



# Health and Safety Policy

<b>Committee</b>	<b>Trust Board</b>
<b>Approved on:</b>	
<b>Next Review Date</b>	<b>July 2021</b>
<b>Updated/reviewed on</b>	

## Health & Safety Policy

This is the statement of general policy and arrangement for:

- Esprit Multi Academy Trust
- Grove Academy
- Hamilton Academy
- Northwood Broom Academy

Overall and final responsibility for health and safety is that of the trustees of Esprit Multi Academy Trust.

Day to day responsibility for health and safety is that of the Executive Business Manager and Site Manager

Health and Safety law posters are displayed in each academy staff room

First aid equipment and incident/near miss forms are located at each academy reception

### Policy Statement

This policy covers staff, pupils, visitors, contractors and other users of each academy premises. It aims to show how the Trustees and Governors discharge their duties under the Health and Safety at Work etc Act 1974.

The Trustees, Governors and Leadership Teams of each academy are committed to ensuring the Health and Safety of everybody involved at each academy. We aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips.
- Complete relevant risk assessments ensuring actions required are carried out to remove/control any risks identified.
- Review Risk assessments annually or when the activity changes, whichever is soonest.
- Establish and maintain safe working procedures for staff and pupils.
- To provide and maintain safe school buildings and safe equipment for use in school
- Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help in school.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.

### Roles and Responsibilities

The **Trustees** have ultimate control of each academy belonging to Esprit Multi Academy Trust. They will:

- Decide policy.
- Give strategic guidance.

- Monitor and review health and safety issues.
- Ensure adequate resources for health and safety are available.
- Take steps to ensure plant, equipment and systems of work are safe.
- Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school 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 & pupils.
- In their critical friend role, maintain an interest in all the health and safety matters.
- Review and monitor the effectiveness of this policy.

The **Executive Principal** and each **Academy Principal** are responsible for the day to day running of the academies. They will:

- Promote a positive, open health and safety culture in school
- Report to Trustees on key health and safety issues
- Seek advice from other organisations or professionals, such as the Local Authority, Health and Safety Executive, safety advisers etc. as and when necessary
- Ensure that all staff co-operate with the policy
- Devise and implement safety procedures
- Ensure that risk assessments are reviewed on an annual basis
- Ensure relevant staff have access to appropriate training
- Meet with the Sites Manager every week to ensure any building/grounds issues are dealt with in a timely manner

The **Executive Business Manager and Site Manager** will support the Executive Principal and academy principals in their roles and are responsible for day to day maintenance of buildings and grounds.

They will:

- Ensure risk assessments are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or building issues and report to the Academy Principal 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
- Keep up to date with new developments in Health and Safety issues for schools
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
- Ensure any contractors on site are competent in health and safety matters
- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards in school to the Academy Principal or Deputy immediately
- Ensure that all work under their control is undertaken in a safe manner
- Ensure that a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas.
- Ensure that all site and cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling

- Ensure that a weekly test of the fire alarm is carried out.
- Ensure that weekly water flushing of little used water outlets is completed and all relevant water hygiene responsibilities are carried out.
- Ensure monthly checks are carried out on the emergency lighting and fire doors
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working
- Fully co-operate with health and safety arrangements during larger building projects

**Site Staff** will support the Site Manager in their role and are responsible for day to day checks of buildings and grounds.

They will:

- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards at each academy to the Site Manager immediately
- Ensure that all work under their control is undertaken in a safe manner
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- Carry out a weekly test of the fire alarm
- Carry out weekly flushing of little used water outlets
- Carry out monthly testing of emergency lighting
- Carry out monthly checks on fire doors.
- Ensure all contractors are shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working

**All Academy Staff** will:

- Read the Health and Safety Policy
- Comply with the School's health and safety arrangements
- Take reasonable care of their own and other people's health and safety
- Report any Health and safety issues immediately to the academy office and record any site issues in the site book located at each academy.
- Leave the classroom / playground / office in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise pupils and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Follow the accident reporting procedure (which is a separate document)
- Contribute to and highlight any gaps in the school's risk assessments

In accordance with the Esprit Multi Academy Trust Positive Behaviour Policy, **Pupils** will:

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

**All Contractors** will:

- Comply with the School's health and safety arrangements

- Take reasonable care of their own and other people's health and safety
- Report any health and safety issues immediately to their own line manager or the academies site manager.
- Read and sign the asbestos register before starting any work
- Always leave their work area in a tidy and safe condition
- Follow safety instructions when using equipment and tools
- Ensure that no tools or work areas are left unattended at any time and will ensure that all refuse/waste is removed from the site at the end of each working day.
- Ensure that all power tools are unplugged and packed away at the end of each working day

The **Health and Safety Team at Stoke on Trent City Council** will:

- Provide advice and guidance to help each academy fulfil their health and safety responsibilities
- Answer queries from the Executive Business Manager and Site Manager on health and safety issues
- Visit where necessary to give advice on all aspects of new and existing health and safety policies and procedures
- Collect information on accidents and incidents to report to HSE where necessary
- Advise on and facilitate (when possible) staff safety training
- Provide guidance for health and safety at each academy
- Visit the academies on an annual basis to conduct a health and safety audit and produce a written report.

## **Arrangements**

### **Accidents and Incident Reporting**

- The accident reporting procedure can be found in the staff handbook and all the associated paperwork can be found at each academy reception.
- An incident/accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's CPOMS record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

### Reporting to the Health and Safety Executive

The Executive Business Manager/Site Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Executive Business Manager/Site Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
  - 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)
  - 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
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - 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

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

### **18.3 Notifying parents**

The class teacher will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### **18.4 Reporting to Ofsted and child protection agencies**

The academy principal will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The academy principal will also notify social care and health and safety teams at the local authority Check this of any serious accident or injury to, or the death of, a pupil while in the school's care.

### **Administration of Medicines**

- Medicines prescribed 'three times a day' should be administered "before the start of the day, at the end of the day and at night". This academy recognises in extreme cases (as stipulated by a doctor in writing), and agreed by the Academy Principal, that staff may administer medication following completion of a short term Individual Health Care Plan (see Appendix 1), with a supporting letter from the doctor. Without a letter from a doctor, staff will not administer three times a day prescribed medicines. However, parents and carers are all permitted to attend the academy to administer medication if they so desire. Medications prescribed 'four times a day' will be administered by nominated academy staff following the completion of a short term Individual Health Care Plan.
- Esprit Multi Academy Trust will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber and are presented in the original container dispensed by a pharmacist and include the pupil's name, prescriber's instructions for administration and dosage. It is not usual policy to administer prescribed Calpol.
- Emergency medications such as Epi-pens and asthma inhalers should be readily available in a clearly labelled container in the class teacher's cupboard.

#### **Asbestos**

- All staff are made aware of the location of any asbestos at each academy on an annual basis.
- All contractors must sign to say they have read the asbestos register before starting any work on site
- Site staff make a visual inspection of accessible asbestos sites at each academy site on a weekly basis.
- The condition of asbestos contained within each academy is monitored/reviewed annually by a competent person.

#### **Contractors**

- Contractors are selected by Engie and by each Academy.
- Due diligence must be completed for all contractors working on any academy sites.
- Pre start meetings must be scheduled with contractors to exchange health and safety information, agree safe working arrangements, risk assessments and method statements before any work commences.
- Liaison meetings must take place whilst work is being completed. The frequency of these meetings and the person responsible for monitoring contractors working methods will be determined upon induction and the type of job by the Sites Manager.

#### **Control of Hazardous Substances**

- The use of hazardous substances in school will be kept to a minimum
- The COSHH risk assessment for all hazardous substances used on site will be used as the basis for developing safe working procedures, that should describe how the substances will be used and stored, and how exposure will be controlled. Procedures should also detail actions to be taken in the event of a spillage or accidental exposure due to inhalation, digestion or splashes on the skin or eyes. The procedure should identify any personal protective equipment that may be required when using the substance, together with how the personal protective equipment will be inspected.
- The associated procedures and control measures will be funded and enforced

- External cleaning contractors are responsible for their own COSHH assessments and a copy is retained by the site manager.

#### **Display Screen Equipment**

- For members of staff with 'desk based jobs' the HSE procedure for carrying out workstation self assessments on an annual basis will be followed
- For members of staff provided with portable devices (e.g. laptops, tablets) staff will be issued with current guidance on their use

#### **Educational Visits**

- All off site trips will be subject to risk assessment and recorded using evolve

#### **Electrical Testing**

- All items of portable electrical equipment in school are inspected and checked annually. (PAT)
- Fixed wire testing is completed on a 5-year basis by the PFI Contractor Engie

#### **Employee Health and Wellbeing**

- Please refer to the staff Handbook for the full employee health and wellbeing advice

#### **Fire Safety & Evacuation of the Building**

- Fire exits have appropriate signage
- Plans showing exit routes are displayed by the door of each classroom
- A fire drill is practised and documented once a term by the Site Manager
- Evacuation times and any issues which arise are reported to the Trustees
- Site staff complete weekly fire alarm testing
- Monthly fire door inspections are completed by Site staff
- Six monthly fire alarm service is completed by the PFI contractor Engie
- Site staff complete monthly emergency lighting testing
- Annual emergency lighting is tested by the PFI contractor Engie
- Fire extinguishers are checked annually by the PFI contractor (Engie)
- A separate fire safety risk assessment is completed every 2 years

#### **First Aid Provision**

- Each academy has carried out a first aid risk assessment to ascertain the required number of first aiders and the location / number of first aid kits
- Portable first aid kits are taken on educational visits
- Each academy within the trust has several appointed First Aiders and Paediatric First Aiders, a list of which is kept by the academy office and is displayed in the designated medical area in each academy.
- Training is reviewed regularly and updated as necessary through appropriate external services, e.g. NHS, St John Ambulance etc.

#### **Food Technology**

- Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place
- Staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned



- Close supervision will be appropriate for riskier parts of the cooking process, i.e. taking food in or out of hot ovens

### **Gas/Heating Systems**

- A Gas Safe competent engineer should be used to install, maintain or repair any gas appliance or heating system at each academy
- The Gas Safe Register should be checked to complete due diligence/vet any Gas Engineer before any work takes place on any gas appliance at each academy
- Gas Installations, appliances and their flues shall be installed in such a way that they will be safe to use, and installations, appliances and their flues shall be maintained in a safe condition so as to prevent risk of injury to any person
- Appliances and flues should be checked for safety at intervals of no more than 12 months. A certificate (referred to as the Gas Safety Certificate), confirming the findings must be provided when any work takes place on any gas appliances.
- All gas appliances should have adequate ventilation – don't block air inlets to prevent draughts, and don't obstruct flues and chimneys

### **Health & Safety Audit**

- Health and safety audits are completed annually by the local authority and a report produced and presented to the Trustees and Academy Principals.

### **Legionella**

- **The PFI Contractor (Engie)** provides advice and produces each academies Legionella risk assessments and also sample water as per the risk assessment
- Site staff complete weekly water flushing of little used water outlets
- Monthly, quarterly, six monthly and annual water hygiene inspections are completed by the PFI contractor Engie

### **Lifts & Hoists**

- All passenger lifts and hoists for disabled pupils are inspected by a competent engineer on a six monthly basis.
- Lifting equipment not used to lift people is inspected on an annual basis

### **Manual Handling**

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

### **Monitoring and Workplace Inspections**

- Site Staff complete daily, weekly and monthly site inspections
- Annual visits are completed by the local authority health and safety officer.

### **Playground Equipment**

- Playground equipment and its use is supervised during all breaks during the school day
- If the equipment is used during lesson time supervision is again maintained
- A decision is made, recorded and enforced if inclement weather (damp / ice) means that equipment becomes unsafe to use on a particular day

### **Playground Supervision**

- Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment

### **Pregnant Members of Staff**

- Esprit Multi Academy Trust procedures for pregnant members of staff will be followed, including carrying out a 'Pregnancy Risk Assessment'

### **Risk Assessment**

- The school maintains a comprehensive set of risk assessments that cover curriculum based activities in school; school visits and the running of the school building and grounds in line with the risk assessment policy.
- They are all available for staff to inspect and refer to as necessary
- The management team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments
- All risk assessments are reviewed on an annual basis (except risk assessments for school trips and events which should be reviewed each time the trip or event takes place)

### **Security**

- Maintaining a high level of security throughout each academy is paramount.
- The Academy gates are opened shortly before the beginning of the day and the end of the day after dismissal.
- All external doors must remain locked with the exception of main entrance doors to receptions throughout the day unless there are children out on the playground, who are supervised by an adult
- All visitors must enter the Academy through the main entrance and report to reception.
- It is a safeguarding requirement that all visitors must sign in at each academy and be given a visitor badge upon entry.
- All visitors must be accompanied at all times unless it is known that they are DBS cleared.
- All employees and others who have substantial access to children will have completed the Disclosure and Barring Service Checks in line with the government guidelines.
- If any member of staff has concerns or have encountered an unidentified individual must challenge and they should report it to the academy office immediately.

### **Slips Trips and Falls**

- The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place
- This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections

### **Snow and Ice**

- A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions

- If it becomes impossible to keep these routes clear the Executive Principal and Academy Principal are informed immediately and this information contributes to any decision to close the school

### **Training and Development**

- New staff are briefed about the Health and Safety arrangements by their line manager upon commencement of employment.
- The Trust has an induction policy that is adhered to and completed by the employee and their line manager. This establishes minimum health & safety competencies and certain roles identified
- There is an appropriate number of first aid trained staff members working within each academy
- Staff will be provided with regular training opportunities and have access to support where needed
- All staff will be expected to undertake appropriate CPD opportunities to ensure that each academy complies with Health and Safety Legislation.
- Staff will be trained on how to assess risks specific to their role – this could include managing asbestos, having responsibility for the storage and accountability for potentially hazardous materials.
- Staff will have training relevant to their role in undertaking risk assessments

### **Training**

- Health and Safety Training Needs are assessed as part of individual's annual review
- Training needs may also be identified as part of a risk assessment process

### **Tree Maintenance**

- Trees should be inspected by a competent person on an annual basis and remedial work completed as required.

### **Supervision of Pupils**

- Sensible, safe behaviour will be promoted to pupils by all members of staff
- Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the school rules
- Pupils will only be allowed into or stay in classrooms under adult supervision
- Appropriate supervision of cloakrooms and toilet access will be in place at busy times

### **Violence at work / Lone Working**

The Trust must ensure that there are arrangements in place to address any health and safety issues arising from employees under taking loan working. In this context loan working means someone working on their own without access to immediate support from colleagues and includes staff working away from the academy locations.

### **Working at Height**

- Working at heights risk assessments have been completed for the school
- All site/caretaking staff who under take working at heights have undertaken training.
- Teaching and other staff who assist in putting up displays in school have been given appropriate in-house training and advised that they must:
  - Use appropriate access equipment - step ladders, kick stools etc.

- Wear flat shoes whilst putting up displays
- Not climb on chairs or furniture to put up displays