



## Exceed Academies Trust Policy

# Health and Safety Policy

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To be reviewed on: As necessary

Signed on behalf of the Trust Board: T. Verma

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## Introduction

This policy covers staff, pupils, visitors and other users of the Trusts premises. It aims to show how the CEO, Trustees and Head Teachers discharge their duties under the Health and Safety at Work Act 1974.

The Trustees are committed to ensuring the Health and Safety of everybody involved in the Trust and its associated establishments. We aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users, premises and all participants in school trips.
- Support Trust sites to establish and maintain safe working procedures for staff and pupils.
- To support Trust establishments to provide and maintain safe buildings and safe equipment.
- Support the development of safety awareness, by appropriate training if necessary, amongst site managers, staff, pupils and others who support the aims of the Trust.
- Support the formulation and implementation of effective procedures for use in the event of fire and other emergencies.
- Support the Investigation of accidents and steps to prevent a re-occurrence.

## Roles and Responsibilities

The **Chief Estates Officer**, having full oversight of the sites, will:

- Provide strategic guidance.
- Monitor and continuously review health and safety issues.
- Ensure adequate resources for health and safety are available.
- Monitor sites to ensure plant, equipment and systems of work are safe and meet statutory compliance.
- Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
- Monitor the premises to ensure it is in a condition that is safe and without significant risk.
- Support sites to provide a working environment that is safe and healthy.
- In their critical support role, maintain an interest in all the health and safety matters.
- Review and monitor the effectiveness of this policy.
- Ensure any contractors on site are competent in health and safety matters.
- When providing a central procurement service, the Trust will ensure that organisations and contractors have all relevant health and safety processes in place and that company directors and or officers have not been in receipt of any enforcement or remedial orders within the last three years.

The **Head Teacher** is responsible for the day to day running of the site. They will:

- Promote a positive, open health and safety culture in school.
- Report to Local Advisory Boards and the Trust on key health and safety issues.
- Seek advice from the Trust, other organisations or professionals. i.e. Chief Estates Officer, LA safety advisers etc. as and when necessary
- Ensure that all staff co-operate with the policy
- Devise and implement safety procedures
- Ensure that risk assessments are reviewed on an annual basis
- Ensure relevant staff have access to appropriate training
- Meet with the Site Manager on a weekly basis to ensure any building/grounds issues are dealt with in a timely manner and statutory compliance checks are maintained.
- Provide adequate welfare facilities for staff & pupils.
- Ensure adequate accident and near miss reporting systems are in place and actively used.

- Ensure any offsite delivery or learning complies with all relevant statements in this document.

**Senior Leadership** within the site will support the Head Teacher in their role. They will:

- Ensure risk assessments are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or building issues and report to the head teacher if they remain unresolved
- Act as a good example, provide guidance and support to staff on health and safety issues
- Carry out a health and safety / site induction for all staff and keep records of that induction
- Keep up to date with new developments in Health and Safety issues for schools
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise.
- Ensure any contractors on site are competent in health and safety matters.
- Ensure adequate accident and near miss reporting systems are in place and actively used.
- Ensure any offsite delivery or learning complies with all relevant statements in this document.

The **Site Manager** is responsible for day to day maintenance and other buildings / grounds issues. They will:

- Ensure that any works that have health and safety implications are prioritised.
- Report any concerns regarding unresolved hazards in school to the Head, Senior Leadership Team or Trust Estates department immediately.
- Ensure that all work under their control is undertaken in a safe and regulatory manner.
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- Carry out a weekly test of the fire alarm.
- Ensure all compliance checks are undertaken in a timely manner, with records and contractor reports uploaded and maintained on the Trusts compliance system – Every.
- Ensure all contractors are 'inducted' and shown the relevant fire, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working.
- Fully co-operate with health and safety arrangements during larger building projects.
- Ensure any contractors on site are competent in health and safety matters.
- Ensure any contractors onsite have provided work related risk assessment and method statements.
- Ensure contractors onsite have followed all pre work policies and procedures, such as permit to work, hot works, asbestos and fire register reviews etc.

**All School Staff** will:

- Read the Health and Safety Policy.
- Comply with the Sites health and safety arrangements.
- Take reasonable care of their own and other people's health and safety.
- Leave the classroom / playground / office in a tidy and safe condition.
- Follow safety instructions when using equipment.
- Supervise pupils and advise them on how to use equipment safely.

- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff.
- Follow the sites own accident and near miss reporting procedure.
- Contribute to, and highlight any gaps in the sites risk assessments and any other health and safety area.
- Ensure any offsite delivery or learning complies with all relevant statements in this document.

In accordance with the sites rules and procedures on discipline, **Pupils** will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others.
- Follow safety instructions of teaching and support staff, especially in an emergency

## Arrangements

### Accidents and Incident Reporting

- The accident reporting procedure for the individual site should be followed for all accidents and near misses.
- Issues or actions raised from accidents and near misses should be actioned immediately through staff or external professional contractors.
- The Chief Estates Officer will be immediately made aware of any serious near misses as well as RIDDOR reportable incidents.

### Administration of Medicines

- Medication is only administered to pupils when parental consent has been given.
- Medicines are kept in a locked cupboard in a defined area of the site.
- All sites will have a local policy in place for the administration of medicines relevant to their own setting.

### Asbestos

- All staff must be made aware of the location of any asbestos in school.
- All contractors must sign to say they have seen the register before starting work on site.
- Site manager / Caretaker will ensure compliance checks are undertaken as required to ensure the state of any asbestos within the premises has not changed i.e. damaged or disrupted

### Control of Hazardous Substances

- The use of hazardous substances within Trust sites will be kept to a minimum.
- The Site Manager (with appropriate support from Senior Leadership and Chief Estates Officer) will complete a COSHH assessment for all hazardous substances used on site.
- The associated control measures should be actioned and undertaken in a timely manner.

### Display Screen Equipment

- For members of staff with 'desk based jobs' or prolonged DSE usage, the Head / SLT should ensure that a DSE assessment is undertaken.
- Any actions or workplace adjustments associated with the DSE assessment should be undertaken and completed within a timely manner.

### Educational Visits

- All off site trips will be subject to risk assessment prior to taking place and site specific recording methods should be diligently followed.

### Electrical Testing

- All items of portable electrical equipment in school will be inspected and checked annually.
- Additional or personal portable electronic equipment should not be brought onto school premises without the awareness of the Site team who will ensure testing is undertaken.

### Employee Health and Wellbeing

- The Trust takes its employee health and wellbeing seriously with support available to staff through the Health Assured Employee Assistance Programme.

### Fire Safety & Evacuation of the Building

- Site fire exits and routes will have appropriate signage throughout the site.
- Plans showing exit routes must be displayed in key locations around the site.
- A fire drill will be practised and documented once a term.
- Evacuation times are recorded and any issues which arise are reported to the Head and LAB such that changes can be made to improve.
- Fire extinguishers are checked annually by external contractors.
- PEEPs (Personal emergency evacuation plans) will be created, maintained and followed for both staff and students where evacuation support is required
- Annual fire risk assessment will be undertaken by an external contractor with any actions completed in a timely manner.

### First Aid Provision

- The main duties of first aiders is to provide immediate first aid to pupils, staff or visitors and to ensure that emergency response / professional medical help is called, when necessary.
- The sites will carry out a first aid risk assessment to ascertain the required number of first aiders and the location / number of first aid kits.
- All first aid kits and first aid rooms will be regularly checked and stocks replenished where required.
- Training for sufficient first aiders will be undertaken and maintained in accordance with recommended guidance.
- First aid posters will be displayed at relevant points around the premises detailing photos, names and qualifications of trained first aiders.
- Portable first aid kits will be taken on educational visits.
- If the risk assessment dictates that it is necessary, a qualified first aider will be present on trips and educational visits.

### Food Technology

- Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place.
- Staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned.
- Close supervision will be appropriate for riskier parts of the cooking process, i.e. taking food in or out of hot ovens.

### Infection Control

- Infection control should be undertaken in line with the Infection control policy.
- Relevant risk assessments should be in place and reviewed on a regular basis in line with current guidance.

- Social Distancing, hygiene and cleaning regimes should be undertaken as directed in the infection control policy and local setting based risk assessments.

### Legionella

- External contractors will be used for the preparation of the school's Legionella risk assessments.
- Water sampling will be undertaken as per the risk assessment, either in house or through a contractor.
- Infrequently used outlets and dead legs should be flushed weekly and the Trust compliance system updated.

### Lifts & Hoists

- All passenger lifts and hoists for staff and pupils will be inspected by a competent engineer on a six monthly basis.
- Lifting equipment not used to lift people is inspected on an annual basis.
- Emergency contact information should be detailed outside of the lift.

### Manual Handling

- Staff must only lift equipment and furniture within their own individual capability.
- Manual handling training will be provided for appropriate members of staff including, if necessary, include how to lift pupils safely.

### Playground Equipment

- Playground equipment and its use will be supervised during all break periods.
- If the equipment is used during lesson time, supervision will again be maintained.
- Individual sites will decide if equipment should not be used due to inclement weather (damp / icy), this decision should be recorded and enforced.

### Playground Supervision

- Appropriate levels of supervision will be maintained at all times in playgrounds as described in site specific playground risk assessments.

### Pregnant Members of Staff

- The Trusts procedures for pregnant members of staff will be followed, please refer to 'Exceed Work and Families Policy 2017'

### Risk Assessment

- All Trust sites must maintain a comprehensive set of risk assessments that cover curriculum based activities in school; school visits and the running of the school building and grounds.
- Risk assessments must be available either paper based or via an electronic means for staff to inspect and refer to as necessary.
- Site SLT teams will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments.
- All risk assessments will be reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place).
- Risk assessment process and central record will be audited on an annual basis by the Chief Estates Officer.

### Slips Trips and Falls on the Level

- All Trust sites will ensure that the potential for slips trips and falls has been risk assessed and appropriate controls have been put in place.

- This includes working procedures for mopping floors, absorbent floor mats near entrances.
- Regular hazard spotting inspections should be undertaken by Site maintenance teams.

### Snow and Ice

- Site Managers / caretakers will endeavour to attend school premises early in the event of frost and snow condition to ensure gritting and removal measure are in place prior to opening times.
- Site Managers / caretakers will endeavour to ensure all access and egress areas of the premises are kept clear of snow and ice as much as reasonably possible during the school day.
- If conditions deem it impossible to keep access and egress routes clear the head teacher will be informed immediately to inform decision making around school opening decisions.

### Training

- All Trust sites will ensure that staff members are provided with any relevant health and safety training required to fulfil their role.
- The Headteacher will ensure there are the appropriate number of fire wardens and first aid trained staff members working across their site.
- Site specific Health and Safety Training Needs will be assessed as part of individual's annual review.
- Training needs may also be identified and subsequently actioned as part of a risk assessment process.

### Violence at work / Lone Working

- Site specific risk assessments will be carried out for violence at work and lone working – please also refer to 'Exceed Safer Working Practice Guidance 2019'
- Lone working risk assessments must be completed where individuals are, or intend to work alone in school premises.

### Working at Height

- All Trust sites will ensure a Working at heights risk assessments has been completed.
- All site/caretaking staff who undertake working at heights will complete a working at heights training course.
- Training must also be undertaken for any school staff that will, or intend to work at heights.

### Contractors

- Contractors will be monitored while onsite for adherence to all relevant health and safety matters.
- All contractors will be continuously accompanied where DBS checks are not in place.
- Prior to starting work all contractors onsite will provide work related risk assessments and method statements.
- All contractors will be 'inducted' and shown the relevant fire, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working.
- Prior to starting work all contractors onsite have reviewed, completed and signed (where required) pre work policies and procedures, such as permit to work, hot works, asbestos and fire register reviews etc.



### Audit

- Health and Safety management systems across the Trust will be audited in the following ways –
  - Annual fire risk assessment by external contractor.
  - Annual external Union health and safety site audit.
  - Annual Health Check undertaken by the Chief Estates Officer.
  - Termly site audits undertaken by the Chief Estates Officer.
  - Continuous monitoring of site compliance through the use of an online system.