



PETERBOROUGH KEYS
ACADEMIES TRUST

HEALTH AND SAFETY POLICY v2.0

Setting out the general approach and commitment together with the arrangements the Trust has put in place for managing health and safety.



SOUTHALLS
A CITATION BUSINESS

| | | | |
|---|----|--|----|
| | | Drivers | 16 |
| | | Educational Visits | 17 |
| | | Electrical Safety | 17 |
| | | Employees at Special Risk | 17 |
| | | Environmental | 17 |
| | | Emergency Closure | 18 |
| | | Emergency Evacuation Procedure | 18 |
| | | Emergency, Critical Incident, Lockout and Lock-down procedures | 18 |
| | | Facilities Hire | 19 |
| | | Fire Safety | 19 |
| | | Gas Safety | 19 |
| | | Gas Emergencies | 19 |
| | | Glazing | 19 |
| | | Hazardous Substances | 20 |
| | | Health Surveillance | 20 |
| | | Housekeeping | 20 |
| | | Inclement Weather | 20 |
| | | Information, Instruction, Training and Supervision | 20 |
| | | Legionella | 21 |
| | | Lifting Equipment | 21 |
| | | Lone Working | 21 |
| | | Liquid Petroleum Gas (LPG) | 21 |
| | | Managing Contractors | 21 |
| | | Manual Handling and Lifting | 22 |
| | | Monitoring and Inspection | 22 |
| | | New and Expectant Mothers | 22 |
| | | Noise | 23 |
| | | Personal Protective Equipment (PPE) | 23 |
| | | Personal Security | 23 |
| REVIEW DATA | 4 | | |
| Change History | 4 | | |
| HEALTH AND SAFETY POLICY | 5 | | |
| Statement of Intent | 5 | | |
| ORGANISATIONAL/INDIVIDUAL RESPONSIBILITIES | 6 | | |
| Operating Structure | 6 | | |
| Overall and Final Responsibility for Health and Safety | 7 | | |
| Responsibilities of the Board of Trustees)/Head Teacher | 7 | | |
| Responsibilities of the Senior Leadership Team | 7 | | |
| Responsibilities of Employees | 8 | | |
| Competent Person | 8 | | |
| ARRANGEMENTS FOR IMPLEMENTATION | 9 | | |
| Employer's Liability Insurance | 9 | | |
| Safety Cloud | 9 | | |
| Risk Assessment | 9 | | |
| Accident and Injury Reporting Procedures | 10 | | |
| First Aid Arrangements | 11 | | |
| Supporting Students with Medical Needs | 12 | | |
| Alcohol and Drugs | 14 | | |
| Asbestos | 15 | | |
| Break-time Supervision | 15 | | |
| Consultation with Employees | 15 | | |
| Design and Technology (D&T) | 15 | | |
| Display Screen Equipment | 16 | | |
| Driving on School Business | 16 | | |



| | |
|-------------------------------------|----|
| Provision and Use of Work Equipment | 23 |
| Machinery and Powered tools | 24 |
| Play and Sports Equipment | 24 |
| Pressure Systems | 24 |
| Safety Signs | 24 |
| School Laboratories | 25 |
| Site Traffic Management | 25 |
| Smoking and Vaping | 25 |
| Stress and Bullying | 25 |
| Swimming Pool | 26 |
| Vibration | 26 |
| Working at Height | 26 |
| Ladders and Step Ladders | 26 |
| Fragile Roofs/Roof Work | 26 |
| Scaffolds and Platforms | 26 |
| Tallescope | 26 |
| Working Hours | 27 |
| Workplace Facilities and Welfare | 27 |
| Workplace Stress | 27 |
| Young Workers | 27 |

REVIEW DATA

Change History

| Version | Date | Details of Change | Author/Company |
|---------|-----------|---|--|
| 0.5 | May 2020 | Initial draft | Ian Dunsford (Southalls) |
| 1.0 | May 2020 | Initial draft modified to reflect context and terminology of PKAT. Review incorporated consideration of COVID-19 factors and content | Matthew DEERE (COO; PKAT) |
| 1.1 | Nov 2020 | Reporting structure added. | Simon Edmond (Southalls) & Matthew Deere (COO; PKAT) |
| 1.2 | Nov 2020 | Policy updated with Trustee signature. | Simon Edmond (Southalls) & Matthew Deere (COO; PKAT) |
| 2.0 | Sept 2021 | Updated accident reporting section. Updated branding and some minor formatting changes. Updated employee responsibilities regarding accident reporting. Minor update to contractor management section regarding permit to work. Update to equipment maintenance to note involvement of Bouygues at Jack Hunt School. Corrected Radiation Protection Officer to Radiation Protection Supervisor. | Simon Edmond (Southalls) |
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HEALTH AND SAFETY POLICY

Statement of Intent

The Board of Trustees of Peterborough Keys Academy Trust (PKAT) recognise and accept that under the Health and Safety at Work Act 1974 they have a legal responsibility to provide, so far as is reasonably practicable, for the health, safety and welfare of employees of the school, and that they have certain duties towards students, the public and people who from time to time use the premises of the Trust's schools:

1. To provide and maintain safe and healthy places of work and systems and methods of work, with adequate facilities and arrangements for the welfare of all employees and students and to protect all employees, students and visitors in so far as they come into contact with foreseeable work hazards.
2. To provide all employees and students with the information, instruction, training and supervision that they require to work safely and efficiently.
3. To develop safety awareness amongst all employees and students.
4. To provide a safe environment for all visitors to the Trust's schools, bearing in mind that these visitors may not be aware of the risks arising from aspects of use of each school's facilities.
5. To encourage full and effective two-way consultation on health and safety matters through all staff in the Trust's schools and using a school Health and Safety Committee or the Local Governing Body. This consultation will take place on a day-to-day basis on immediate needs with the appropriate member of staff.
6. To ensure that this policy is used as a practical document and that its contents are fully publicised.
7. To keep details of this policy under constant review and in line with changing health and safety practices and current legislation.

Information, about specific aspects of health and safety, contained in circulars or other documents from time to time must be brought to the attention of the school's Health and Safety Committee or Local Governing Body and through them to the attention of all relevant employees.

The Trustees wish to remind all employees that, under Section 7 of the Act:

"It shall be the duty of every employee while at work:

- To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and
- As regards any duty or requirements imposed on their employer or any other person by or under any relevant statutory provisions, to cooperate with them as far as it is necessary to enable that duty or requirement to be performed or complied with."

The Trustees bear ultimate responsibility and provide strategic direction. Operational responsibilities are delegated to the Headteacher within each school in conjunction with the Business Operational Lead and/or Site Manager. The Senior Leadership Team of each school will take steps so far as is reasonably practicable to ensure that the workplace is a safe and healthy environment in which its employees, students, contractors and others can work.

The Senior Leadership Team of each school will, under arrangements made and agreed by the Trust's Leadership Group, make the necessary assessments, ensure completion of safety training and provide information and supervision for employees at all levels. It will consult on a regular basis with the staff representative with regards to health and safety issues and feed these into Trust Leadership Group meetings via the school's Headteacher.

In order to achieve the aims and objectives of the health and safety policy any issues will be brought regularly to the attention of the Headteacher of the school or Business Manager for discussion amongst the Trust's Leadership Group.

Dated: 15 November 2021



Alan Sadler – Trustee and Chair of People & Infrastructure Committee

Overall and Final Responsibility for Health and Safety

The Board of Trustees has overall responsibility for Health and Safety as directors of the company. Each school's Headteacher has operational oversight of Health and Safety within their setting.

Responsibilities of the Board of Trustees)/Head Teacher

The Board of Trustees of Peterborough Keys Academy Trust (PKAT) is responsible for personnel decisions, for tenant duties and for formulating policy, therefore it is incumbent upon the Trustees to act within the Health & Safety policy, and to work in partnership in supporting the schools individually and collectively deliver against their responsibilities. This will be achieved by the Local Governing Body of each school in conjunction with the Headteacher, by:

1. ensuring that the Trust's Health and Safety Policy is implemented and monitored within the school
2. providing a lead in developing a positive health and safety culture throughout the school
3. appointing a committee which will review and report upon matters of health and safety and / or ensuring that health and safety is a regular item on the Local Governing Body agenda as is prescribed within the PKAT Governance Planner
4. ensuring that this policy is reviewed against local arrangements within the school annually or when a piece of legislation is so meaningful and important that the school needs to amend its method of working as a result of policy change

Responsibilities of the Senior Leadership Team

Each Senior Leadership Team has a responsibility to ensure compliance with health and safety legislation for the day to day running of each school but may delegate the responsibility for implementation to another member of staff, such as a Business Manager, Bursar or Site Manager (any delegation must be approved by the Local Governing Body prior to any action).

The Senior Leadership Team will assist the Headteacher and Local Governing Body to ensure that:

- the Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amendments suggested as required
- all staff are trained in how to access Safety Cloud and the health and safety documentation therein
- employees designated with health and safety responsibilities are provided with training and support to enable health and safety objectives to be met
- a positive health and safety culture is promoted and that employees develop a proactive safety culture which will permeate into all activities undertaken and reach all personnel
- a system of communication and consultation with employees is established
- meetings are held where Health and Safety issues can be discussed, progress made against objectives, plans monitored and actions decided in conjunction with the Trust's responsibilities in law
- risk assessments are completed, recorded on Safety Cloud wherever possible, reviewed regularly and any changes are brought to the attention of staff who may be affected
- completed risk assessments are implemented and any action required is monitored
- health surveillance as identified by COSHH assessments is carried out
- health and safety records are kept up to date
- health and safety notices are displayed
- accidents, ill health and 'near miss' incidents are reported, recorded in line with Trust standards and investigated, where relevant, with reports issued to Southalls Safety Consultant, Trust COO and to the enforcing authority
- contact with external organisations such as the emergency services is co-ordinated
- adequate arrangements for fire and first aid are established, to include maintaining the Fire Log Book and Accident Book
- a procedure is established for the reporting of health and safety issues and that issues raised are considered for action
- a report on the safety performance of the school is prepared by the Business / Operational Lead to present to the Local Governing Body four times annually
- students have opportunity within the curriculum and school environment to be informed of health and safety issues and

encouraged to promote a safe and secure environment.

Responsibilities of Employees

To achieve and maintain high standards of health and safety within the Trust, all employees shall, in accordance with sections 7 and 8 of the health and safety at Work etc Act 1974 and Regulation 14 of the Management of Health and Safety at Work 1999:

- Take reasonable care of their own health and safety and that of others and observe fully any safety rules and abide by the safety policy at all times.
- Neither intentionally, nor recklessly interfere with nor misuse anything provided to safeguard health and safety and will avoid any improvising that may lead to unnecessary risks.
- Not operate machinery that they are not competent or authorised to use and to ensure they use the correct tools and equipment for the job and use any safety equipment and protective clothing provided.
- Keep tools and equipment in good condition.
- Cooperate with management on matters of health and safety.
- Report all incidents, incidents or dangerous occurrences to their manager whether injury sustained or not, complete the appropriate incident form and provide it to the designated person without delay to upload to Safety Cloud.
- Attend any training designed to further health and safety.
- Be aware of any fire or emergency procedures.
- Work to the highest possible standards of safety with regard to service users.
- Wear personal protective equipment whenever instructed to do so or in circumstances that require its use.
- Report to their supervisor immediately, any defects in plant or equipment, or any obvious health risks.

Non-compliance with health and safety policy or procedures may result in disciplinary action, which if appropriate can lead to dismissal.

Competent Person

To assist with the ongoing health and safety of employees and to ensure compliance with Regulation 7 of The Management of Health and Safety at Work Regulations 1999 the Trust engages the services of Southalls

Southalls provide the following:

- Assistance to the Trust in formulating the policy and procedures required to comply with the Act
- Assistance to the Trust to identify the risks and hazards which are associated with the schools' work activities.
- Assistance to the Trust to produce the appropriate risk assessments and safe systems of work required as a result of the schools' work activities.
- Monitoring the effectiveness of the Trust's health and safety management systems by:
 - Site audits.
 - Monitoring incident and incident statistics & investigating incidents and accidents.

Southalls can provide the following on request:

- Assistance to the Trust in provision of training of employees.

ARRANGEMENTS FOR IMPLEMENTATION

Employer's Liability Insurance

The Board of Trustees is responsible for insuring the activities of the organisation. This responsibility is delegated to the COO who reports upon insurance provision to the Finance & Audit Committee. The Trust will at all times, have a valid employer's liability insurance policy for at least £5 million.

Insurance certificates shall either be displayed at each school's main office or in an area where it can be read by employees, or, it may be made available electronically to employees through the Safety Cloud system.

There is no legal requirement to keep copies of out-of-date certificates, however, as far as is possible, a complete record of the Trust's employer's liability insurance will be kept.

Safety Cloud

Safety Cloud is a web based system that provides a modern approach to health and safety. Safety Cloud is designed to record and store accident information and to produce, hold and manage, risk assessments, clear due diligence trails and policy documentation. Additionally, Safety Cloud stores all work equipment and advises of impending checks.

All employee training can be managed through Safety Cloud including the provision of e-learning tutorials or storing details of other training.

Risk Assessment

In line with the duty placed upon them by the Management of health and safety at Work Regulations 1999, each school will ensure that risk assessments are carried out for all work activities which pose a risk to employees and others. Southalls will assist by creating general risk assessments for work activities common to all schools. The principal 5 steps to risk assessment will be followed.

Risk assessments will be periodically reviewed to ensure that they remain effective and relevant to our work activities. All risk assessments relating to school activities are held on the Safety Cloud. We recognise that health and safety standards are moving targets and we aim to continually improve.

Where the assessor is unable to minimise the risk to an acceptable level, the findings of the risk

assessment will be reported to the Local Governing Body.

'General' or 'Model' risk assessments have been produced to assist with risk assessment and provide a basis for teachers or volunteers to consider their specific circumstances.

'General' or 'Model' risk assessments are acceptable as long as schools:

1. Satisfy themselves that the "model" risk assessment is an appropriate and true reflection of their work activities and environment.
2. Adapt the model to their own actual work situations, if and where required.

When completing risk assessments it is necessary to refer to the relevant subject guides:

Design and Technology

- CLEAPSS Risk Assessments in Technology
- BS 4163:2007 Health and Safety for Design and Technology in Schools and Similar Establishments

Science

- CLEAPSS - All information is available via the CLEAPSS Science Website: <http://science.cleapss.org.uk/>
- CLEAPSS Hazcards - Advice and guidance, including hazard classification and appropriate general control measures for the use of chemicals in schools and colleges.

Art

- National Society for Education in Art and Design (NSEAD) <http://www.nsead.org/hsg/index.aspx>

Physical Education (PE)

- "Safe Practice in Physical Education, School Sport and Physical Activities" <http://www.afpe.org.uk/>

Offsite Visits

- Health and safety of students on Educational Visits (DfE).
- The Trust purchases support from the Outdoor Education Advisory Service and

specific advice and guidance on trips and outdoor activities can be sought from Stephen Brown
Stephen.brown@cambridgeshire.gov.uk

Accident and Injury Reporting Procedures

The Trust, through the implementation of this policy, is committed to preventing accidents and incidents of ill health to all persons affected by its undertaking. Although every effort will be made to prevent accidents at work, procedures are in place for the recording, reporting and investigation of any such occurrences.

The Trust is committed to investigating all accidents and near misses, and believes that this forms a fundamental part of improving safe working practices and raising awareness.

Records and Safety Cloud

All accidents, incidents and near misses that occur during our activities will be recorded on Safety Cloud by the relevant assigned person, by completing the appropriate accident, minor accident or near miss form in the Accidents and Ill Health module. This includes incidents that take place whilst off-site, such as trips and sporting fixtures.

A separate guidance document is available on Safety Cloud to assist schools in correctly identifying and logging accidents, minor accidents and near misses.

Each school will designate individuals responsible for uploading accident, minor accident and near miss information onto Safety Cloud, taking into consideration issues of leave and illness. These individuals will be given access to accident reporting functions within Safety Cloud.

It is the responsibility of the staff member dealing with the incident to ensure it is correctly recorded on the internal forms, with this information passed directly to the designated person *without delay*. If more than one employee is involved in dealing with an incident, they shall decide who is to complete the internal form to avoid any misreporting or duplication. All employees will be informed of this procedure.

Accidents

Accidents are incidents that have resulted in an injury. This includes confirmed or suspected occupational diseases.

Any injury to a person who is not a student must be recorded as an accident on Safety Cloud, regardless of the severity of injury or circumstances surrounding the incident.

For students, an injury is only reported as an accident if it happened because of a work activity or in connection with a work activity, such as inadequate supervision, a problem in the way an activity was organised or conducted, or a problem with the condition of the premises or equipment. This is regardless of the severity of injury.

All accidents must be recorded on Safety Cloud by the end of the *next working day* after the incident occurred.

If insufficient information has been provided, the designated person is to upload as much information as possible and liaise with the employee to establish the remaining details without delay. It is therefore essential that as much detail is provided as possible in the initial accident information.

Upon completion of the accident form, Southalls will receive an email notifying them of the accident. The information will be reviewed and advice provided to assist further investigation where appropriate.

Southalls will advise the Trust on any remedial works or further action required, for example, if an accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Minor Accidents

Minor accidents are injuries to students only, that arise *without any work activity being involved*, regardless of injury severity. They are therefore accidents that result from the normal rough and tumble of a game; from a slip, trip or fall within the playground or from two students colliding with each other; or from a medical condition such as asthma attack or epileptic seizure. This is the equivalent of an online 'bump book'. Minor Accidents will not ordinarily be monitored by your consultant at Southalls.

NOTE: it is the underlying cause that distinguishes a minor accident, not the severity of injury. It is not uncommon for severe injuries such as fractures to be classed as minor injuries.

Near Misses

Near misses are when an incident occurs where there was a risk of injury to any person, without an

injury being sustained. This could be where a person trips on a broken step but is not injured, or there is a fire that does not result in injury. Near misses help us to identify areas where risks are not suitably controlled, allowing action to be taken before an injury occurs.

It is essential that near misses are recorded promptly on Safety Cloud and investigated appropriately. Some near misses, such as the collapse of lifting equipment, must be reported to the HSE under RIDDOR as Dangerous Occurrences.

RIDDOR

Many injuries, dangerous occurrences, and occupational illnesses are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Reports must be made in a legally defined timeframe. These are typically no longer than 10-15 days after the incident, depending on the type of incident. It is therefore essential that all incidents are logged promptly to allow investigation and reporting within the legally specified timeframe.

Southalls will report all reportable accidents, dangerous occurrences, occupational illnesses, etc. on our behalf once we have notified them.

First Aid Arrangements

The Trust is committed to providing sufficient provision for first aid to deal with injuries that arise at work or as a consequence of its activities.

To achieve this objective the Trust will:

- appoint and train a suitable number of qualified first aid personnel at each school to ensure that there will be at least one qualified first aider at the school.
- put in place contingency plans so that first aid cover is still provided if one qualified first aider is absent or accompanying a trip.
- display first aid notices with details of first aid provision.
- provide and maintain suitable and sufficient first aid facilities (including first aid boxes).
- provide any additional first aid training that may be required to deal with specific first aid hazards.
- provide members of staff with information about the particular hazards in the subjects that they teach or the activities

- they supervise and provide appropriate training and access to first aid kits
- provide information to all staff about the medical condition of students such as diabetes, epilepsy, asthma, and severe allergies, the trigger signs to look for and the detail of the action to be taken. Training will be provided where required to administer medication.

This policy should be read in conjunction with the National Guidance on First Aid for Schools to ensure that independent regulatory requirements for first aid are met.

First Aiders

A first aider is a person who has been trained and has a valid certificate in either first aid at work or emergency first aid at work.

First aiders' training will be refreshed every three years. First Aiders should follow the guidelines given on their training course.

Primary schools will have a paediatric first aider on site during school hours as a minimum.

Additional First Aid Provision

In addition to the above, in higher risk areas such as science, Design and Technology, and PE at least one person is trained to a minimum level of emergency first aid and is available when such areas/activities are in use. Lunchtime supervisors have some basic first aid training.

A qualified first aider must be available at all times whilst people are present on school premises during school hours. Adequate first aid provision for out-of-hours activities, and school visits, is provided. This assessment of need should be reviewed at least annually.

First Aid Boxes

All schools should have sufficient first aid supplies including a minimum of one first aid kit. This will be: clearly marked; readily accessible; and its location known by all staff and students where applicable.

Additional kits may be needed for sports fields and off-site visits.

First aid containers are available within specific curriculum areas where an increased risk exists. i.e. Design and Technology workshops.

Travel first aid kits should be kept in minibuses or other such vehicles.

First aid kits should contain a sufficient quantity of suitable first aid materials and nothing else. There is guidance on recommended contents for First Aid kits available.

First aid does not include the administration of medicines and thus first aid boxes should NOT contain drugs of any kind including aspirin, paracetamol, antiseptic creams etc.

First aid arrangements must also be in place where our schools are used by the community out of 'normal' hours; arrangements must be in place to ensure a first aid kit is available to persons who may require its use.

First Aid Rooms

The Education (School Premises) Regulations 1999 require that every school have suitable medical facilities that can be used for medical examination and treatment when required. It need not be used solely for medical purposes. This room for the short term care of the sick and injured should be equipped with a sink, be reasonably near a WC and allow a person to lie down quietly in private.

PKAT's schools will maintain designated first aid rooms wherever possible. Consideration should be given to any fabrics or soft furnishings in first aid rooms that may increase the risk of infection from blood or bodily fluids. Where duvets, pillowcases and blankets are used in medical rooms, a cleaning schedule is in place and clear procedure of action is highlighted to be taken in the event of a spillage. This forms part of the risk assessment for the management of infection.

Blood and Body Fluid Spillages

It is important that spillages of blood, faeces, vomit or other body fluids are dealt with immediately as they pose a risk of transmission of infection and disease, e.g. blood-borne viruses, and illnesses involving diarrhoea and vomiting, such as norovirus.

Spillage kits has been sourced and are available in schools to deal with blood and body fluid spillages. Each school's Headteacher will allocate a person responsible for checking and replenishing the kit regularly.

Body fluid spillages should be dealt with as soon as possible with ventilation of the area. Anyone not involved with the cleaning of the spillage should be kept away from the area and protective clothing

should be worn when dealing with the spillage such as gloves and aprons.

Infection Control

School staff and students are, from time to time, at risk of infection or of spreading infection. Where a specific risk is identified a risk assessment will be completed. The school aims to minimise the risk of the spread of infection and will implement appropriate policies and procedures.

Staff Illness and Reporting

Staff should notify their Line Manager if they develop any of the following infectious diseases or symptoms:

- skin infections or exposed areas of infestation
- severe respiratory infection (e.g. pneumonia, TB)
- severe diarrhoea
- jaundice
- hepatitis
- Chicken Pox, Measles, Mumps, Rubella
- HIV

The Line Manager will need to discuss with the individual suitable controls. In some cases, employees may need to be referred to an Occupational Health Practitioner, or their GP, for advice. Further support can be provided by the Trust's HR provider EPM.

Staff should report diseases including Leptospirosis, Hepatitis, TB, and Tetanus which have been contracted through work as these are reportable under RIDDOR.

Confidentiality

Confidentiality will be maintained at all times in relation to an employee who is known to have any infectious disease.

No health information will be disclosed without the written consent of the employee concerned and any breach of such confidentiality, either inside or outside the organisation, will be regarded as a disciplinary offence and may result in disciplinary action.

Supporting Students with Medical Needs

The Trust's policy is to support students to attend school who have a medical condition. The school will, therefore, support the administration of short

and long term medication, and medical techniques, where this is necessary for the student to continue to be educated at school. The Trust will also put in place at each school procedures to deal with emergency medical needs.

The Trust will establish procedures to ensure that all concerned, staff, parents, students and, where relevant, health professionals are aware of the student's condition and what steps have been agreed either to manage the condition on a daily basis or to be implemented in case of an emergency.

It is stressed however that the administration of medication is undertaken on a voluntary basis by staff and it will only be done where the procedures are agreed by all parties and are subsequently followed in line with the medical agreement.

Epilepsy

Parents must be notified if a student has a fit or convulsion while in school. It is important that staff are aware of students who suffer from epilepsy but also that students take a full and active part in the life of the school. Parental consent must be obtained for a child who has epilepsy to go swimming and that child must be allocated a helper who is able to swim, life save and carry out resuscitation procedures. These students should not be allowed to climb onto high apparatus.

Diabetes

It is important that students suffering from diabetes are identified and if a student becomes comatose it is essential to get help immediately. All medication will be stored correctly and administered by the child. In some situations such as in an emergency or where it has been arranged with the students parent or guardian, medication is to be administered by trained members of staff only.

Disposal of sharps should be by placing them into a sharps box.

Head Lice

In the event of a child being identified as having head lice, in accordance with DfE guidance there is no need for them to be sent home or remain off school. Parent(s) may be notified of cases and practical advice will be provided to individual parents on a case by case basis on effective home treatment.

Administering Medicines

No child under 16 should be given medicines without their parent's written consent. Medicines will only be provided in the doses agreed and specified on the packaging or medical professional instructions, or in accordance with the child's health care plan. Records will be kept of all medicines provided. Training will be provided as per the health care plan.

If in doubt about any procedure staff should not administer the medicines but check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent, if appropriate, or with a relevant health professional.

Medications that require administering will only be done so with the appropriate dosage spoon or syringe.

Non-prescription medicines should not be administered for a continuous period of over one week unless the school has been made aware.

Self-Management

All medication is administered for students in years up to and including Year 6. It is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines. The use of asthma inhalers, for example, is encouraged for children of all ages. As children grow and develop they should be encouraged to participate in decisions about their medicines and to take responsibility.

Older children with a long-term illness should, whenever possible, assume complete responsibility under the supervision of their parents. Children develop at different rates and so the ability to take responsibility for their own medicines varies. This should be borne in mind when making a decision about transferring responsibility to a child. There may be circumstances where it is not appropriate for a child of any age to self-manage. Health professionals need to assess, with parents and children, the appropriate time to make this transition.

Where children have been prescribed controlled drugs, staff need to be aware that these should be kept safe and secure. However children could access them for self-medication if it is agreed that it is appropriate.

Refusing Medicines

If a child refuses to take medicine, staff should not force them to do so, but should note this in the child's record and follow the agreed procedures. Parents should be informed of the refusal on the same day.

Educational Visits

The school will consider what reasonable adjustments they might need to make to enable children with medical needs to participate fully and safely on visits. This might include reviewing and revising the visits policy and procedures so that planning arrangements will include the necessary steps to include children with medical needs. It might also include risk assessments for such children.

Sometimes additional safety measures may need to be taken for outside visits. It may be that an additional supervisor, a parent or another volunteer might be needed to accompany a particular child. Arrangements for taking any necessary medicines will also need to be taken into consideration. Staff supervising visits should always be aware of any medical needs and relevant emergency procedures. Copies of health care plans should be taken on visits in the event of the information being needed in an emergency.

Sporting Activities

Any restrictions on a child's ability to participate in PE will be identified and a health care plan produced for the student. All adults should be aware of issues of privacy and dignity for children with particular needs.

Some children may need to take precautionary measures before or during exercise and may also need to be allowed immediate access to their medicines such as asthma inhalers. Staff supervising sporting activities should consider whether risk assessments are necessary for some children, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

Transport - school trips

Where students have life threatening conditions, their specific health care plans should be carried on any vehicles they are travelling in. The care plans should specify the steps to be taken to support the normal care of the student as well as the appropriate responses to emergency situations. All drivers and escorts should have basic first aid training. Additionally trained escorts may be required to support some students with complex

medical needs. These can be healthcare professionals or escorts trained by them.

Some students are at risk of severe allergic reactions. Risks can be minimised by not allowing anyone to eat on vehicles. All escorts should also be trained in the use of an adrenaline pen for emergencies where appropriate.

Non-Prescription Medication

It is strongly recommended that non-prescription medication is not administered by schools. This includes paracetamol and homeopathic medicines.

Staff may not know whether the student has taken a previous dose, or whether the medication may react with other medication being taken. **A child under 16 should never be given aspirin containing medicine, unless prescribed by a doctor.**

Where individual schools have decided to administer non-prescription medicines, specific written permission must be obtained from parents/carers and the administration documented. If a student suffers regularly from acute pain, such as migraine, the parents should authorise and supply appropriate painkillers for their child's use, with written instructions about when the child should take the medication. Only prescribed medication will be administered to students in EYFS up to Year 6.

Alcohol and Drugs

Consumption of alcohol is not permitted on the premises.

This policy will apply on the school premises and beyond whenever students are within the care of school staff; including school trips and educational visits.

Non-medical drugs are not permitted on the premises at any time.

Staff must not be under the influence of alcohol or non medical drugs that may have an adverse effect on safety.

Any employees thought to be under the influence of alcohol or non-medical drugs will be removed from the premises and may face disciplinary action.

Asbestos

To meet the requirements of the Control of Asbestos Regulations 2012 and manage the risk from asbestos the Trust will:

- Find out if there is asbestos present in buildings, the amount and condition it is in;
- Presume materials contain asbestos unless there is strong evidence that they do not;
- Assess the risk from the material;
- Prepare and keep up to date records of the location and condition of the asbestos containing materials;
- Provide information on the location and condition of the material to anyone who is liable to work on it or disturb it.

No installation, maintenance or repair work will be undertaken until it has been established that Asbestos materials are not present.

Furthermore, if an employee does identify any material which they believe has the potential to contain asbestos they will adopt the following procedure:

- Cease work immediately.
- Identify the material found to their Manager.
- Under no circumstances attempt to remove the material.

Once the above procedures have been executed, management will seek professional advice as to whether the material may contain asbestos/consult their asbestos register. If further suspicion remains, work will not resume in the area until a survey has been conducted by a qualified asbestos surveyor and the area deemed safe to continue work. Removal of asbestos will always be undertaken following the relevant HSE guidance.

Break-time Supervision

The school has put in place a staff duty rota to ensure that supervision is provided. This provision is reviewed annually.

Consultation with Employees

In accordance with the Safety Representative and Safety Committee Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996 it is the intention of the school to promote a culture whereby employees are encouraged to bring to the attention of their Manager and ultimately the school's Headteacher and Local Governing Body any issues relating to safety. Should employees wish to form a safety committee this would be facilitated.

We acknowledge that employee involvement is a vital element in ensuring that all hazards are identified and concerns addressed. All staff will have access to read this and other policies via the Safety Cloud website and can raise concerns at any time with their Manager.

A culture of "see it, say it" is encouraged to ensure that staff are attentive and report Health and Safety concerns without delay.

Design and Technology (D&T)

All equipment in use in D&T will be subject to routine maintenance. This will range from ensuring that hand tools are maintained with sharp cutting edges to ensuring machine tools are correctly lubricated and maintained in good order.

Only competent persons will undertake maintenance of gas or electrical equipment. Where covers or guards are removed from machines or other equipment, to allow maintenance or repair, then the equipment will be isolated from the power supply through the use of interlocking switches or by unplugging from the socket.

Wood dust must be collected by a vacuum fitted with an industrial filter, rather than by dry sweeping. Dust extraction systems (LEV) should be fitted to wood working machines to remove dust as it is generated. These extraction systems should be cleaned regularly, at least weekly, and dust removed. When changing bags, the operator must wear a dust mask (type FFP3) and the extraction bag must be sealed and not emptied loosely into a dustbin. The LEV must be examined at least every 14 months to check its efficiency.

Electrical cables should be visually checked before equipment is used, and the operation of all switches should also be checked and recorded on a pre-use form.

Further guidance can be found in CLEAPSS G254 "Health and Safety. Maintenance of D&T Workshop Equipment"

Display Screen Equipment

The school will assess and control health risks from exposure to display screen equipment in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

A suitable and sufficient analysis of workstations and environment will be undertaken for all employees defined as users, with provision of training/instruction regarding ergonomics and safe working practices provided by the Safety Cloud self assessment.

Employees classified as habitual display screen equipment users are entitled to free eye tests, and vision correction appliances where these are needed for work with display screen equipment. Colleagues should speak to their school's Business Manager or Operational Lead for further information.

Driving on School Business

The Trust is committed to reducing the risks to its staff, students, parents and others when driving or being driven in a school minibus or own car. The Trust has an insurance policy that includes provision for Occasional Business Use (OBU) of own vehicles.

Driving is restricted to employees with a valid current driving licence for the category of vehicle to be driven. Validity of employee driving licences will be checked by the Trust on a periodic basis.

A clear system should be in place for all to be able to check that the legal requirements are being met. The Trust has considered controls needed for Trust-owned buses and vehicles and participates in the MIDAS scheme.

A risk assessment has been carried out for the movement of traffic in and around each school's premises, taking into consideration the minibus, staff, parental vehicle and pedestrian movements. All staff and parents should be made aware of the procedure for drop off and pick up at or outside school premises.

Any collisions that occur involving the minibuses or other vehicles carrying staff or students as part of the school day should be reported to the school's Headteacher and reported as an accident on Safety Cloud. In addition the COO should be notified for insurance purposes.

We will:

- ensure risk assessments are completed and that journeys are planned
- not put unreasonable time constraints on travel
- ensure drivers are competent and fit to drive
- provide any additional training that may be deemed necessary to reduce driving related occupational risks
- all minibus drivers have access to PKAT's Minibus Policy and additional information relating to other school vehicles
- provide sufficient information and guidance for drivers to enable them to understand the additional occupational risks involved in driving
- establish a travel plan which will limit the requirement for travel and make provisions for long journeys
- if required, produce an individual travel plan for a student with SEN/disability in conjunction with the SENCo
- require drivers to annually submit copies of their current driving licence
- provide adequate insurance for the vehicle, the driver, occupants and third parties
- maintain them to the required legal standard and ensure suitable for their purpose
- provide and maintain additional tools and equipment necessary for the purposes of the journey
- provide access to breakdown support and recovery
- provide no smoking signs for inside the vehicle

Drivers

Drivers will remain responsible for their safety and others and must comply with the Highway Code and Road Traffic Act.

It is the responsibility of drivers to inform the School's Business Manager / Operational Lead of:

- anything that could affect their driving e.g. health conditions or injuries, use of prescribed medication
- changes to licence such as; limitations, offences recorded, period bans
- vehicle defects that affect ability/safety to drive
- any accidents/incidents that occurred whilst driving on behalf of the Trust

Before driving, drivers must:

- review the need to travel
- have a valid licence for the vehicle they are driving
- carry out a pre-use vehicle check
- allow sufficient time to drive allowing for traffic, poor weather and rest breaks
- ensure sufficient rest
- be physically fit, with zero alcohol level and not be under the influence of drugs that may affect their ability to drive
- have had an eye test in the last 2 years and be using any corrective appliance required by an optician
- adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety

Whilst driving, drivers must:

- drive in accordance with the applicable law and with consideration for the safety of passengers and other road users
- take regular rest breaks every 2-3 hours or at first signs of tiredness
- remain in control of the vehicle at all times
- not smoke
- only use the mobile phone when using a hands-free device

- ensure electrical installations and equipment are installed in accordance with IEE Wiring Regulations
- maintain the fixed wiring installation in a safe condition by carrying out routine safety tests
- inspect and test by a competent person all portable and transportable equipment within the school regularly to ensure safety
- inspect and test second-hand electrical equipment donated, lent to, or borrowed by, the school
- ensure that all portable electrical appliances that are brought onto school premises that are not new are inspected/tested before being taken into use. (Note: new electrical equipment does not require testing)
- promote and implement a safe system of work for maintenance, inspection and testing
- forbid live working unless absolutely necessary, in which case a permit must be issued
- ensure employees who carry out electrical work are competent to do so
- maintain an asset register of electrical appliances and up to date test and inspection records.

Educational Visits

The Trust recognises the increased risk of off-site educational visits but believe these trips to be an important part of the educational process. Off-site educational trips will be fully risk assessed prior to the event. If the visit is to an unfamiliar location a pre-trip site inspection will be conducted.

The assessment will take into account guidance set out in DCSF document Health and Safety of students on Educational Visits.

The Trust purchases support from the Outdoor Education Advisory Service and specific advice and guidance on trips and outdoor activities can be sought from Stephen Brown Stephen.brown@cambridgeshire.gov.uk

Electrical Safety

We will comply with the Electricity at Work Regulations 1989, with regard to electric shock, socket outlets and plug tops, switches, conduits and cables etc.

To ensure this objective each school will:

Employees at Special Risk

We recognise that some workers may, from time to time, be at increased risk of injury or ill-health resulting from work activities. All employees must advise their Manager if they become aware of any change in their personal circumstances which could result in them being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy.

As an equal opportunities employer we would ensure that we make reasonable adjustments of our employment arrangements or premises, in order not to place disabled people at a substantial disadvantage compared with non-disabled people.

Environmental

It is the policy of the Trust to help protect the environment in which we operate. Each school's management will seek, so far as is reasonably practicable, to minimise the school's effects on the environment by:

- Taking environmental issues into account when planning and conducting activities.

- Complying with regulatory requirements and working with regulatory bodies.
- Providing environmentally-friendly products where possible and informing customers and suppliers of our policy and aims.
- Seeking to control and reduce energy consumption, water usage, waste, noise, dust, light emissions and traffic movement.
- Seeking to continually improve the school's performance in the above areas.

Emergency Closure

From time to time circumstances arise which could lead to the emergency closure of the schools. Examples of such circumstances include severely inclement weather, abnormal temperatures, burst pipes, pandemic, disruption of fuel, power or water supplies. The length of closure may vary between an early closure for a brief period with a return to normal on the following day, to a closure for one or more full days. Parents and Guardians will be advised via the websites and social media, and through standard advice in the schools' handbooks, that there may be occasions when emergencies make it necessary for students to be sent home prematurely and that in these circumstances parents/guardians should have advised their children of where they should go.

Decisions as to the actions that will be taken will normally be made by the Head in conjunction with the Trust's CEO and consultation with the other Headteachers in the Trust and the school's Senior Leadership Team.

Emergency Evacuation Procedure

In the event of fire or sounding of the alarm, or in any other emergency situation (such as a bomb threat), all employees should stop what they are doing and walk to the nearest safe exit leaving all personal belongings behind. All employees should then assemble at the designated assembly point. Each school's specific evacuation plan will be managed and maintained by the school's Senior Leadership Team.

A fire drill will be undertaken at least twice in an Academic Year. Advance notice of this will be given to limited personnel only.

The school does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so by trained staff.

Immediate evacuation of buildings must take place as soon as the evacuation signal is given. The

evacuation signal may differ between schools. All occupants should report to the predetermined assembly point.

Re-entry of the building is strictly prohibited until the fire brigade officer or a senior person declares it is safe to do so.

Employees are encouraged to report any concerns regarding fire procedures so the organisation can investigate and take remedial action if necessary.

Evacuation during examinations

A clear procedure is in place to deal with an emergency evacuation during examinations. All candidates are evacuated in silence with invigilators and assemble at the designated fire assembly point but separate from other students. Silence is maintained. Examination guidance is followed.

Emergency, Critical Incident, Lockout and Lock-down procedures

The Trust has drawn up and put in place a separate policy and procedures to cover for the management of serious incidents, and it is of utmost importance that staff familiarise themselves with these procedures. Staff must be able to clearly differentiate between the following categories in order to action the correct procedure:

Emergency

A situation that requires immediate action such as evacuation or attendance of emergency services. This could be a fire, death or serious injury.

Critical Incident

Broadly defined as a traumatic event, real or imagined, or threat of such, that could seriously affect the welfare of individuals within an organisation or cause disruption to an organisation.

Lock Down

The procedure used to preserve the security of the School, and the safety of its personnel, in the event of threat of harm from inside or outside the School grounds.

The aim of these policies and procedures is to minimise the impact and trauma of any incident affecting School personnel, and to facilitate the return to normal School operation as soon as possible.



Facilities Hire

Parts of the Trust's premises are hired to external organisations and members of the public. A hire agreement is in place to cover these arrangements and an assessment is made to ensure that the persons hiring facilities have risk assessments, method statements and adequate insurance in place for the duration of the use of the premises. Regular hire agreements are reviewed at least annually.

The Trust ensures that persons hiring facilities are aware of relevant emergency procedures e.g. how to raise an alarm in the event of fire or medical emergency.

Fire Safety

We will assess and control the risks from fire in accordance with the Regulatory Reform (Fire Safety) Order 2005. The Trust arranges for all schools to have a Fire Risk Assessment in line with this legislation.

Premises are equipped with appropriate fire fighting equipment, fire detection and fire warning systems that are suitable and sufficient for the features of the premises, the activity carried out and the hazards present. Emergency routes and exits are maintained in good working order and unobstructed.

We will ensure that arrangements are in place to ensure that all fire fighting equipment is regularly maintained. Suitable records of such maintenance should be kept.

Managers are responsible for checking fire safety hardware during monthly site safety audits.

We have an emergency plan to follow in the event of fire or sounding of the alarm.

Managers are responsible for giving new employees a basic fire safety induction, covering the risk of fire, control measures in place to protect them, and location of the fire assembly point. Further training on fire awareness will be provided for employees via the fire awareness e-learning module on Safety Cloud.

Gas Safety

Gas boilers and all associated flues and fittings are subject to an annual service by a GAS SAFE registered engineer. A suitable report shall be maintained following such works.

Employees are not permitted to interfere with gas supplies or associated attachments under any circumstance.

Gas Emergencies

Where a leak is identified within a workshop, or laboratory, the supply should be immediately isolated and the Site / Facilities Manager informed. Unless the leak cannot be isolated, there should be no need for an evacuation.

If a gas leak is suspected in any other area of the school this should be immediately communicated to the main school office, who should then inform the Site Manager who will liaise with a member of the Senior Leadership Team.

In the event of a suspected gas leak:

1. Call 24 hour gas emergency service on 0800 111 999
2. Evacuate the buildings and move the students and majority of the staff to a distance of at least 250 metres away. Nominate some staff to stay at a safe distance to prevent access to the site and await the emergency Transco engineer.
3. If it is safe to do so:
 - Put out naked flames
 - Open doors and windows
 - Turn off the gas supply

DO NOT TURN ELECTRICAL SWITCHES ON OR OFF

4. If the general public in the neighbourhood are at risk contact the police on 999. No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so.

Glazing

Doors, which can be pushed open from either side, should have a viewing panel appropriate to users so that a clear view of the area close to both sides is allowed. Where windows and transparent or translucent surfaces in walls, partitions, doors, etc. pose a risk of injury they should be made of safety material or otherwise protected against breakage.

A glazing survey and risk assessment has been undertaken to ensure compliance with the Workplace (Health and Safety Welfare)

Regulations 1992 and EN12600/BS6206. This risk assessment will be reviewed on a regular basis.

Hazardous Substances

The school will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

All staff exposed to such substances will be instructed in their appropriate use and advised to follow safe usage instructions. Personal protective equipment appropriate to the hazardous substance, will be provided and supervisors will ensure usage on a day to day basis.

Staff required to use certain substances/chemicals will be required to comply with the following procedures:

- To use substances/chemicals in accordance with the manufacturer's instructions. If in doubt, they should check before use with a senior member of staff.
- To use protective clothing, footwear, gloves, masks, eye protection, as appropriate.
- To clean any spillage, or soiling, of such substances in an appropriate manner.
- To report any accidents/incidents or injuries to a senior member of staff.

Staff must not bring their own substances potentially hazardous to health, such as cleaning materials, onto the school sites without prior arrangement with the Site Manager.

Health Surveillance

Personnel exposed to known hazardous activities will be subjected to suitable health surveillance in accordance with the associated risk assessments.

Housekeeping

The Trust will ensure that standards of cleanliness are maintained in all areas of the sites. All floors and traffic routes will be maintained in good repair so as to reduce the health and safety risk to staff, students and visitors. Traffic routes and fire escapes will be kept clear of obstructions. It is the responsibility of all staff to ensure the following:

- Materials and equipment must be stored safely and tidily at all times

- Walkways and walking areas and exits must be kept clear and free from obstructions at all times
- If liquids are spilt on the floor it should be wiped immediately to avoid slipping
- Trailing cables should not be left in any walking area
- Where objects are stored in or around a walking area, care must be taken to ensure that no long or sharp edges jut out into the walking area

Any concerns regarding cleanliness/hygiene should be reported to the school's Business Manager / Operational Lead.

Inclement Weather

The following key points could all have different implications to the operation of the Trust and the safety of the students and staff.

- Risks of slips on icy surfaces
- Traffic conditions hindering staff and students getting to school
- Road traffic accident that involves staff or students
- Temperature problems due to heating failure or similar
- Equipment failure due to low temperatures e.g. water supply frozen

The Trust will carry out risk assessments for how these (and other) issues may affect persons and create a written Contingency Plan to cover the eventualities. Once the assessment has been carried out then the plan can be written.

Information, Instruction, Training and Supervision

The Trust will provide employees with adequate information, instruction, training and/or supervision to enable them to undertake their duties safely.

A staff health and safety handbook will be available on Safety Cloud and contains important information for employees regarding any workplace hazards they may be exposed to, and the safe working procedures and control measures they should follow in order to remain safe.

Written records of training will be maintained, with all new starters given induction training relevant to their duties but including at least an overview of the Trust's policy and procedures including the overall approach to Health & Safety. Training will

include instruction on the safe use of any equipment provided and other information that is relevant to their specific role and responsibilities. Specific training sessions will be arranged if there is a change to health and safety procedures, if it is agreed as part of a member of staff's training and development plan or to inform staff of a specific health and safety concern. Any training and development needs should be reported to the relevant Manager.

Staff members have personal logins to Safety Cloud which enables them to view risk assessments relevant to their work and are instructed on any reviews that are relevant to their work area.

Note to employees - If you are required to undertake a task which you feel you are not competent and where your health and safety might be put at undue risk you are required to stop work and report this immediately so that appropriate remedial steps can be taken.

Legionella

Legionnaires' disease is a potentially fatal form of pneumonia that causes flu like symptoms. Infection is caused by breathing in small droplets of water contaminated by the naturally occurring bacteria.

The Trust is committed to managing the risks associated with legionella to comply with the terms of ACoP L8. The Trust's schools have completed a Legionella risk assessment and have management systems in place to control the risk.

This includes water temperature checks, flushing of showers and the regular cleaning of shower heads and tanks. Records of checks are held on site.

Hot water

Risk assessments will be made to assess the risk of scalding from hot water supplies including showers, taps and radiators. Where practically possible, thermostatic mixing valves (TMVs) will be fitted to reduce any risk of scalding particularly in showering facilities where there is a risk of full body scalding. At no outlet should hot water exceed 43°C (unless a risk assessment specifies otherwise).

Lifting Equipment

Lifting equipment is maintained in accordance with manufacturer's recommendations. It receives periodic servicing and thorough examinations in accordance with the Lifting Operations and Lifting Equipment Regulations 1998.

Staff are only permitted to use the lifting equipment where they have been trained and authorised to use it by the school in which the equipment is fitted. Refresher training is provided if deemed necessary after observation of poor practices.

Lone Working

Lone working should only be undertaken if absolutely necessary. Prior to working alone it is school policy that a third party be informed of the fact that you are working alone. Monitoring of the individual is to be established through effective form of communication.

If employees are working alone on site after normal working hours they must:

- Inform someone where they are and what time they intend to leave.
- Ensure that entrances are securely shut and ensure that they can get out of another door in case of an emergency without using a key.
- Always be alert when leaving the building and ensure that the door through which they leave is securely locked behind them.
- Phone the Police if they are suspicious about someone attempting to enter the building.

Persons working alone must not enter any confined space or undertake hazardous tasks.

Liquid Petroleum Gas (LPG)

LPG cylinder storage on Trust sites is in accordance with the LPG Association Code of Practice no. 7. LPG cylinders are stored externally in a compound/cage, away from combustibles, vehicle movements, open drains, openings to buildings and in a well ventilated area.

Managing Contractors

The competency of contractors is checked before services engaged. This includes qualifications, insurance, membership of professional bodies and previous experience.

Employees and contractors will be advised of risks they may be exposed to (e.g. asbestos, live electrics etc) and all site rules they must follow prior to commencing work.

Prior to appointment, contractors undertaking high risk works (e.g. work at height, steel erection, demolition) will be requested to provide a method statement for any work they intend to undertake at the premises. This should include information on:

- Hazards involved in the work.
- Assessment of the risks arising from the hazards identified.
- How the risks will be controlled.

A permit to work will be issued for high risk works.

It is the responsibility of the supervisor to ensure that work is carried out in accordance with the method statement.

Each school will undertake regular checks on the contractors' work on their premises and stop any work suspected to pose a risk to either our staff, pupils, or the contractor.

Manual Handling and Lifting

The Trust will take all reasonable steps to reduce and avoid hazardous manual handling activities where this is practical and reasonable. If this is not possible we are committed to undertaking a suitable risk assessment to identify practical controls that will reduce the risk of injury.

Where employees are required to undertake manual handling duties, training will be provided to cover:

- The principles of good lifting and handling.
- Understanding of how to assess the risks posed by manual handling.
- How to use any mechanical aids provided.

Employees are expected to adhere to the procedures outlined in training and failure to do so is considered a breach of Health & Safety regulations.

Precautions

Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.

The load to be lifted or moved must be inspected for sharp edges, splinters and wet or greasy patches. When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves

should be free from oil, grease or other agents which might impair grip.

The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.

Employees should not attempt to lift or move a load which is too heavy to manage comfortably. Where team lifting or moving is necessary one person should act as co-coordinator, giving commands to lift, lower etc.

When lifting an object off the ground employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

Monitoring and Inspection

We will undertake regular inspections and checks to monitor health and safety standards and ensure a healthy and safe workplace. Southall Associates will undertake twice yearly site safety audits dependent upon the assessed risk at each site.

Responsibility for carrying out monthly health and safety inspections will be delegated to the designated manager(s) at each site. The manager will conduct this check on the Safety Cloud system and should report findings of the inspections to the Head, as required. The manager, or other senior members of the management team, will also do occasional health and safety spot checks.

This policy will be reviewed to reflect changes in best practice guidance, techniques and legislation as required and as a minimum once every two years.

New and Expectant Mothers

Once the Trust has been informed, in writing that an employee is pregnant, a risk assessment will be carried out. The risk assessment will take into account the type of work normally undertaken and also the working environment. Pregnant workers/nursing mothers will not be allowed to come into contact with hazardous substances or processes that could affect the health of the child.

Job roles will be adjusted where the risk to the pregnant worker/nursing mother are considered unacceptable. The employee will be entitled to:

- Frequent breaks from standing (seating provision).
- Heavy lifting is prohibited.
- Reduced shifts are provided on demand.
- The employee is offered warm protective clothing if working in cold environments.
- COSHH assessments will be reviewed to assess impact of working with hazardous chemicals.

If all control measures that are reasonably practicable have been taken and a risk still exists to an expectant or new mother then a hierarchy of steps will be followed:

Step 1: temporarily adjust her working conditions and/or hours of work or if it is not reasonable to do so or would not avoid the risk:

Step 2: offer her suitable alternative work if any is available, or if this is not feasible you must:

Step 3: suspend her from work (give paid leave) for as long as necessary to protect her safety or health or that of her child.

If a student enrolled in a Trust school becomes pregnant the school will ensure that a risk assessment is carried out to take into account the type of activities normally undertaken by the student, and to manage risk.

Noise

Where it is suspected that the noise level emitted from machinery, averaged over the course of the working day or working week, exceeds the lower or higher action value levels (80 dBA or 85 dBA) a noise assessment will be undertaken and any necessary protective measures put in place to reduce the risk of hearing damage.

Hearing protection is provided for those at risk and hearing protection zones defined with signage.

Workers will be instructed in the risks of noise exposure, the controls in place, hearing protection provided and safe working practices.

Health surveillance (hearing checks) is provided for those at risk with results used to review controls and further protect individuals.

Arrangements for the control of workplace noise will be reviewed whenever there is a substantial change in work practice, equipment or exposure e.g. purchase of new machinery, relocation of machinery, increased use of machinery etc.

Personal Protective Equipment (PPE)

PPE includes safety equipment such as protective footwear, gloves, high visibility vests / jackets and hard hats. The Trust acknowledges that PPE forms the last level of protection within the hierarchy of controls, and will ensure all other practicable controls are in place. It is however recognised that PPE is often required to bolster other controls. As such each school will:

- Assess the risks and the PPE to be issued to ensure it is suitable.
- Maintain, clean and replace PPE as required.
- Provide storage for PPE when it is not being used.
- Give training and instruction to personnel on its use and how to look after it.
- Monitor use and condition of PPE.

Employees will be consulted at the selection stage to ensure equipment is suitable for their needs and to encourage usage. All employees sign a record of issue upon receipt of their PPE. All PPE is provided free of charge.

Personal Security

It is not practical to restrict access to the site. Visitors should report to the reception. All visitors are required to sign into the visitors system upon arrival at the school and must be wearing a clearly visible badge and be accompanied by a member of staff at all times.

Unwelcome visitors may at times enter the site, and staff should be alert to this possibility, and should be observant. Unrecognised individuals should be approached in a courteous manner and escorted to their destination where they should be passed on to the appropriate member of staff. Staff should escort those who appear to have no genuine reason for being on site to the school's office.

If a member of staff witnesses a theft or other law-breaking activity they should immediately dial 999 and inform the police.

Provision and Use of Work Equipment

It is the Trust's policy to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998. We will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used. New or

second-hand equipment must be checked to ensure that it meets health and safety standards before it is purchased.

All workers will be provided with adequate information and training to enable them to use work equipment specific to their job role safely. The use of any work equipment which could pose a risk to the well being of persons in or around the workplace will be restricted to authorised persons.

It is the responsibility of all employees to ensure that any device or equipment they use is in a good and safe condition. Any device or equipment that is defective must be reported to their Manager.

No device or equipment should be used outside of the manufacturer's guidance. Employees are prohibited from using any device or piece of equipment for any purpose other than its intended purpose.

All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment. All work equipment will be clearly marked with health and safety warnings where appropriate.

All devices and equipment must be properly and safely stored when not in use.

The Site / Facilities Manager shall be the point of reference for queries regarding equipment maintenance and testing. It is the responsibility of the delegated Managers, i.e. Science and DT Heads of Departments to ensure that appropriate servicing/maintenance of equipment is carried out, to record the maintenance checks and inform the Site / Facilities Manager of the findings.

Within Jack Hunt School, the majority of equipment and site maintenance is managed by Bouygues under the PFI agreement.

Machinery and Powered tools

Use of machinery and powered tools is included in our risk assessments.

It is the Trust's policy that all relevant employees and students working in woodworking rooms will be trained in the safe operation of the equipment and employees and students are required to use all work equipment correctly/in accordance with their training/manufacturers' recommendations. All students will be supervised whilst using woodworking equipment.

Appropriate guards on machines are provided in order to make all operations as safe as possible.

Employees and students must NEVER:

- A. Remove, make inoperative or reduce the effectiveness of any equipment or machinery guard.
- B. Attempt to operate any machinery or equipment without the guards or other required safety devices in place.
- C. Operate any equipment when it is functioning improperly or at any time when it would be hazardous. Such equipment will be repaired at once or removed from the premises.

Only authorised personnel may remove a machine guard during maintenance or cleaning operations. During such operations all precautions must be taken to ensure that the equipment is de-energised by disconnecting the power source.

Play and Sports Equipment

Play and sports equipment is routinely visually checked for damage, wear and tear. A thorough visual check is undertaken and recorded on a termly basis. Staff are responsible for informing the Lead Teacher for Sport & PE if equipment requires replacement. Damaged equipment is removed from use until repair or replacement.

Pressure Systems

All boilers and pressure systems shall be regularly maintained.

A periodic inspection and test shall be undertaken of all pressure systems e.g. coffee machines or air compressors in accordance with the insurance schedule and relevant regulations.

Written schemes of examination and records of inspection shall be maintained.

The school will provide sufficient information, instruction and training to all those involved in the operation of pressure systems.

Safety Signs

Where required, suitable and sufficient safety signs shall be posted in accordance with The Health and Safety (Safety Signs and Signals) Regulations 1996. Signs will be positioned to provide a suitable warning of the work activity being undertaken.

All safety signs shall be maintained in a clean and clearly visible condition.

Safety signs shall be removed when they are no longer required.

School Laboratories

It is recognised that water in school laboratories is classed as non-domestic. As high-risk contaminants are likely to be present in a school laboratory, the distribution system supplying water to laboratories must be separated by appropriate backflow protection from that supplying water for domestic purposes. Within our schools, there may be backflow protection systems in place, and these will include "tap-gap" arrangements. We will ensure that the air gap between tap, and the spill-over level of the sink, bowl or receptacle below it is maintained, and not defeated by hose attachments.

Chemical stores will be kept in a good state of tidiness, and excessive levels of stock should be avoided. All bottles will be labelled with the use and name of chemical, and appropriate hazard symbols(s). Spill containment measures will be employed including the use of plastic trays and absorbent material e.g. cat litter. We will ensure that flammable chemicals are separated from corrosives.

All laboratories, stores and preparation rooms should be securely locked when not in use to prevent unauthorised student or visitor access.

Adequate eye washing facilities will be provided within laboratories; this should be in the format of a length of rubber tubing which is stored in a sealed, clear and clean plastic bag, labelled "eye wash" and kept near a suitable sink and tap. (Do not leave connected due to possibility of contamination and backwash). Eyes should be irrigated for 10 minutes in the event of chemical exposure.

Students' coats and bags should be placed where they cannot pose a tripping hazard. They should not be placed on the floor and coats should not be placed over chair backs where they can be damaged by chemicals. Ideally, open fronted lockers and coat hooks should be provided to the front of the lab.

Arrangements will be in place to ensure that there is suitable ventilation within laboratories, preparation and storage rooms. Extractor fans should be installed in preparation rooms enabling there to be 5 air changes per hour. Storage rooms should have at least 2 air changes per hour; 24 hours a day, 365 days a year.

All labs will have a clearly identifiable electrical cut off switch.

The Trust has appointed an external **Radiation Protection Advisor** who audits the storage, use and disposal of the radiation sources.

The Trust has appointed an internal Radiation Protection Supervisor who maintains a register of all radiation sources ensuring that they are stored appropriately. Leakage tests are undertaken by the **Radiation Protection Supervisor** at least every two years.

The Health and Safety Executive has been notified of the use of radioactive sources at the Trust.

Site Traffic Management

One of the most common causes of fatalities and serious injuries at work involve the operation of vehicles, including lorries and coaches.

The main problems include collisions with pedestrians and between vehicles; reversing of vehicles; falls from vehicles and overloading and overturning of vehicles.

The Trust will take all reasonable steps to segregate the risk of vehicle – pedestrian collision. Control measures in place are detailed in the 'workplace transport' risk assessment.

Drivers are aware of pedestrian presence on site and this is reinforced through the Trust's staff health and safety handbook.

Smoking and Vaping

Smoking and vaping is not permitted anywhere on the Trust's school grounds, inside school buildings or in Trust vehicles.

Stress and Bullying

The Health and Safety Executive define stress as the adverse reaction people have to excessive pressure or other types of demand placed on them. The Trust recognises that workplace stress may at times be a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.

The Trust ensures all managers and supervisory staff are trained in good management practices and staff are sufficiently trained to discharge their duties. Workloads and work hours are monitored to ensure that staff are not overloaded. Bullying and harassment is not tolerated at the Trust and students can report bullying and other matters of

concern. The Trust can also, where necessary, provide confidential counselling for staff affected by stress caused by either work or external factors.

Swimming Pool

Although the Jack Hunt Pool is under the management of the Local Authority's leisure and culture operation "Vivacity", the Supervisor of the pool must be familiar with the most up to date Health & Safety Executive publication, "Safety in Swimming Pools", and the Schools Swimming Pool Operating Procedures. Organised school swimming lessons for students will be subject to a risk assessment.

Vibration

The use of certain hand held tools used by company employees pose a risk of hand-arm vibration (HAV) related diseases. The risk is reduced by using vibrating tools for a limited period of time, wearing warm clothing to increase circulation and completing annual health surveillance questionnaires to detect early signs of vibration related diseases (e.g- white finger).

Working at Height

The Work at Height Regulations 2005 require:

- Work at height to be avoided as far as reasonably practicable.
- Where work at height cannot be avoided, provide suitable and sufficient measures to prevent persons falling a distance liable to cause injury.
- Where a risk of falls remains, use work equipment and other measures to minimise the distance and consequences of a fall.

Employees are responsible for using work equipment provided for working at height in the correct manner and to report any safety hazard, fault or deficiency in the equipment promptly to their Manager.

Ladders and Step Ladders

All work at height is risk assessed. This includes routine use of ladders. Safety rules for use of ladders are provided for staff to follow within the staff handbook. Aeroplane style steps with upper guardrails and handrails or A-frame ladders are always used in preference to single section ladders.

Ladders and stepladders should be regularly inspected to ensure they are in good repair and safe condition. This check will be recorded and the ladder marked to indicate the next date after which the ladders should not be used. Defective ladders are labelled and removed from use.

Suitable aids for working at height should always be deployed, for example elephant kick stools. Classroom tables and chairs should NEVER be used to work at height.

Fragile Roofs/Roof Work

A fragile roof is one that does not safely support the weight of a person and any load they may carry. Personnel are not permitted to access any roof without the express permission from the site manager. Permission will only be granted where the individual(s) are properly trained and the work has been thoroughly planned with the implementation of an appropriate risk assessment.

Prior to roof work commencing, either in-house or by external contractors, a risk assessment must be undertaken by a competent person. The risk assessment must identify a safe system of work detailed in a safety method statement being specific and relevant to the work to be undertaken.

The risk assessment and method statement shall be signed by the competent person and communicated to all those involved in the roof access/work. A permit to work covering the roof access/work must also be authorised and in operation for the duration of the task.

Fragile roofing is signed throughout the site.

Scaffolds and Platforms

Fixed scaffolding (where applicable) must not be altered by anyone other than a competent site scaffolder. If alterations are required the Project Manager/Site Agent or Supervisor must be notified and a new scaffold safety certificate issued if necessary.

Trestles and Batten, Tower or mobile platforms (where applicable) must be erected by a competent person with suitable guardrails and stability bracings fitted to all tower scaffolds. No operative shall be permitted to stay on any mobile or tower scaffold whilst it is being moved.

Tallescope

A permit to work is required for operating the Tallescope at Jack Hunt School. Training on the use of the Tallescope will be provided to appropriate

employees to include the operation of the additional rescue system.

Working Hours

The school complies with the EU Working Time Directive by keeping a record of hours worked by our employees.

Workplace Facilities and Welfare

In line with the Workplace (Health, Safety and Welfare) Regulations 1992 the Trust is committed to providing a suitable workplace conducive to productivity and the wellbeing of employees. Toilets and washing facilities will be maintained in good repair, suitable for the number of employees on site, along with access to a rest room with a potable water supply.

Workplace Stress

The Health and Safety Executive define stress as **the adverse reaction people have to excessive pressure or other types of demand placed on them.**

The Trust recognises that workplace stress may at times be a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.

The hazard of workplace stress has been included within each school's risk assessments. This risk assessment has identified key workplace stressors and controls to eliminate stress or control the risks from stress.

The Trust ensures that employees are sufficiently trained to discharge their duties. Workloads and work hours are monitored to ensure that employees are not overloaded. Bullying and harassment is not tolerated in the workplace and the school can, where necessary, provide confidential counselling for employees affected by stress caused by either work or external factors.

Young Workers

Persons under the age of 18 years may be employed (or placed on work experience) but only after a risk assessment has been carried out to identify any potential risk to the young person in the place of work. Factors considered within the assessment are physical strength, possible smaller size, any health issues and any physical and learning difficulties. The assessment also takes into account their inexperience and lack of awareness.

Induction training is provided, and clear instructions on the tasks young people should not be involved in. At all times a young person will be adequately supervised and will be given the appropriate training before being asked to undertake any given task.