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**Title of Policy/Procedure** Health & Safety Policy

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**Reviewer(s):** Andy Campbell  
Sammy Edge

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**To be read in conjunction with the following policies:** Premises Management Policy  
First Aid Policy  
Lettings Policy  
Trips Policy  
Visiting the school and classroom Policy for trustees and governors

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**Consultation Process** N/a

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**Policy Date:** June 2024

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**Review Date:** July 2025  
Or where a significant change occurs

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**This policy has been ratified by:**

- Risk, Audit, Health and Safety and Premises Committee

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## Issue Status

Issue	Date	Author/ Changes By
1.0	May 2022	Director of Finance & Operations/Trust Estates Manager
2.0	June 2023	Director of Finance & Operations
3.0	June 2024	Director of Finance & Operations



This Policy has four parts:

- an introduction
- policy statement
- roles and responsibilities
- the Trust's arrangements for Health & Safety

## 1. Introduction

This Health & Safety policy and manual contains our Health & Safety Policy as required by the Health & Safety at Work Act 1974 and it defines the way we manage the health & safety hazards and risks associated with our business, premises and activities.

The Blue Kite Academy Trust are committed to managing health & safety effectively to protect our employees and other persons with whom we interact because we recognise that we have not only a moral and legal duty but also that our employees are our greatest asset.

Our Health & Safety Policy Statement sets out our commitment and the objectives we aspire to in managing health & safety. It is signed by the most senior person in our organisation to demonstrate that our commitment is led from the top.

Our approach to managing health & safety will be sensible, realistic and proportionate and will be prioritised according to risk with the objective of maintaining continuous improvement. We accept that we cannot eliminate risk from everything we do but we can manage risk in such a way that exposure to hazards is controlled as far as is reasonably practical.

We recognise that improvement in health & safety will not happen by chance and that planning to manage using a systematic approach through risk assessment is a necessary first step and an ongoing process. In moving forwards, we will wherever possible eliminate risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated, they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection.

Our success in managing health & safety will be measurable and we look to establish performance standards against which we can monitor our progress to identify future actions to go into our improvement programme.

Based on our performance measurement in the form of accident monitoring, internal monitoring, and audits as well as external audits we will review our health & safety arrangements periodically and at least annually. The results of our measurement will be recorded and presented to the board of Trustees regularly through the academic year.

## 2. Health & Safety Policy Statement

The Blue Kite Academy Trust Board of Trustees recognises that it has a legal duty of care towards protecting the health & safety of its employees, pupils and others who may be affected by a school's activities.

The Blue Kite Academy Trust, a charitable company limited by guarantee registered in England and Wales, c/o Ferndale Primary and Nursery School, Wiltshire Avenue, Swindon SN2 1NX Company Number 09889819

In order to discharge its responsibilities, the management of each School will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health & safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- provide safe environments, safe systems of work, safe materials and equipment, and individuals who are competent in the work they are employed to do
- eliminate risks to health & safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health & safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health & safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health & safety

Signed Chief Executive Officer

Print Gary Evans

Date:

Signed Chair of Trustees

Print Pauline Miller

Date:

### 3. Roles and Responsibilities

#### The Board of Trustees

The Board of Trustees has the ultimate responsibility for the Health & Safety of the schools within its control. It discharges this responsibility via the Chief Executive Officer, Headteachers, The Director of Finance & Operations, and other relevant Trust Staff.

The Trustees will ensure that:

- they provide a lead in developing a positive health & safety culture throughout their schools
- any decisions reflect its health & safety intentions
- adequate resources are available for the implementation of health & safety
- an effective management structure for the implementation of health & safety is established
- they will promote the active participation of employees in improving health & safety performance
- they review the health & safety performance of the school annually and plan safety improvements for the following year.

#### Chief Executive Officer

The Chief Executive Officer will ensure that:

- they provide a lead in developing a positive health & safety culture throughout the Trust estate
- any decisions reflect its health & safety intentions
- adequate resources are available for the implementation of health & safety
- an effective management structure for the implementation of health & safety is established
- they will promote the active participation of employees in improving health & safety performance
- they review the health & safety performance of the schools annually and plan safety improvements for the following year
- health & safety objectives are set across the whole Trust and for each school
- standards of health & safety are set across all areas
- a health & safety plan of continuous improvement is created and monitored for progress against agreed targets
- a risk management programme is developed and implemented across the Trust
- senior management are competent to fulfil their health & safety responsibilities and that effective training programmes have been put into place
- a system of communication and consultation with employees is established
- monitoring systems are in place to monitor the effectiveness of the Trust's risk control
- health & safety policies and procedures are reviewed in light of the results of internal and external audits

#### The Role of Local Governing Bodies

Local Governing Bodies are responsible for taking reasonable steps to ensure that the school is following the Trust's policy and procedures e.g., through regular discussion at governance meetings. Governors will ensure that:

- they draw to the attention of the Trustees any high-risk areas in relation to health & safety that they believe cannot be managed locally and, therefore, require the Trustees intervention/support
- they receive reports on staff training that enable them to carry out their responsibilities.

- they promote a sensible approach to health & safety, making use of competent health & safety advice when required.
- they work in close partnership with the Headteacher and the Senior Leadership Team to support sensible health & safety management and to challenge as appropriate.
- they integrate good health & safety management into business decisions.
- the Trust's health & safety policy is adhered to.
- Link health and safety governors will visit the school a minimum of twice and a maximum of three times spread throughout the academic year.
- Visits will be in accordance with the Trust's *Visiting the School and Classroom for Trustees and Governors Policy* and the visit details recorded on the appropriate form.
- they ensure that adequate health & safety resources are made available to meet health & safety requirements.
- They ensure the Headteacher has an appropriate workload, in support of a reasonable work/life balance, having regard to his/her health and welfare.

### **Role of The Trust's Central Health & Safety Team**

The Director of Finance & Operations as the person with special responsibility for health & safety will, assisted by the Trust Estates Manager, ensure that they:

- establish mandatory health & safety policies/outcomes that schools follow/achieve.
- monitor schools' compliance with legislation and policies.
- monitor schools' health & safety performance.
- provide direction/s as necessary to school management in the interests of health & safety.
- ensure school management are appropriately trained in health & safety principles.
- ensure any trust-wide purchasing and contracting procedures and arrangements that are in place consider health & safety compliance and performance.
- consult with employees on matters affecting their health & safety according to the Safety Committees Regulations 1977 and Health & Safety (Consultation with Employees) Regulations 1996.

### **Headteachers**

Headteachers will ensure that they:

- bring to the attention of the Trust any high-risk health & safety areas that it is considered cannot be managed locally and require intervention/support from the Trust's senior team. Report outcome to the Local Governing Body.
- support the Governing Body to ensure that all Governors have received relevant induction and training.
- ensure there are appropriate arrangements within the school for implementing the Trust's Health & Safety Policy.
- ensure that the Trust's Health & Safety Policies are brought to the attention of all staff.
- ensure current copies of the Trust's policies and procedures are made available to members of staff as necessary via school networks and meetings
- co-operate and co-ordinate with partner organisations, contractors and other service providers to ensure the adequate provision for health & safety of pupils, employees and others who may be affected by schools' activities and/or the service provision of third parties on school sites.
- liaise with and seek advice as necessary from the Trust Health & Safety Team in order to fulfil the responsibilities outlined in this policy.
- ensure the provisions set out in the Trust's policies and procedures are implemented.
- undertake risk assessments and implementing control measures
- ensure all teaching staff have an appropriate workload, in support of a reasonable

work/life balance, having regard to his/her health and welfare.

- undertake health & safety monitoring in the school through an internal self-audit & monitoring checklist.
- arrange termly health & safety inspections of the premises (Headteacher must be involved in at least one of the inspections)
- ensure that appropriate health & safety information is communicated to relevant staff.
- ensure that relevant health & safety information is provided to visitors, temporary and agency staff, voluntary workers, contractors and those who may use the site.
- ensure that there is agreement and co-operation between other users and other employers of the school site to ensure hazard reporting and joint risk assessments are recorded.
- ensure that accidents are investigated and reported using the established procedures.
- enable Trade Union Safety Representatives to carry out their functions and that appropriate consultation takes place.
- identify opportunities to improve health & safety within the school and that the health & safety responsibilities in relation to procurement and the management of contracts are carried out and recorded.
- include health & safety items on meeting agendas on a regular basis. To include meetings of Local Governing Body, leadership meetings and staff briefings.
- have arrangements in place for maintaining and inspecting services, such as gas and electrical systems and equipment.
- have arrangements in place to enable staff to report hazards are in place.
- appoint an Educational Visits Co-ordinator, who has attended a recognised training course, is appointed within the school.
- have procedures in place for identifying and acting upon failures by any employee to ensure adequate health & safety performance is in place.
- ensure that any health & safety training needs are identified and met.
- implement fire precautions procedures (including fire drills).
- make appropriate arrangements with regard to any lettings.
- ensure that copies of the school local organisation and arrangements are completed, posted on staff noticeboards in a prominent position and updated as appropriate

### **The School Business Officer and Site management staff**

The School Business Officer and site management staff will have delegated responsibilities from the Headteacher as required.

### **Classroom Teachers**

The health & safety of pupils in classrooms are the responsibility of the classroom teacher. These rules also apply to Inspire student teachers and to support staff, such as teaching assistants, who must be made aware of their responsibilities.

A classroom teacher will ensure that they:

- know the emergency procedure in respect of fire and first aid and the special health & safety measures to be adopted in his/her own teaching areas as outlined in the trust's Health & Safety Policy.
- are aware of and follow Health & Safety policies, procedures and guidance.
- exercise effective supervision of pupils and ensure that they know of the general emergency procedures in respect of fire and first aid and the special safety measures of the teaching area.
- give clear instructions and warnings as often as necessary (notices, posters and handouts are not enough).
- ensure that pupils' items such as coats, bags and PE kits, wellingtons are safely stowed away.
- integrate all relevant aspects of health & safety into the teaching process and, if necessary, give special lessons on health & safety.

- follow safe working procedures personally.
- ensure precautions such as protective clothing, guards and special safe working procedures are used when necessary.
- bring health & safety concerns to the attention of the Headteacher

## **All Employees**

Although prime responsibility for health & safety in Blue Kite Trust Schools rests with the Trustees as the employer, the Health & Safety Policy can be implemented in schools only with the full co-operation of all members of staff. All employees, therefore will ensure that they:

- take reasonable care for their own health, safety and wellbeing and that of other persons affected by their acts or omissions.
- co-operate with the Trust, so far as is necessary, to enable it to meet its responsibilities for health & safety.
- are aware of and follow Health & Safety Policies, Procedures and Guidelines.
- use correctly work equipment provided, in accordance with instructions and training.
- report to their line manager any hazards or work situations they identify and any inadequacies in health & safety.
- report, using prescribed procedure, all accidents, reportable diseases, ill health, dangerous occurrences and near misses.
- take part in any health & safety training identified as necessary by the Trust or Headteacher. employees at all levels should note that if they fail to discharge the obligations placed on them by this Health & Safety Policy or any relevant statutory provision they may be liable to disciplinary action according to the Trust's disciplinary rules and procedures or prosecution by the Health & Safety Executive.

## **4. Arrangements for Health & Safety**

### **Management of Health & Safety**

Ultimately the responsibility for health & safety lies with the Board of Trustees and the Trust's Health & Safety team. These duties are then delegated to the Headteachers and senior staff of each School.

Procedures will be in place to ensure the effective management of health & safety including risk assessment in accordance with the Health & Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999.

The Headteacher will make suitable and sufficient arrangements for the management of health & safety ensuring the provision of a system for the assessment and control of risk and the provision of safe working practices. The Headteacher will manage health & safety within the school to ensure a system of continual improvement in health & safety.

### **4.1 Welfare**

Arrangements will be made to provide adequate welfare facilities in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

The Headteacher will, so far as is reasonably practical, provide and maintain for all staff a working environment that is adequate as regards facilities and arrangements. This includes ventilation, temperature, lighting, cleanliness, space, Display Screen Equipment (DSE) workstations and seating arrangements, safe access / egress, sanitary conveniences, drinking water and facilities for rest and eating of meals.



## 4.2 Health & Safety Support & Advice for Schools

Competent health & safety support will be made available to all Trust Schools through the Trust Central Team and our Health & Safety partner. This service will include competent advice from qualified health & safety professionals and include advice on and provision of health & safety training and instruction.

Further help and advice can be sourced through the Trust Central Team, please contact The Trust Estates Manager at The Trust Central office.

## 4.3 Risk Assessment

The Headteacher must ensure that:

- risk assessments are carried out under the *Management of Health & Safety at Work Regulations 1999*.
- all significant hazards will be assessed, and controls will be put in place to reduce risks to the lowest possible level.
- staff are made aware of the risks associated with their job and have access to risk assessments and safe systems of work that apply.

### Risk Assessment Process

The regulations do not specify any particular methods of carrying out risk assessments but do require that the assessments focus on significant risks, are 'suitable and sufficient', duly recorded and communicated to all who may be affected.

Risk assessments can be made of tasks, activities, premises and equipment. It is often easiest to make assessments that are task or activity based (e.g., the use of play equipment or the use of PE & sport equipment) since this helps to ensure staff have safe working practices for all activities where there are significant hazards.

The format of assessments undertaken by the Trust's Schools will follow the Health & safety Executive's (HSE) five steps to risk assessment. These steps include the following:

- Step 1:** Identify the hazards
- Step 2:** Decide who might be harmed and how
- Step 3:** Evaluate the risks and decide on precautions
- Step 4:** Record your findings
- Step 5:** Review your assessment & update with any changes.

A risk assessment form template is provided to assist with meeting these requirements. However, the risk assessor must be competent in the assessment process.

The Headteacher must ensure that staff tasked with conducting risk assessments receives appropriate training and instruction to enable them to undertake the required risk assessments effectively enabling them to:

- Identify hazards within the school and learning environment
- Formulate appropriate action plans to control hazards and reduce risks and Co-ordinate and
- implement the control measure and safe working practices.

## 4.4 Educational Visits

Each school is required to have a trained Educational Visits Coordinator (EVC). This does not need to be the Headteacher but anyone appointed as an EVC will normally have training and practical teaching and leadership experience over a number of years.

Educational visits include any non-routine external visit where the pupils are taken out of their normal learning environment.

Educational visits are an important aspect of the learning experience. With these visits, however, there exists inherent risk that must be adequately controlled by the school.

Headteachers have a duty of care to every pupil to ensure their health, safety and welfare whilst they are within the care of the school, and this extends to educational visits away from the school environment.

To ensure that legal and moral obligations are met during educational visits, a risk assessment is required. This enables the identification of any potential hazards along with an action plan to ensure that the hazards are adequately controlled. It ensures that adequate thought is put into the visit so that problems can be considered before the event and steps taken to avoid such problems occurring.

All schools within the Trust are required to use the Educational Visits form as part of the due diligence and assurance process.

For further guidance, please refer to the Trust's Off Site Visits & Activities Policy.

#### **4.5 Fire Precautions and Emergency Procedures**

The Regulatory Reform (Fire Safety) Order 2005 reforms the law relating to fire safety in non-domestic premises.

Under the Order Headteachers are responsible for ensuring:

- a) That a Fire Risk Assessment is completed and then reviewed annually or as required due to significant change in premises layout, procedures or practices
- b) That the school emergency plan and evacuation procedures are regularly reviewed
- c) The provision of fire awareness training to all staff
- d) That an emergency fire drill is undertaken every term (3 times a year)
- e) The preparation of specific evacuation arrangements for staff and/or pupils with special needs

The Headteacher is responsible for delegating the following responsibilities to an appropriate staff member e.g. Site Manager :

- a) The formal maintenance and regular testing of the fire alarm and emergency lighting
- b) The maintenance and inspection of the fire-fighting equipment
- c) The maintenance of exit/escape routes and signage
- d) Supervision of contractors undertaking hot work

When the School's local plan for the arrangements has been created or amended it should be communicated to all staff and regular visitors and displayed on staff notice boards.

#### **4.6 Accident and Incident Reporting**

Accidents to employees, pupils and non-employees will be reported and recorded locally.

Accidents are investigated locally as appropriate with support from the trust's central Health & Safety Team.

Reported accidents are monitored regularly to assess trends and causes.

The Headteacher is responsible for ensuring serious accidents to employees, pupils and non-employees are reported to the CEO and advice sought on whether to report to the Health & Safety Executive as legally required by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations RIDDOR 2013

A nominated member of school staff should be familiar with the reporting procedures under RIDDOR

Accidents of a very serious nature or those which may result in a claim or media interest must always be reported to the trust and guidance sought on actions to be taken.

#### **4.7 First Aid**

In practice, most day-to-day functions in respect of health and safety and first aid are delegated by the Board of Trustees and the CEO to the Headteacher. The Trust should provide any relevant information to help them in drawing up the arrangements for their school.

First aid provision must be available while people are on school premises. It must also be available when staff, volunteers and pupils are working elsewhere on school activities including any off-site activity such as educational visits. The regulations require employers to provide adequate and appropriate equipment, facilities and personnel based on a first aid needs assessment.

To assess the first aid requirements for their premises Headteachers should refer to the Trust's Policy on First Aid Provision. Consideration must be given to both adult and paediatric provision.

First aid arrangements are to be maintained in accordance with the Health & Safety (First Aid) Regulations 1981.

The Headteacher is responsible for ensuring that sufficient numbers of qualified first aiders will be provided having regard to the work activities being undertaken within the school environment which is appropriate for both adults and children.

All staff should be made aware of the designated first aid trained staff.

A member of staff should be nominated as responsible for maintenance and re-stocking of first aid stations/first aid kits

#### **4.8 Manual Handling**

The Manual Handling Operations Regulations 1992 require the employer to "avoid, so far as is reasonably practicable, the need for any employee to engage in manual handling activities which involve a risk to their being injured."

A manual handling operation is defined as "any transporting or supporting of load (including the lifting, putting down, pushing, pulling, carrying or moving hereof) by hand or by bodily force."

The Headteacher must ensure that appropriate manual handling risk assessments are carried out where manual handling activities cannot be avoided. Staff must be trained in control measures identified in the risk assessment to reduce the risk of injuries from manual handling operations.

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

The Headteacher will ensure that all DSE workstations are assessed in accordance with the DSE Regulations 1992. The assessment will be reviewed whenever a new workstation is created or an existing one changed or relocated.

Staff who are designated DSE Users (daily for continuous spells of an hour or more or a total daily time of 3 hours or more) should be asked to complete, in conjunction with the School Business Officer, a DSE assessment.

Under Health & Safety legislation, staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician and a contribution of cost towards corrective glasses ( if required specifically for DSE use).

Employees should contact the Trust HR Team for details of this scheme.

#### **4.10 Management of Hazardous Substances (COSHH)**

The Control of Substances Hazardous to Health Regulations 2002 requires risk assessments to be made before any substances are used in the workplace.

Material safety data sheets should be obtained for every chemical substance supplied within your school and the information used to carry out suitable and sufficient COSHH assessments before the chemical is used in the workplace.

The COSHH assessment should be made available to all staff using the chemical.

The main aim of a COSHH assessment is to eliminate the use of a harmful substance by first examining other options such as substituting the substance for a safer alternative. However, if this is not possible a full assessment needs to be conducted giving consideration to:

- the hazardous properties of the substance
- information on health effects provided by the supplier (data sheet)
- the level, type and duration of exposure
- the circumstances of the work, including the quantity used
- activities such as maintenance where there is the potential for a high level of exposure
- any relevant Workplace Exposure Limit
- the effects of preventive and control measure which have been or will be taken
- the results of relevant health surveillance
- the results of monitoring of exposure
- the risk presented by exposure to a combination of substances

A COSHH assessment form is provided to assist with meeting these requirements. However, the COSHH risk assessor must be competent in the assessment process.

#### **4.11 Lone Working**

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Headteachers should identify staff who potentially will be lone workers and a risk assessment undertaken.

Facilities and cleaning staff may be regular lone workers, but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

Any member of staff working after hours must notify senior staff of their location and intended time of departure.

Lone workers should not undertake any activities which present a significant risk of injury.

#### **4.12 Violence & Aggression**

All forms of violence, aggression and anti-social behaviours against Trust employees are wholly unacceptable and all efforts must be made to effectively manage the risks and avoid any emotional or physical harm.

Please ensure that all such incidents are reported to your manager, so that they can be appropriately dealt with.

#### **4.13 Employee Consultation**

The Headteacher will ensure that the requirements of the Safety Representatives and Safety Committees Regulations 1977 and the Health & Safety Consultation with Employees Regulations 1996 are met.

The Headteacher will ensure that an effective system is in place for communicating health & safety issues, information and instructions throughout the organisation. This applies to verbal, written and electronic transfer modes of communication.

Where appropriate; reports and minutes of meetings will be communicated to staff detailing decisions made as a result of discussions, accident statistics and health & safety compliance reports.

#### **4.14 New and Expectant Mothers**

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health & safety implications can be adequately addressed by normal health & safety management procedures.

Many women work while they are pregnant and many return to work while they are still breast feeding. Some hazards in the workplace may affect the health & safety of new and expectant mothers and of their children. The Trust's maternity guidance sets out the known risks to new and expectant mothers and gives advice on what needs to be done to comply with the law.

Staff (full and part-time) should inform the Headteacher as soon as possible and in writing when pregnancy has been confirmed.

The Headteacher will undertake a risk assessment of the employee's work activity to ensure no risk to the health of the employee or the unborn child. Copies of the risk assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alter in any way.

#### **4.15 Personal Protective Equipment (PPE)**

In accordance with the requirements of the Health & Safety at Work Etc. Act 1974, where the need for PPE has been identified in risk assessments, it is the Headteacher's responsibility to ensure adequate supplies of suitable PPE.

Where a need for PPE has been identified, there is a statutory duty for any staff or visitor to wear PPE as required.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to the Headteacher.

#### **4.16 Safety of Tools, Plant & Equipment**

All tools and lifting equipment provided by the school must comply with the Provision and Use of Work Equipment Regulations 1998 (PUWER) and Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). Any tool, or plant or equipment, must comply with British and EU standards, must be maintained and inspected regularly to ensure safe working conditions.

Any tool, plant or equipment which is found to be in an unsafe condition will be either removed from use until repairs can be made or, in cases where this is not practicable, unsafe tools, plant or equipment will be clearly identified to all concerned and will not be used until replaced or made safe. Staff are instructed to report defects to the Headteacher.

#### 4.17 Working at Height

A place is 'at height' if a person could be injured falling from it while undertaking work activities, even if it is at or below ground level.

It is the policy of the Trust to comply with the Work at Height Regulations 2005 (as amended) to do all that is reasonably practicable to prevent anyone falling, where there is a risk of a fall liable to cause personal injury.

If work at height cannot be avoided, then a risk assessment must be conducted for all such activities. You do not have to do a work at height risk assessment for tasks that pose a very low or trivial risk, such as using a kick stool to access shelves in a classroom. However, these activities must be included in your general risk assessment. You must make sure equipment is well maintained, and that employees are given appropriate training to make sure that they don't overload or overreach.

Examples of what to consider in your work at height risk assessment include the:

- work activity
- equipment to be used
- duration of the work
- location where the work is to take place, as there could be hazards, such as overhead power lines, open excavations, underground services or microwave transmitters etc.
- working conditions, such as weather conditions and lighting
- condition and stability of existing work surfaces
- physical capabilities of those carrying out the work, for example, vertigo sufferers. This is also linked to whether they will be working alone, as they need to be medically fit and capable of doing this.

Any working at height activity needs to be planned in advance taking into account:

- Selection of equipment
- The risk assessment
- Supervision
- Emergency planning in case of falls
- Weather conditions

#### 4.18 Control of Contractors

Contractors are routinely employed to undertake a wide range of construction work activities on school premises. This policy does not apply solely to building works, but to all works undertaken by contractors working at or for the school. All work undertaken on school premises that affects the construction or fabric of a building or other permanent structure, or which adds, modifies or removes any services in a building, or which involves any disturbance to the ground, must be managed and controlled by the Headteacher with support from the Trust's Central Team.

The following five steps must be followed in the management of contractors and to ensure safe working: -

- Selection of Contractors
- Planning the Work
- Control on Site
- Monitor of the work
- Reviewing of the Work

Contractors who are engaged by the school must be able to:

- Demonstrate competence in the management of health & safety matters.

- Provide information on policies and procedures for the management of health & safety during a project.
- Provide a copy of their written Health & Safety Policy (where applicable).
- Show how they will ensure health & safety if they employ subcontractors.
- Provide information on their past performances, e.g., accident/dangerous occurrences statistics, enforcement action by the Health & Safety Executive.

Before any work on a site a Pre-Commencement meeting should be held to agree the following non - exhaustive list:

- School policies & procedures for contractors to adhere to
- Risk assessments and method statements
- Plans for the works
- Arrangements for Hot Works, permits etc, if to be carried out on site
- Start and finish times
- Safeguarding including DBS checks as required
- Site access & security
- Emergency procedures
- Segregation of the works site and the school
- Interference to the normal activities of the school, staff and pupils
- Contractor behaviour while on the school premises
- Contractor adherence to non-smoking policy
- Contractor parking
- Contractor waste removal
- Use of school property, tools or equipment
- Welfare arrangements

No contractor should be allowed to work on school premises without knowledge of their competency to carry out the work and having carried out a risk assessment. A safe system of work and/or method statement must be established and documented where necessary.

#### **4.19 Asbestos**

The school's management must ensure as far as is reasonably practicable that no persons are exposed to risks to their health due to exposure to any asbestos containing materials that may be present on the school premises.

The school's management must ensure that:

- all its operational premises constructed before 2000 will have a Management Survey carried out to identify any asbestos that may be present therein.
- a register recording the results of such surveys will be compiled and maintained with updated records of all treatment or removal works.
- an appropriate system is implemented for the effective management of all asbestos identified in the registers.
- the Control of Asbestos Regulations 2012 requires the school's management to prepare a written asbestos management plan. The plan should set out how the risks from asbestos are to be managed and the procedure for ensuring that staff and pupils do not disturb asbestos containing materials
- all asbestos identified as posing unacceptable risks to health & safety is removed or treated as appropriate to eliminate the risk or reduce to an acceptable level under an immediate and continuing programme.
- all asbestos identified as safe to leave undisturbed is properly labelled where appropriate and subjected to periodic inspection and re-assessment at regular intervals.
- all existing or newly appointed staff who may be at risk of occupational exposure to asbestos fibres are made aware of the hazards of asbestos and appropriate precautions to be taken.

- records of such training will be kept and maintained on file.
- all contractors working for the school are made aware of the presence of asbestos and can refer to the registers at any time during normal office working hours.
- only trained and licensed contractors undertake asbestos works on school premises.

#### **4.20 Legionella (Water Hygiene)**

The school's management must ensure the health & safety of all and others who come to work or visit the school's premises from the risk of infection presented by Legionella bacteria present in water systems and to implement the standards of HSE Approved Code of Practice (L8), so far as is reasonably practicable.

The school's management must ensure that equipment is serviced (including inspection, cleaning and disinfecting) and maintained to the standard required to control legionella bacteria. The risk from exposure will normally be controlled by measures which do not allow the proliferation of legionella bacteria in hot & cold water systems and reduce exposure to water droplets and aerosol. Precautions should, where appropriate, include the following:

- controlling the release of water spray.
- avoiding water temperatures between 20°C and 40°C. Water temperature is a particularly important factor in controlling the risks.
- avoiding water stagnation
- keeping the system clean to avoid the build-up of sediments which may harbour bacteria (and also provide a nutrient source for them).
- the use of a suitable water treatment programme where it is appropriate and safe to do so.

The school must ensure records of servicing and maintenance are kept.

A *Legionella* Risk Assessment should be carried out by a competent person where there is a foreseeable risk of exposure to *Legionella* bacteria. Significant findings of the risk assessment must be recorded at the premises. If the assessment has shown that there is a reasonably foreseeable risk of exposure to *Legionella* bacteria, there must be a written scheme in place to control that risk.

The written scheme for controlling the exposure must be implemented and effectively managed. The scheme must include instructions on the operation of the system and details of the precautions to be taken to control the risk of exposure to *Legionella* bacteria, including checks and their frequency. All records must be kept at the premises. They must be maintained and managed under the control of the school's premises manager and retained for a period of at least 5 years following expiry.

To control the risk of infection, a temperature monitoring programme as defined by the risk assessment should be carried out on a monthly basis in all premises. Water temperatures should be taken by calibrated thermometer. All results are to be recorded on the temperature monitoring log sheet and retained.

Expectations: cold water below 20°C after running for 2 minutes, hot water above 50°C within 1 minute of running outlet.

A reduced temperature of 40 - 43°C should be employed where the risk of scalding is present in areas where children have access.

A flushing regime should be in place and outlets regarded as 'of little use' should be flushed regularly, at least weekly. Following premises being un-occupied for a period of more than 72 hours a flush of all outlets should be undertaken before the premises are put back in use.

In the event of additional water analysis being required, a competent service contractor shall attend the sites as required to take samples.

#### **4.21 Fixed and Portable Electric Supply**



A list of all portable electrical appliances should be maintained by the responsible person and portable electrical items are tested (PAT tested) as required by a competent contractor and repairs carried out where needed.

Every five years, the fixed electrical system will be inspected and tested by a competent contractor who is a 'Full Scope' member of the NICEIC, ECA or NAPIT. Any necessary remedial work will be carried out.

Lightning conductor systems should be examined and tested by a competent specialist firm of lightning engineers annually

Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and contractors must observe the following:

- Visually check all electrical equipment before use
- Report all faults immediately to the responsible person
- Do not attempt to use or repair faulty equipment
- No electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered in the electrical equipment record
- Electrical equipment should be switched off and disconnected when not in use for prolonged periods

#### **4.22 Gas Safety Management**

The Headteacher will ensure:

- that gas appliances and flues are maintained in a safe condition, annual safety checks are carried out, and records maintained.
- that all appliances will be maintained to a safe standard through the use of Gas Safe registered gas engineers.
- the inspection and testing of gas installations and gas appliances is conducted.
- where the testing of gas installations and gas appliances identifies that remedial works are required the remedial work is undertaken in an identified timescale or is taken out of use.
- that where work has been undertaken on gas installations and gas appliances the appropriate certificate is obtained from the contractor on completion and is retained.
- arrangements are in place to ensure that damaged or defective equipment is taken out of use immediately and use is prevented until suitable disposal or competent repair is arranged.
- that all gas safety incidents and dangerous occurrences are reported immediately to the relevant authority

#### **4.23 Stress**

The Health & Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them.” This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly demanding work colleagues. The Trust and School are committed to supporting staff wellbeing and mental health and have trained staff and additional resources to support this.

Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with their Line Manager/ Headteacher in the first instance. Headteachers should carry out a stress risk assessment as set out in the Trust's Wellbeing and Sickness absence procedures offering support and making reasonable adjustments where appropriate.

As part of this risk assessment they will:

- identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress
- regularly review risk assessments in accordance with the HSE Management standards
- consult with employees on issues relating to the prevention of work-related stress
- provide access to confidential counselling and support networks for employees affected by stress caused either by work or external factors
- provide training for all senior and supervisory staff in good management practices.

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned they should raise their concern with the Trust HR team so that a further review can be carried out.

#### **4.24 Lettings/shared use of premises/use of premises outside school hours**

The Headteacher is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the Health & Safety Policy and School Lettings Policy.

An assigned member of staff (typically the School Business Officer) will be responsible for managing the arrangements for lettings with consideration given to:

security and alarms  
 fire and emergency arrangements including evacuation procedures  
 contact details of key staff e.g., site manager  
 Safeguarding and child protection  
 first aid provision  
 Insurance arrangements

A signed agreement should be made with the lessee and areas of access and use of school equipment established

#### **4.25 PE Equipment and Outdoor Play Equipment**

The Headteacher is responsible for ensuring that all PE and outdoor play equipment is suitable and safe for the activities planned and the age and abilities of the pupils.

A risk assessment should be completed for all PE and outdoor play activities and all staff must be familiar with these.

Consideration should be given to:

- Pupils must not use the PE equipment or outdoor play equipment unless supervised.
- Any faulty equipment must be taken out of use and reported to the Headteacher or site staff
- All PE and outdoor play equipment must be visually checked before use
- Suitable clothing and footwear should be worn appropriate to the activity.
- Consideration needs to be given to weather conditions, outdoor play equipment should not be used during wet or icy conditions.

#### **Inspection and Maintenance**

Checks should be carried out on all PE and outdoor play equipment as follows:

Daily / pre-use checks by staff (these do not require formal recording)

Monthly checks by site staff which should be recorded, and records kept

These checks should focus on:

- no evidence of obvious wear / damage
- area safe from health hazards e.g., needles, glass, faeces etc
- impact absorbing surfaces no cuts, tears, wear or unstuck areas
- all fastening tightly secured
- no broken chains, stretched links or loose or twisted shackles
- uprights unbroken and firm in the ground.

Where any defects / hazards are identified appropriate steps must be taken to prevent use until problems have been satisfactorily resolved.

### **Annual Inspection**

An annual inspection by a competent independent person capable of inspecting to BS EN 1176 and 1177 must be carried out on all PE and outdoor play equipment. These checks must be formally recorded, and records kept on site.

Such checks ensure safety and identify any improvements required. Actions arising from these inspections should be completed in a timely manner

### **4.26 Security**

Security of School sites is of paramount importance for the safety and security of staff, pupils and bona fide visitors

A security risk assessment should be in place and considerations should be made with regard to:

- Perimeter fencing
- Locking and unlocking policy
- Visitor control and sign in/out system
- Opening and locking of premises
- Out of hours cover
- Challenge of unrecognised people on site

### **4.27 Defibrillators**

It is not compulsory for our schools to provide Automated External Defibrillators (AEDs), to comply with the Health and Safety (First-Aid) regulations 1981. However, research shows that where these are provided the outcome is much more favourable to cardiac arrest victims before the arrival of the emergency services.

Where an AED is available on a school site the Headteacher or nominated responsible person must ensure:

- The casing and electrical components are fitted by a certified electrician
- The site of the AED is registered with the relevant ambulance and 999 service for inclusion on the national network information.
- Staff should receive AED awareness training from an accredited provider.
- The equipment is checked and maintained according to manufacturers recommendations.

Further information is available in [the AED Guide for Schools](#) and [Guidance for Provision and Use of Work Equipment and Machinery Regulations](#)

### **Appendices:**

#### **4.3 Risk Assessment**

Trust Risk Assessment Template

#### **4.4 Educational Visits**

Trust Visits Risk Assessment Form

**4.6 Accident and Incident**

*Example of Accident/Incident form with a section for investigation*

**4.10 COSHH**

COSHH Risk Assessment Form