

Community Academies Trust

Health & Safety Policy



Education is for improving lives and for leaving your community and world better than you found it.

Approved by the Board of Directors on: 14 February 2018

Review date: February 2020

Contents

1. Chief Executive's Statement of Intent.....	4
2. Chief Executive Officer's Responsibilities.....	5
3. Executive Directors' Responsibilities	6
4. Local Governing Body Responsibilities	6
5. Head Teachers' Responsibilities	7
6. Members of the School Senior Leadership Team's Responsibilities.....	10
7. Site Manager's Responsibilities	11
8. Estates Manager's Responsibilities	12
9. Employee's Responsibilities	13
10. Arrangements and Procedures	14
11. Monitoring, Review and Audit.....	14
12. Scope	16
13. Arrangements.....	16
14. Accident and Incident Reporting and Investigation	16
15. Asbestos Management and Procedures	17
16. Protection from Bullying and Harassment.....	17
17. Contractors	18
18. Control of Substances Hazardous to Health (COSHH).....	18
19. Display Screen Equipment (DSE)	19
20. Driving for Work.....	19
21. Electricity at Work.....	19
22. Employees Duties	19
23. Fire Precautions and Emergency Plans	19
24. First Aid	20
25. Health and Safety Advice	20
26. Induction	20
27. Lone Working	20
28. Maintenance and Inspection of Equipment.....	20

Approved by the Board of Directors on: 14 February 2018

Review date: February 2020

29. Manual Handling.....	20
30. Medication	21
31. Monitoring Arrangements	21
32. New and Expectant Mothers.....	21
33. Offsite Educational Visits	21
34. Personal Protective Equipment	22
35. Public Events	22
36. Risk Assessments	22
37. Smoking	22
38. Staff Consultation and Unions.....	23
39. Stress and Staff Wellbeing.....	23
40. Swimming Pools on School Sites	24
41. Training and Development related to Health and Safety	24
42. Tree Maintenance.....	24
43. Violence Towards Staff.....	24
44. Vehicle Movement on School Sites	25
45. Water Hygiene.....	25
46. Working at Height.....	26
47. Review	26
Appendix 1	27
Appendix 2	28

Approved by the Board of Directors on: 14 February 2018

Review date: February 2020

Statement of Intent

Chief Executive's Statement of Intent

I recognise my responsibilities and undertake to provide and maintain safe & healthy working conditions for all employees under my control. I further accept that I have a duty of care to other persons (e.g. pupils, parents, visitors and contractors etc.) who may be affected by the work carried out by or on behalf of the Trust. It is my duty to ensure that all measures so far as is reasonably practicable are taken to prevent injury and ill health by:

- providing and maintaining safe and healthy workplaces, plant and equipment and by ensuring safe systems of work are in place.
- ensuring that employees and contractors are competent to carry out their tasks and given adequate training.
- providing suitable and sufficient information, instruction, training and supervision.
- ensuring that measures are in place to control risks arising from work activities.
- ensuring that arrangements are in place to disseminate health & safety rules.
- ensuring that employees are consulted about health & safety matters.
- providing adequate welfare facilities.
- ensuring equal health & safety treatment for all.
- ensuring continuous improvement in health, safety and welfare standards.

The organisation and arrangements to ensure health & safety standards are maintained and improved are laid down in each school's Health & Safety Policy & Procedures Manual. This includes the delegated responsibilities of staff employed by the Trust.

Employees have legal responsibilities to take care of the health & safety of themselves and others, and to co-operate with management to assist in meeting my responsibilities. This policy statement and each school's Health & Safety Policy & Procedures Manual will be reviewed regularly.

Signed:

Date:

Philip Hamilton, Chief Executive Officer

Approved by the Board of Directors on: 14 February 2018

Review date: February 2020

Chief Executive Officer's Responsibilities

The Chief Executive shall:

- ensure that there are effective and enforceable policies and procedures, infrastructure for the provision of health & safety throughout the Trust, which is reviewed periodically to reflect changes in organisation, arrangements and legislation.
- ensure adequate levels of staff consultation and participation in relation to matters affecting their health, safety and welfare.
- ensure that the law and guidance from, but not exclusively, the Department for Education is followed in the policies and procedures.
- ensure that there is provision of adequate training, information, instruction and supervision so far as is reasonably practicable to enable all staff and pupils to perform their work safely and efficiently.
- ensure that there are safe and healthy working conditions for staff and pupils and a safe environment for all visitors to school sites. This will include planned maintenance of the building and grounds and provision of good welfare facilities.
- ensure that there are safe arrangements for the handling, storage and transportation of articles and substances.
- ensure that there is provision of plant equipment and systems of work which are safe.
- ensure that at each school site an appropriate, competent member of staff is identified to co-ordinate and manage health & safety and that appropriate specialist advice and support is available to enable them to meet all legal requirements.
- where required, ensure that sufficient resources (so far as is reasonably practicable) are made available to ensure the Trust's health, safety and welfare objectives are achieved.
- be responsible for ensuring compliance with all health & safety legislation affecting the operations and activities of the Central Team, including the provision on school sites.
- co-ordinate work with the Trust Board to achieve the standards and procedures prescribed for health & safety.
- ensure that arrangements for the monitoring and audit of health & safety are in place across all school sites.

Approved by the Board of Directors on: 14 February 2018

Review date: February 2020

- ensure the development of health, safety and welfare strategies and plans to achieve and maintain compliance with health, safety and welfare legislation.

Executive Directors' Responsibilities

The Executive Directors (main board directors employed in the Trust) shall:

- promote the importance of health & safety through their role as Trustees, including considering proposals made to the Board from the perspective of Health & Safety.
- when undertaking visits to schools on normal Trust business, observe the implementation of day to day health & safety activities and report any findings to the Head Teacher, and if necessary the Estates Manager and/or Trust Board.
- Ensure that all Board members are aware of their responsibilities in relation to health & safety and promote the importance of Trustees undertaking relevant training.
- ensure the appointment of a Trustee with responsibility for Estates and Health & Safety.

Local Governing Body Responsibilities

The Local Governing Body (or EAB when in place) shall:

- comply with The Health and Safety at Work etc. Act 1974 and all subsequent legislation empowered by it.
- take effective action, so far as is reasonably practical, to ensure the health, safety and welfare of all the school staff, employees, pupils, visitors, contractors and any other person affected by its activities.
- ensure adequate resources for health & safety are available so as to provide premises and working environment that are safe, healthy and without significant risk.
- ensure that adequate welfare facilities are provided for all staff, pupils and visitors.
- ensure that effective consultation takes place with all employees on health & safety matters and that all individuals are consulted before particular health & safety responsibilities are delegated to them.
- where necessary, seek specialist advice to determine the risks to health & safety in the establishment and the precautions required to deal with them.

Approved by the Board of Directors on: 14 February 2018

Review date: February 2020

- ensure strategic direction / guidance and work in close partnership with the Head Teacher and Senior Leadership Team of the school and other staff of the Trust to support and promote good health & safety management.
- ensure the provision of adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
- ensure that all new staff, including all existing staff in schools joining the Trust, complete appropriate and relevant Health & Safety training as part of an induction programme.
- in their “critical friend” role, maintain an interest in all health & safety matters affecting the school.
- monitor and review health & safety issues including the effectiveness of this policy within the context of the school.
- appoint a governor with responsibility for health & safety

Head Teachers’ Responsibilities

Individual school Headteachers shall:

- take day-to-day responsibility for all health & safety matters in relation to the operation of the school and promote a positive, open health & safety culture.
- provide a good example, guidance and support to all staff on issues of health & safety.
- be responsible for activities organised on behalf of the school but being undertaken away from the school site.
- ensure that safe means of access and egress are maintained and that the premises are kept clean and tidy.
- ensure that adequate security and safeguarding arrangements are established and maintained.
- ensure all statutory and legal notices (including a copies of the Health & Safety Law Poster and Display Energy Certificate) are displayed in an easily accessible location.
- ensure that all staff receive a Health & Safety induction and maintain a record of all induction training.

Approved by the Board of Directors on: 14 February 2018

Review date: February 2020

- undertake health & safety training as required by the Trust and, as appropriate and necessary, cascade pertinent information to relevant staff.
- keep up to date with new developments in health & safety practices and legislation in relation to schools / academies / the education sector. Ensure that all staff are appropriately appraised and updated in respect of such developments.
- ensure those who receive delegated responsibilities are competent; their responsibilities are clearly defined and delegated appropriately, they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such delegated duties.
- evaluate the on-going need for health & safety training of staff, procure delivery and maintain a record of all such training undertaken by staff.
- provide staff with suitable personal protective equipment and ensure its correct use (where a risk assessment identifies it as required).
- ensure that all health & safety and related documentation is accessible in one location, e.g. Asbestos Register, Accident Book, Fire Alarm Log, Risk Assessments, CoSHH data, Training Records etc.
- together with school staff, assess and control the risks to health & safety of all persons from hazards within the school and any other school-related activities, wherever they are undertaken.
- ensure suitable and sufficient risk assessments of work activities are undertaken, that a written record of the assessments are kept and that the assessments are reviewed at least annually or upon change of circumstances.
- ensure, for particularly high-risk activities, safe systems of work / method statements are put in place where identified as being required via a risk assessment process.
- ensure hazardous materials and substances are properly used, stored and disposed of and that adequate systems are in place for the management of asbestos (where relevant) and for the control of legionella.
- report any accidents / incidents / near misses as required under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- ensure that all accidents are recorded and that details of any RIDDOR reportable incidents are forwarded to the Estates Manager.

Approved by the Board of Directors on: 14 February 2018

Review date: February 2020

- undertake an accident / incident / near miss investigation, where appropriate, and implement actions required to eliminate / reduce the risks to the health & safety of people and buildings / equipment etc. Produce reports / statements required for any civil or criminal action that may arise.
- put in place and maintain adequate and appropriate emergency procedures in relation to first aid, fire, bomb or intruders / security etc. as well as an appropriate Critical Incident & Continuity Management Plan.
- ensure fire precautions and fire safety in the school are compliant with the requirements of Fire Regulations.
- ensure staff are competent to undertake the practical tasks required of them and have been provided with appropriate training by competent persons along with any equipment and other resources to enable their work to be undertaken safely.
- ensure buildings, equipment, machinery, fixed and / or associated installations etc. provided for the school are suitable for their intended use, are correctly, properly and systematically checked, serviced, tested and maintained in accordance with good practice and legal compliance.
- ensure there is co-operation with the Trust in meeting its legal requirements and objectives in respect of monitoring of health & safety policy, practices, procedures and due diligence.
- ensure that a Health & Safety Policy & Procedures Manual is produced for approval / adoption by the Local Governing Body and that the document is regularly reviewed (and revised if necessary) on an annual basis. The Head Teacher shall bring any subsequent amendments to the attention of all staff and Governors.
- ensure that all staff co-operate with the Health & Safety Policy & Procedures Manual.
- ensure adequate levels of staff consultation and participation in relation to matters affecting their health, safety and welfare.
- ensure safe working arrangements are in place when contractors are working on the school premises. Head Teachers shall be available for liaison with contractors, or their representatives undertaking any works on the school site, to ensure the safety of all persons affected by the works.

Approved by the Board of Directors on: 14 February 2018

Review date: February 2020

- 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 & safety arrangements during larger building projects.
- actively monitor the performance of external contractors both generally and in relation to health & safety.
- bring to the attention of the Estates Manager any matters of health & safety that cannot be resolved or are of imminent danger to any person.
- provide requested information to the Estates Manager to enable completion of reports and plans as required.
- ensure that health & safety is a standing agenda item for all full Governors and management / staff meetings and ensure that information and advice on health & safety is acted upon and circulated to Governors and staff.
- continually monitor and review performance and progress in relation to the academies existing health & safety targets / priorities and carry out regular, formal audit inspections (at least annually but, ideally termly) of the school estate in conjunction with the Site Manager, appropriate representatives of staff, the Governing Body and Trade Unions.
- provide an annual report on matters of health & safety to the Local Governing Body which confirms progress in relation to the academies existing health & safety targets / priorities and which identifies future targets / priorities along with allocated timescales
- delegate appropriate tasks to the school’s Site Manager and other premises staff.

Members of the School Senior Leadership Team’s Responsibilities

- Deputy and Assistant Head Teachers may be required to undertake any of the Head Teacher’s duties which have been reasonably delegated to them which may include responsibility for health & safety management.
- Heads of Department / Faculty Leaders may be expected to oversee health & safety matters relating to their curriculum areas.
- undertake health & safety training as required by the Trust and, as appropriate and necessary, cascade pertinent information to relevant staff.

Approved by the Board of Directors on: 14 February 2018

Review date: February 2020

- proactively address any hazardous practices / issues and immediately report any concerns regarding unresolved hazards to their manager.

Site Manager's Responsibilities

Site Managers are responsible for day-to-day maintenance and other buildings / grounds issues. As such, they have a pivotal role in maintaining the health, safety and welfare of the school site and buildings and in fulfilling practical duties as delegated by the Head Teacher. In addition to any other duties delegated by the Head Teacher, Site Managers shall:

- ensure that any work that has health & safety implications is prioritised appropriately.
- proactively address any hazardous practices / issues and immediately report any concerns regarding unresolved hazards to their manager.
- ensure that all work under their control is undertaken in a safe manner.
- ensure that all cleaning staff are aware of safe working practices especially regarding reporting of hazards, the use of hazardous substance, manual handling and slips trips and falls.
- undertake health & safety training as required by the Trust and, as appropriate and necessary, cascade pertinent information to relevant staff.
- carry out and record a regime of regular checks and tests in terms of housekeeping, maintenance, statutory compliance, health & safety compliance, hazard-spotting, safety systems etc. and ensure that any and all remedial works borne out of those checks are actioned appropriately.
- liaise with, support and facilitate the activities of other staff / duty-holders in relation to health & safety.
- liaise with, support and facilitate the activities of external contactors carrying out work on the premises be it in relation to reactive maintenance, term maintenance contracts or larger projects.
- assist with the monitoring the performance of external contractors both generally and in relation to health & safety.

Approved by the Board of Directors on: 14 February 2018

Review date: February 2020

Estates Manager's Responsibilities

The Estates Manager shall:

- support all schools to be fully compliant with all current Health & Safety legislation pertaining to school premises.
- provide reports on health & safety and bring the details of any serious concerns to the attention of the Finance Director;
- develop health & safety strategy, internal policy, safe operating procedures, newsletters, bulletins and guidance documents that identify and take account of all relevant hazards and ensure legislative compliance across the Trust.
- provide competent, guidance and support on health, safety and welfare matters including providing advice on a range of specialist areas, e.g. fire regulations, hazardous substances, occupational diseases, noise, safeguarding machinery, risk assessment, CDM, PAT Testing etc.
- arrange and / or provide relevant health & safety training.
- carry out regular site inspections and audits of health & safety arrangements in order to provide academies with support, advice and guidance and to ensure policies and procedures are being properly implemented. Maintain records of inspection findings and produce reports that suggest improvements.
- make changes to working practices that ensure safety and legislative compliance.
- carry out risk assessments, consider how risks could be reduced and implement resultant control measures.
- monitor the safe disposal of hazardous substances, e.g. asbestos.
- ensure that all health & safety related accidents / incidents / near misses are investigated and, if required under RIDDOR, ensure academies are reporting these to the HSE.
- record any accidents / incidents / near misses and produce statistics for the Finance Director and the Trust Board.
- ensure that schools carry out correct, proper and systematic checks, servicing, tests and maintenance, in accordance with good practice and legal compliance, of buildings, equipment, machinery, fixed and / or associated installations etc. provided for the school and that they are suitable for their intended use.

Approved by the Board of Directors on: 14 February 2018

Review date: February 2020

- ensure that contractors engaged to work at school sites are competent to undertake the work required of them and have adequate provision for health & safety - the Estates Manager will be responsible for ensuring Trust-wide compliance with CDM 2015 in relation to all construction projects.

Employee's Responsibilities

As employees, all members of staff have a duty in law to:

- work safely and responsibly and not interfere with anything provided to safeguard their Health & Safety;
- not put their own or any other person's health & safety at risk.
- co-operate with managers / leaders on health & safety matters.

Implementation of health & safety policy and procedures is a management responsibility but the co-operation of all employees is essential. All staff are encouraged to participate in improving health & safety by reporting all health & safety concerns to the Head Teacher and to foster safety consciousness and good practice amongst other employees and pupils. All staff employed by the Trust shall:

- ensure they are familiar with, and comply with, the health & safety policy, procedures and guidance issued by the Trust in order to ensure the maintenance of high standards of health & safety in all school premises and activities.
- take reasonable care for their health & safety at work and that of others who might be affected by their acts or omissions both within the academy and during off-site activities.
- report immediately, to the Head Teacher or to their line manager any serious or immediate danger of which they become aware.
- report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to the Head Teacher or to their line manager.
- ensure there is no misuse of anything that has been provided for health & safety purposes.
- use the correct equipment and tools for the job and any protective equipment that may be necessary.

Approved by the Board of Directors on: 14 February 2018

Review date: February 2020

- actively participate in, and cooperate with, the health & safety management process.
- encourage all pupils to follow safe practices and observe safety rules including:
 - following instructions issued by a member of staff especially in case of an emergency.
 - Following safety and hygiene rules intended to protect the health & safety of themselves and others.
 - not intentionally interfering with safety equipment, e.g., fire extinguishers and fire alarms.
 - informing a member of staff of any situation, which may affect their safety or that of another pupil.

Arrangements and Procedures

Although overall accountability for health & safety lies with Trust, the Head Teacher is responsible for the day-to-day health & safety of staff and pupils in individual schools. The Head Teacher will then delegate some functions to other staff, in particular the School Business Managers / Site Managers / Supervisors / Caretakers etc. In order to deliver the health & safety policy and procedure and to comply with their responsibilities under this General Policy Statement, each school will approve their own Health & Safety Policy & Procedures Manual.

Monitoring, Review and Audit

New schools: Health & Safety arrangements at all new schools (including existing schools joining the Trust) are reviewed prior to opening by the Estates Manager. Following this review, an action plan is produced for the Head Teacher to implement.

Existing schools: Health & safety arrangements at existing schools are monitored as follows:

- Daily - proactive, visual “housekeeping” checks by all staff to identify any potential health & safety issues. If identified, these should be reported immediately to the responsible manager or member of staff.
 - Systematic - regular and scheduled checks, tests, servicing and maintenance of health & safety systems carried out by the Site Manager and / or contractors with frequency determined by legal compliance and practical (good practice) factors relevant to the nature of the system, e.g. annual PAT Testing, 5-yearly Periodic
- Approved by the Board of Directors on: 14 February 2018**

Review date: February 2020

Inspection & Test of fixed electrical installations, weekly tests on fire alarm call points, annual cleaning of kitchen extraction hoods etc. Systematic maintenance and compliance requirements will be scheduled, recorded and monitored centrally.

- Ongoing - continual review by the Head Teacher of performance and progress against health & safety targets (both school-specific and Trust-wide).
- Annually (ideally termly) - formal audit inspection of estate by the Head with written report to the Governing Body.
- As required - audit of health & safety arrangements (including site inspections) by the Estates Manager or contractors appointed by him.

Approved by the Board of Directors on: 14 February 2018

Review date: February 2020

Health and Safety Arrangements

Scope

The arrangements section of the Health and Safety Policy details the Community Academies Trust's (CAT) procedures for:

- Implementing the Health and Safety Policy to comply with statutory requirements under the Health and Safety at Work Act 1974
- This policy applies to all staff (including agency staff), Directors, Governors, service users (including learners), visitors and contractors CAT central office. Roles and responsibilities of all are clearly stated within the policy and are supported by robust procedures.

Arrangements

The following arrangements ensure that Community Academies Trust (CAT) meets its objectives to provide a safe and healthy working and learning environment.

These arrangements cover common occupational Health and Safety issues. CAT will review, amend and add to these as required. Schools whose activities may give rise to specific risks will produce additional arrangements to ensure controls are maintained for example Science Policy and Design and Technology Policy in CAT high schools.

Accident and Incident Reporting and Investigation

All accidents, incidents, near misses and dangerous occurrences must be recorded on an accident report or an incident report.

Accidents near misses and dangerous occurrences include:

- Accidents to staff which result in even a minor injury
- Accidents involving third parties, i.e. non-employees, students, visitors, contractors, and members of the public.
- Incidents such as theft, break in, water damage (flooding) and vandalism
- Near misses - incidents where no one is injured but there was potential for injury
- Physical assaults or verbal abuse
- Dangerous occurrences such as fire, gas leaks or explosions, chemical spillages, damage to asbestos materials resulting in persons being exposed to asbestos fibres, failure or collapse of lifting equipment such as hoists, etc.

Approved by the Board of Directors on: 14 February 2018

Review date: February 2020

- Work related ill-health such as dermatitis from the use of chemicals, occupational asthma, and musculoskeletal pain as a result of using computers or manual handling etc.

See appendix 2 for incident and investigation reports and accident recording templates.

Refer to guidance from the Health and Safety Executive (HSE) for accidents/reportable incidents under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

<http://www.hse.gov.uk/riddor/reportable-incidents.htm>

All serious accidents must be investigated without delay to ensure that the area concerned is safe to use. If not, the area should be isolated until it can be made safe.

Copies of RIDDOR reports should be forwarded for the attention of the CAT Estate Manager.

Asbestos Management and Procedures

Please refer to the Asbestos Policy and Procedures.

All schools that contain Asbestos Containing Materials (ACMs) will maintain an asbestos register and comply with the CAT Asbestos Policy and will ensure that an annual asbestos condition survey is completed by a competent person.

Schools must ensure that no intrusive works take place that could potentially disturb asbestos without consulting the asbestos register. This includes minor works such as drilling walls to erect shelving or running cable. If the area of work is not covered by the asbestos register it is to be presumed that asbestos is present and an asbestos survey must be completed by a competent contractor.

The Estate Manager should be contacted for guidance as required.

Training on asbestos awareness should be provided on an annual basis and on induction.

The above policy and procedures applies to all staff and contractors and the central office .

Protection from Bullying and Harassment

Please refer to the CAT Behaviour Protection from Harassment at Work Policy and Grievance Policy.

Approved by the Board of Directors on: 14 February 2018

Review date: February 2020

Contractors

Please refer to the Safe Management of Contractors Policy.

Schools should ensure contractors are competent to perform the task allocated and have the required qualifications. Method Statements and Risk Assessments should be checked prior to work commencing. The Estate Manager should be contacted for guidance as required.

Safe methods of working are to be agreed in advance of work commencing.

DBS clearance where applicable is to be provided in advance of work commencing, in line with the CAT DBS guidance.

Control of Substances Hazardous to Health (COSHH)

Community Academies Trust is required under the Control of Substances Hazardous to Health Regulations 2002 amended 2015 to have in place arrangements to assess the exposure of its employees and other persons to hazardous substances and take adequate steps to avoid or control exposure.

This requirement covers not only substances such as cleaning chemicals but also exposure to dusts emitted by work processes and biological hazards such as legionella.

Guidance provided on manufacturer's material data sheets must be followed at all times when deciding safe working procedures when using chemicals. Training should be provided to nominated staff to enable them to complete COSHH Risk Assessments.

The COSHH Risk Assessment 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 spillage or accidental exposures due to inhalation, digestion or splashes on the skin or eyes. The procedures should identify any personal protective equipment that may be required when using the substance, together with how the personal protective equipment will be inspected.

Approved by the Board of Directors on: 14 February 2018

Review date: February 2020

Display Screen Equipment (DSE)

Please refer to the Display Screen Policy.

All staff that are classed as DSE users, including staff with laptops, are informed about the safe use via DSE assessments. The Estate Manager should be contacted for guidance as required.

Driving for Work

Please refer to the Driving at Work policy.

The policy sets out the responsibilities of the CAT, school and individuals when driving on school business. This policy includes information about the scope of insurance arranged.

Electricity at Work

Please refer to the Electricity at Work Policy.

Schools should ensure that a five-yearly fixed wiring test is undertaken. PAT testing is completed on an annual basis and registers are to be kept on file.

Hirers of school premises are responsible for checking/maintaining their own equipment. All defective items are to be removed or repaired.

Employees Duties

Responsibility's detailed in the arrangement section of this policy.

Fire Precautions and Emergency Plans

All CAT schools are to ensure that a Fire Risk Assessment is completed by a competent person and reviewed on an annual basis.

- Fire detection and firefighting equipment is to be serviced by a competent contractor in line with regulations including emergency lighting
- Emergency evacuation procedures are to be displayed in all classrooms and other areas around the school
- Fire drills are to be carried out on a termly basis
- An emergency lockdown drill is to be undertaken on an annual basis
- Inspections and maintenance of fire exits/escape routes are to be completed by general site inspections by the schools facilities teams. Headteachers should ensure there is an Evacuation Plan in place that is reviewed annually and all staff/pupils/contractors and visitors are aware of actions to take on discovery of a fire and upon activation of the fire alarm

Approved by the Board of Directors on: 14 February 2018

Review date: February 2020

First Aid

Please refer to the First Aid Policy.

First Aid Needs Assessments should be completed for each school by a competent person. The assessment should be used to ensure adequate levels of first aid provision is provided dependent on school, and is detailed in the schools' procedures for first aid.

Health and Safety Advice

Schools have access to Health and Safety advice from various bodies including that brought in from contractors. The Estate Manager is the CAT appointed competent person and should be contact with regard to Health and Safety Matters.

Induction

CAT is committed to providing all new employees in the CAT with an induction, ensuring that each new employee is given a structured induction programme aimed to ensure that all staff are aware of health and safety policies and arrangements, the procedures to follow and also the responsibilities of both the staff member, the school and the CAT.

Lone Working

Please refer to the Lone Working Policy.

CAT and schools must ensure that there are arrangements in place to address any Health and Safety issues arising from employees undertaking lone working. In this context lone working means someone working on their own without access to immediate support from colleagues and includes staff working in CAT and in schools from home or at external locations.

Maintenance and Inspection of Equipment

Schools should ensure that all planned maintenance and servicing that is mandatory is completed by competent contractors and schedules are adhered to. Records of maintenance should be kept on file. (See Appendix 1)

Manual Handling

Please refer to the Manual Handling policy.

Risk Assessments should be undertaken for activities which involve significant manual handling. In this context manual handling includes lifting, carrying, pushing, pulling, and holding.

Approved by the Board of Directors on: 14 February 2018

Review date: February 2020

Action should be taken to eliminate factors that could cause injury. Where possible manual handling activities will be avoided or reduced by providing mechanical aids such as trolleys and redesigning operations.

Staff undertaking manual handling tasks will receive training in safe handling techniques.

Medication

Each school governing body is responsible for developing and regularly reviewing its own medication policy and related policies and procedures.

Monitoring Arrangements

The CAT Board of Directors will ensure that regular reports of accidents and dangerous occurrences are provided as part of the Head Teachers Reports and, if necessary, alterations to work practises and procedures are implemented.

Health and Safety audits will be completed bi-annually in all CAT schools by the Estate Manager and the findings will be shared with the schools and the CAT Board of Directors.

To help this process the Board of Directors, Governing Bodies and Heads of School will ensure that all reasonable inspections facilities and information are provided on request to Inspectors of Health & Safety Executive (HSE) Trade Unions health and safety representatives

Risk assessments are to be undertaken by the schools for new and expectant mothers and are reviewed according to the needs of the individual and their job specification.

New and Expectant Mothers

Please refer to the new and expectant mothers risk assessment and guidance further advice can be sought from the CAT Human Resources Team.

Offsite Educational Visits

CAT schools follow guidance from the following:

- Health and Safety of Pupils on Educational Visits: a Good Practice Guide 1988 (reprinted in 2001)
- Health and Safety: Responsibilities and Powers (DfES/0803/2001)
- Standards for LEAs in Overseeing Educational Visits. Part 1 of a 3 - Part Supplement to Health and Safety of Pupils on Educational Visits. (DfES/0564/2002)

Approved by the Board of Directors on: 14 February 2018

Review date: February 2020

Personal Protective Equipment

Personal Protective Equipment (PPE) is provided free of charge for employees where it has been identified through risk assessment this cost is paid from the school budget.

Public Events

Events on school sites attended by the public will be the responsibility of the event organiser and the head teacher school, who should jointly consider health and safety issues.

Events organised by the school are covered by RPA insurance. Events organised by third parties allowed on the school site must have their own insurance arrangements. The schools and trust will accept no responsibility for losses or accidents occurring on the school site where the event is not a school event.

Risk Assessments

CAT has a duty under the Management of Health and Safety at Work Regulations and other legislation to undertake assessments of its work activities in order to identify significant risks and determine what measures are required to manage these risks.

Headteachers and senior leaders will ensure that risk assessments are undertaken in the areas for which they are responsible. Appropriate risk assessment tools and templates are provided please refer to the CAT Risk Assessment and Procedures Policy .

Risk Assessments are reviewed on an annual basis or when circumstances change that may cause the original assessment to be no longer valid.

Smoking

All Trust schools are NO SMOKING sites and as such smoking is not allowed anywhere on school grounds. This includes the use of electronic cigarettes and vaping.

Approved by the Board of Directors on: 14 February 2018

Review date: February 2020

Staff Consultation and Unions

CAT recognises its duty to consult with employees and any recognised trade union representatives on matters that could affect their health and safety, in particular:

- The introduction of measures in the work place that may substantially affect the health and safety of employees
- The guidance for appointing or nominating an employee's representative to carry out their responsibilities will be provided with the necessary resources that may be required to allow them to carry out their duty.
- Any health and safety information that the employer is required to provide under relevant statutory provisions.
- The planning and organisation of any health and safety training requirements
- The health and safety consequences of the introduction of new technologies into the workplace.

Stress and Staff Wellbeing

Please refer to the Stress Management policy.

Work related stress is defined by the health and safety executive as:

The adverse reaction a person has to excessive pressure or other types of demand placed on them.

There is an important distinction between reasonable pressure which stimulates and motivates and stress where the individual feels unable to cope with excessive pressures or demands placed upon them. CAT and its schools will risk assess the risks to their employees' mental well being as well as their physical well being by identifying and taking action on organisational factors and work-related issues that could be potential stressors.

Approved by the Board of Directors on: 14 February 2018

Review date: February 2020

Swimming Pools on School Sites

It is the responsibility of all staff to ensure they are familiar with the 'Normal Operating Procedure' and 'Emergency Action Plan (EAP)' for school swimming pools. Should any accident or incident happen during a lesson, the EAP must be followed? At all times when someone is in the water there should be a minimum of two persons present - the swimmer and at least one other responsible adult. Where swimming lessons are being given to children with special needs a separate individual risk assessment shall be undertaken. It shall be the responsibility of the schools' appointed person to ensure all swimming pool plant procedures are in place and being adhered to.

Training and Development related to Health and Safety

Training identified via risk assessment and to meet our legal responsibilities should be provided via on-line training where possible or external competent training companies.

Tree Maintenance

Trees should be inspected by a competent person on an annual basis and remedial work completed as required. Schools should consider, if not already in place, adding tree maintenance in to the grounds maintenance schedules with the appointed competent contractor.

Violence Towards Staff

All incidents of verbal or physical violence are to be reported to the Head Teacher without delay. Staff are reminded to follow school guidance on safe procedures when dealing with parents and members of the public, especially if their visit could potentially lead to conflicting opinions.

Approved by the Board of Directors on: 14 February 2018

Review date: February 2020

Vehicle Movement on School Sites

School sites are subject to use by staff, community users, visitors, contractors and supplier deliveries. The agreed entrances are dependent on the school; however the following considerations are to be taken:

- Parental use of car parking areas, other than for pre-arranged meetings with school staff, shall be discouraged. Where parents insist on dropping or collecting able bodied students, they should be actively encouraged to use off site parking
- Separate consideration and provision should be made for disabled students and other users
- All staff vehicle movements should be kept to a minimum
- Staff are encouraged to minimise vehicle use, keeping it to the start and end of the working school day
- Contractual vehicle movement and supplier deliveries shall be restricted, wherever possible, to occur either before or after the school day
- Owners are responsible for their own vehicles when bringing them on to school site
- Vehicles should only be parked in the marked areas.

Water Hygiene

Please refer to the Water Hygiene and Legionnaires' Policy and Procedures.

A bi-annual risk assessment by a competent contractor will be completed on all sites. Monthly water monitoring will be completed by competent persons. A record of the findings should be kept in log books provided from the risk assessments.

Approved by the Board of Directors on: 14 February 2018

Review date: February 2020

Working at Height

Schools will first assess the risks before working at height and will follow these simple steps:

- Avoid work at height where it is reasonably practicable to do so
- Where work at height cannot be easily avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated

You should:

- Do as much work as possible from the ground
- Ensure workers can get safely to and from where they work at height
- Ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly
- Not overload or overreach when working at height
- Take precautions when working on or near fragile surfaces
- Provide protection from falling objects
- Consider emergency evacuation and rescue procedures.

Staff should receive training from a competent person before working at height or using access equipment.

Review

This policy will be reviewed on a bi-annual basis or when there are any significant changes in the Trust.

Approved by the Board of Directors on: 14 February 2018

Review date: February 2020

Appendix 1

- Air conditioning units
- Catering equipment - electrical, conditioning and testing
- Fire alarms and emergency lighting
- Intruder alarms
- H&C Water Services - inspections and testing
- HWS mixing valves and TFCs
- Heating boilers and associated equipment
- Fume cupboards
- Gas detectors
- Gas kitchen equipment - service/condition
- Kilns
- Steel chimneys and lighting protection
- Ladders/step ladders/step stools
- Localised energy controllers
- Local exhausts and LDV
- Lifts and hoists
- Pressure cookers and auto claves
- Fire fighting equipment
- Instant hot water boilers
- PE equipment/outdoor play equipment
- DT mechanical equipment
- Pressure vessels
- BMS phone lines
- JEL
- Delta

Approved by the Board of Directors on: 14 February 2018

Review date: February 2020

Appendix 2

To be completed by a Teacher, Manager or Supervisor at the time of the person who had the accident or near miss. In ALL cases it is to be signed by the relevant Head Teacher/Manager.

Date of investigation

PART A – Investigator details

Name of investigator

PART B – About the person who had the accident

1. Name

2. Job title (if applicable?)

3. Work phone number?

4. If the injured person is an Employee - What is THEIR Department and base location?

5. If the injured person is **NOT** an Employee i.e. a Pupil or Visitor - What is their name, home address, postcode, home telephone and date of birth?

PART C – About the Accident/ Incident

1. On what date did the incident happen?

2. Did the incident happen at your work location?

3. At what time did the incident happen?
Please use 24hr time format i.e. 0930

4. If NO, where did the incident happen?

Elsewhere in the school	<input type="checkbox"/>	Name, address, postcode:
At someone else's premises	<input type="checkbox"/>	
In a public place	<input type="checkbox"/>	

5. Where exactly on the premises did the incident happen?

6 Weather Conditions (please ✓)

Outdoors ☐

Indoors ☐

Weather:

Not applicable	<input type="checkbox"/>	Dry	<input type="checkbox"/>	Wet	<input type="checkbox"/>
----------------	--------------------------	-----	--------------------------	-----	--------------------------

Approved by the Board of Directors on: 14 February 2018

Review date: February 2020

Ice	<input type="checkbox"/>	Snow	<input type="checkbox"/>	rain	<input type="checkbox"/>
-----	--------------------------	------	--------------------------	------	--------------------------

Environment:

Not applicable	<input type="checkbox"/>	Slippery	<input type="checkbox"/>	Unstable	<input type="checkbox"/>	Sloping	<input type="checkbox"/>
----------------	--------------------------	----------	--------------------------	----------	--------------------------	---------	--------------------------

PART D – About the Injury/Incident

1. What activity was occurring immediately prior to the accident/incident?

2. What was the nature of the injury and severity

3. What part(s) of the body were injured?

4. Details of any equipment being used

PART E – The Investigation of the Incident/Accident

1. Was the activity being carried out using proper procedures?
current?

2. Was a risk assessment in place and was it
(reviewed within the last 12 months)

3. Condition of any equipment involved

4. Any previous defects reported? How and by
whom?

5. Was the equipment impounded and if so where now located?
activity/operation?

6. Was there a risk assessment for the

Approved by the Board of Directors on: 14 February 2018

Review date: February 2020

7. Were photos taken?

Yes ☐ No ☐
Please attach

If Yes was the risk assessment valid and up to date?

If No and there are significant risks please state why there was no risk assessment.

8. What was the Direct Cause of the accident or incident?

9. What was the unsafe act? (e.g. running)

10. What was the unsafe condition? (e.g. not wearing appropriate PPE, poor lighting, uneven floors, badly maintained machinery/plant/equipment, appliances etc.)

11. Was there any unusual or contributory factors to the incident or accident?

12. Were the people involved in carrying out the task competent and suitable? *(Did they have the necessary skills, knowledge and training to perform the task? Don't forget to consider young people and working practices)*

Approved by the Board of Directors on: 14 February 2018

Review date: February 2020

13. Did the activity involve lifting/handling/carrying/pushing/pulling etc.? Did the nature or shape of the materials influence the incident? (e.g. *hazardous, heavy, awkward, sharp edges*)

14. With the benefit of hindsight, were the controls (safety precautions) adequate?

Yes ☐ No ☐

If No please specify

PART F – Witness/es Details

1. Witness full name?

2. Job title (if applicable?)

3. Work telephone number?

4 Home address (inc post code)

5 Work address and directorate

6. Description of the Incident (Witness statement)

Detail your involvement and including what you saw, heard and did (continue on separate sheets as necessary, taking care to number, sign and date each sheet):

7 Confirmation and Signature (Witness)

I confirm that the above account is a true statement of fact

Name

Signed

Date

Approved by the Board of Directors on: 14 February 2018

Review date: February 2020

PART G – Information from the Injured Person (if applicable)

1. What is your full name?

2. What is your job title (if applicable?)

3. What is your work telephone number?

4 What is your home address (inc post code)

5 What is you work address and directorate

6. Description of the Incident

Detail including what you did leading up to the incident/accident (continue on separate sheets as necessary, taking care to number, sign and date each sheet):

7 Confirmation and Signature (injured person)

I confirm that the above account is a true statement of fact

Name

Signed

Date

PART H – Actions Taken

1 What immediate action was taken at local level in response to this incident?

2. What local action has been taken to prevent recurrence?

Approved by the Board of Directors on: 14 February 2018

Review date: February 2020

3. How could this incident be prevented from recurring?

Consider providing the following:

- Copy of Accident book entry (if applicable)
- First Aiders report
- Safety representative report
- Surgery report
- Any Minutes of health and safety meeting where accident was discussed
- Copy of RIDDOR report to HSE (F2508) –
- Pre accident Risk Assessment
- Post accident Risk assessment
- Relevant 'Incident' Records
- Health surveillance records in appropriate cases
- Personal protective equipment record for injured person
- Documents relating to the injured person's health and safety training or job specific training
- Equipment supplier's/manufacture's manuals/procedures, instructions relevant to the accident
- **Any relevant drawings, photographs, diagrams, sketch, etc.**

Approved by the Board of Directors on: 14 February 2018

Review date: February 2020