legislation](#)

[Appendix 7 – H&S Checklist for Classrooms](#)

[Appendix 8 – H&S Checklist for Specialist Classrooms](#)

[Appendix 9 – H&S Checklist for Offices](#)

[Appendix 10 – H&S Annual Audit](#)

[Appendix 11 – Training Schedule](#)

[Appendix 12 – Personal Emergency Evacuation Plan \(PEEP\) Template](#)

[Appendix 13 – Fire Safety Checklist](#)

[Appendix 14 – Transporting Pupils Risk Assessment Template](#)

[Appendix 15 – Driving a Mini Bus Risk Assessment Template](#)

[Appendix 16 – Mini Bus Procedure & Routine Inspections Checklist](#)

[Appendix 17 – Driver Document Checks](#)

[Appendix 18 – Display Screen Equipment \(DSE\) Checklist](#)

[Appendix 19 – Home Visit Procedure & Risk Assessment Template](#)

[Appendix 20 – New & Expectant Mothers Risk Assessment Template](#)

[Appendix 21 – Stress Risk Assessment Template](#)

[Appendix 22 - Recommended absence period for preventing the spread of infection](#)

[Appendix 23 – Headteacher Disclaimer](#)

[Appendix 24 – Staff Disclaimer](#)