



**The de Ferrers Trust**

## **HEALTH, SAFETY AND WELLBEING POLICY**

Author:	Trust Estates Manager
Approval needed by:	Finance, Audit and Risk Committee
Consultation required	Director of Finance
Adopted (date):	3 March 2020
Date of next review:	March 2021

## Part 1 – Health, Safety and Wellbeing Policy Statement

1. The Trust recognises and accepts its statutory responsibilities as an employer and will strive to secure the health, safety and welfare of its employees and stakeholders affected by its activities (for example students, members of the public, local governors and trustees, visitors, contractors). We will do this by assessing the possible risks and establishing suitable and adequate risk control measures.
2. The Trust is committed to complying with all relevant health and safety legislation. The Trust does, however, recognise that compliance with legislation is only a minimum requirement, and therefore we strive to improve to achieve higher standards.
3. Sufficient financial and physical resources will be provided to implement this policy. It is the duty of management to ensure that all processes and systems of work are designed to take account of health and safety.
4. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Trust Board, the Local Governing Bodies together with those in control of each academy within the Trust recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work Act 1974.
5. In compliance with the Health and Safety at Work Act 1974 and related regulations, directives and codes of practice, the Trust Board (together with the individual Local Governing Bodies) will ensure so far as is reasonably practicable that:
  - all places and premises where staff and students are required to work and engage in academy activities are maintained in a condition which is safe and without risk to health. (This includes the Health and Safety of persons on academy premises or taking part in academy activities elsewhere.)
  - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work
  - appropriate safe systems of work exist and are maintained.
  - sufficient information, instruction, training and supervision is available and provided to ensure that staff and students can avoid hazards and contribute in a positive manner towards their own Health and Safety and others.
  - a healthy working environment is maintained including adequate welfare facilities.
6. In addition to the above the Trust will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its activities.
7. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.
8. This policy statement and the accompanying organisational arrangements supersede any previously issued.



I J McNeilly  
Chief Executive Officer



Claire Shaw  
Chair of Trustees

3 March 2020

## Part 2 - Organisation and Responsibility

Overall responsibility for Health and Safety in each academy within the Trust rests with the Trust Board, as the employer. Day to day management of the Health and Safety requirements are delegated to the Local Governing Bodies of each academy within the Trust. When members of the Local Governing Bodies visit their academy, they are expected to follow the procedures that apply to all visitors to the academy, as described in this document.

Where staff employed by third parties are working regularly on Trust premises (e.g. cleaning, catering and ICT staff), their employer retains the overall responsibility for their health and safety. However, the Management of Health and Safety at Work Regulations 1999 puts a shared responsibility for others regularly working on Trust sites. Each academy must ensure adequate provision of welfare facilities and a safe working environment for these staff. Health and safety arrangements should be workable with the contractors own arrangements as dictated by applicable risk assessment.

The Principal at each academy within the Trust must make arrangements for ensuring the implementation of this Health and Safety policy.

### Organisation and Responsibilities for Health, Safety and Welfare

Duties and responsibilities for health and safety have been assigned to Staff and local governors based upon the following roles.

<b>Policy-makers</b>	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the Trust's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
<b>Planners</b>	Develop the local plans to achieve health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
<b>Implementers</b>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
<b>Assisters</b>	Have the authority, independence and competence to advise the Local Governing Body and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field
<b>Employees</b>	Irrespective of their position within the academy's structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

**Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?**

	<b>Policy-makers</b>	<b>Planners</b>	<b>Implementers</b>	<b>Assisters</b>	<b>Employees</b>
<b>The Trust Board (via the Finance, Audit &amp; Risk Committee)</b>					
<b>Local Governors (on Local Governing Bodies)</b>					
<b>Trust Estates Manager</b>					
<b>Academy Principals</b>					
<b>Academy Leadership Teams</b>					
<b>Premises Managers</b>					
<b>Premises Teams</b>					
<b>External Health and Safety Adviser</b>					
<b>All Staff</b>					

**The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy**

<b>Policy-makers</b>	
<b>Trust Board</b> <b>Trust Estates Manager</b> <b>Academy Principals</b> <b>Health and Safety Adviser</b>	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the academy's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.

The Policy Makers must:

- Be familiar with the overall responsibilities laid down for **Policy Makers** in this policy.
- Ensure that the Trust has a structure in place to manage Health and Safety which includes; planning, implementation of these plans, monitoring, reviewing and auditing. This must be integrated into general day to day management.
- Ensure that plans for continuous improvement in Health and Safety management are developed and reviewed regularly.
- Ensure that all academy activities are organised and have sufficient arrangements and resources; to ensure that Health and Safety can be managed effectively.

As Policy Makers the Trust Board:

- Will delegate responsibility for review, implementation and ongoing monitoring of the Health and Safety policy to the Finance, Audit and Risk Committee.
- Must ensure that those who have been assigned specific responsibilities for Health and Safety have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise them on Health and Safety issues.  
Will set Health and Safety targets (with Planners) to improve health and safety performance.
- Is required to monitor that the Health and Safety targets are being met and the Trust is meeting Health and Safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
- Seek advice from and receive reports from the Trust's Health and Safety Advisers as appropriate and take actions as necessary.
- Will ensure that the auditing of Health and Safety takes place and that action plans are developed as a result of audit.
- Will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues.

<b>Planners</b>	
<b>The Trust Board</b> <b>Local Governors</b> <b>Trust Estates Manager</b> <b>Academy Principals</b> <b>Academy Leadership Teams</b> <b>Premises Managers</b>	Develop the local plans to achieve academy health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

The Planners will, at individual Academy level:

- Be familiar with the overall responsibilities laid down for **Planners** in this Policy.
- Take overall responsibility for the day to day Health and Safety management of their academy and academy activities taking place outside the academy's premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of their academy's planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that*

*the delegation of certain duties will not relieve the Academy Principal from the overall day to day responsibilities for Health and Safety within the establishment.)*

- As part of their management of Health and Safety, appoint a Premises Manager (see **Implementers** below) /competent person
- Ensure that these staff receive appropriate Health and Safety training.
- Ensure that all staff within the academy are aware of their responsibilities with regard to health and safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in Health and Safety management by using the various resources and communications available to them.
- Ensure that suitable and sufficient training, instruction and information is provided when required.
- Set Health and Safety objectives as part of the academy's planning process.
- Include Health and Safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise Local Governors of the resources and arrangements needed to manage Health and Safety effectively as part of the academy's planning process.
- Communicate any Health and Safety actions outlined in the academy's planning process to relevant staff and Local Governors.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the academy's overall policy.
- Seek help from Staffordshire County Council's Strategic Health and Safety Service or other specialist to ensure that the H&S Policy can be implemented effectively and advise the Local Governing Body where issues arise which cannot be managed at a local level, need additional resources or require external support.
- Ensure that an annual Premises Health and Safety Evaluation Checklist is carried out.
- Ensure that an Annual Health, Safety and Wellbeing Self Audit is carried out. Draw up any action plans required from the results of the Premises Health and Safety Evaluation and Annual Health, Safety and Wellbeing Self Audit and monitor these regularly.
- Take part in and cooperate with any Health and Safety Audit which may be carried out by the External Health and Safety Advisers and/or the Trust Estates Manager.
- Advise the Local Governing Body and others of the results of any Health and Safety monitoring (including KPI information) which takes place and of any actions required as a result of this, to enable the Local Governing Body to report to the Finance, Audit and Risk Committee on a timely basis.
- Consult with staff as necessary on matters of Health and Safety which may affect them at work.

## **Health and Safety Committee**

Each academy in the Trust should have a dedicated Health and Safety Committee which should meet regularly (at least termly) to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance.

At Primary phase, the staffing structure may not allow for a separate Committee. If this is the case, Health and Safety should be a standing agenda item on Leadership Team meetings (and as such, the Academy Leadership Team then fulfils the requirements of this policy in respect of Health and Safety Committee).

A termly report to the Local Governing Body, outlining achievements against the health and safety plan and KPI's (identified in Part 4) should be considered by Planners and Implementers. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

<b>Implementers</b>	
<b>Local Governors</b> <b>Academy Principals</b> <b>Academy Leadership Teams</b> <b>Premises Teams</b> <b>All Staff</b>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will, at individual academy level:

- Maintain an understanding of the academy's Health and Safety Policy
- Demonstrate commitment to the management of health and safety by:
  - Setting a good example to others
  - Promoting good practice
  - Identifying health and safety problems and rectifying them if possible
  - Challenging poor health and safety performance or attitudes
  - Communicating regularly about health and safety.
- Be responsible for and take the lead on implementation of Health and Safety policies and any arrangements which have been developed by the Policy Makers and Planners.
- Understand and own the plans in place for Health and Safety as part of the overall academy's planning process; monitor progress in these areas and advise planners of the results or any deficiencies.
- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process.
- Ensure that individuals have Health and Safety objectives as part of their annual review process where appropriate (these may reflect the overall health and safety plans)
- Encourage participation in Health and Safety and ensure that communication about health and safety issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated.
- Ensure that, where responsibilities for Health and Safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of Health and Safety which may affect them at work and receive health and safety reports from Health and Safety Representatives,

responding as necessary.

- Supervise work adequately to ensure that good Health and Safety standards are maintained.
- Ensure that adequate monitoring of Health and Safety takes place e.g. by taking part in Premises Health and Safety Evaluation Checklist and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve Health and Safety in the future.
- Avoid allocating “blame” to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
- Monitor health and safety standards at the local level by retaining statistics to identify patterns and trends in events.
- Seek advice from the External Health and Safety Adviser or other specialist as required.
- Make use of all other resources provided by academy and Trust or other specialists to promote Health and Safety at work (e.g. intranet/newsletters).
- *In addition to the above, Teaching Staff are responsible for the health and safety of all students under their control whilst involved in organised work activities both on site (e.g. classrooms, laboratories, workshops) and off site (e.g. academy trips).*

### **Premises Managers**

In addition to the responsibilities above, the Premises Manager at each individual academy within the Trust have the following specific duties:

- To maintain an understanding of the academy’s Health and Safety policy arrangements and the Premises Manager responsibilities detailed within them, and an awareness of relevant premise related Health and Safety legislation, issues and procedures and operating within these requirements;
- To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
- Ensuring adequate security arrangements are maintained;
- Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
- Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace Health and Safety standards are in effective working order and that a safe means of access and egress is maintained;
- Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
- Ensuring that plant and equipment is adequately maintained;
- Arranging for the regular testing and maintenance of electrical equipment;
- Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
- Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
- Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
- Undertaking thorough investigation of all premises related accidents/incidents. Ensure the availability of an accident book at each premise ;

- Ensuring the adequate provision of Health and Safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
- Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
- Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon request;
- Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
- To respond promptly to all D1 and C1 notifications that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them as a result of a maintenance contract visit.

<b>Assisters</b>	
<b>Trust Estates Manager External Health and Safety Adviser</b>	Have the authority, independence and competence to advise Trustees, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so.

<b>Employees</b>
Irrespective of their position within the academy, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

### **Employees (including temporary & volunteers)**

**Employees** – Irrespective of their position within the academy’s structure, all staff are employees and therefore all the employee responsibilities within this policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in this policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the academy so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

### **Students (This section should be drawn to attention of all students)**

All students must be encouraged to follow all safe working practices and observe all

academy safety rules.

All students will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety.

### **Staff Safety Representatives**

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the local governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee he/she represents relating to that employees health and safety or welfare at work;
- to make representations to the Principal via the Health and Safety Coordinator on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

However, if a recognised Union appoints a safety representative, they do have obligations to carry out functions assigned as per The Safety Rep's and Safety Committee Regulations 1977 and The Health and Safety (Consultation with Employees) Regulations 1996.

## Part 3 - Arrangements & Procedures for Health, Safety and Welfare

### Academy: Lansdowne; A de Ferrers Trust Academy

*This part should be populated/tailored locally by each Academy within the Trust.*

The following procedures and arrangements have been established within the Academy to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

#### 1. **Accident Reporting, Recording & Investigation**

**Major accidents** (including over 7 day injuries to staff). Any accidents resulting in fatality or specified major injuries should be reported by telephone on the day of the accident to the Strategic Health, Safety and Wellbeing Team (Tel: 01785 355777). The accident must be investigated to determine the cause and establish what can be done, if anything, to prevent reoccurrence.

A corporate accident form must be completed by the Principal or Premises Manager for major accidents or for any accident to a pupil that results in the pupil going to hospital from the school.

Staff accidents (or any accident to non-staff adults) must also be recorded in the adult accident report book held on site must be completed (BI 510)

Minor accidents. Trivial or minor accidents must be recorded in the site accident report book. These accidents should be investigated but the amount of time spent investigating the accident should be relative to the accident.

Head/Eye Injury. Where a pupil has a head/eye injury then the parents should be telephoned immediately so they have the choice to take their child home to monitor their well-being and take them to the hospital if they are concerned.

#### 2. **Asbestos**

A survey of the asbestos within the building was undertaken in 2008. No invasive work takes place on the premises without reference to the risk assessment in the asbestos manual retained in the front office. Staff must not disturb the fabric of the building by putting up notice boards or inserting nails into walls etc. If there are any concerns about any part of the premises that might be disturbed, then staff must report that concern to the Premises Manager or the Caretaker or any member of SLT.

#### 3. **Contractors**

Contractors are selected from the approved county council list, either directly or via Entrust Property Services to ensure all the checks e.g. DBS, safety, have been carried out. The Premises Manager and the Caretaker liaise with contractors and Entrust Property Services to ensure that appropriate risk assessments in place and to agree safe working arrangements. Where contractors are undertaking work on site, they must complete the Contractors Hazard Exchange form BEFORE that work commences. Relevant forms are located in the front office. This allows the contractors and the school to exchange relevant information. Additionally, repeat contractors should sign and date the generic Risk Assessment for their task on EACH VISIT. Contractors are required to sign in and out of the premises and work around the restrictions of a school e.g. at playtimes, stopping work if in the playground.

#### 4. **Curriculum Safety**

All staff are required to undertake suitable written risk assessments prior to commencing

hazardous activities, or when using specific equipment for curriculum purposes e.g. cooking. Staff should also refer to any health and safety publications adopted by the school with which staff must be familiar e.g. Safety in Physical Education and the Trips and Visits Policy.

**5. Drugs & Medications**

See drugs and medication policy. (Policy is located: in the front office and on the H&S shared area of the school network (IN STAFF SHARED FOLDER.)

**6. Electrical Equipment [fixed & portable]**

All fixed installations are tested every five years by Staffordshire County appointed contractors and portable appliances every year by external contractors appointed by the school. Staff are responsible for carrying out their own visual inspections of electrical equipment prior to use and must not use their own personal equipment for work without permission.

**7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]**

A fire risk assessment is completed annually.

Fire drills are held at least termly and results recorded. Feedback is given back to staff after each drill at Friday Briefing. Staff must familiarise themselves with the evacuation process if working in an unfamiliar part of the school.

Staff are aware of the procedures in school which relate to evacuation of the premises due to fire or bomb threat.

There is suitable signage in each room directing staff to the nearest fire exit.

Firefighting appliances are maintained and inspected annually by Chubb Limited.

The fire alarm system is tested regularly by caretaking staff and serviced by Trinity Protection. Records are kept in the front office.

**Fire Risk Assessment** (any associated action planning, who is responsible for, how often reviewed and where this is located)

The Fire Risk assessment form is on the office shared area in the Fire Risk folder. It is completed annually by the Principal and the Office Manager.

**8. First Aid**

There is a first aid policy in place. The school has two trained first aid in the workplace first aiders and ten paediatric first aiders. Other key staff have received emergency first aid training. First aid boxes are located by the main playground door; in the EYFS reception corridor; Disabled bathroom. First aid boxes are restocked monthly by the lead first aider. Where it is felt that injuries are beyond the capabilities of first aiders then parents are contacted to take children to hospital, or an ambulance called. In extreme cases a member of staff drives children to hospital. The child is always accompanied by a second adult. Where children are taken by ambulance a parent or a member of staff must always accompany them. The guidelines are an appropriate member of staff, ie; Teacher, Teaching Assistant, Lunchtime Supervisor, who has a close bond with the child and the contact sheet with the child's personal details taken.

**9. Glass & Glazing**

A glazing survey has been undertaken and a copy is retained within the school. All

glazing identified as posing a risk now complies with British Standard 6202.

**10. Hazardous Substances (COSHH)**

No hazardous substance is permitted on site without a hazard data sheet being obtained from the manufacturer and where required, an assessment of risk being undertaken. All hazardous substances are kept in the locked cleaning store. Contractors are required to risk assess their own substances and keep them out of the reach of pupils.

**11. Health and Safety Advice**

Health and safety advice is available from:

- Strategic Health and Safety 01785 355777
- Occupational Health 01785 276284
- Entrust Property Services 01785 277633
- Health Protection Agency 01785 252233

**12. Health and Safety Committee**

Health and Safety is a regular agenda item on the Local Governing Board meetings.

**13. Housekeeping, cleaning & waste disposal**

The school uses Accuro cleaning service staff who are responsible for undertaking designated cleaning activities. All school waste bins are emptied daily. School paladins are emptied on a weekly basis. There are designated bins for clinical waste in the toilets which are emptied by PHS. Staff must ensure good housekeeping within their areas of responsibility. The Caretaker ensures safe access to the premises during winter snow. A gritting policy is in place.

**14. Handling & Lifting**

Any member of staff required to undertake significant manual handling within the school, will be provided with manual handling training. Training for manual handling is available for all staff where relevant. A risk assessment of manual handling activities is legally required to minimize risk stemming from manual handling activities. There is a sack truck available for moving chairs and heavy items in school. No members of staff should put themselves at risk by undertaking manual handling activities that are beyond their capability. Where a member of staff discloses a medical condition that impacts on their ability to lift, then an individual risk assessment will be undertaken.

**15. Jewellery**

Pupils are permitted to wear stud earrings and watches. These items of jewellery are removed by parents for PE activities.

**16. Lettings/shared use of premises**

This school currently does not let the premises. The company Caterlink does provide catering services and occupies the Kitchen.

**17. Lone Working**

Please refer to the Lone Working Policy.

Where staff may work alone within the school then doors must be locked to prevent unauthorised access. Phone lines are available for emergency situations. Staff working

alone are reminded not to confront intruders. Dangerous activities must not be undertaken whilst working alone, e.g. working with high voltage electricity or at height

**18. Maintenance/Inspection of Equipment (including selection of equipment)**

Systems for period inspection, examination of equipment on the school premises are in place (including boilers, PE equipment, fire extinguishers).

PE equipment is inspected annually by a County appointed company Sportsafe UK. Fire alarm and smoke detection is carried out by Trinity Protection and fire extinguishers by Chubb. These contractors advise when new equipment is required.

**19. Monitoring the Policy and Results**

The annual Health and Safety checklist is undertaken by the Caretaker, Principal and Office Manager. The self-audit is completed on an annual basis by the Principal. The Principal is responsible for the implementation of new and updated policies. Annual reports to the governors show how the school's health and safety performance is measured.

**19. Poster on Health and Safety Law**

The Health and Safety poster entitled: "Health and Safety Law – What you should know" is located on the archive cupboard door and in the staff room. Staff are actively encouraged to take the time to read this poster.

**20. Personal Protective Equipment (PPE)**

All personal protective equipment should conform to the relevant European and British Standards. The school is responsible for providing PPE.

**21. Reporting Defects**

Defects are noted on the whiteboard of the Site Supervisor's cupboard and wiped off once completed.

**22. Risk Assessments**

It is a legal requirement for risk assessments to be in place for all significant hazards. Risk assessments must be in writing where there are more five of more employees. The process of risk assessment involves the identification of:

1. Any potential for harm (hazard);
2. Who might be harmed and how;
3. The likelihood of that harm manifesting itself (risk);
4. The control measures required to reduce the risk.
5. Time frame and responsibilities for implementing the control measures.
6. Monitoring of the effectiveness of the control measures implemented
7. Review of the risk assessments.

The Principal has overview of the risk assessment process, but risk assessments are undertaken by or with the support of staff.

Risk assessments relating to site activities and hazards associated with occupation of the premises have been developed with the cooperation of staff.

Staff are required to read all risk assessments presented to them and are actively encouraged to raise any concerns about any aspect of the risk assessments.

All risk assessments are stored on the Staff Shared Drive H&S folder and in the photocopier room. Staff are required to sign to say that they regularly view this folder and new Risk Assessments are brought to the attention of staff at each briefing meeting.

Risk assessments are also undertaken for Educational Visits (through the Evolve software), and for individuals and these risk assessments are also shared as appropriate.

Old risk assessments will be archived.

**23. School Trips/Off-Site Activities**

The school follows the DFE guidance with regard to precautions to be implemented regarding off site visits and school trips. All coaches used are from the County's approved list. There is an Educational Visits Co-ordinator. The school utilise EVOLVE to manage educational visits and activities.

**24. School Transport – e.g. minibuses**

Please see Educational Visits Policy. It is not encouraged that staff transport children in their own vehicle. However, should this happen in an emergency, then any member of staff who transport children in their car should complete a declaration form and confirm their insurance, MOT etc with the Principal / Office Manager.

**25. Smoking**

Smoking is not permitted on the school premises. The no smoking policy extends to e-cigarettes. There is suitable signage within the school reinforcing the no smoking policy.

**26. Staff Consultation and Communication**

Staff are informed verbally of any issues that may affect them and are given opportunities via staff meetings and briefings to raise any issues relating to health and safety. H&S is a fixed agenda item on full staff briefing sessions

**27. Stress and Staff Wellbeing**

Issues relating to stress are treated seriously. SCC counselling service 'Thinkwell' has been promoted within the school. The county Council provides confidential counselling services, who can be contacted directly: 01285 277400.

**28. Supervision [including out of school learning activity/study support]**

The Principal is responsible for ensuring that adequate staffing ratios are always in place.

**29. Swimming Pool Operating Procedures (where applicable) N/A**

**30. Training and Development**

Health and safety arrangements form part of the induction programme for all staff. Training is also offered to members of staff where minimum health and safety competencies are required e.g. premises manager, caretaker.

**31. Use of VDU's/Display Screens / DSE**

Where staff use a computer for at least one hour continuously on a daily basis then they should complete a DSE self-assessment form every two (or sooner if there is a significant change in the intervening period), as a DSE User. Users are entitled to free eyesight tests and a contribution towards the cost of glasses required solely for computer use. The User's line manager is responsible for ensuring that any problems identified are rectified. Support will be sought from the Health Safety and Wellbeing Service if immediate solutions to identified problems are not obvious.

**32. Vehicles on Site**

There is a staff carparking area, this is not used as a pedestrian route.

**33. Violence to Staff/School Security**

All visitors sign in and out of school. All doors with the locking system fitted must be kept locked. All incidents of physical or verbal abuse are reported to the Principal. Police will be called immediately should a visitor physically abuse staff, and a report made to the Health Safety and Wellbeing team.

**34. Working at Height**

Wherever possible, working at height should be avoided if there is an alternative safer method of undertaking a task. Staff must use the appropriate access equipment and not stand on tables and chairs. Low level steps are available for staff. High level steps are for use by Caretaking staff only. Ladder checks are made annually and records kept. Staff using ladders must receive suitable ladder training / working at height training.

When using a ladder, employees must observe the following precautions:

- (a) Always face the ladder when climbing or descending.
- (b) Make sure that your footwear is suitable and free from mud or grease before you begin to climb. Where necessary, wear a safety helmet.
- (c) Only one person at a time to climb or descend at any one time.
- (d) Avoid carrying tools or materials in your hand while you are climbing ladders. If possible, carry items in a holster tool bag slung over your shoulder. If this is not possible, use a hoist line. Both hands should be free to grip the stiles.
- (e) Do not be tempted to over-reach from the ladder when working, instead climb down and move the ladder further along.
- (f) If a wooden ladder with re-enforced stiles is used, the wired side should be facing away from you and the wire tie rods should be beneath and not above the rungs.

Do not attempt to climb ladders if:

- (a) You are feeling unwell or fatigued, or suffer with vertigo or other medical condition that could affect your ability to work safely at heights.
  - (b) Inclement weather conditions make it unsafe to do so, i.e. high winds, ice etc.
- When working alone and there is a significant risk of injury.

**35. Water Hygiene**

The Water Hygiene Manuals are stored in the front office and regular hygiene samples and checks take place as required by Hertel. The Caretaker also monitors the water

temperature monthly ensuring manuals are kept up to date.

**36. Work Experience**

No work experience students are permitted to carry out activities without an assessment of their age, capabilities and without adequate supervision being provided. All students and volunteers will receive a health and safety briefing.

**Part 4 - Local Health and Safety Key Performance Indicators (KPI's)**

It is important that managers can monitor the Health and Safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

The following Key Performance Indicators have been identified:

- Fire Risk assessment has been completed or reviewed within the last 12 months.
- Premises Health and Safety Evaluation Checklist has been completed or reviewed within the last 12 months and an action plan is in place.
- Health, Safety and Welfare Self Audit has been completed or reviewed within the last 12 months and an action plan is in place.
- Health and Safety Committee or Leadership Meetings with Health and Safety agenda item meets regularly, meetings are well-attended, minutes are taken and made available to staff. Actions are followed up and action plans arising from the above are considered.
- Accident numbers (both students and staff/adults) are monitored with commentary on all aspects of Health & Safety management including report against targets set being provided to the Local Governing Body for each of their meetings.

