



## HEALTH AND SAFETY POLICY

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## **Introduction**

This policy should be read in conjunction with the Children's Services Health & Safety Policy and the Health & Safety Guidance for Educational Establishments in order to benefit staff, pupils, visitors and other users of the premises.

The purpose of this policy is to indicate the organisation and management arrangements for applying these policies at a local level within Inspire Multi Academy Trust academies. The policy deals with those aspects over which the Headteacher has control and covers safety associated with the building structure, plant, fixed equipment and services. It describes how the Headteacher, or appointed officers discharge responsibility in respect of staff, pupils and visitors.

This policy will be reviewed by the Board of Trustees annually. Each member of staff receives a copy when joining the Trust.

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## PART 1

### GENERAL STATEMENT

1. The Board of Trustees, Local Governing Bodies and Headteachers recognise and accept their respective responsibilities under Sections 4 & 7 of the Health & Safety at Work etc. Act 1974, and will seek to provide a safe and healthy workplace for all its employees.
2. The Board of Trustees, Local Governing Body, Headteacher and all staff will, individually and collectively, take all steps within their power, where reasonably practicable, to meet their responsibilities, paying particular attention to the provision and maintenance of:
  - (a) Plant, equipment and systems of work that are safe;
  - (b) Safe arrangements for the use handling, storage and transport of articles and substances;
  - (c) Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health & safety at work
  - (d) A safe place of work and access to it;
  - (e) A healthy working environment and adequate welfare facilities.
3. Although it is the duty of the Board of Trustees, Local Governing Body and Headteacher to ensure the health, safety and welfare of all persons, nevertheless all employees acting in a managerial capacity are responsible for ensuring that all persons under their charge comply with this Health & Safety Policy, at all times.
4. The Local Authority Health & Safety Co-ordinators provide competent technical advice on health and safety matters where necessary to assist such employees in their task.
5. No safety policy is likely to be successful unless it actively involves staff themselves.

## **PART 2**

### **ORGANISATION & MANAGEMENT ARRANGEMENTS**

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## SECTION 1 - THE GOVERNING BOARD

Will:

- Recognise their responsibility under the Health and Safety at Work Act 1974 so far as is reasonably practicable.
- Make themselves aware of the Local Authority Children's Services Health & Safety Policy which is accessible in school via <http://cityweb/directorates/corporate-services/personnel/health&safety-website/h&s-policy.shtm>
- Ensure that there is an effective policy for health and safety within the Trust and that a copy has been issued to and signed for by all members of staff.
- At least annually monitor and review the effectiveness of this policy and ensure that any revisions are made, seeking advice from the LA or other external body where necessary.
- Ensure that the headteacher and staff take steps to evaluate all significant risks to the health and safety of any person who may be affected by any work carried out on the premises by:
  1. Developing generic risk assessments provided by the LA
  2. Taking account of reports from monitoring provided by the LA
  3. Reviewing the application of this policy from time to time and at least annually
- Ensure that health and safety functions of all staff are clearly described within job descriptions.
- Support the headteacher by promoting a culture in which all staff are made aware of the importance of managing health and safety risks. This is achieved by; involving staff with risk assessment, investigating accidents, communicating via staff meetings, notice boards, circulation of minutes, liaise with union reps, safety inspections and appropriate training.
- Obtain advice on the control of any significant health and safety risks which exist and which the Governing Board cannot remedy due to insufficient finance.
- Ensure, through the LA or other external provider that all liability is covered by adequate insurance.

## SECTION 2 - THE HEADTEACHER

Will:

- Within their level of responsibility and with the resources available to them, have responsibility for discharging the Trust's duties in relation to the management of health and safety in their school on a day to day basis.
- Ensure that a written copy of the approved Trust Health & Safety Policy issued to each member of staff in the Trust.
- Have day to day responsibility on behalf of the Governing Board to ensure that this Policy is understood, implemented and complied with at all times and at all levels.
- Take a direct interest in the Policy and support the Governing Board with any monitoring and review.
- Arrange with Health and Safety officers of the Local Authority for any safety induction or subsequent training found to be necessary.
- Co-operate fully in the training of Safety Representatives and arrange consultation procedures as appropriate.
- Familiarise themselves with Part 3 of the Local Authority Children's Services Health & Safety Policy and ensure that where relevant, the arrangements for the management of areas of health and safety in Trust are formalised in Part 3 of the Trust's Policy, i.e.

Risk Assessment, Accident reporting, First Aid, Fire/Evacuation, Control of Contractors, Management of Asbestos etc.

- Ensure, where reasonably practicable that only safe working practices are used, in order to provide maximum safety for all personnel under their charge.
- Liaise with the Safety Representative on the Governing Board, concerning health and safety matters and welfare at work.
- Maintain good house keeping standards in their school at all times.

### **SECTION 3 – SITE STAFF/SCHOOL BUSINESS MANAGERS**

Will

- Familiarise themselves with Part 3 of the Local Authority Children's Services Health & Safety Policy and formalise their responsibilities for the management of health and safety with the Headteacher.
- Meet as a minimum on a termly basis
- Review policy and other documentation including the revision of risk assessments and fire procedures
- Ensure that the Trust's Asbestos Register is applied on site on a day to day basis

### **SECTION 4 - ALL EMPLOYEES**

Will:

- Ensure, where reasonably practicable that they and persons who are in their charge use only safe working practices.
- Ensure that any health and safety problem, which cannot be resolved by them, is raised quickly with the Site Staff or School Business Manager (SBM) in the first instance and then the Headteacher.
- Make themselves familiar with the Health & Safety Policy (including risk assessments) of the Trust and that of their respective department including any safety rules and code of practice that has been established by the LA, our current external provider of Health and Safety services which are accessible via <http://cityweb.sunderland.gov.uk/directorates/corporate-services/personnel/health&safety-website/codesofpractice.shtm>.
- Make appropriate use of safety equipment, protective clothing i.e. personal protective equipment (PPE).
- Report any accidents, unsafe working practices or systems of work, which develop contrary to instructions, unsafe working conditions, damage to plant, machinery or equipment to the Site Staff or SBM.
- Take reasonable care of the safety of himself or herself and of anyone else who may be affected by their acts or omissions at work.
- Co-operate with the Site Staff and SBM to enable them to carry out their role within trust.
- Not intentionally or recklessly interfere with or misuse anything provided in the

interests of health and safety or welfare by the LA or the Trust.

## **SECTION 5 - SAFETY REPRESENTATIVES**

Where trade union representatives request to appoint a member of staff as a Union Safety Representative, the Trust will afford them this facility in accordance with the Safety Committees & Safety Representatives Regulations 1977. Also, non-union representatives are entitled to be represented under the Health & Safety (Consultation with Employees) Regulations 1996.

The trust currently has no trade union health and safety representatives.

## **SECTION 6 - LEGAL FRAMEWORK**

The following is a brief guide to the legislation for the benefit of all staff at the Trust:

- Health and safety legislation is enforced by the Health & Safety Executive, in accordance with the requirements of the Health & Safety at Work Act etc. 1974 and other relevant legislation.
- The Trustees remain ultimately responsible for health and safety across the Trust. Within this framework, the Trust may appoint an external party such as the LA, to provide the framework for health and safety management within which headteachers and trustees will work. This will include the development and maintenance of policies, and the provision of guidance, on the management of foreseeable risks to health and safety in school including those associated with building maintenance. This is clearly set out in Children's Services Health & Safety Policy.
- The LA or other external advisor may be commissioned to monitor standards of health and safety across the trust, in particular ensuring adequate risk assessments are developed in accordance with generic guidance. The LA or other external commissioned provider may also be asked on behalf of the trust to report accidents and ill health resulting from the work activity across the trust.
- Headteachers and Trust staff as employees of the Trust, should implement all policies and procedures described in the Health & Safety Policy.
- They must also co-operate with any commissioned external parties monitoring procedures and report any matters that may jeopardise the trust's ability to comply with health and safety legislation. Essentially, how these Policies are applied in your school is described in this document the Trust Health & Safety Policy.
- Section 7 of the Act 1974 places a duty on all employees of the Trust to take reasonable care to ensure that their acts or omissions at work do not adversely affect the health and safety of themselves or other persons.

- You are also required to co-operate as far as is necessary so that the Governing Body can comply with any duties or requirements placed on them by any of the relevant statutory provisions.
- A person who does not co-operate as necessary may be liable to prosecution by the Health & Safety Executive. Employees are advised that the commission of an offence carries a penalty, on summary conviction, at a magistrate's court of a fine up to £20,000 for each breach of Sections 2-6 of the HASAWA (up to £5,000 for breaches of Regulations).

#### HM Inspectors of Health & Safety

- Inspectors may enter Trust premises at any time, without notice, but in practice they would usually notify the trust of a proposed visit to one of our schools.
- Section 21 of the Act empowers a duly appointed Inspector under the Act to serve any person an Improvement Notice stating that he/she is contravening the Act of one or more of the statutory provisions and requiring the person to remedy the contravention within a specific time limit.
- Section 22 of the Act empowers an Inspector to issue a Prohibition Notice upon any person in control of activities that constitute an immediate risk of serious personal injury. The Notice prevents the activity from taking place until the risk has been re-assessed and reduced.
- The Headteacher will advise the appointed person/externally commissioned service immediately of any visit (announced or otherwise) by an Inspector from the Health & Safety Executive.
- Any person receiving an Improvement Notice, a Prohibition Notice or a Notice of Prosecution must immediately inform the Headteacher, who will, immediately inform the Chairman of the Governing Board.

### **PART 3**

#### **PROCEDURAL ARRANGEMENTS**

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## **1. The Management of Health & Safety at Inspire Multi Academy Trust**

The Headteacher and staff of each academy recognise that like any work activity, health and safety has to be managed proactively in each academy. The ultimate aim is to reduce the incidence of work related accidents, and ill health that may otherwise affect employees and visitors. The health and safety of children is particularly important given their inexperience and different perception of risk.

Apart from the moral and legal duties, failure to do so results in civil claims costs for accidents and ill health against the trust. The majority of these costs are not met by insurance, but from trust funds which reduces financial resources available to each individual academy.

All staff are responsible for contributing to this proactive culture by applying the principles of this Policy. Health and Safety is a standard item on regular staff meetings and this contributes to open discussion about issues in each school.

Staff have responsibility for co-ordinating health and safety information, including risk assessments.

Liaison is achieved with the Trustees/Governors by making minutes of staff meetings available and through discussions in the Finance and General Purpose committee meetings.

Advice on the technical aspects of health and safety and training is available from the external commissioned partner at the Local Authority - Health & Safety Advisor, Civic Centre, Sunderland. 0191 553 2387.

## **2. Risk Assessments**

The Trust follows the LA's guidance in Children's Services Health & Safety Policy and develops generic risk assessments so that they are specific to the Trust. It is important that you take time to read any risk assessments written for use in school and apply the principles at work. They are produced so that all staff know how to ensure their health and safety, and that of other people, who may be affected by the work of the trust. Any queries should be raised with the Site Staff in the first instance and if required to the Headteacher/School Business Manager. They are subject to annual review or where there are significant changes to working practices.

## **3. Workplace Requirements**

For guidance on areas such as temperature, space, toilet facilities, lighting etc staff should consult [Section 3.4](#) of Children's Services Health & Safety Policy.

## **4. Control & Management of Contractors & Reporting Repairs**

Only contractors who are CHAS registered or on the Council's Approved contractors list can be used to carry out maintenance and construction work in the Trust.

If a contractor is employed directly the Headteacher/SBM is responsible for seeking approval from the Board. The SBM/Site Staff will then be responsible for liaising with the Contractor regarding on site risk assessment and method statements. Support is available from the Health & Safety Unit. A copy of the list is included in **Section 3.5 of Children's Services Health & Safety Policy**.

Staff are responsible for reporting any outstanding repairs to the Site Staff. In particular, repairs to floor surfaces must be reported promptly and action taken to make areas safe on a temporary basis.

## **5. Management of Asbestos**

A copy of the Asbestos Register for each academy is held on the individual Reception points and staff may consult it for further information. There is no material in such a condition that it presents a risk to health.

Staff, must not disturb asbestos containing materials and if you have any concerns you should report these to the Headteacher. Contractors should not start work on site before signing the register. The Admin/Site Staff will make the register available to contractors on their arrival. Any contractor or any other person carrying out work in the school must consult the Asbestos Register and act in accordance with the procedures therein before commencing work.

All work involving asbestos must be carried out by an approved contractor and under the advice of the Council's Asbestos Officer.

The SBMs and Site Staff are SAMO trained.

## **6. Accident Reporting**

All accidents to employees, visitors and pupils must be reported on the Council's Accident Report Form IR1. The forms are held in the School Office and the original copy is sent to Children's Services, Corporate Health and Safety, Civic Centre, Sunderland. SR2 7DN. A photocopy is taken for the trust records. Those accidents which are "reportable" see guidance in IR1 book must also be telephoned immediately to Children's Services Health & Safety Department **0191 553 2386**.

## **7 Violence & Aggression: Reporting Procedures**

Trustees are committed to reducing the incidence of verbal and physical abuse towards staff in our schools. Consequently, we have adopted the LA's definition of violence at work; "any incident where a member of staff is abused threatened or assaulted in circumstances relating to their work".

Staff must report these incidents using the Violence at Work report forms (IR1) held in the Trust office. The Headteacher will discuss the incident and any follow up action and support required from the LA with the member of staff.

## **9 Administration of Medication (see trust policy)**

Unauthorised medication is not allowed in any school building. All authorised medication is kept securely in a locked cupboard in the medical room. Care plans are signed by parents for all medication that the headteacher has agreed to be administered within school time. Trained staff administer medication in line with the child's care plan, the time, amount and any reactions are recorded on the child's medication record sheet. Medication for asthma is kept in the classroom and pupils are supervised when taking their asthma medication.

## **10 First Aid Arrangements**

Teaching assistants and lunchtime supervisors are qualified to deliver first aid in school and are responsible for checking the contents of first aid boxes on a termly basis. First aid certificates are held in the school office. If a pupil in school has an accident requiring first aid treatment they should be taken to the first aid area where a trained member of staff will decide what treatment should be administered and any further course of action required.

## **9 Display Screen Equipment**

All staff have been issued with and signed for the computer and internet policy which covers the safe use of display screen equipment. All administration areas have been assessed and workstations have also been setup in the PPA and TLR areas. The SBM will ensure that staff who use display screen equipment will assess their own work station. Advice will be sought from the SBM if staff have any concerns.

## **10 Manual Handling of Inanimate Objects**

Musculoskeletal injuries through unsafe lifting and handling cause many serious injuries each year in the UK. The Trust aims to eliminate all manual handling tasks where possible, or reduce the risk, so far, as is reasonably practicable. Where appropriate staff can assist by considering whether changes can be made to their work organisation (e.g. storage arrangements), use of mechanical aids etc. Site Staff will carry out the majority of manual handling and have received specific health and safety training in this respect.

## **12 Fire: Precautions & Emergency Procedures**

Staff must ensure that fire escape routes and final exit doors are kept clear at all times. Display materials should not cover emergency signage or fire alarm call points. Any projecting display material should be sprayed with fire retardant spray.

Site Staff will organise and monitor a fire drill every term. Any issues raised will be discussed with the Headteacher. Key issues will be fed back to staff at weekly staff meeting and Trustees/Governors at termly committee meetings. The Trust

has Fire Emergency Procedures that are displayed in every classroom. All staff should familiarise themselves with evacuation routes and notices. Any difficulties with fire doors should be reported to the Site Staff as soon as possible. A reminder of the drill will be given at the first assembly each term.

A notice outlining the evacuation procedures will be displayed at the main entrance. Staff are asked to park in designated parking areas to assist with emergency vehicle access.

The SBMs, Site Staff and other appointed persons are fire warden trained.

### ***Lunchtime Arrangements***

All staff are asked to sign in and out at lunch time. In an emergency pupils will evacuate the building and assemble on the KS1 and KS2 yard. A member of office staff will collect registers, staff signing in/out sheets and visitor books in order to confirm who is on site.

A quarterly inspection and maintenance of the fire alarm and emergency lighting system is carried in accordance with the current SLA.

## **13 Control of Substances Hazardous to Health (COSHH)**

The Site Staff, which includes cleaners use chemicals and substances classified under the COSHH Regulations. Specific COSHH Risk Assessments and training have been provided so they know how to control risks to health of specific chemicals.

## **14 Electricity at Work**

The mains electrical system is tested every 3 years in accordance with the SLA.

Portable electrical equipment is listed in the main stock book. It is subject to Portable Appliance Testing (PAT testing) annually by a suitably qualified electrician. Any electrical equipment brought from home by pupils or staff **should not** be used in trust unless it has been subject to satisfactory examination and PAT testing.

## **15 Prevention And Control of Legionella**

An annual SLA is in place and periodic water checks are completed to determine temperatures and any cleaning and disinfection requirements needed to the water system in the trust. The treatments are carried out by an approved contractor. Inspection certificates are held on each school site.

## **16 Boiler & Electrical Room Safety & Maintenance of Heating Plant**

An annual SLA is in place to carry out an annual servicing and any maintenance

which is required to the boiler rooms. Copies of service records are held on each school site. Boiler Plant and Electrical Intake Rooms must not be used as storage areas and are out of bounds to pupils and staff. These areas are identified by safety signage and kept locked at all times.

## **17 Provision & Use of Work Equipment**

All work equipment must be suitable for the purpose for which it is intended and must not present a risk to the health and safety of the user or other people.

Our people specific risk assessment has shown that work equipment which may present a significant risk includes the use of step ladders, (for which the site staff have received appropriate information, instruction and/or training and all staff have been issued with a safe use of step ladder code of practice and are aware that only trust step ladders can be used). The Authority's policy is that all stepladders used in trusts must be of an industrial classification 1 and can only be purchased through the Site Supervisor who will complete the register with the serial number.

Where machinery is being purchased (such as woodworking machines, pedestal drills etc) designated staff should seek advice from Children's Services Health & Safety Unit before making such purchases.

## **18 Control of Noise Exposure**

Exposure to excessive noise levels may occur from time to time where the premises staff are using grounds maintenance equipment. Exposure to excessive noise levels can result in temporary or permanent hearing damage. Where there is any reason to suspect that statutory limits of 85db(A) & 90db(A) may be exceeded, advice on control measures should be sought from Children's Service's Health & Safety Section. Arrangements can also be made to carry out noise assessments in trust.

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

Senior management will arrange for the Trust to purchase PPE for any employee, if it is determined necessary as a result of a COSHH risk assessment, to ensure the health and safety of that person. It is recognised that PPE is the last line of defense and other control measures should be considered in the first instance. Staff may obtain technical advice from Children's Services Health & Safety Unit on when and what to purchase.

PPE equipment is provided for pupils and staff to use in Science and Design and Technology lessons. Staff need to refer to specific policy and risk assessment for further details.

At present chemicals are not used for Science lessons and therefore none are stored on site, however, if required hazardous substances will be segregated and

securely stored by the Site Supervisor.

## **20 Playground Safety A Vehicle Movement on Premises**

Pupils use the designated play areas as a playground. Pupils are supervised by staff at break times on a rota basis.

Vehicles enter and leave the premises by use of the entrance gates. Staff and visitors should park in the designated parking bays to the front of the building. Trust gates are locked between 8.45am and 9.15am to allow pedestrian access only.

## **21 Educational Visits**

Trips and educational visits must be authorised by the Headteacher and are subject to formal risk assessment, parental consent and insurance arrangements. Visits must not take place unless a booking form and risk assessment have been completed and authorised by the Educational Visits Co-ordinator.

## **22 Arrangements for New Staff**

All new staff will be issued with a summary of the Health and Safety Guidelines. All staff new to the Trust including supply teachers and students on work placement will be given a Health and Safety induction that includes a tour around the building. Any queries should be directed in the first instance to the Deputy Headteacher.

## **23. Expectant Mothers**

The Headteacher will carry out a risk assessment and offer advice for managing work loads for all expectant mothers to ensure they are not exposed to any significant risks.