



# **HEALTH AND SAFETY POLICY 2020-21**

**Version 1.0**

**Reviewed: Annually  
Reviewer: COO**

## Version History

<b>Version</b>	<b>Date Approved by Trust Board/Chair of Trust Board</b>	<b>Changes Made</b>
1.0	18 November 2020	Esteem
1.1	5 January 2021	Addition of bespoke School - St Clare's Version of the Esteem Policy

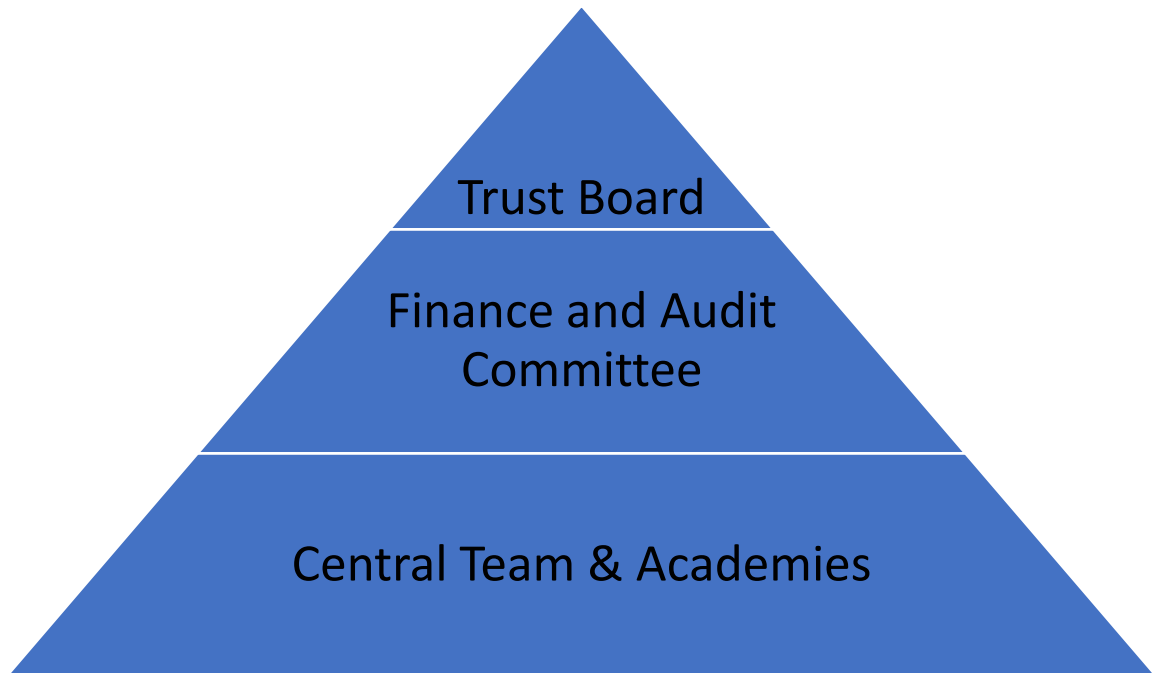
<b>Health and Safety Policy</b>	
<b>Date Policy Reviewed / Developed:</b>	November 2020
<b>Title:</b>	<b>EMAT Health and Safety Policy</b>
<b>Summary of Policy:</b>	<ul style="list-style-type: none"> <li>• It is a statutory requirement for the Trust to have a Health and Safety Policy</li> <li>• The policy will ensure that the Trust conducts its operations in such a manner as to ensure the health, safety and welfare of all its employees, pupils, contractors, volunteers, clients, the general public and others while working and studying on any of its premises and outside of its premises whilst engaged in associated activities.</li> </ul>
<b>Policy Author:</b>	Mandy Lee – Chief Operating Officer
<b>Policy First Agreed By: Trust Board/CEO/Committee</b>	Agreed By: Finance and Audit Committee      Date: 18 November 2020
<b>Author: Contact details:</b>	alee@esteemmat.co.uk
<b>Additional documents/references related to this policy:</b>	Appendices: Health and Safety Audit document & Health and Safety Action Plan template Trust and Academy risk registers Trust and Academy Business Continuity and Emergency Plans Educational Visits Policy Lone Working Policy Manual Handling Policy Supporting Pupils with Medical Conditions Policy Risk Assessments
<b>Academy Specific / MAT wide</b>	MAT wide policy – with Academy specific arrangements
<b>Review Period:</b>	12 months
<b>Date Review Due:</b>	18 November 2021

# 1. Introduction

- 1.1** It is the policy of Esteem Multi Academy Trust (EMAT) to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, pupils, contractors, volunteers, clients, the general public and others while working and studying on any of its premises and outside of its premises whilst engaged in associated activities.
- 1.2** EMAT will ensure, so far as is reasonably practicable, that:
- its premises provide a healthy and safe working environment for all pupils, staff, volunteers, clients, temporary contractors and the general public
  - there are safe systems of work for all staff and pupils
  - suitable and sufficient work equipment is provided
  - there are adequate welfare arrangements
  - information, instruction, training and supervision is provided to employees to ensure their competency to perform their tasks.
- 1.3** EMAT recognises its responsibility to provide adequate control of the health and safety risks arising from academy and client's activities. An assessment of risks will be made where a significant risk has been identified. All reasonably practicable measures will be put in place to manage risks and ensure activities or tasks can be conducted in a safe manner.
- 1.4** Whilst day to day management of Health and Safety can be delegated to the individual academy, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the EMAT Trust Board.
- 1.5** Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. Employees are encouraged to play a positive role in developing and maintaining a healthy and safe working environment and to report health and safety concerns as appropriate. EMAT commits to implementing the Health & Safety at Work etc Act 1974 and UK Statutory Instruments, as well as any future health and safety legislation. EMAT's competent health and safety representative will provide to the schools' leadership regular information on updates, changes and arrangements, about any revisions to safety legislation.
- 1.6** EMAT supports the view that a positive health and safety culture is of significant benefit to the good performance and safety of all academies. A positive and proactive approach for pupils will be encouraged, supported and developed through risk education and awareness. Furthermore, it is recognised that Health & Safety is an important element of Safeguarding within the EMAT quality assurance and school improvement framework. The organisational structure will ensure that sufficient resources are available so that the policy and its arrangements can be implemented effectively.

- 1.7 Formal amendment to this policy will be conducted annually or as necessary to reflect changes in the Trust's strategy, UK or EU law and any changes will be brought to the attention of all staff.

## 2. Organisation and Responsibilities



- 2.1 The Health and Safety at Work etc. Act 1974 places ultimate and overall responsibility for health and safety with the EMAT Trust Board. However, each academy, supported by the EMAT central team, will manage its own Health and Safety procedures which fully integrate with this Policy, as described in the arrangements section. Headteachers and Local Governing Boards are responsible and accountable for the implementation of and compliance with this policy within their academy, although health and safety roles and responsibilities can be delegated to other academy staff. Management and monitoring mechanisms are in place to provide an overview of statutory compliance.

### **Trust Board**

- 2.2 The Trust Board, as a corporate body, has the responsibility to set the strategic direction and objectives of all health and safety matters across the Trust.
- 2.3 The Trust Board is responsible for ensuring that high standards of corporate governance are maintained. In the context of health and safety, it discharges these

responsibilities by adopting an annual plan, monitoring EMAT safety management systems and managing the Trust risk register. The overall aim is to ensure a positive health and safety culture is established and maintained across the Trust.

**2.4** The Trust Board must ensure that all reasonable steps have been taken to promote good occupational health and reduce the possibility of accident or injury to staff, pupils and/or visitors.

**2.5** The EMAT Trust Board's responsibilities are to:

- Ensure that each member of the Trust Board accepts their individual role in providing health and safety leadership for the EMAT.
- Ensure that it formally and publicly accepts its collective role and responsibility in providing health and safety leadership for the EMAT.
- Ensure that its decisions reflect its health and safety intentions, as articulated in the Health and Safety Policy statement.
- Provide strategic direction in health and safety matters.
- Ensure that EMAT suppliers and contractors have been appropriately vetted for health and safety standards
- Ensure that the Finance and Audit Committee is effectively discharging its delegated responsibilities in terms of health and safety.
- Ensure that a proportionate and prioritised risk management system for the Trust is implemented and monitored.
- Ensure systems and processes are in place to ensure the Trust is compliant with its obligations in the management of fire risk, asbestos, legionella, electrical safety and other areas of health and safety.
- Ensure that each academy has an effective business continuity and emergency plan in place.
- Confirm that there have been no instances of material irregularity, impropriety, lack of integrity or negligence of health and safety statutory instruments.
- Ensure effective safeguarding of children is in place across the Trust.
- Ensure that adequate resources are committed to the management of health and safety.

### **Finance and Audit Committee**

**2.6** The Finance and Audit Committee's responsibilities are to review, recommend to the Board and implement the Trust health and safety plan; identify and manage risk at all levels of the Trust and keep the Trust Board informed on all health and safety matters.

**2.7** The Committee's responsibilities are to:

- Inform and advise the Board of Trustees on:
  - review of the health and safety policy

- risk mitigation
- recommendations from health and safety audits and compliance audits
- incidents reportable to the Health & Safety Executive under the 'Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR)' guidelines.
- Monitor and report to the Trust Board on the effectiveness of the Trust's health and safety systems.
- Ensure that there are adequate communication and co-operation channels between all levels of the Trust and relevant third parties, in the context of this policy.
- Ensure that the health and safety policy and adequate health and safety management systems are in place within every school.

### **Chief Executive Officer**

#### **2.8** The CEO must:

- Ensure that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety across the Trust
- Consider the impact of health and safety in all strategic and operational decision making.
- Ensure that the Trust culture promotes a shared responsibility for health & safety

### **Chief Operating Officer**

**2.9** The EMAT COO is the conduit between the Finance and Audit Committee and the senior EMAT employees with responsibility for health and safety within schools across the Trust and as such is responsible for ensuring that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions.

**2.10** The COO is responsible for managing health and safety arrangements pertaining to buildings and grounds - including building works, contract management, maintenance, and compliance in such areas as fire protection, asbestos management, electrical installations and control of legionella.

#### **2.11** The COO must:

- Monitor findings from Health and Safety audits, compliance audits, inspection audits, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, and implement changes to policy and procedures where required.

- Implement and monitor an informed, proportionate and prioritised risk management system for the Trust.
- Ensure there is an effective accident reporting and investigation procedure across the Trust.
- Ensure that the Trust and its constituent academies have adequate business continuity plans in place, including emergency plans and procedures for the safe evacuation and lock down of the Trust's premises.
- Agree with the Finance and Audit Committee a programme of health and safety inspections.
- Be the point of contact with the Trust's appointed Health & Safety external competent person and ensure that the arrangement is fit for purpose and represents good value for money
- Ensure effective arrangements are in place for carrying out and recording compliance inspections, surveys and risk assessments
- Ensure that when awarding contracts, health and safety is included in specifications & contract detail and contractors are provided with a copy of the Trust Health & Safety Policy
- Ensure that the correct procedures for awarding, checking competency, managing, monitoring and auditing all compliance contracts and maintenance service agreements on academy premises are accurately carried out.
- Ensure that school asbestos registers and asbestos management plans are maintained and readily available.
- Ensure that building projects comply with the Construction (Design and Management) Regulations 2015 (CDM 2015 Health and safety information is provided to contractors e.g. asbestos register, underground services, floor loading, safe working loads, school activities - ensuring safeguarding requirements are met.

### **Local Governing Board (LGB)**

- 2.12** The LGB has ultimate responsibility for health and safety matters in the academy but will delegate day-to-day responsibility to the headteacher.
- 2.13** The LGB has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the academy premises.

### **Headteacher (COO for Trust central staff and facilities)**

- 2.14** Each Headteacher is responsible for the implementation of and compliance with this policy within their academy, ensuring that a positive health and safety culture is encouraged and developed within the academy, and that all staff and students understand their responsibilities and adhere to the EMAT Health and Safety Policy
- 2.15** The Headteacher is responsible for:



- Ensuring that Health and Safety arrangements within the school are aligned to the Health and Safety Policy
- Appointing a named Health & Safety contact for the school (who may be the Headteacher)
- Ensuring that there are effective arrangements in place for business continuity along with an emergency plan and/or relevant emergency procedures.
- Communicating the policy and other appropriate health and safety information to all relevant people within the school, including occasional consultants, volunteers, visitors and contractors
- Ensuring that an investigation is carried out by a competent person, following an accident or incident, liaising with appropriate authorities and third parties as necessary
- Ensuring that Health and Safety matters are monitored and reported to the Local Governing Body at least twice a year.
- Ensuring that the academy has a Health and Safety sub group / committee and that the Local Governing Board has a nominated link governor for Health and Safety who is a member of that group.
- Reporting to the COO any hazards which cannot be rectified within the establishment's budget.
- Ensuring that risk assessments are undertaken for any activity that has significant associated hazards, that a written record of these assessments is kept and shared with all relevant staff and that they are reviewed at least annually
- Ensuring that all staff complete mandatory health & safety and other related training
- Ensuring that the academy appoints a named Educational Visits Co-ordinator, who has received relevant training to carry out the role (where educational visits are carried out by the school) and that each visit has a named leader and deputy leader.
- Ensuring that there are effective health and safety management arrangements for educational visits and authorising all education visits
- Appointing a named first aid co-ordinator and administrator of medication for the school and ensuring that there is an adequate number of appropriately trained first aiders in the school.
- Ensuring that the academy has an up to date 'Supporting Pupils with Medical Conditions' policy in place and that staff are trained and supported with its implementation.
- Ensuring that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students and visitors.
- Informing the COO and the Trust's external competent person of all RIDDOR reportable incidents within 24 hours of the incident occurring.

### **Other Employee Duties**

**2.16** Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

**2.17** All employees have a responsibility to:

- Comply with the Health and Safety Policy
- Carry out health & safety related training as instructed
- Report all accidents and near misses
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the schools' arrangements for health and safety.
- Co-operate with the academy's leadership and management on all matters relating to health and safety.
- Inform the schools management if something happens that might affect their ability to work safely, eg suffering an injury, taking prescribed medication, or becoming pregnant etc.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

### **First Aid Co-ordinator**

**2.18** The First Aid Coordinator will be responsible for:

- Maintaining academy records of first aid support given to staff and pupils.
- Maintaining first aid kit stocks and records in conjunction with administrative staff, collecting data including administration of medication, Personal Health Plans, consent forms and medication retained, and keeping it up to date at all times.
- Checking that all medication held on the academy site is stored and labelled appropriately and is within its use by date.

### **Educational Visits Co-ordinator**

**2.19** The Educational Visits Coordinator's responsibilities are to:

- Co-ordinate off-site visits and ensure that effective health and safety management arrangements are in place for pupils, staff and volunteers.
- Ensure that suitable risk assessments have been recorded for the activity and suitable and sufficient actions and procedures have been implemented.
- Ensure that advice from the inclusion lead is sought if applicable for individual pupils.

- Communicate all relevant information and arrangements to providers of off-site visits, staff, pupils and parents / carers of pupils to ensure that the key learning objectives of the visit can safely be achieved.
- Recommend each visit to the Headteacher for final authorisation

**2.20** The Trust currently purchases the Derbyshire County Council School Visits Service (Evolve) – this gives each academy:

- Expert advice and support through a dedicated email and telephone
- Access to a suite of guidance and generic risk assessments with support to complete these as necessary
- A dedicated online monitoring and approval system that looks at visit quality and safety
- Visit Advisor final approval for all Category 3 higher risk visits
- Support for establishments to improve and recognise good practice and safe and efficient controls for all types of school visits
- Access to reports for head teachers and governing boards
- Training support for EVC

### **Competent Health and Safety Adviser**

**2.21** EMAT will seek competent Health and Safety advice from an external provider to assist in discharging its health and safety responsibilities. This is currently Derbyshire County Council Health and Safety Service.

**2.22** A summary of the service provided is as follows:

- Unlimited telephone support and email advice
- Dedicated Chartered Health and Safety Consultant named providing professional, legal, technical and best practice advice.
- Professional support with all contact/investigations carried out by enforcement bodies such as the Health & Safety Executive (HSE), Fire Service and Environmental Health.
- Professional Competent Person(s)
- Risk Assessments templates and guidance
- Legal (model) Policies & Guidance
- Accident Investigation Support
- Online Incident/RIDDOR reporting
- Site Visit & Hazard Inspection Advice
- Ofsted Inspection Support
- Legal Documentation Review
- Emergency Contact Number (Out of hours)
- Site Staff Support (COSHH)
- Management & Governor Support

- Support with criminal, civil claims, and complaints to mitigate potential liability.
- Health Check (Status Review) - Ascertain the school/establishment needs with school management using the Health and Safety Self-Audit process.
- Health and safety training and e-learning packages

### **Trade Union Health and Safety Representatives**

- 2.23** The Trust recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching hours.
- 2.24** They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Board.

### **3. Individual Academy Arrangements**



## Health and Safety Policy Esteem Multi-Academy Trust Arrangements for St Clare's School

These arrangements are specific to each academy and will help to ensure that the aims and objectives of Esteem Multi Academy Trust's Health and Safety Policy are implemented. Academies must add anything specific to them that is missing from this schedule and any such additions must be reported to the academy's Local Governing Board (LGB).

### **Accident Reporting, Recording and Investigation**

- All accidents must be reported to the person in location in an accident book or designated form.
- Any accidents which are reportable under the Reporting of Injuries Diseases and Dangerous occurrences Regulations (RIDDOR) must be notified to the Trust's external competent advisor and the COO. Fatal or major injuries must be reported immediately to the Headteacher, CEO and the external competent advisor.
- Details of all accidents will be brought to the attention of the school's LGB, where they are discussed and trends can be identified. If required, measures to prevent reoccurrence will be implemented.

### **Asbestos**

Each school where asbestos exists will have an Asbestos Management Plan. A copy of this must be held by the school's reception / office and be available for all staff to view. All contractors must read and sign the asbestos register before commencing

any work. A three yearly re-inspection of areas containing asbestos will be arranged by the COO.

**Bodily Fluids & Clinical Waste**

All staff must notify the site team of any spillages or accidents immediately. The site team must wear PPE and will use spill kits to clean fluids and dispose of the waste in conjunction with the proper procedures.

When spillages occur, these should be cleaned using a product that combines both a detergent and a disinfectant and used as per manufacturer’s instructions. The produce must be effective against bacteria and viruses and suitable for use on the affected surface.

Clinical waste must:

- Always be segregated and disposed of appropriately, in accordance with local policy.
- Always be stored in correct clinical waste bags in foot-operated bins
- Be removed by a registered waste contractor
- Stored in a dedicated, secure area while awaiting collection

**Compliance - premises compliance**

Premises compliance responsibilities are shared between the Trust central team (via the COO) and the school, as shown below.

Activity	Undertaken By:	Contracting managed by:	Due every:
<b>Asbestos</b>			
Asbestos Survey	Contractor	Trust – Derbyshire Asbestos Team	3 years
Asbestos visual inspection	School	Site Manager	Year
<b>Automated Equipment</b>			
Automatic doors	Contractor	Trust - Entrust	Year
Automatic gates – inspection and service	Contractor	Trust - Entrust	Year
Lift service and inspection	Contractor	Trust - Entrust	Depends on manufacturer recommendation – at least 6 months
Lifting and handling equipment – service	Contractor	School	Year

Lifting and handling equipment – LOLER check	Contractor	School	6 months
Classroom			
Design & Technology Machinery Inspection & service	Contractor	School	6 months
Dust and Fume extraction equipment	Contractor	School	Year
PE/Gym Equipment Inspection	Contractor	School	Year
Electrical and Energy			
Display Energy Certificate	Contractor	School	1 year / 10 years
Electrical Periodic Fixed Wiring inspection	Contractor	Trust - Entrust	5 years
Portable Appliance Testing	Contractor	School	Year
External			
Playground equipment inspection	Contractor	School	Year
Tree Survey	Contractor	School	3 years
Lightning protection	Contractor	Trust - Entrust	Year
Fire Safety and Security			
CCTV Inspection	Contractor	School	Year
Emergency Lighting Flick Test	School		Month
Emergency Lighting Test	Contractor	Trust - Entrust	6 months
Fire Alarm Service / check	Contractor	Trust - Entrust	6 months
Fire Alarm weekly audible test	School		Week
Fire Safety Risk Assessment	School		Year
Fire Safety Risk Assessment (Technical)	Contractor	School	3 years
Firefighting Equipment Inspection	Contractor	School	Year
Intruder Alarm Service / check	Contractor	Trust - Entrust	6 months
Review of PEEPs	School		Year
Gas safety and plant			
Air Conditioning Service	Contractor	Trust - Entrust	Year – at least
Air conditioning TM44 certification	Contractor	School	5 years – at least
Gas Boiler Inspections, Gas Tightness (CP15) & Mechanical Plant Servicing	Contractor	Trust - Entrust	Year
Gas pipe pressure test	Contractor	Trust - Entrust	Year



Pressure vessels inspection	Contractor	Trust - Entrust	Year
Water Hygiene			
Legionella prevention & Water Temperature Check	Contractor	Trust - Entrust	Year
Legionella Risk Assessment / Safety check (in-house temp checks)	School		Monthly
Legionella Risk Assessment	Contractor	Trust - Entrust	3 years

### **Contractors and Visitors**

All visitors and contractors must report to the school reception. They will be signed in and be given an identity / visitors badge. On leaving the site they will be required to sign out at reception.

Before any work commences, the school will ensure that all relevant staff have been informed of the works being carried out and the areas that are likely to be affected, as well as the duration and timing of the works. Contractors will be appropriately supervised by school staff whilst on site. The emphasis must be to stop any unsafe activity until the school are satisfied with the health and safety practices or procedures.

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

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

- An inventory of all hazardous substances used on site must be held by the Site Manager/ Caretaker and reviewed regularly.
- All regularly used products will have material safety data sheets (MSDS).
- The arrangements for the delivery of hazardous substances to schools will be managed by the site staff.
- Any new products that are brought into schools that have a hazard warning symbol and there is a 'significant' risk of harm from the product in its use, miss-use, quantities or storage, will require a risk assessment to be undertaken.
- Any decanted substances should clearly display the product name, information, dilution rates and safety information.
- The Science, D & T and Art departments must have their own departmental procedures and arrangements for the storage, use, handling and production of hazardous substances. Reference should be made to particular Science, D&T or Art Health and Safety Policies

### **Defect Reporting Procedures**

- All staff have a responsibility for their own and others health and safety and are therefore responsible for ensuring that any defective, damaged, poorly maintained or untested equipment is reported.
- In this school, defects should be reported Ted McMinn.
- Any faulty equipment must be taken out of use and if appropriate labelled 'Do not use'. Information about the faulty equipment should be brought to the attention of the appropriate Line Manager, so it can be logged, actioned and monitored.

### **Display Screen Equipment (DSE)**

EMAT complies with the HSE guidance on 'Working with display screen equipment'. For the purposes of this policy a 'DSE user' is defined as a member of staff who habitually uses display screen equipment daily as a significant part of their normal work, including regular daily spells of an hour at a time using DSE.

- For 'users' a DSE assessment should be carried out by their line manager or as a self-assessment.
- Staff identified as DSE 'users' are entitled to an eyesight test every 2 years by a qualified optician paid for by the Trust. If the test shows that the user needs glasses specifically for DSE work, the Trust will make a financial contribution towards the cost (which could be in the form of a voucher)

### **Educational Visits**

Where a school carries out educational visits, it will have a named Educational Visits Co-ordinator (EVC) who will ensure that:

- Activities will be led by appropriate Group Leaders who will take responsibility for ensuring that where necessary pre-site visits are made and they will complete the necessary Risk Assessments before departing.
- The arrangements for high risk and residential visits are checked via Evolve (the Trust's 'competent adviser')
- All visits are approved by the Headteacher

Group Leaders will be responsible for ensuring:

- Staff are fully briefed
- Staff to pupil ratios are assessed and are adequate for the trip.
- Parents and carers receive relevant information about the visit
- Advice from the school's inclusion lead is sought if applicable for individual pupils.
- Volunteers on any off-site visits will be provided with a briefing of their roles, safeguarding issues and be provided with relevant information including risk assessments.
- All volunteers and staff will be DBS checked.

The Trust currently purchases the Derbyshire County Council School Visits Service (Evolve) – this gives the school:

- Expert advice and support through a dedicated email and telephone
- Access to a suite of guidance and generic risk assessments with support to complete these as necessary
- A dedicated online monitoring and approval system that looks at visit quality and safety
- Visit Advisor final approval for all Category 3 higher risk visits
- Support for establishments to improve and recognise good practice and safe and efficient controls for all types of school visits
- Access to reports for head teachers and governing boards
- Training support for EVC

Please refer to the Educational Visits Policy for further guidance.

### **Electrical Equipment (Fixed and Portable)**

- Any electrical faults should be reported immediately to the site team. Faulty fittings (e.g. cracked sockets etc) should be isolated until repaired.
- Staff must not bring electrical items in from home.
- Electrical extension leads must be only as a temporary measure and must be fully unwound. Multiple socket adaptors must not be used.
- Third parties hiring school facilities must provide evidence that any electrical equipment brought on to school premises has passed a PAT test within the last year.

### **Fire and Emergency Procedures**

Repton Security, Ted McMinn and Colin Marshall are responsible for the security of the school site in and out of school hours. Ted McMinn is responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Repton Security, Ted McMinn, Colin Marshall, Richard Jackson, Kate Wallis, Sarah Sawford and Nicola Woodhouse are key holders and will respond to an emergency (generally in that order).

- All fire appliances and installed fire safety systems will be checked in line with recognised best practice and British Standards by specialist personnel.
- Fire alarms will be tested on a weekly basis and the results should be recorded. This is the responsibility of the school's site manager or site assistant.
- Portable fire-fighting equipment and emergency lighting will be visually checked on a monthly basis and the results should be recorded. This is the responsibility of the school's site manager or site assistant.

- Fire Drills will be held a minimum of three times per year. A record must be kept of each drill to include evacuation time, observations and follow up required, which must be reported to the Health & Safety sub-group/Committee. This is the responsibility of the school's site manager or site assistant.
- Clear instructions must be issued to staff regarding the nearest fire call point, fire extinguisher, the means of escape and assembly points during fire drills. These instructions must be issued on the first day of employment as part of the induction process.
- Fire risk assessments will be carried out with a combination of competent advice and assistance. A review of the fire risk assessment will be completed at least annually or if/when things change that may affect the original assessment.

### **Glass and glazing**

Glazing will be subject to regular condition surveys carried out by the Trust. These will be carried out every 5 years.

### **Health and safety poster**

The Health and Safety Information for Employees Regulations requires the school to display an approved poster. The poster at this school is displayed in the staff room and atrium.

### **Health and Safety Sub Group / Committee**

The Health and Safety Sub Group / Committee is in place to monitor the separate areas and systems of health and safety management and provides the overarching overview to successful application of this policy within the school.

Membership must include:

- Headteacher or designated senior leader
- Most senior school based premises operative
- One staff representative
- Health and Safety link governor

The group / committee can create its own terms of reference but the regular agenda should include:

- Accidents of note since the last meeting, how many accidents in total and are there any trends.
- Building works/modifications planned.
- Review of action plan following audits / site inspections.

- Risk assessments - monitor review schedule - focus on high risk departments
- Training - monitor completion of mandatory training - identify training needs
- First Aid provision / qualifications etc.
- Review of processes for risk assessing and authorising educational visits.
- Audit / Inspection findings and required actions.

## **Health and Safety Training**

Health and safety information, instruction and training form part of the overall training within the school.

The health and safety information, instruction and training needs of all staff will be the subject of periodic review and any necessary refresher training carried out.

Staff should have sufficient EMAT Health & Safety Policy knowledge, skills and information to carry out their work in a safe and healthy manner.

The school will ensure that all health and safety training provided to their staff is recorded.

## **Infection prevention and control**

The school will follow national guidance published by Public Health England when responding to infection control issues. Staff and pupils are encouraged to follow the good hygiene practice, outlined below, where applicable.

- Handwashing - Wash hands with liquid soap and warm water, and dry with paper towels. Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings
- Coughing and sneezing - Cover mouth and nose with a tissue. Wash hands after using or disposing of tissues.
- Spitting is discouraged
- Cleaning of the environment - clean the environment frequently and thoroughly
- Laundry will be washed in a separate dedicated facility
- Soiled linen will be washed separately and at the hottest wash the fabric will tolerate
- PPE will be worn when handling soiled linen
- Children's soiled clothing will be bagged to be sent home, never rinsed by hand.

## **Infectious Diseases**

The school will follow recommended exclusion periods outlined by Public Health England.

In the event of an epidemic/pandemic, the school will follow advice from Public Health England about the appropriate course of action and will update this policy accordingly.

The Public Health poster on guidance on infection control in schools and other childcare issues is located in the school office.

## **Inspection and Audit - site health and safety audits and inspections**

A Health and Safety audit must be undertaken in each school on an annual basis by members of the Health and Safety sub-group / committee (Appendix 1). Any issues must be included in a Health and Safety Action Plan (Appendix 2) which should be reported to the LGB.

A programme of site inspections will be agreed each year by the Finance and Audit Committee and implemented by the COO.

## **Lone Working**

Lone workers are those who work by themselves without close or direct supervision and are found in a wide range of situations. Staff should avoid lone working wherever possible. If a staff member finds themselves in a lone working situation, they must always carry a mobile phone for emergency use and let others know where they are going and how long they intend to be. Ladders or any other equipment that might result in personal injury must not be used.

Please refer to the Lone Working Policy and Risk Assessment for further advice and guidance.

## **Manual Handling**

Staff must:-

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Act according to any medical advice
- All staff whose duties could include manual handling / lifting must be provided with suitable information and training.
- Ensure they are physically capable of safely completing a manual handling task.

- Use mechanical aids whenever possible and/or undertake team manual handling.

Manual handling risk assessments should be carried out for tasks that may pose a risk of injury to school staff. This does not include tasks that are of a low risk, are straightforward or will only take a very short time.

Please refer to the Manual Handling Policy and Risk Assessments for further advice and guidance.

### **Personal Protective Equipment**

- Personal Protective Equipment (PPE) will be provided free of charge and must be used where it is identified as a control measure.
- The Head of Department is responsible for periodic checking of the equipment and the teachers or responsible adults are responsible for ensuring the equipment is worn by the pupils when required.
- Pupils will be provided with information, instruction and supervision when there is a requirement to wear PPE as a control measure.
- Staff will 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 (for example, nappy or pad changing)
- Goggles should be worn if there is a risk of splashing to the face
- The correct personal protective equipment must be used when handling cleaning chemicals

### **Outdoor Play Equipment / Gym Equipment**

- All staff should check PE apparatus before use and report any defects to the Site Manager.
- Any faulty equipment must be taken out of use and if appropriate labelled 'Do not use'.
- The PE equipment is inspected annually by Mercury Sports.
- External play equipment will only be used when appropriately supervised.
- Such equipment will be checked by the teacher for any apparent defects and particularly for contamination by animals. Any defects should be reported immediately to the Site Manager so that remedial action can be taken.
- Any faulty equipment must be taken out of use and if appropriate labelled 'Do not use'.
- The outdoor play equipment is inspected annually by Mercury Sport.
- Risk Assessments must be carried out for play equipment.

## **Risk Assessments**

- Risk Assessments are completed for all activities where there is a foreseeable risk of injury or harm occurring.
- Risk Assessments are available for staff to view and are stored on the Teacher Drive
- Blank risk assessment forms can be obtained through the Trust's external competent advisor
- Senior leaders / Heads of Department should have a copy of the risk assessments relevant to them.
- All staff must make themselves aware of the risk assessments applicable to their roles and activities. They must highlight any requirements for a review, amendments or additions to risk assessments.
- Risk assessments will be reviewed regularly. High risk faculties e.g. Science, Art, DT, PE should review their Risk Assessments annually as a minimum;
- A specific Risk Assessment for expectant mothers will be undertaken.
- All educational visits will have recorded risk assessments.

## **Oxygen**

Oxygen cylinders are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders. A risk assessment must be undertaken for storage, replacement and use of oxygen cylinders.

## **Smoking**

Smoking is not permitted on any EMAT premises.

## **Violence to Staff**

- Headteachers are responsible for assessing the risks of violence to staff.
- Staff must report incidents of violence and aggression to the Headteacher.
- Staff are asked to complete an incident report form which will also act as a record of such episodes.
- EMAT may refer any incidents of violence or aggression towards staff to their legal advisor.

## **Water Hygiene**

- An external contractor is used to carry out the requirements of water testing under L8 guidance.
- The site team carries out regular flushing and temperature recording.



## **Well being**

- The school is committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.
- Systems are in place within the school for responding to individual concerns and monitoring workloads.
- If employees are experiencing any problems in relation to stress they are encouraged to report this to their line manager or the HR team in the first instance.
- The school has a Wellbeing Lead, Kate Wallis. Also employees have access to Westfield Health benefits, which is available to all permanent staff.

## **Working at Height**

- Activities which require work at height should be identified and eliminated where possible.
- Where it is not possible to eliminate work at height, all reasonable steps should be taken to minimise any risks
- Risk Assessments prior to commencement of any working at height activity will be undertaken. It is the responsibility of the person involved to ensure this takes place.
- Staff should only use the equipment they are trained to use, unless it is low level kick stools or steps and they should wear the appropriate clothing and footwear.
- Pupils are not permitted to use access equipment. Information, instruction and supervision will be provided to specific pupils that may use access equipment for school related activities.
- Contractors are expected to provide their own equipment and will not be permitted to use the schools equipment.

## **Work Equipment**

- All work equipment used on the premises should be fully inspected upon installation.
- All work equipment must undergo an annual recorded maintenance and service inspection by a competent person. •
- Any defects should be reported to the Site Manager
- Employees must not use their own equipment.
- Staff must ensure that they are appropriately trained to use equipment
- Heads of Department are responsible for ensuring a suitable and sufficient Risk Assessment has been carried out prior to the use of such equipment.

- Examples of work equipment are site staff power tools, D & T machinery and tools, access equipment, lifting equipment, heavy plant equipment, kiln, etc.

### **Work Experience/placement students**

A nominated person will provide guidance on student work experience placement. The nominated person will also carry out the initial placement risk assessment and ensure all suitable and relevant checks are carried out on the work experience provider. Health and safety induction to work experience students and a work placement risk assessment is expected to be undertaken by the placement employer.