



# Education Learning Trust Multi Academy Trust

## Health & Safety Policy 2026/27

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## **PART A. STATEMENT OF INTENT**

Education Learning Trust (ELT) recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all employees. The Trust also recognises the health and safety impact of its work with regards to pupils, contractors, members of the public, other service users and anyone else who may be affected by the Trust's work activities and will take all reasonable steps to protect these people.

Education Learning Trust, in meeting its obligations for Health and Safety within its schools delegates responsibility to the Academy Governing Body and the Headteacher at each school to ensure each school complies and keeps up to date with all the relevant legislation in relation to Health and Safety. The Trust will routinely monitor this through its quality assurance processes and will employ an external Health and Safety advisor, who will monitor compliance with the policy and provide the Academy Governing Body with an annual Health and Safety Compliance Report of each of the schools, to include a Health and Safety Audit (see Appendix 1).

The Trust Board notes the provisions of the Health and Safety at Work, Act 1974. This states that it is the duty of every employer to conduct their business in such a way as to ensure, so far as is reasonably practicable, that no one is exposed to risks to their health and safety. The Trust accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It also believes that the prevention of accidents, injury or loss contributes to the efficient operation of the school and is part of the education of its pupils.

The aim of the Trust is, "To provide a safe and healthy working and learning environment for staff, pupils and visitors at each of its schools."

The Trust/Academy Governing Body will take all reasonable steps to identify and reduce hazards to a minimum. However, all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities. The arrangements outlined in this statement and the various other safety provisions made by the schools cannot prevent accidents or ensure safe and healthy working conditions. The Trust believes that only the adoption of safe methods of work and good practice by every school and individual can ensure everyone's personal health and safety.

## **PART B. ROLES AND RESPONSIBILITIES**

**1.1 All senior roles, and those with explicit health and safety functions, are expected to act as health and safety leaders creating a positive health and safety culture. They are responsible for the effective implementation of the Health and Safety Policy.**

**1.2 The Trust Board have ultimate control of the Trust. They will:**

- review the policy set by the Executive and reported through the key performance indicators (KPIs) at governing body meetings
- provide strategic guidance
- monitor and review health and safety issues
- ensure that adequate resources for health and safety are available
- ensure as far as is reasonably practicable a safe environment for all users of the Trust's sites to work, including safe means of entry and exit
- in their critical friend role, maintain an interest in all health and safety matters

**1.3 The Chief Executive is ultimately responsible for Health and Safety within the Trust.**

**1.4 Responsibility will be delegated to the DOO who will:**

- review and monitor the effectiveness of the policy
- ensure they are familiar with the requirements of the appropriate legislation and codes of practice
- create and monitor a management structure for health and safety
- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the Trust and that it is implemented
- keep up to date with new developments in health and safety issues for schools
- periodically assess the effectiveness of the policy and ensure that any necessary changes are made
- identify and evaluate risks relating to possible accidents and incidents connected with Trust sponsored activities, including work experience
- provide adequate resources (both personnel and finance) to fully deliver the policy
- take steps to ensure plant, equipment and systems of work are safe
- ensure safe arrangements for handling, storage and transportation of articles and substances
- ensure safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance
- ensure that academies provide adequate training, information, instruction, induction and supervision to enable everyone in the academy to be safe
- maintain the premises in a condition that is safe and without significant risk
- provide a working environment that is safe and healthy
- provide adequate welfare facilities for staff and student

The day-to-day management of the above will be delegated to the Director of Operations.

An ELT Health and Safety Committee has been formed and reports to the Finance, Audit and Risk and Resources Committee – this will consist of the COO, the lead Trustee for Health and Safety and the Health and Safety officer for each school.

**1.5 The Duties of the Academy Governing Body (on behalf of the employer)**

In the discharge of the duty of the Trust, the Academy Governing Body, in consultation with the Headteacher will:

- ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice
- create and monitor a management structure responsible for health and safety in the school
- ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all
- annually assess the effectiveness of the policy and ensure any necessary changes are made in consultation with the Trust Central Team
- identify risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring
- ensure the school has secured safe means of entry and exit for all site users
- ensure the school can provide equipment, grounds and systems of work which are safe
- ensure safe arrangements are made for the handling, storage and transportation of any articles and substances
- ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance
- where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction on use

So far as is reasonably practicable, the Academy Governing Body, through the Headteacher, will aim to ensure that all staff, including temporary, voluntary staff and helpers and those on fixed-term contracts to receive information on:

- this policy
- all other relevant health and safety matters
- the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk

## **1.6 The Duties of the Headteacher**

The Headteacher is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met. In particular, the Headteacher will:

- have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors
- set the direction for effective health and safety management
- introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately
- review this policy and its effectiveness annually as part of the Trust Executive Leadership Team; this will include systematic quality assurance and an annual health and safety audit
- take all reasonably practicable steps to ensure this policy is implemented by the Senior Leadership Team, Heads of the appropriate Departments and other members of staff
- designate a competent person who will be responsible for ensuring the school meets its health and safety duties – the competent person will be the health and safety officer
- ensure that all members of staff and pupils who have identified appropriate training needs receive adequate and appropriate training and instruction in health and safety matters ensuring records of such training are retained

- encourage staff, pupils and others to promote health and safety

### **1.7 The Duties of the Health & Safety Officer (designated competent person)**

- assist with the creation and implementation of this policy
- Be aware of all current legislation / approved codes of practice and remain up to date with new and impending legislation and advise the Headteacher and Academy Governing Body as required
- be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required
- be the designated contact with the LA and the HSE where necessary
- ensure regular health and safety inspections are undertaken by appropriate personnel and recommendations are acted upon as soon as possible
- complete termly health and safety compliance audits relating to curriculum areas for DT, Science, Art and PE and provide detailed action plans to the Head of Department with a maximum timeframe of three months for remedial actions to be addressed
- ensure regular inspections are carried out
- ensure risk assessments are accurate, suitable and reviewed annually and recorded on the risk assessment register
- deal with any hazardous practices, equipment or building issues and report to the Headteacher if they remain unresolved
- provide a good example, guidance and support to staff on health and safety issues
- carry out a health and safety induction for all staff and keep records of that induction
- 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
- meet with the Facilities/Premises Manager weekly to ensure any building / grounds issues are addressed in a timely manner
- ensure appropriate provision is made for first aid

### **1.8 The duties of SLT and other supervisory staff**

In addition to the general duties which all members of staff have, staff with supervisory responsibility will be directly responsible to the Headteacher or the member of staff nominated by the Headteacher to have overall day-to-day responsibility for the implementation and operation of the school's Health and Safety Policy within their relevant departments and areas of responsibility.

They will take a direct interest in the school's Health and Safety Policy and in helping other members of staff, pupils and others to comply with its requirements. As part of their day-to-day responsibilities, they will ensure that:

- safe methods of working exist and are implemented throughout their areas of responsibility
- health and safety regulations, rules, procedures and codes of practice are being applied effectively
- staff, pupils and others under their jurisdiction are instructed in safe working practices
- new employees working within their department are given instruction in safe working practices
- regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary
- positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
- all plant, machinery and equipment in the department in which they work is adequately

guarded and is in good and safe working order with regular maintenance and servicing required for all machinery which should be documented

- all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work; this mainly applies to secondary school departments such as Science, Technology and Physical Education
- appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
- toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) and that any respective COSHH data sheet is filed appropriately once its use has been approved
- they monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others
- use of signage where necessary to meet the statutory requirements
- all health and safety information is communicated to the relevant persons
- report, as appropriate, any health and safety concerns to the nominated individual within their school
- risk assessments to be completed at least annually and reviewed regularly in line with ongoing risk management, in departments and areas where there are increased health and safety concerns- these will be Art, Technology, Science and Physical Education these Risk Assessments need to be made available to all staff working in these departments, whether permanent, temporary or volunteers

### **1.9 The duties of all members of staff**

All staff will make themselves familiar with the requirements of the Health and Safety at Work Act 1974, the school Health and Safety Policy and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:

- take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work
- as regards any duty or requirements imposed on the employer, under any of the relevant statutory provisions, co-operate as necessary to enable that duty or requirement to be performed or complied with

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk. In particular, all members of staff will:

- be familiar with the safety policy and all safety regulations of the school
- lead by example to ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils
- report (using agreed systems) any accident, near miss, dangerous occurrence or case of ill health arising from work related activities and co-operate with management in the investigation of such accidents and incidents
- see that all plant, machinery and equipment is adequately guarded and report any concerns to the appropriate person, e.g. Line Manager/ Site manager/ Business Manager
- use the correct equipment and tools for the job and any personal protective equipment (PPE) or safety devices, which may be supplied

- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) and that any respective COSHH data sheet is filed appropriately once its use has been approved
- report any defects in the premises, plant equipment and facilities which they observe
- isolate any defective plant or equipment to prevent its use while awaiting repair, service or replacement
- take an active interest in promoting health and safety and suggest ways of reducing risks
- exercise good standards of housekeeping and cleanliness
- adhere to their common law duty to act as a prudent parent would when in charge of pupils

#### 1.10 The duties of all pupils / students

- exercise personal responsibility for the health and safety of themselves and others
- dress in a manner that is consistent with school policy and promotes good safety and hygiene standards
- respond to instructions given by staff in an emergency
- observe the behaviour expectations and health and safety rules of the school
- not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety
- report (using agreed systems) anything they deem to be a health and safety concern

#### 1.11 Hirers, contractors and others

When the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

The Headteacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside the employ of the Trust, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Academy Governing Body and that they will not without the prior consent:

- introduce equipment for use on the school premises
- alter fixed Installations
- remove Fire and Safety notices or equipment
- take any action that may obstruct fire exits or create hazards for persons using the premises or the staff or pupils of the school

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the **Health and Safety at Work Act 1974** and must pay due regard to the safety of all persons using the premises in accordance with ss. 3-4 of the **Health and Safety at Work Act 1974**. Contractors are required to submit their own risk assessments and

method statements for approval prior to the commencement of any works.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher will take such actions as are necessary to prevent persons in their care from risk or injury.

The Academy Governing Body draws the attention of all users of the school premises (including hirers and contractors) to s.8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

#### **1.12 Staff consultative arrangements**

The Academy Governing Body, through the Headteacher, will make arrangements to consult with employees in good time on health and safety matters particularly with regard to the introduction of any measure that will affect the health and safety of employees.

#### **1.13 Codes of practice and safety rules**

From time to time, the Department for Education (DFE), the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Headteachers and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures. If the Headteacher considers the inclusion of all or any such documents into this policy to be inappropriate, they will be required to demonstrate to the satisfaction of the Academy Governing Body, that they have already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

### **PART C. ARRANGEMENTS**

This section sets out the Trust's specific arrangements for managing health and safety. The arrangements follow the requirements of the Health and Safety at Work etc. Act 1974 and other relevant legislation and give details on how people should meet these responsibilities. Because of their legal status, there are mandatory requirements of this policy and it is important that leaders and employees follow them.

#### **1.14 Accident / incident reporting, investigating and monitoring**

The Trust has a policy of recording all accidents/incidents to employees, non-employees and pupils, including those of violence and aggression.

The Trust and its schools recognise the role of employees in health and safety and will encourage and provide means for employees to report matters of concern regarding health and safety.

All accidents and incidents are to be reported using the appropriate systems and accident/incident form.

Where necessary, the accident/incident/ill health will be reported to the Health and safety Executive (HSE) in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

Investigations, reporting and recording of accidents/incidents and dangerous occurrences are to

be carried out by the Headteacher or designated senior leader. If necessary, assistance will be provided by a competent person from the Trust central team to assist in the investigation and preparation of reports in accordance with the agreed procedures and to meet the needs of statutory and civil law requirements.

### **1.15 Asbestos**

The Trust recognises that materials containing asbestos can, under certain circumstances, pose a risk to the health of people who come into contact with it. The health effects attributed to asbestos have been well researched and documented.

Where applicable, each individual school has been subject to an asbestos management survey by an accredited surveying organisation. The purpose of this is to identify the presence of asbestos in its property and the associated risks. Following this body of work, an Asbestos Management Plan (AMP) and Policy will be put in place to ensure any asbestos is maintained and managed in such a condition that it does not pose a risk to health, until such time as it can be safely removed.

This policy, along with the AMP, will ensure, so far as is reasonably practicable, the health, safety and welfare of all persons employed by the Trust whilst they are at work and persons other than Trust employees who may be exposed to asbestos related risks arising from or in connection with the activities of the Trust / school. To support this aim, any asbestos containing materials will be clearly signposted and the location of asbestos will be included in the permit to work process for contractors working on a Trust site.

### **1.16 Child Protection and Safeguarding**

The Trust has in place a Safeguarding and Child Protection Policy which should be read in conjunction with this policy.

### **1.17 Construction and Maintenance**

When undertaking construction or maintenance work, the school/Trust will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Construction work means: The carrying out of any building, civil engineering or engineering construction work and includes:

- the construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure
- the preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion
- the installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed, air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure
- the assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure
- the removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure

The Headteacher and Trust will ensure that all construction and maintenance projects have a

formally appointed principal designer and principal contractor. The Headteacher and Trust will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The Headteacher/Trust will also ensure that the principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:

- what the school wants built or maintained
  - the site and existing structures
  - information about hazards, such as asbestos
  - timescales and budget for the build
  - how the school expects the project to be managed including issuing the Contractors' Code of Conduct
  - CDM appointments of principal contractor/principal designer
  - welfare arrangements
  - details of the nearest A&E department
- 
- the principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place
  - the principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work
  - the roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan
  - sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team
  - the principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts
  - following completion of the project, the health and safety file is handed over to the Headteacher, kept up-to-date by the health and safety officer, and is made available to anyone who needs to alter or maintain the building
  - the Headteacher/Trust will hold regular progress meetings with the project team to ensure that all members are carrying out their roles as required
  - where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992

### **1.18 Contractors and Visitors**

Clear procedures are in place at all schools and will be implemented by relevant staff when receiving visitors to the school. Visitors and contractors will wear a visitor's badge at all times while on school grounds.

All visitors and contractors will sign in at reception. Once signed in, visitors and contractors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned. Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing the visitors' log.

No contractor will carry out work on the school site without the express permission of the Headteacher, other than in an emergency or to make the site safe following theft or vandalism. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site. Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help and call 999 if required.

#### 1.19 Display Screen Equipment (DSE)

The Trust is committed to complying with the legislative requirements stated within the Health and Safety (Display Screen Equipment) Regulations 2002.

#### 1.20 Driving for work including school minibus use

The Trust is committed to complying with the general requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 2006 and the Provision of Use of Work Equipment Regulations 1998 as they apply to vehicles:

- i) **Own Vehicle Use** - Any employee of the Trust required to use their own vehicle for Trust/school business must ensure that they are suitably licensed to do so, that the vehicle is roadworthy including an up-to date MOT and that they have the appropriate insurance. Documentation will be held on record by the school and a declaration will be signed by the member of staff to ensure they are aware of arrangements. Any journeys undertaken with a pupil will be pre-approved by a member of SLT and subject to the appropriate risk assessment before departure.
- ii) **School Minibus Use** - Safe working procedures are in place for each Trust school which has its own school minibus. This includes procedures to ensure the minibus is roadworthy and has the appropriate tax, insurance and MOT certificate. All drivers will hold the relevant qualifications and a copy of their licence will be held on record by the school. Pre-journey safety checks will be conducted by the driver before each journey. Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return to the school. It is the driver's responsibility to ensure that use is based strictly on a one person per seat basis and that seat belts are worn at all times.

#### 1.21 Educational Visits and Extra-Curricular Activities

Health and safety policy and procedures concerning school trips and visits, including overnight trips and trips abroad, are contained in the school's Educational Trips and Visits Policy.

#### 1.22 Equipment

- i) **General** - All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place. When new equipment is purchased, it is checked to ensure that it meets appropriate educational and safety standards. All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.
- ii) **Electrical** - All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them. Any

potential hazards will be reported to the Health and Safety lead and/or IT support (where applicable) immediately. Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed. Only trained staff members can check plugs. Where necessary, a portable appliance test (PAT) will be carried out by a competent person on an annual basis. All isolator switches are clearly marked to identify their machine. Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions. Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

- iii) **PE / Play Equipment** - Pupils are taught how to carry out, set up and use PE equipment safely and efficiently. Staff check that equipment is set up safely. Trampolines are only to be set up by staff. Any concerns about the condition of the gym floor or other fixed apparatus will be reported to the Facilities Manager / Business Manager. Concerns regarding loose equipment should be referred to the Health and Safety lead and the Facilities / Business Manager. All outdoor and indoor PE / Play equipment will be routinely checked and inspected at least annually by a competent person and records kept by the school.

### 1.23 Fire Safety and Emergency Procedures

Each Headteacher will ensure that plans are in place to respond to emergency situations, this will include:

- fire evacuation
- other emergency evacuations (e.g. bomb threat)
- evacuation / emergency lockdown
- inclement weather

These plans will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- save life
- prevent injury
- minimise loss

All staff members fully understand and effectively implement the emergency plans. A fire risk assessment (FRA) will be in place for each individual school.

The Headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed, will be discussed, formulated and effectively disseminated to all staff. Staff will receive training to ensure they understand the emergency procedures.

The school will test evacuation procedures on a termly basis and lockdown procedures periodically. Firefighting equipment will be checked on an annual basis by an approved contractor. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the school office / facilities management office. Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held in the school office / facilities management office.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

## 1.24 First Aid and Medical Needs

The arrangements for first aid provision will be adequate to cope with all foreseeable incidents. The number of certificated first aiders will not, at any time, be less than the number required by law. Other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. The number of such trained but uncertificated first aiders will be determined by the Headteacher as that being sufficient to meet the needs of all foreseeable circumstances.

Supplies of first aid material will be held at various locations throughout the school. These locations will be determined after a relevant risk assessment. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly by an appointed First Aider and any deficiencies made good without delay.

Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.

A record to be kept of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity.

The school will obtain notification from parents/carers regarding any medication that pupils are required to take. Only trained staff will administer medication. Staff will receive annual training in supporting pupils with medical conditions as required. A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

**Allergens and Anaphylaxis** – Parents/Carers are required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff members are also required to provide the Headteacher with a list of their allergies. Information regarding pupils' and staff members' allergies is collated and stored securely. Under The Human Medicines (Amendment) Regulations 2017, the school is able to purchase AAI devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working. The school will purchase spare AAls from a pharmaceutical supplier, such as the Academy Pharmacy. The Headteacher and catering team will ensure that all pre-packed foods for direct sale (PPDS) made on the school site meet the requirements of Natasha's Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour. The catering team will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law. Staff members receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

## 1.25 Hazardous Substances (COSHH)

The Trust is committed to complying with the legislative requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002.

Each school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery. The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary. No chemicals or other hazardous materials will be used without the permission of the Headteacher.

The Health and Safety Officer is responsible for ensuring all products that may be hazardous to health

are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazcard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. Storage life will be considered by department leaders. All COSHH and ionising radiations regulations will be adhered to.

An up-to-date inventory of all the hazardous chemicals and materials held at the school will be kept. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

### **1.26 Infection Control**

The Trust follows national guidance from the Department for Health and Public Health England (PHE) to implement effective infection control in its schools.

Our schools actively prevent the spread of infection through the following measures:

- participation in routine immunisation programmes (as appropriate)
- promoting and maintaining high standards of personal hygiene
- maintaining a clean environment
- following recommended exclusion periods as per PHE guidance when dealing with infectious diseases

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

### **1.27 Lettings**

Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's Health and Safety Policy, and will have responsibility for complying with it.

### **1.28 Lone Working**

The Trust recognises the increased risk associated to lone working and will ensure policies and procedures are in place to mitigate these risks as much as is reasonably practicable. Employees will be informed on the additional risks they may face as a lone worker and the control measures in place to support them.

### **1.29 Manual Handling**

The Trust is committed to complying with the legislative requirements of the Manual Handling Operations Regulations 1992.

The Headteacher and/or school leaders are responsible for identifying all activities within the work place that involve manual handling and the employees who carry out these tasks continually as part of their normal working day. Each school is required to mitigate the risk of manual handling activities by implementing, as a minimum, the following strategies as appropriate and reasonably practicable:

- avoid the need for manual handling (provision of portage equipment etc.)

- provide safe systems of work (limit on weight/size of objects to be handled etc.)
- provide training to ensure safe techniques are used for manual handling and ensure records of this training are retained

### **1.30 New and Expectant Mothers**

The Trust recognises the increased risks to new and expectant mothers and will extend existing risk assessments to cover new and expectant mothers and implement control measures as appropriate to reduce risk.

Risk assessments will be reviewed when an employee notifies the Headteacher they are pregnant and revised where necessary. Additional control measures will be applied for six months after the birth or where necessary until such time as the new mother is no longer breast-feeding.

### **1.31 Personal Protective Equipment**

The Trust accepts that the use of personal protective equipment (PPE) is a last resort and is committed to continually seeking alternative methods of reducing risk. Where risks identified through risk assessments cannot be removed or adequately controlled by other means, staff and pupils will be provided with the most suitable and sufficient PPE and given training in its use, storage and maintenance.

Leaders are responsible for issuing, repairing and replacing PPE and for ensuring its proper use. Staff and pupils are responsible for keeping their PPE clean and properly stored, and for reporting faults and problems to their Line Manager / Teacher.

### **1.32 Personal Safety**

The Trust recognises the fact that there are risks to employees in the provision of its services, but expects that people generally should be able to go about their duties without threat or fear of violence or aggressive intimidation resulting from their work.

The Headteacher will assess, through risk assessment, the risk of aggression, violence or potential violence to employees and take all reasonably practicable measures to eliminate or reduce the level of risk to employees' health and safety.

Employees are not expected to go into a potentially dangerous situation or unnecessarily put themselves at risk.

The Headteacher will ensure that all accidents/violent incidents are recorded, investigated and reported to the Academy Governing Body. Reportable injuries/incidents will be reported to the Health and Safety Executive.

### **1.33 Risk Assessment**

The Headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. The Health and Safety Officer will be consulted when risk assessments are being carried out.

The school will record any significant findings of any risk assessments, including the following:

- the identified hazards
- how people might be harmed by them

- what the school has implemented to control the risk

Risk assessments will be reviewed at least annually. Risk assessments will consider the needs of staff, pupils, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- there is any reason to suspect that they are no longer valid
- there has been a significant change in related matters
- a near miss, incident or accident occurs

The Academy Governing Board will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

### **1.34 Safe Plant, Equipment and Services**

Those responsible for purchasing work equipment, plant or services will make reasonable checks for health and safety standards and assess for suitability. Where necessary, equipment and plant should conform to British Standards. Once purchased, arrangements should be made to keep equipment and plant in good working order by following the manufacturer's recommendations. These could include arranging for suitable maintenance, inspection and servicing and for providing the appropriate markings and warnings.

### **1.35 Safer Working Procedures (Also referred to as Safe Systems of Work, Method Statements, etc.)**

Following the risk assessment process, where hazards cannot be eliminated and where risks still exist, written detailed instructions will be produced and effectively communicated to the relevant staff. The level of detail included will be proportionate to the level of risk involved.

### **1.36 Security**

The Headteacher is to ensure that systems are in place for visitors with regards to pre-visit safeguarding checks, signing in arrangements and supervision whilst on school premises. All entrances and exits to school buildings have sufficient security measures to prevent unauthorised persons entering the building(s). Where practical, security fencing to be installed around the perimeter of the school site.

CCTV systems will be used to monitor events and identify incidents taking place. CCTV systems may be used as evidence when investigating reports of incidents.

Money will be held in a safe and banked on a regular basis to ensure large amounts are not held on-site. Money will be counted in an appropriate location, such as the school office, and staff should not be placed at risk of robbery.

Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage. Thefts may be reported to the police and staff members are expected to assist police with their investigation.

All members of staff are expected to take reasonable measures to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.

A review of security arrangements will be conducted annually and the results shared with the

Academy Governing Body and the Central Trust Team.

### 1.37 **Smoking**

Smoking or the use of e-cigarettes is not permitted anywhere on Trust premises.

### 1.38 **Staff Wellbeing**

The Trust is committed to protecting the health and wellbeing of its employees with regard to work-related stress and general employee wellbeing and will ensure that necessary, suitable and sufficient actions are undertaken.

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible or engage with the Employee Assist Programme. Please contact your HR manager for more information should you need it.

**Health Surveillance** - Arrangements for a programme of health surveillance will be put in place where it is a requirement by law, or where it has been identified through the risk assessment process that operations or exposure to harmful substances could potentially harm the employee's health. Pre-employment screening will take place for those employees starting in a role where a health hazard has been identified. Records of all health surveillance will be kept by the employing service.

### 1.39 **Statutory Building Compliance**

Building Managers or the person in control of a building (e.g. Headteacher, Responsible Person) are responsible for ensuring that all the required statutory building compliance inspections, assessments, maintenance and/or servicing are carried out within the appropriate timescales. The person in control of the premises will make arrangements for remedial action or recommendations made following on from inspections and/or assessments to be actioned as appropriate.

### 1.40 **Training and Induction**

- i) **Induction** - Line Managers will ensure that all new employees go through the health and safety induction programme on taking up employment. Inductions will include all general health and safety information, policies and procedures. Higher risk service areas will provide site / risk specific induction.
- ii) **General H&S Training** - The health and safety training needs of all employees will be identified through the risk assessment process. Appropriate information, instruction and training will be provided to ensure that employees have the competency to carry out their work safely. Where mandatory health and safety training is required, leaders must ensure that employees are provided with this, including information on the hazards and the control measures in place to protect them. Records of training will be kept by the schools and where appropriate staff will be required to sign to say they have received such training.

### 1.41 **Working at Height**

The Trust is committed to complying with the Working at Heights Regulations 2005.

The Headteacher must ensure suitable safe systems of work are implemented for working at height,

including the provision of appropriate information, instruction, equipment and training.

#### **1.42 Working Environment**

The Trust is committed to establishing and maintaining a healthy and safe workplace for all its employees, pupils and others who may enter the premises.

All workplaces will be provided with adequate welfare facilities which will be maintained to a safe standard. Adequate access and egress will be provided and all employees must maintain good housekeeping standards. Defects or unsafe conditions should be put right. If this is not possible, they should be reported to the appropriate Line Manager, Facilities Manager or Business Manager as soon as possible following the appropriate school procedure.

#### **1.43 Additional Arrangements**

Disciplinary action may be taken against any employee who is found to have knowingly failed to follow safety procedures or standards, interfered with or failed to use protective equipment provided for health and safety, or failed to follow their responsibilities as detailed within this policy.

### **Policy Review**

The Health and Safety Policy will be reviewed annually to ensure its continuing suitability, adequacy and effectiveness and to encourage continuous improvements in health and safety performance.

Each school should record their Section Safety Procedures as a separate document (Appendix A) and regularly review this to ensure that details are accurate and up-to-date.

### **Part D. Links to Other Policies**

This policy will be supported by the following policies and procedures:

- Medical Conditions in School and First Aid Policy
- Safeguarding and Child Protection Policy
- Business Continuity and Critical Incidents Policy and Procedures including Fire Evacuation
- Guidance on Lone Working
- Working at Height Risk Assessment
- Educational Visits Policy
- Minibus Policy (where applicable)
- Lettings Policy (where applicable)
- Manual Handling Risk Assessment/Guidance/Procedures
- COSHH Guidance

Further information can also be obtained in the DfE Health & Safety Responsibilities and Duties for Schools.

## APPENDIX 1 - School Safety Arrangements

This form is a supplement to the Education Learning Trust Health & Safety Policy giving details of the people responsible for implementing the safety procedures within each individual school.

|                                                                                     |                           |
|-------------------------------------------------------------------------------------|---------------------------|
| <b>School Name:</b>                                                                 |                           |
| <b>Area of responsibility</b>                                                       | <b>Responsible person</b> |
| The person responsible for implementing the Trust Health & Safety Policy here is:   |                           |
| The person delegated as the health and safety lead / officer within this School is: |                           |
| The link Governor for Health & Safety is:                                           |                           |
| <b>Accidents &amp; emergencies</b>                                                  |                           |
| Implementing the emergency plan / business continuity plan:                         |                           |
| Implementing emergency evacuation / invacuation procedures:                         |                           |
| Report accidents and incidents to:                                                  |                           |
| Accidents and incidents will be investigated by:                                    |                           |
| Completion of incident forms:                                                       |                           |
| Reporting RIDDOR incidents to the appropriate body:                                 |                           |
| Monitoring accidents and incidents:                                                 |                           |
| Responsible for preparing Personal Emergency Evacuation Plans (PEEPs):              |                           |
| First aiders are:                                                                   |                           |
| <b>Health &amp; safety training and information</b>                                 |                           |
| First day induction – safety familiarisation:                                       |                           |
| Employee safety training needs & retention of training records:                     |                           |
| Informing visitors of safety procedures and "school rules":                         |                           |

|                                                                                                      |  |
|------------------------------------------------------------------------------------------------------|--|
| Informing contractors of known hazards which may exist e.g. asbestos (Permit to work):               |  |
| <b>Consultation</b>                                                                                  |  |
| Raise health & safety issues with:                                                                   |  |
| Meetings where health & safety issues should be raised including those for consultation with unions: |  |
| Union Safety Representative:                                                                         |  |
| <b>Buildings &amp; equipment management</b>                                                          |  |
| Checking health and safety standards prior to purchase of plant, equipment or services:              |  |
| Arranging inspection and maintenance of equipment and plant:                                         |  |
| Keeping inventories and records of equipment and plant inspections:                                  |  |
| Carrying out routine safety inspections or checks:                                                   |  |
| Fire Risk Assessment:                                                                                |  |
| Organising fire drills and keeping fire log-book:                                                    |  |
| Fire Wardens are:                                                                                    |  |
| Issue and inspection of Personal Protective equipment (PPE):                                         |  |
| <b>Risk assessment / management responsibilities</b>                                                 |  |
| General workplace duties:                                                                            |  |
| Communal areas (inc. Site Security):                                                                 |  |
| Caretaker & cleaning staff:                                                                          |  |
| Kitchen staff:                                                                                       |  |
| Break and Lunchtime arrangements:                                                                    |  |
| Minibus/Van:                                                                                         |  |
| Art:                                                                                                 |  |
| Design & technology:                                                                                 |  |
| Science:                                                                                             |  |
| Radioactive materials:                                                                               |  |
| Physical education:                                                                                  |  |
| Co-ordinating risk assessments:                                                                      |  |

|                                                                                                                                                                                          |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Asbestos Management (inc. PAMP)                                                                                                                                                          |  |
| Co-ordinating COSHH risk assessments:                                                                                                                                                    |  |
| Co-ordinating Educational Visits risk assessments (EVC)                                                                                                                                  |  |
| Arranging health surveillance (where applicable):                                                                                                                                        |  |
| <b>When completed, attach as an appendix to your Health &amp; Safety Policy, make these arrangements known to all staff and display prominently in the staff room (or similar area).</b> |  |

## APPENDIX 2 - ANNUAL HEALTH AND SAFETY AUDIT

|                        |  |
|------------------------|--|
| School:                |  |
| Date of inspection:    |  |
| Inspected by:          |  |
| Signed by Headteacher: |  |

| HEALTH & SAFETY POLICY                                                                                                                                   | YES | NO | N/A | Details/evidence |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|------------------|
| Is there an up to date Health and Safety Policy which is published on the school website?                                                                |     |    |     |                  |
| Is the policy in line with the latest DFE, HSE and RPA guidance for schools and considers all key risks?                                                 |     |    |     |                  |
| Is the policy included in the induction process?                                                                                                         |     |    |     |                  |
| Is the policy communicated effectively with staff, in particular any updates and changes?                                                                |     |    |     |                  |
| Other comments:                                                                                                                                          |     |    |     |                  |
| RISK ASSESSMENTS                                                                                                                                         | YES | NO | N/A | Details/Evidence |
| Are risk assessments available and up to date for all general/communal risk areas?                                                                       |     |    |     |                  |
| Are risk assessments available for general staff duties (including manual handling, lone working etc)?                                                   |     |    |     |                  |
| Are risk assessments available and up to date for high risk faculty areas (PE, Tech, Science etc)?                                                       |     |    |     |                  |
| Are playground equipment risk assessments conducted and up to date?                                                                                      |     |    |     |                  |
| Are COSHH assessments conducted and up to date?                                                                                                          |     |    |     |                  |
| Are Occupational Role relevant risk assessments conducted and up to date?<br>i.e. pregnancy, disability, Covid related vulnerability (where applicable)? |     |    |     |                  |
| Are the risks associated with First Aid assessed?                                                                                                        |     |    |     |                  |

|                                                                                                                             |     |    |     |                  |
|-----------------------------------------------------------------------------------------------------------------------------|-----|----|-----|------------------|
| Are risk assessments available for any pupils with additional needs (where applicable)?                                     |     |    |     |                  |
| Has the school completed DSE assessments for those who regularly use such equipment                                         |     |    |     |                  |
| Is there a risk assessment for the school minibus (where applicable)?                                                       |     |    |     |                  |
| Other comments:                                                                                                             |     |    |     |                  |
| <b>BUILDING COMPLIANCE</b>                                                                                                  | YES | NO | N/A | Details/evidence |
| <b>ELECTRICAL &amp; GAS SAFETY</b>                                                                                          |     |    |     |                  |
| Is the 5 yearly electrical safety certificate available and in date?                                                        |     |    |     |                  |
| Have the portable appliances been PAT tested and recorded?                                                                  |     |    |     |                  |
| Are all emergency shut offs accessible, clearly identified and functioning?                                                 |     |    |     |                  |
| Is the annual gas safety certificate available and in date?                                                                 |     |    |     |                  |
| Are Gas contractors registered for nondomestic works?                                                                       |     |    |     |                  |
| Are gas cylinders stored appropriately (e.g. Secured upright, separate from flammables, appropriate signage)?               |     |    |     |                  |
| Have the fire service been notified of their presence and is there location identified as part of the fire risk assessment? |     |    |     |                  |
| <b>WATER AND LEGIONELLA MANAGEMENT</b>                                                                                      |     |    |     |                  |
| Has a legionella risk assessment been carried out by a competent contractor?                                                |     |    |     |                  |
| Is the Water hygiene testing regular and recorded on the site register? (hot above 55c and cold below 20c)                  |     |    |     |                  |
| Are in house operational controls such as facilities flushed regularly being completed?                                     |     |    |     |                  |
| Are records available of these?                                                                                             |     |    |     |                  |
| <b>ASBESTOS MANAGEMENT</b>                                                                                                  |     |    |     |                  |
| Are the Premises Asbestos Management Plan (PAMP) and Asbestos Register in place and up to date                              |     |    |     |                  |

|                                                                                                                                                       |  |  |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
| When was the Asbestos survey last conducted/ updated?                                                                                                 |  |  |  |  |
| Is regular monitoring of asbestos condition undertaken and recorded, including the annual visual inspection?                                          |  |  |  |  |
| Has the location of known ACM been communicated effectively to all relevant staff and building users?                                                 |  |  |  |  |
| Does asbestos location and guidance form part of the safe systems permit to work process for any contractors undertaking work on the building fabric? |  |  |  |  |
| <b>OTHER CONSIDERATIONS</b>                                                                                                                           |  |  |  |  |
| Is a planned preventative maintenance schedule in place for all plant/equipment?                                                                      |  |  |  |  |
| Are the air conditioning certificates available and up to date?                                                                                       |  |  |  |  |
| If applicable has lightening protection being maintained and inspected annually?                                                                      |  |  |  |  |
| Are boiler checks carried out on a regular basis?                                                                                                     |  |  |  |  |
| Have all applicable statutory inspections of plant/equipment been carried out and records available?                                                  |  |  |  |  |
| Is PE and outdoor play equipment inspected annually by competent contractors and records available?                                                   |  |  |  |  |
| Is all lifting equipment inspection documentation available and up to date?                                                                           |  |  |  |  |
| Are tree surveys regularly conducted?                                                                                                                 |  |  |  |  |
| Are there ladders on site?                                                                                                                            |  |  |  |  |
| If yes, Are all ladders class 1?                                                                                                                      |  |  |  |  |
| Are all ladders inspected and recorded on a ladder register?                                                                                          |  |  |  |  |
| Are staff using ladders trained on Ladder Safety/working at heights?                                                                                  |  |  |  |  |
| Is machinery properly guarded (e.g. In Technology)                                                                                                    |  |  |  |  |

Other comments:

**FIRE SAFETY**

YES NO N/A Details/evidence

Is there an up to date fire risk assessment available for the site which is reviewed annually (reviewed more regularly if

significant changes) and signed and dated by the Responsible person.

Is there a record of the fire alarm being tested weekly?

Are the fire evacuation procedures tested on a termly basis and any findings recorded and followed up?

Has the fire detection system been maintained and tested within the last 6 Months?

Have fire extinguishers, call points and the control panel been serviced and maintained annually?

Has the emergency lighting testing & service been conducted annually?

Is there an emergency evacuation plan (EEP) in place? (to include Invacuation)

Have staff received appropriate fire safety training and is this training currently up to date?

Are there PEEP (Personal Emergency Evacuation Plans) for any individuals who require them?

Have fire exits been regularly checked to ensure they open correctly & routes are not blocked?

Is all required emergency signage in place?

Are all fire doors working properly and are there records of routine checks?

Other Comments:

| ACCIDENT AND INCIDENT REPORTING                                                                         | YES | NO | N/A | Details/Evidence |
|---------------------------------------------------------------------------------------------------------|-----|----|-----|------------------|
| Is there a clear accident / incident reporting procedure in place and is it known by staff?             |     |    |     |                  |
| Are accidents and incidents recorded and trends monitored?                                              |     |    |     |                  |
| Does the process ensure that RIDDOR requirements are met (where appropriate)?                           |     |    |     |                  |
| Have the school reported any accidents within the last 12 months to the HSE?                            |     |    |     |                  |
| Are all minor accidents recorded in the schools accident book?                                          |     |    |     |                  |
| Are accidents / incidents investigated (where appropriate), findings recorded and actions implemented?  |     |    |     |                  |
| Other comments:                                                                                         |     |    |     |                  |
| FIRST AID                                                                                               | YES | NO | N/A | Details/Evidence |
| Are there adequate numbers of trained first aiders on site? Please note number of trained first aiders. |     |    |     |                  |
| Are first aider qualifications up to date and records kept?                                             |     |    |     |                  |
| Are first aid provisions located in suitable and sufficient places?                                     |     |    |     |                  |
| Are first aid boxes suitably stocked and routinely checked?                                             |     |    |     |                  |
| Are staff trained in the safe use of 'epipens?' (If applicable)                                         |     |    |     |                  |
| Is there a procedure in place for the control of medication/drugs?                                      |     |    |     |                  |
| Other comments:                                                                                         |     |    |     |                  |
| TRANSPORT/MINIBUS USAGE                                                                                 | YES | NO | N/A | Details/evidence |
| If pupils are transported by the schools own minibus does it display a Permit 19?                       |     |    |     |                  |
| Have minibus drivers passed a minibus test, either LA or MIDAS, which is still current?                 |     |    |     |                  |
| Are records of pre-user checks for vehicles carried out for each trip?                                  |     |    |     |                  |

|                                                                                                                                    |  |  |  |  |
|------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
| If using external providers for transport, are visual checks carried out on the vehicle before the trip?                           |  |  |  |  |
| Is the MOT, servicing, insurance of school minibuses up to date?                                                                   |  |  |  |  |
| Are Driving Licences checked for staff who drive the minibus and declarations requested re a change in circumstance for each trip? |  |  |  |  |

|                                                                                                      |  |  |  |  |
|------------------------------------------------------------------------------------------------------|--|--|--|--|
| Are driving licences, MOT's, insurances checked for staff who drive children in their personal cars? |  |  |  |  |
|------------------------------------------------------------------------------------------------------|--|--|--|--|

Other comments:

| <b>OUTDOOR EDUCATION</b>                                                                                      | <b>YES</b> | <b>NO</b> | <b>N/A</b> | <b>Details/Evidence</b> |
|---------------------------------------------------------------------------------------------------------------|------------|-----------|------------|-------------------------|
| Is there a clear system for planning, approval of and undertaking educational visits which is known by staff? |            |           |            |                         |
| Is the school using EVOLVE for all outdoor education Trips?                                                   |            |           |            |                         |
| From Sampling the EVOLVE system are adequate assessments & controls in place?                                 |            |           |            |                         |
| Are applicable staff trained to use the Evolve system?                                                        |            |           |            |                         |
| Is the Schools Educational Visits Coordinator (EVC) identifiable                                              |            |           |            |                         |
| Has the schools EVC received EVC training and is it up to date?                                               |            |           |            |                         |

Other comments:

| <b>SECURITY</b>                                                                     | <b>YES</b> | <b>NO</b> | <b>N/A</b> | <b>Details/Evidence</b> |
|-------------------------------------------------------------------------------------|------------|-----------|------------|-------------------------|
| Are there adequate security arrangements on site, such as gates & fencing?          |            |           |            |                         |
| Is site security assessed at least annually and any findings recorded and actioned? |            |           |            |                         |
| Is security covered within the schools risk assessment processes?                   |            |           |            |                         |
| Is CCTV installed on site and does it record/monitor all key areas?                 |            |           |            |                         |
| Is there a clear signing in/out procedure?                                          |            |           |            |                         |
| Are key staff, especially "front of house" staff trained in conflict management?    |            |           |            |                         |

Other comments:

#### CONTRACTORS

YES NO N/A Details/Evidence

Are Contractors required to sign in and out on a daily basis?

Are Contractors risk assessments and method statements obtained and reviewed prior to works commencing?

Is there a "permit to work" process in place to ensure contractors are aware of all requirements and risks?

Other comments:

#### SUPERVISION LEVELS

YES NO N/A Details/Evidence

Is there a record of supervision levels for break and lunchtimes?

Are these supervision levels regularly assessed and are they adequate?

Other comments:

#### HAZARDOUS SUBSTANCES

YES NO N/A Details/Evidence

Are COSHH assessments available for chemicals used? This includes both cleaning/maintenance products and those substances used for learning.

Is PPE available and suitable where applicable?

Are all substances stored appropriately and securely and are they clearly labelled?

Is there a cleaning regime in place to prevent cross contamination?

Are stored chemicals checked regularly and this check recorded?

Does the school have a radioactive source? Is it secured correctly and is there a named member of staff responsible for it?

Has the Radioactive source been recorded with the external health and safety advisor?

Other comments:

| <b>GENERAL ENVIRONMENT</b>                                                      | <b>YES</b> | <b>NO</b> | <b>N/A</b> | <b>Details/Evidence</b> |
|---------------------------------------------------------------------------------|------------|-----------|------------|-------------------------|
| Is general housekeeping satisfactory?                                           |            |           |            |                         |
| Is flooring in good condition and free from slip/trip hazards                   |            |           |            |                         |
| Are items stored at height and/or within cupboards accessible, secure and safe? |            |           |            |                         |
| Are potentially hazardous areas kept locked when unsupervised?                  |            |           |            |                         |

|                                                                                     |  |  |  |  |
|-------------------------------------------------------------------------------------|--|--|--|--|
| Are boiler rooms and electrical intake areas kept free from combustible materials?  |  |  |  |  |
| Are pedestrian routes within the site clearly defined and segregated from vehicles? |  |  |  |  |
| Is adequate access to the site maintained for the emergency services?               |  |  |  |  |
| Is access to low roof spaces adequately restricted and is signage in place?         |  |  |  |  |
| Other comments:                                                                     |  |  |  |  |

| <b>KITCHEN / CATERING</b>                                                                              | <b>YES</b> | <b>NO</b> | <b>N/A</b> | <b>Details/Evidence</b> |
|--------------------------------------------------------------------------------------------------------|------------|-----------|------------|-------------------------|
| Is food prepared on site?                                                                              |            |           |            |                         |
| Are all kitchen staff trained in the use of all kitchen equipment and are signed records kept on file? |            |           |            |                         |
| Have kitchen staff received appropriate food safety training?                                          |            |           |            |                         |
| Are kitchen staff aware of any pupils with any allergies?                                              |            |           |            |                         |
| Other comments:                                                                                        |            |           |            |                         |

| <b>COMMUNICATION</b>                                                                                              | <b>YES</b> | <b>NO</b> | <b>N/A</b> | <b>Details/Evidence</b> |
|-------------------------------------------------------------------------------------------------------------------|------------|-----------|------------|-------------------------|
| Is there a defect reporting system in place, monitored and actioned?                                              |            |           |            |                         |
| Is health and safety high profile, including regular updates/discussions at relevant meetings and briefings?      |            |           |            |                         |
| Is there a good level of awareness amongst the staff with regards to H&S policy, procedures and risk assessments? |            |           |            |                         |
| Is the HSE Health & Safety Law poster displayed prominently within the school?                                    |            |           |            |                         |

Other comments:

#### STAFF TRAINING

YES NO N/A Details/Evidence

Has Staff Health and Training been conducted and refreshed every 3 years

Have staff received subject / task specific training as required?

Have appropriate staff received Risk Assessment Training?

Are Training records retained?

Other comments:

Any other comments/observations

#### AUDIT ACTION PLAN

| ACTION | BY WHO? | TARGET DATE | COMPLETION<br>(Initial and date) |
|--------|---------|-------------|----------------------------------|
|        |         |             |                                  |
|        |         |             |                                  |
|        |         |             |                                  |
|        |         |             |                                  |
|        |         |             |                                  |

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

## **APPENDIX 3 - Reportable Accidents and Occurrences (RIDDOR)**

This information sheet (from HSE) gives guidance on how the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to schools. Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR. The information sheet gives practical guidance to schools about what they need to report and how to do it.

### **What needs to be reported?**

RIDDOR requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences arising out of or in connection with work.

The information sheet includes examples of the incidents that sometimes result from schools' activities and are reportable under RIDDOR. The sheet contains three sections, which cover:

- injuries and ill health involving employees (Section 1)
- injuries involving pupils and other people not at work (Section 2)
- dangerous occurrences (Section 3)

### **Who should report?**

The duty to notify and report rests with the 'responsible person'. For incidents involving pupils and school staff, this is normally the main employer at the school. The education pages on HSE's website at [www.hse.gov.uk/services/education](http://www.hse.gov.uk/services/education) provide information about who the employer is in different types of schools.

Incidents involving contractors working on school premises are normally reportable by their employers. Contractors could be, e.g. builders, maintenance staff, cleaners or catering staff.

If a self-employed contractor is working in school premises and they suffer a specified injury or an over-seven-day injury, the person in control of the premises will be the responsible person. (See HSE's RIDDOR web pages at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) for more detail on the reporting arrangements for self-employed people.

### **Who do I report to?**

The school reports in accordance with the Academy Authorities accident/incident reporting procedure, which requires employees to report accidents, violent incidents, dangerous occurrences, and near misses using the online reporting system.

- Interactive Stockport.gov.uk:  
<http://interactive.stockport.gov.uk/olf/AccidentsandIncidents/01-What.aspx>

School accident reports are monitored for trends on a termly and annual basis and a report made to the Governors at the next scheduled meeting.

The Headteacher, or their nominee, investigates accidents and takes remedial steps to avoid similar instances recurring.

Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) will be investigated by the SMBC Health Safety and Wellbeing Team because this responsibility is delegated to them through the school's H&S SLA. Please call the team on 0161 474 3056 for assistance.

Responsibility for accident/near miss reporting is with the Headteacher/School Business Manager

#### **SLA Navigation: Accident and RIDDOR Reporting Procedure**

- Accident and RIDDOR Reporting-Reporting an accident, incident or near miss in a school-One Page Guidance Note (Jan 2022)
- Accident and RIDDOR Reporting-Accident Reporting Guidance for Schools (Jan 2022)

#### **Other Resources: Accident and RIDDOR Reporting Procedure**

- Incident Reporting in Schools HSE EDIS1:  
<https://www.hse.gov.uk/pubns/edis1.pdf>
- Reporting Accident in Schools:  
<https://www.safetyfirstaid.co.uk/reporting-accidents-in-schools/>

### **Section 1: Injuries and ill health to people at work**

Under RIDDOR, the responsible person must report the following work-related accidents, including those caused by physical violence, if an employee is injured, wherever they are working:

- accidents which result in death or a specified injury must be reported without delay (see 'Reportable specified injuries')
- accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident

The responsible person must also report any case of a work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing (see 'Reportable diseases'). You can find detailed guidance about RIDDOR reporting and online reporting procedures at [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm).

If you are in control of premises, you are also required to report any work-related deaths and certain injuries to self-employed people that take place while they are working at the premises.

Reportable specified injuries

These include:

- fractures, other than to fingers, thumbs and toes

- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which cover more than 10% of the body or
- cause significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
- leads to hypothermia or heat-induced illness or
- requires resuscitation or admittance to hospital for more than 24 hours

### **Physical violence**

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence.

Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.

### **Reportable occupational diseases**

Employers must report occupational diseases when they receive a written diagnosis from a doctor that their employee has a reportable disease linked to occupational exposure. (See [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) for details of the reporting arrangements for self-employed people.)

These include:

- carpal tunnel syndrome
- severe cramp of the hand or forearm
- occupational dermatitis, eg from work involving strong acids or alkalis, including domestic bleach
- hand-arm vibration syndrome
- occupational asthma, eg from wood dust and soldering using rosin flux
- tendonitis or tenosynovitis of the hand or forearm
- any occupational cancer
- any disease attributed to an occupational exposure to a biological agent

### **Stress**

Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR. To be reportable, an injury must have resulted from an 'accident' arising out of or in connection with work.

In relation to RIDDOR, an accident is a discrete, identifiable, unintended incident which causes physical injury. Stress-related conditions usually result from a prolonged

period of pressure, often from many factors, not just one distinct event.

## **Section 2: Incidents to pupils and other people who are not at work**

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment)

The lists of specified injuries and diseases described in Section 1 only apply to employees. If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable.

### **How do I decide whether an accident to a pupil 'arises out of or is in connection with work'?**

The responsible person at the school should consider whether the incident was caused by:

- a failure in the way a work activity was organised (eg. inadequate supervision of a field trip)
- the way equipment or substances were used (eg lifts, machinery, experiments etc) and/or
- the condition of the premises (eg poorly maintained or slippery floors)

So, if a pupil is taken to hospital after breaking an arm during an ICT class, following a fall over a trailing cable, the incident would be reportable. If a pupil is taken to hospital because of a medical condition (eg an asthma attack or epileptic seizure) this would not be reportable, as it did not result from the work activity.

This means that many of the common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR, as they do not arise directly from the way the school undertakes a work activity.

Remember, in all these cases, you only need to consider reporting where an accident results in a pupil's death or they are taken directly from the scene of the accident to hospital for treatment. There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.

### **What about accidents to pupils during sports activities?**

Not all sports injuries to pupils are reportable under RIDDOR, as organised sports activities can lead to sports injuries that are not connected with how schools manage the risks from the activity.

The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity. If an accident that results in an injury arises because of the normal rough and tumble of a game, the accident and resulting injury would not be reportable. Examples of reportable incidents include where:

- the condition of the premises or sports equipment was a factor in the incident, eg where a pupil slips and fractures an arm because a member of staff had polished the sports hall floor and left it too slippery for sports or
- there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event

### **What about accidents to pupils in a playground?**

Most playground accidents due to collisions, slips, trips and falls are not normally reportable. Incidents are only reportable where the injury results in a pupil either being killed or taken directly to a hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with a work activity.

This includes incidents arising because:

- the condition of the premises or equipment was poor, eg badly maintained play equipment or
- the school had not provided adequate supervision, eg where particular risks were identified, but no action was taken to provide suitable supervision

### **Physical violence**

Violence between pupils is a school discipline matter and not reportable under RIDDOR, as it does not arise out of or in connection with a work activity.

### **Other scenarios**

Injuries to pupils while travelling on a school bus. If another vehicle strikes the school bus while pupils are getting on or off and pupils are injured and taken to hospital, this is normally reportable under RIDDOR.

However, you do not have to report deaths and injuries resulting from a road traffic accident involving a school vehicle travelling on the public highway under RIDDOR. These are classed as road traffic incidents and are investigated by the police.

Incidents involving pupils on overseas trips RIDDOR only applies to activities which take place in Great Britain. So, any incident overseas is not reportable to HSE.

Incidents to pupils on work experience placements If pupils are on a training scheme or work placement, they are deemed to be employees for the period of the placement. In these circumstances, the employer, as the responsible person, should report a death, injury or disease to a pupil, which arises out of or in connection with work. This means the wider range of reporting categories for employees is

applicable.

### **Section 3: Dangerous occurrences**

These are specified near-miss events, which are only reportable if listed under RIDDOR.

Reportable dangerous occurrences in schools typically include:

- the collapse or failure of load-bearing parts of lifts and lifting equipment
- the accidental release of a biological agent likely to cause severe human illness
- the accidental release or escape of any substance that may cause a serious injury or damage to health
- an electrical short circuit or overload causing a fire or explosion