

<b>RESPONSIBLE PERSON(S):</b>	CHIEF EXECUTIVE HEADTEACHERS
<b>CURRENT VERSION:</b>	003
<b>DATE APPROVED:</b>	06/12/2019
<b>REVIEW CYCLE:</b>	EVERY YEAR
<b>NEXT REVIEW DATE:</b>	DECEMBER 2020

### **REVIEW**

The Board of Trustees have reviewed and agreed this policy in accordance with the legal requirements and/or recommendations of good practice.

Having agreed the policy, the Trustees undertake to review or amended the policy if the:

- Government or local authority, i.e. Oxfordshire County Council, produce new or revised regulations and/or guidance;
- Trust identifies and recommends changes which will serve to improve the policy, support the implementation of the policy and/or the related policy processes.

### **APPROVED BY THE BOARD OF TRUSTEES**

Chair of Trustees: Jonathan Hopkins      Signature: Jonathan Hopkins

Chief Executive: Fiona Hammans      Signature: Fiona Hammans

### **RESPONSIBLE BODY**

Within this policy “responsible body” means the Trust and/or Trustees of the Abingdon Learning Trust. The responsible body will endeavour to ensure that the level of related training, support, financial and non-financial resources are adequate to fulfil the responsible body’s functions in respect of this policy.

### **RESPONSIBLE PERSONS**

The responsible persons accept the responsibility and accountability, delegated to them by the responsible body, and undertake to ensure adherence to, and the implementation of this policy and associated plans.

### **RESPONSIBLE PERSON’S NOMINATED PERSON(S)**

The responsible person’s nominated person(s), i.e. Business Manager/Premises and/or Facilities Manager/Caretaker is considered by the responsible person to be a competent person, accepts responsibility and accountability, delegated to them by the responsible person, and undertakes to ensure adherence to, and the implementation of this policy and associated audits/checklists and plans.

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## 1.0 INTRODUCTION

The “Health & Safety at Work etc. Act 1974” (HASAW) and subsequent regulations place obligations upon employers, their employees, and the self-employed, in respect of measures to safeguard everyone involved in, or affected by, work activities.

These obligations have been developed during the years since the original HASAW and through the issuing of regulations and approved codes of practice.

This process of development may be expected to continue and has been given additional impetus through the embodiment into UK law of EC Directives, of which the “Management of Health & Safety at Work Regulations 1999” is a significant example.

This Health & Safety policy serves the dual purpose of drawing together into one document those procedures and guide-lines which have been developed within the school in response to the regulations that currently apply and a framework for future developments and updating that may apply as necessary.

Responsibility for the production, updating, and development of this policy lies with the Chief Executive Officer, but the actual updating and amendment may be delegated.

All employees and contractors are required to be familiar with this policy, to understand it and to act in accordance with its requirements.

All employees and contractors have a legal obligation to work and act with due regard to the Health & Safety of themselves and others, to co-operate in complying with statutory duties, and not to intentionally or recklessly misuse anything provided by the school in the interests of health, safety and welfare.

- 1.1 This policy is issued with the authority of the Chief Executive Officer and its requirements are binding upon all employees.

## 2.0 HEALTH & SAFETY POLICY STATEMENT

The Chief Executive Officer fully accepts their responsibilities under the “Health & Safety at Work Act 1974” to provide the resources to ensure the health, safety and welfare of both staff and pupils.

- 2.1 The responsible body is committed to identifying, then eliminating or controlling, any hazards encountered in their schools or on school sites.
- 2.2 The Chief Executive Officer will monitor this policy and revise it as necessary, through the appropriate committee of the Trust Board.
- 2.3 The responsible body is committed to the Health & Safety of others, not employed by the responsible body, who may be affected by the activities of the school, including pupils, helpers, visitors, contractors on site.
- 2.4 This statement, together with the policy, will be communicated to all members of staff via the responsible body’s internal communication system and through induction training for new staff. A copy of the policy is available on each of the responsible body’s school websites.

### 3.0 **ROLES & RESPONSIBILITIES: TRUSTEES**

Trustees of the responsible body are collectively liable and responsible for ensuring that the responsible body's Health & Safety is developed maintained, consistently implemented and adhered to by all persons on the responsible body's premises and sites. Through such measures, the Trustees will be discharging their legal requirement of ensuring the health, safety and welfare of the school's employees and the Health & Safety of those not in their employment i.e. pupils, parents, visitors and contractors.

3.1 The Trustees must also ensure that the responsible person(s) operate safe school premises with safe equipment, materials and substances.

3.2 The Trustees also ensure adherence to policy, procedures, protocols and standards.

3.3 To ensure the above, Trustees and members of Local Academy Boards will periodically inspect schools and ask questions of, whom they so wish, to check and ensure compliance with responsible body's Health & Safety policy.

### 4.0 **ROLES & RESPONSIBILITIES: HEADTEACHER**

As the responsible person, the Headteacher is responsible for ensuring the health, safety and welfare of all the employees, pupils, visitors and contractors in their school. The responsible person may be delegate such responsibility to nominated and competent person(s), but in delegating such responsibilities and duties the responsible person maintains overall leadership and management responsibility for ensuring, maintaining and evidencing compliance with the requirements of the Health & Safety policy.

4.1 Headteacher duties also include activities organised on behalf of the school but being undertaken away from the school site.

4.2 The Headteacher is responsible for:

- a) ensuring compliance with Health & Safety law and all Health & Safety related matters within and affecting their school premises and site(s)
- b) ensuring effective communications on Health & Safety matters exist between the school and the Children's Service Safety Advisers;
- c) providing the responsible body with an annual report on matters affecting Health & Safety within the school;
- d) together with school staff, assessing and controlling the risks to persons, from hazards within the school, and any of its activities, wherever they are undertaken;
- e) providing equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained;
- f) ensuring hazardous substances, i.e. cleaning substances, are properly used, stored, labelled and disposed of;
- g) maintaining first aid and accident reporting systems that are suitable for the school;
- h) determining the Health & Safety training need of employees and arranging for the delivery of relevant training;
- i) bringing to the attention of the responsible body, any matter of Health & Safety that cannot be resolved or is of substantial or imminent danger to any person;
- j) liaising with contractors, or their representative undertaking work on the school site, to ensure the health and safety of any persons exposed;

- k) ensuring arrangements for fire prevention within the school are adequate and that suitable arrangements are in place for testing the fire alarm systems, firefighting equipment, emergency lighting etc. and that records are maintained;
- l) ensuring adequate fire drills, and intruder drills are carried out and their results recorded;
- m) keeping the responsible body's Health & Safety policy under review and bring any proposed amendments to the notice of members of the Local Academy Board and the Chief Executive and the Responsible Body;
- n) ensuring that adequate emergency procedures exist in relation to fire, gas leak, intruder etc.;
- o) reviewing risk assessments undertaken by staff.

#### 5.0 **ROLES & RESPONSIBILITIES: SLT MEMBER**

A member of the Senior Leadership Team, is assigned responsibility for reviewing risk assessments for Educational Visits.

In addition to the duties outlined above for the SLT member, they will also assume the duties of the Headteacher when deputising for the Headteacher in matters of Health and Safety. It is therefore important that the SLT member is fully familiar with all aspects of the Health & Safety policy. The SLT member is responsible for arranging any necessary training identified through appraisals to meet Health & Safety requirements.

#### 6.0 **ROLES & RESPONSIBILITIES: HEALTH & SAFETY CO-ORDINATOR**

The Health & Safety Co-ordinator is responsible to the Headteacher in each school for the following Health & Safety matters:

- a) co-ordinating fire and emergency response procedures;
- b) conducting generic risk assessments for all areas of the school not addressed by specific activity or area fire assessments;
- c) assisting in the Trust's annual Health & Safety Audit and inspection of the school and in reporting findings to the Headteacher, CEO and Local Academy Board.
- d) conducting routine Health & Safety inspections to assess progress on the results of the annual Health & Safety Audit and Inspection (report to be forwarded to the appropriate Compliance Committee meeting);
- e) receiving all RIDDOR reportable accident information, and take appropriate action (including liaison with the HSE);
- f) monitoring and recording Health & Safety issues, including collation and recording of accident statistics;
- g) ensuring Health & Safety reviews and inspections are carried out in a timely and responsible manner aligned to the legislative requirements;
- h) assisting in the maintenance and updating of all relevant Health & Safety documentation and policies;
- i) liaising with the Facilities Manager to ensure contractors comply with (internal and external) Health & Safety requirements;
- j) liaising with external and internal persons that have a Health & Safety responsibility.

#### 7.0 **ROLES & RESPONSIBILITIES: TEACHERS**

- a) Teachers are responsible for the creation and completion of risk assessments for educational visits and class based activities, these are to be reviewed by the Headteacher.

## 8.0 ROLES & RESPONSIBILITIES: ALL EMPLOYEES

All employees are to be familiar with the organisation's Health & Safety policy and:

- a) ensure that they work in a safe manner and without risking injury to themselves, pupils, other staff or visitors;
- b) co-operate with their employer by adhering to the Health & Safety policy and related policies, advice, instructions, protocols and procedures;
- c) reporting any unsafe practices;
- d) contributing to achievement, adherence to and improvement of Health & Safety standards;
- e) need to access manual handling training on an annual basis, on smart log, to risk assess an activity prior to lifting an item, this may be done on the job rather than a written risk assessment;
- f) adhere to the organisation's associated Health & Safety policies, e.g. Lone Working Policy.

## 9.0 ROLES & RESPONSIBILITIES: SITE MANAGER

The Site Manager will ensure:

- a) staff within their control are adequately trained or instructed to perform the duties for which they are employed;
- b) the COSHH assessments have been carried out, are up to date, and the assessment sheets are available to staff who need them;
- c) all staff using chemicals have been informed of the dangers from the chemicals they use and the control measures that are in place to prevent them from being harmed;
- d) all staff using chemicals are informed of the first aid treatment required in the event of them coming into contact with the chemicals;
- e) risk assessments have been carried out on all hazardous activities undertaken by the department i.e. using ladders, entering boiler rooms etc.
- f) responsible for ensuring all necessary statutory maintenance and testing is undertaken with regards to Health & Safety.
- g) responsible for inducting new staff with regards to manual handling and facilitates refresher training.

## 10.0 TRUST HEALTH & SAFETY REPRESENTATIVES

- a) The Trustees, Headteachers and members of the Local Academy Boards recognise the role of the Health & Safety Committee.
- b) As there is no Union appointed Health & Safety representatives the Headteachers will appoint representatives of the Health & Safety Committee in consultation with staff.
- c) Health & Safety Representatives must be allowed to:
  - investigate accidents and potential hazards;
  - investigate complaints about matters relating to health, safety and welfare;
  - make representations to the employer about such matters arising from such complaint, and such investigation and on general issues affecting health, safety and welfare in the workplace;
  - carry out inspections within directed time, but wherever practicable outside of teaching time.

## 11.0 HEALTH & SAFETY COMMITTEE

- a) The Health & Safety Committee, which reports to the CEO, meet on a regular basis regarding Health & Safety across the Trust, to review any concerns raised, review risk assessments, review all works completed .

- b) The Health & Safety Committee is comprised of the following representatives:
- Local Academy Board Member;
  - Headteachers;
  - Deputy Headteacher;
  - Health & Safety Co-ordinator
  - Site Managers;
  - Staff representative;
  - Employee trade union representative is welcomed

#### 12.0 VISITORS TO THE SCHOOL (INCLUDING PARENTS)

- a) All visitors to the school will sign in at the reception.
- b) Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the school.
- c) Hirers of the school premises must be made aware of their obligations in relation to Health & Safety when making the booking.
- d) Whilst on site, all visitors must wear a school visitor's badge.
- e) Temporary teaching staff on cover duties will be required to indicate their presence in the school by reporting to reception.
- f) If a member of staff meets someone on site who they do not recognise and is not wearing a Visitors badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the school reception or off the site, as appropriate.
- g) 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.

#### 13.0 CONTRACTORS

- a) All contractors to the school will sign in at the reception.
- b) No contractor may undertake work on the school site without permission from the Site Manager, other than in an emergency e.g. fire, flooding or to make safe following theft/vandalism.
- c) Contractors are responsible for the Health & Safety of their employees and for their safe working practices, which must not constitute a hazard to staff, pupils and visitors to the school.
- d) Whilst on site, all contractors must wear a school contractor's badge. Cleaning contractors' employees must wear an identification uniform or an identify badge at all times.

#### 14.0 HEALTH & SAFETY EDUCATION

- a) The DfE has published guidance for schools on Safety Education, which the responsible body will adopt. This guidance shows how the curriculum for Personal, Social and Health Education (PSHE) can address the issue of accidental injury and death in children and young people.
- b) One of the aims of PSHE is to enable children to apply personal and social skills to a range of contexts in their lives. Skills in risk assessment learned in relation to preventing accidents are transferable to other issues.
- c) This DfE guidance also sets out the general teaching requirement for Health & Safety in relation to science, design and technology, information and communication technology, art and design, and physical education.

#### 15.0 **HEALTH & SAFETY ARRANGEMENTS: FIRE SAFETY**

- a) Appropriate procedures for ensuring that Health & Safety precautions are properly managed will be formulated and disseminated to all staff. These procedures will include fire drills.
- b) Each school will have a Fire Emergency Plan.
- c) The school's evacuation procedure will be prominently displayed in all teaching rooms, offices and curriculum areas. All staff and students must be fully conversant with the procedures for evacuation of the premises in case of a fire/bomb threat. Evacuation procedures will be tested each term. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.
- d) All firefighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested weekly from different points when the site is not in use and records maintained. All emergency lighting will be tested six monthly and records maintained.

#### 16.0 **HEALTH & SAFETY ARRANGEMENTS: ASBESTOS MANAGEMENT**

- a) The responsible body acknowledges and accepts its responsibilities under the Health & Safety at Work etc. Act 1974, the Management of Health & Safety at Work Regulations 1999, the Control of Asbestos Regulations 2012 and any other regulations appertaining to asbestos.
- b) The responsible body will do all that is reasonably practicable to protect school employees and others from the risk to health from exposure to asbestos fibre when using School buildings.
- c) The responsible body's Asbestos Management Policy can be found on the schools websites.
- d) Asbestos management files are maintained on schools' premises.

#### 17.0 **HEALTH & SAFETY ARRANGEMENTS: REPORTING ACCIDENTS**

- a) All accidents to staff, pupils and visitors must be reported, in writing, using the Academy's Accident Report Book. Certain accidents must be reported to the Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The first aider will use the on line reporting system for this purpose.

#### 18.0 **HEALTH & SAFETY ARRANGEMENTS: COPING WITH THE SUDDEN DEATH OF A PUPIL**

- a) A copy of the DfE guidance notes on coping with the sudden death of a pupil is available and will be followed.

#### 19.0 **HEALTH & SAFETY ARRANGEMENTS: FIRST AID**

- a) First Aid can save lives and prevent minor injuries becoming major ones. Under Health & Safety legislation, employers are required to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. For the School Administration of Medicines please refer to policy.
- b) The responsible body will adopt the DfE good practice guide, Guidance on First Aid for Schools <http://media.education.gov.uk/assets/files/pdf/g/qfas.pdf>
- c) The responsible person should ensure that the number of certified first aid trained staff will not, at any time be less than the number required by law. In addition, supplies of first aid material will be held at various locations throughout schools with



access points clearly labelled. These supplies will be checked on a regular basis by a qualified first aider.

- d) For information on the administration of medicines see the responsible body's policy: Supporting Pupils with Medical Conditions.

#### **20.0 HEALTH & SAFETY ARRANGEMENTS: WELLBEING**

- a) The Headteachers or the responsible body's Head of HR can be contacted for additional support or referral to Occupational Health if required, please refer to Wellbeing Policy.

#### **21.0 HEALTH & SAFETY ARRANGEMENTS: LONE WORKING**

- a) A lone worker is someone who spends some or all of their working hours working alone. This may occur during normal working hours at an isolated location within the school or working outside normal school hours.
- b) The policy of the responsible body is that lone working should be avoided whenever and wherever possible, please refer to policy.

#### **22.0 HEALTH & SAFETY ARRANGEMENTS: DISPLAY SCREEN EQUIPMENT**

Regular users of DSE equipment need to complete a risk assessment, this may be online through Smartlog or by other means.

#### **23.0 HEALTH & SAFETY ARRANGEMENTS: HEALTH & SAFETY TRAINING**

Staff will be requested annually to complete Manual Handling, Fire Awareness and Asbestos Training. This may be online training through Smartlog, or by other means, and staff will be informed through school emails.

#### **24.0 HEALTH & SAFETY ARRANGEMENTS: EQUIPMENT**

- a) Protective clothing/gloves/masks/helmets must be provided and used by the Site Manager when required. Visitors must be provided with protective clothing if appropriate.
- b) The following equipment must be checked annually by approved inspectors or an appropriately trained person:
- All electrical appliances
  - Fixed gymnasium equipment
  - When new equipment is purchased, it is the responsibility of the Trust Site Managers to ensure that it meets appropriate standards and that its installation and use conforms to Health & Safety requirements.
  - Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label.
  - The Trust Site Managers must ensure all school maintenance is carried out for all equipment annually.
  - All plant and equipment is to be maintained in line with recognised best practice and statutory requirements.
  - All electrical equipment should be PAT tested, once a new electrical item is bought into school the Site Manager needs to be informed who will carry out an initial test.

## 25.0 HEALTH & SAFETY ARRANGEMENTS: FLAMMABLE AND HAZARDOUS SUBSTANCES

- a) Within curriculum areas (in particular Science, Design and Technology and Art) Heads of Faculties are responsible for the control of substances hazardous to health and ensuring that model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.
- b) Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "Control of Substances Hazardous to Health Regulations 2004" (the "COSHH" Regulations). Responsibility for this lies with the Head or Premises Manager depending on the nature of the substance with reference to the Head of Science.

In all other areas, the Academy's nominated person responsible for substances hazardous to health is the Premises Manager.

The Headteacher and Premises Manager will ensure that:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- Risk assessments are conducted for the use of hazardous substances
- All chemicals are appropriately and securely stored out of the reach of children
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers)
- Suitable personal protective equipment (PPE) has been identified and available for use

PPE is to be provided free of charge by the Academy where the need is identified as part of the risk assessment.

## 26.0 HEALTH & SAFETY ARRANGEMENTS: HOUSEKEEPING

- a) The External Provider will monitor the cleaning standards of the cleaners. The Trust Site Manager, will provide regular feedback on the quality of the service and monitor agreed forward plans.
- b) The Site Manager will monitor the efficiency of the waste collection service.

## 27.0 HEALTH & SAFETY ARRANGEMENTS: VISITS

- a) Educational trips and visits must be organised in accordance with the Trust's "Off Site Procedures".
- b) School trips are co-ordinated by the schools' Educational Visits Co-ordinators, reference documents can be found on at each school.

## 28.0 HEALTH & SAFETY ARRANGEMENTS: NEW & EXPECTANT MOTHERS

- a) A risk assessment will be carried out for new and expectant mothers as necessary.

## 29.0 HEALTH & SAFETY ARRANGEMENTS: LETTINGS POLICY

- a) See schools' lettings policy.

### **30.0 HEALTH & SAFETY ARRANGEMENTS: SECURITY**

- a) All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept secure at all other times.
- b) Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors.

### **31.0 HEALTH & SAFETY ARRANGEMENTS: CRITICAL INCIDENTS**

- a) As part of its commitment for the well-being of staff, students and visitors, the responsible body has set out a procedure which is to be adopted in the event of a critical incident occurring either on the school premises/site or on an activity away from the school site.

### **32.0 DISABILITY DISCRIMINATION STATEMENT**

- a) It is unlawful to discriminate against disabled people.
- b) A person is considered disabled if they have a mental or physical impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.
- c) A school discriminates if:
  - It treats a disabled person or prospective person less favourably than another for a reason related to their disability and without justification.
  - It fails, without justification to make reasonable adjustments which require the school to think ahead, anticipate the barriers disabled people may face and remove them before a disabled person is placed at a substantial disadvantage.

**END**