



# HEALTH & SAFETY POLICY

Approved and signed by the Board of Trustees

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## **SECTION 1 STATEMENT OF INTENT**

Compass Learning Partnership MAT will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health & Safety at Work Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes the MAT's organisation and arrangements for dealing with different areas of risk. How these areas of risk will be addressed is detailed in Section 3 – Arrangements.

This policy will be brought to the attention of and issued to all members of staff and a reference copy kept on the CLP MAT website. This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

## **SECTION 2 – ORGANISATION**

The overall responsibility for Health & Safety lies with the Board of Trustees. The duties and responsibilities have been assigned as detailed below.

### **RESPONSIBILITIES OF THE BOARD OF TRUSTEES**

The Board of Trustees are responsible for ensuring Health & Safety management systems are in place and effective.

A Health & Safety co-ordinator has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback Health & Safety issues and identified actions to the Board of Trustees. The Board's nominated Health & Safety representative is TBA, but in the interim should be reported to the Chair of Trustees

The Board of Trustees will receive regular reports from the Executive Head (EH) in order to enable them to provide and prioritise resources for Health & Safety issues.

Where required, the MAT will seek specialist advice on Health & Safety from Ian Roberts, RIP Safety Services

### **RESPONSIBILITIES OF THE EXECUTIVE HEAD (EH)**

Overall responsibility for the day to day management of Health & Safety in the MAT lies with the EH and Head of Schools.

The EH and Head of Schools have responsibility for:

- co-operating with the Board of Trustees to enable Health & Safety Policy and procedures to be implemented and complied with
- communicating the policy and other appropriate Health & Safety information to all relevant people, including contractors

- ensuring effective arrangements are in place to pro-actively manage Health & Safety, by conducting and reviewing inspections and risk assessments and implementing required actions
- reporting to the Board of Trustees on Health & Safety performance and any safety concerns or issues which may need to be addressed by the allocation of funds.
- ensuring that the premises and equipment are maintained in a safe and serviceable condition
- ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training
- ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a Health & Safety committee to be set up
- monitoring purchasing and contracting procedures to ensure Health & Safety is included in specifications & contract conditions

Whilst overall responsibility for Health & Safety cannot be delegated, the EH may choose to delegate certain tasks to other members of staff.

## **RESPONSIBILITIES OF OTHER STAFF HOLDING POSTS OF SPECIAL RESPONSIBILITY**

The Facilities Manager will on behalf of the SBM:

- set up systems to ensure statutory compliance and control of health, safety and security matters across the MAT.
- produce, review or update as appropriate, all policies relating to Health & Safety, to ensure they are relevant and up to date
- evaluate and undertake risk assessments for premises-related risks such as asbestos, water quality, electrical and fire safety etc. Link significant risks to the Risk Register
- put effective systems in place to ensure that all Health and Safety policies are complied with and regularly reviewed
- provide advice and guidance on any shortfalls in compliance and Health & Safety
- prepare Health and Safety reports for the Board of Trustees as required

The Site Manager will on behalf of the Facilities Manager:

- apply the MAT's Health & Safety policy to each area of work
- ensure staff members under their control are aware of and follow relevant published Health & Safety guidance and safe working procedures
- to update and implement Health and Safety routines as directed by the Facilities Manager

- ensure Health & Safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented
- take appropriate action on health, safety and welfare issues referred to them, informing the Head of School/Facilities Manager of any problems they are unable to resolve within the resources available to them
- carry out regular inspections of their areas of responsibility and report and record these inspections
- ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own Health & Safety
- ensure that all accidents (**including Near Misses**) occurring within their area of responsibility are promptly reported and investigated

## **RESPONSIBILITIES OF EMPLOYEES**

Under the Health & Safety at Work Act 1974, all employees have general Health & Safety responsibilities. All employees are obliged to take care of their own Health & Safety whilst at work, along with that of others who may be affected by their actions.

All employees have responsibility to:

- take reasonable care for the Health & Safety of themselves and others in undertaking their work.
- comply with the MAT's Health & Safety Policy and procedures at all times
- report all accidents and incidents in line with the reporting procedure
- co-operate with MAT management on all matters relating to Health & Safety
- not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare
- report all defects in condition of premises or equipment and any Health & Safety concerns immediately to their line manager
- ensure that they only use equipment or machinery that they are competent and have been trained to use
- make use of all necessary control measures and personal protective equipment provided for safety or health reasons

## **SECTION 3 - ARRANGEMENTS**

The following arrangements cover the key elements of the Health & Safety policy:

## **I RISK ASSESSMENTS**

### **General Risk Assessments**

The MAT conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by Key Stage Leads and Department Leads for each academy and are approved by the Head of School. Risk assessments are available for all staff to view and are held centrally in a public drive and located in written form at reception. Such risk assessments will be reviewed on an annual basis or when the work activity changes. Staff will be made aware of any changes to risk assessments relating to their work.

### **Individual Risk Assessments**

Specific assessments relating to staff member(s) or pupil(s) are held on the individual's file and will be undertaken by a relevant line manager or teacher. Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) that may impact upon their work. A separate risk assessment is required for pregnant staff members.

### **Curriculum Activities**

Risk assessments for curriculum activities will be carried out by co-ordinators for each academy using the relevant codes of practice and model risk assessments detailed below.

Whenever a new course is adopted or developed, all activities are checked against these and any significant findings are incorporated into lesson plans and schemes in daily use.

- Be Safe! Health & Safety in primary science and technology
- National Society for Education in Art & Design (NSEAD): <http://www.nsead.org/hsg/index.aspx>
- Safe Practice in Physical Education and School Sport: <http://www.afpe.org.uk/>

## **2 HEALTH & SAFETY MONITORING AND INSPECTION**

A full compliance inspection of the site will be conducted annually with interim inspections conducted quarterly by the Facilities Manager and member of the Health and Safety Committee. Following this, a detailed Safety Inspection Report will be submitted to the SBM. Responsibility for following up any actions detailed in the Safety Inspection Report will be with the Facilities Manager.

It is everybody's responsibility to carry out routine inspections of their own areas, bringing any Health & Safety issues as they arise to the attention of the Site Manager/Caretaker, if it is out of their remit, and to ensure that risk is lowered to as low as reasonably possible, if unable to completely remove.

### 3 FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The SBM and Facilities Manager are responsible for ensuring the MAT's fire risk assessment is undertaken and implemented. The fire risk assessment is reviewed on an annual basis by the Facilities Manager and Freya Fire Solutions.

#### Emergency Procedures

- Fire and emergency evacuation procedures are displayed in around each individual academy. These procedures will be reviewed at least annually and are made available to all staff as part of the MAT's induction process. Evacuation procedures are also made available to all contractors/visitors.
- Emergency exits, fire alarm call points, assembly points are clearly identified by safety signs and notices.
- Emergency contact and key holder details are maintained by the Facilities Manager and held in the Emergency Plan.

#### Fire Drills

- Fire drills will be undertaken 3 times per year or every term time with results recorded in the **Fire log**
- Fire Safety Officers will wear high visibility jackets during all evacuation procedures

#### Fire Fighting

- Ensure the alarm is raised BEFORE attempting to tackle a fire
- The safe evacuation of all children, visitors and staff is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire-fighting equipment
- Staff members are to be aware of the type and location of portable fire-fighting equipment as part of their annual compliance training and receive basic instruction in its correct use

#### Details of service isolation points (i.e. gas, water, electricity)

These are highlighted on the drawings displayed in the vicinity of the **Fire Alarm Panel** in reception.

#### Details of chemicals and flammable substances on site

- An inventory is held in the Facilities Managers Office
- All new chemicals must be assessed and recorded correctly.
- At no times must chemicals be purchased outside of the EU and must be purchased

through a reputable contractor.

#### 4 **INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT**

The Site Manager/Caretaker is responsible for ensuring that Fire Log is kept up to date and that the following inspections and maintenance are undertaken and recorded in the log located in the Site Manager/Caretakers office.

##### **Fire Alarm System**

- Fire alarm call points will be tested **weekly** in rotation. This test time will be displayed in each school.
- Any defects on the system will be reported immediately to the alarm contractor/electrical engineer.

##### **Fire Extinguishers and Blankets**

- **Weekly** in-house checks are conducted to ensure that all fire-fighting equipment is in the correct position, easily accessible and clear of obstruction, correctly charged and operational, and showing no signs of tampering.
- Contractors undertake an annual maintenance service of all fire-fighting equipment.
- Defective equipment or extinguishers that need recharging should be taken out of service and reported directly to Facilities Manager for replacements.

##### **Emergency Lighting Systems**

- Emergency lighting will be checked by the Site Manager/Caretaker **each month**. Annually, the contractor will conduct a full discharge test and certification of the system.

##### **Means of Escape**

- The Site Manager/Caretaker will carry out **daily checks** for any obstructions on exit routes, and will ensure all exit doors are operational and available for use.

##### **Good Housekeeping**

- All passageways, stairwells and storage areas must remain clean, tidy, and cleared from any obstructions. At no time should any items be stored in the vicinity of heat-producing equipment.
- Routine inspections of internal and external areas will be conducted by the Site Manager/Caretaker. However, it is important that the whole staff take a proactive approach to good housekeeping, to promote a safe and healthy working environment.

#### 5 **FIRST AID AND MEDICATION**

The MAT has assessed the need for first aid provision to provide first aid (both on site and where required for trips/visits and extra-curricular activities)

First aid qualifications remain valid for 3 years. The training manager will ensure that refresher training is organised, to maintain competence. The training manager should ensure that new persons are trained should First Aiders leave employment.

**First Aid boxes are located at the following points:**

- Medical Bags will be kept in areas where there is an appointed First Aider, who is responsible for regularly checking (**termly**) that the contents of first aid boxes/eye wash bottles (including travel kits/ those in vehicles) are complete and replenished as necessary.

### Transport to hospital

- Where a first aider and/or Nurse considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.
- Any person suffering from a *specified injury* or omitted to hospital is reportable under **RIDDOR** - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.
- Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline and, in the case of pupil with the parents/carers.

### In an Emergency - dial 999

#### Administration of medicines

- All medication will be administered to pupils in accordance with the DfE document 'Managing Medicines in MATs and Early Years Settings'.
- The academy in question will, at the request of the parent / carer and with the consent of the Head of School, administer medication prescribed by a medical practitioner.
- No member of staff will administer any medication unless a request form has been completed by the parent / carer, and the medication is accompanied by an appropriate prescription.
- All staff have a responsibility for checking student bags and accepting medication and the medical Administrator is responsible for checking all relevant information has been provided by parents / carers prior to administering.
- Records of administration will be kept by the First Aider and or Nurse, whichever has administered the medication.
- All non-emergency medication kept in the academy is **securely** stored in the academy's medicine refrigerator. This should be kept locked at all times, with access strictly controlled by the First Aider and/or Nurse.
- Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in the First Aid cupboard or child's classroom as appropriate, and clearly labelled and within date limits.

#### Health Care Plans

- Parents / carers are responsible for providing the academy in question with up-to-date information regarding their child's health care needs and providing appropriate medication.
- Individual plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of the academic year / when the child enrolls / on diagnosis being communicated to the academy in question, and will be reviewed annually by First Aider and/or Nurse.
- All staff members are made aware of any relevant healthcare needs, with **a summary to be displayed in the classroom** and copies of health care plans should also be placed on the students file and SIMS record.

- Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

## **6 ACCIDENT REPORTING**

### **PROCEDURES Accidents to employees**

Where the MAT is the employer then **all** employee accidents, no matter how minor, and including Near Misses, must be reported on Behaviour Watch.

### **Accidents to pupils and other non-employees (members of public/visitors to site etc.)**

All accidents to pupils and other non-employees must be recorded as per MAT procedure. More significant incidents as detailed below must also be reported to the Head of School and EH:

- Major injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents arising from premises / equipment defects.

All major incidents will be reported to the EH, Facilities Manager and the Head of School, and the Board of Trustees. Parents / carers will be notified immediately of all major injuries.

The CEO, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

### **Reporting to the Health & Safety Executive (HSE)**

The Head of School is responsible for reporting of all Incidents involving a fatality or major injury to the Health & Safety Executive (HSE) on 0845 300 9923. Reportable under RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

- Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring.
- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.

- Employee absence or inability to carry out their normal duties as the result of a work-related accident, for periods of 7 days or more (including weekends and holidays).
- If there is an accident connected with work (including physical violence) and an employee, or a self-employed person at work, suffers an over-three-day injury must be recorded by the employer.

## 7 HEALTH & SAFETY INFORMATION

There is a Health and Safety Board located in the staffroom of each Academy. The staff representative Health and Safety Committee meets once per term.

The Board of Trustees meets termly to discuss health, safety and welfare issues affecting staff, pupils and visitors. Action points from meetings are brought forward for review by MAT management.

### Communication of Information

The **Health & Safety Law** poster is displayed in reception and in the staffroom.

The **MAT Health & Safety Policy** is available on the Academy website.

Ian Roberts, RIP Safety Services provides competent Health & Safety advice for member MATs.

### Health & Safety Training

All employees will be provided with:

- Induction training in the requirements of this policy;
- Update training in response to any significant change;
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- Refresher training where required.

Training records will be kept by the Training Manager. The Training Manager is responsible for co-ordinating Health & Safety training needs and for including details in the training and development plan for each academy. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The CEO will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Head of School / line manager's attention to their own personal needs for training, and for not undertaking duties unless they are confident that they have the necessary competence.

## **8 PERSONAL SAFETY / LONE WORKING**

The MAT believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the Head of School. The MAT will work in partnership with the police where inappropriate behaviour/ individual conduct compromise the MAT's aims in providing an environment in which the pupils and staff feel safe. This is outlined in further detail in the MAT's Anti-Bullying and Harassment Policy.

### **Lone working**

Staff members are encouraged not to work alone in MAT. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.

Staff working outside of normal MAT hours must obtain permission from the Head of School, a senior member of staff or the Facilities Manager. They must ensure they swipe their card/complete the sign-in log as they enter and leave the building.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc. For staff conducting home visits, you are to ensure you leave your mobile phone details, times of visits and notification of returning to MAT in all instances.

### **MAT staff responding to call outs**

Nominated key holders who may be required to back up the nominated security company attending empty premises where there has been alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. Following an incident, there may be a requirement for nominated key holders to respond.

## **9 PREMISES AND WORK**

### **EQUIPMENT Statutory inspections**

Regular inspection and testing of MAT equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the relevant section of the Site Control Log by the Site Manager/Caretaker.

The Site Manager/Caretaker is responsible for identifying all equipment in an equipment register and ensuring that any training or instruction needs, or personal protective equipment requirements are identified. The Facilities/Site Manager will ensure that the relevant risk assessments are conducted where required.

Equipment restricted to those users who are authorised or have received specific training is detailed in the register and labelled accordingly.

All staff are required to report any problems found with equipment to the Site Manager/Caretaker. Defective equipment will be clearly marked and taken out of service

by storing in a secure location, pending repair or disposal.

### **Curriculum Areas**

All members of staff are responsible for ensuring maintenance requirements for equipment in their areas are identified, implemented and recorded on the fault software system.

### **Electrical Safety**

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to Site Manager/Caretaker.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in). All earthed equipment (class I) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by a PAT testing contractor annually.

The Site Manager/Caretaker is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing and held in the Site Control Log

Personal equipment items (electrical or mechanical) should not be brought into the MAT without prior authorisation and must be subjected to the same tests as MAT equipment.

A fixed electrical installation test (fixed wire test) will be conducted by qualified contractors on a 5 year cycle.

### **External play equipment**

External play equipment will only be used when appropriately supervised. This equipment will be checked **daily** by staff before use for any apparent defects. PE and Play equipment is subject to an annual inspection which will be arranged by the Facilities Manager.

## **10 FLAMMABLE AND HAZARDOUS SUBSTANCES**

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "Control of Substances Hazardous to Health Regulations 2002"(COSHH Regulations).

Within curriculum areas, subject leads are responsible for COSHH and ensuring that an up-to-date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc).

In all other areas, each academy's nominated person(s) responsible for substances hazardous to health is the Site Manager/Caretaker with overall responsibility by the Facilities Manager

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.

- Material safety data sheets are obtained from the relevant supplier for all such materials.
- Where required, COSHH risk assessments are conducted and that these assessments are seen and understood by all staff.
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- Suitable personal protective equipment (PPE) has been identified and is readily available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

The Site Manager/Caretaker are responsible for ensuring that COSHH assessments are available from contractors (this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.)

## 11 LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff are provided with information and training on safe moving and handling techniques.

**Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.**

All manual handling activities which present a significant risk to the Health & Safety of staff will be reported to a moving and handling trainer. Where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

### Paediatric Moving and Handling

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

## 12 ASBESTOS

An asbestos management plan is in place for the MAT in accordance with HSE and DfE Guidance.

The Village School – No Asbestos

Woodfield Academy -Exova asbestos register, management plan and record of inspections is contained in the **Site Log** held in the Facilities Manager's office and will be made available to all staff and contractors prior to **ANY** work commencing on the fabric of the building or fixed equipment (e.g. kilns).

No work can commence until this log has been checked and permission to work given to confirm that those undertaking the work are fully aware of the location of all known asbestos.

The MAT has asbestos-trained nominated staff in each academy, where required, and refresher training is provided every 3 years.

Those authorising work shall ensure:

- The asbestos management plan is maintained.
- That the asbestos log is consulted at the earliest possible opportunity in the planning process and that **ALL** work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of those asbestos containing materials remaining on site is conducted and recorded in the log (minimum of annually).

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

**Under no circumstances must staff drill or affix anything to walls or ceilings without first obtaining approval from the EH, Head of School or Facilities Manager.**

Any damage to materials known or suspected to contain asbestos should be reported to the Facilities Manager, without delay, who will contact an approved contractor.

### **13 CONTRACTORS**

All contractors used by the MAT shall ensure compliance with relevant Health & Safety legislation, guidance and good practice. They must hold an up to date Liability Insurance, suitable qualification, and provide an up-to-date DBS certificate for every operative who will be on site, if working during hours where students are on site.

All contractors must report to reception, where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Facilities Manager/Site Manager/Caretaker are responsible for monitoring areas where the contractor's work may directly affect staff and pupils, and for keeping records of all contractor work.

#### **MAT-managed projects**

Where the MAT undertakes projects directed by the Board of Trustees, the Board are considered the 'client' and therefore have additional statutory obligations.

Such projects are managed by the Facilities Manager who will ensure that Board's consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM 2015 regulations will apply.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The MAT, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site. On completion of all works, the contractor is to provide a Health & Safety file.

## **14 WORK AT HEIGHT**

Working at height can present a significant risk. Where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height, (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them.

Basic instruction is provided to all staff that use ladders / stepladders and is available from:

<http://www.hse.gov.uk/pubns/indg405.pdf>.

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role.

The establishments nominated person(s) responsible for work at height is (are) Facilities Manager The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and all equipment is regularly inspected and maintained;
- any risks from fragile surfaces is appropriately controlled.

## **15 DISPLAY SCREEN EQUIPMENT (DSE)**

All staff who use computers daily, as a significant part of their normal work (*significant is taken to be continuous / near continuous spells of an hour or more at a time*) e.g. admin / office staff shall have a DSE assessment carried out.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use). A contribution of up to £50.00 will be made by the MAT in addition to the eyesight test.

## **16 VEHICLES ON SITE**

Vehicular access to MAT premises is restricted to MAT staff and visitors only and not for general use.

Access to each academy site must be kept clear for emergency vehicles.

The vehicle access gate must not be used for pedestrian access, unless authorised by EH, Head of School or Facilities Manager.

## **17 LETTINGS / SHARED USE OF PREMISES**

Lettings are managed by the MAT central office.

The Lettings Officer will ensure that the Hirer of MAT premises, for any event, is aware of their obligations under Health & Safety Legislation, the MAT's Health & Safety Policies where appropriate.

## **18 MINIBUSES**

The Facilities Manager maintains a list of **nominated drivers** who have received training in order to drive a minibus. The Facilities Manager is responsible for conducting an annual check of nominated drivers' driving licences.

All drivers must be over 21 and hold a full Category B (car) licence; non-employees must have held this for at least two years. Employees must have category D1 entitlement, those who obtained their car licence after 1 January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests. This also applies to all drivers with pre-1997 licences if they intend to drive a minibus abroad.

All nominated drivers are responsible for the undertaking of pre-user checks on the vehicles, using the vehicle check books, and ensuring that the MAT's operation of minibuses follows current guidance from the DVLA. Any defects must be reported immediately to the Facilities Manager, and the minibus must not be used until the defect is corrected.

All drivers transporting passengers with SEN should be MIDAS trained. This training must be renewed every 3 years.

## **19 STRESS / WELLBEING**

The MAT is committed to promoting high levels of health and well-being, and recognises the importance of identifying and reducing workplace stress through risk assessment, in line with the HSE management standards.

A number of internal systems are in place within the MAT, to respond to individual concerns and monitoring of staff workloads. These include:

- A staff wellbeing package provided as part of Staff Absence Insurance
- Return to work interviews are conducted following staff absence
- The Fit for Work scheme is in place for staff following 4 weeks of continuous absence or sooner by request of the staff member

## **20 LEGIONELLA**

The MAT complies with advice on the potential risks from Legionella as identified in the HSE ACOP L8, the details of which are included in the MAT's Legionella Policy.

A water risk assessment of the MAT has to be done every 2 years. Facilities Manager/qualified Health & Safety consultant is responsible for ensuring that the identified operational controls are being conducted and recorded in Section 21 of the Site Control Log. This risk assessment should be reviewed where significant changes have occurred to the water system. The School's Site Manager/Caretaker will be responsible for undertaking basic operational controls in lieu of a water risk assessment being conducted, and make necessary arrangements for correcting the following action points.

Operational checks include:

- Identifying and flushing rarely used outlets on a weekly basis and after school holiday periods.
- Conducting necessary water temperature checks (monthly).
- Disinfecting / de-scaling showers, or other areas where water droplets are formed (quarterly)
- Water tanks inspected for compliance and safety on an annual basis

Further information can be gained via the relevant Health & Safety Regulations at Work Act 1974 and the Management of Health & Safety at Work Act 1999.

## **21 EDUCATIONAL/RECREATIONAL VISITS**

The MAT has adopted the Outdoor Education Advisory Panel's (OEAP) national guidance for learning outside the classroom and offsite visits. All offsite visits will be planned following this guidance and the Councils Educational & Recreational Visits Handbook, There and Back Again. The Handbook touches on every aspect of visits, without going into details and as such may be described as an important summary of the OEAP guidance. Detailed guidance is available <http://oeapng.info/>.

The individual academies must seek approval from the Head of School four weeks in advance of all residential, overseas and adventurous trips. Trips for the first time of a residential, overseas and adventurous activity are discussed with the LA Adviser for Outdoor Education. All relevant risk assessments, medical consent forms, participants' adventure code and names etc. are in accordance with the procedure.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator(s) (all Key Stage Leaders) at least seven days before the trip, who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to Head of School for final approval

## **22 FINGER ENTRAPMENT**

The types of injuries that may result from door incidents range from crushing, bruising and fractures - in the most serious cases – to amputation; however, whatever the outcome, every finger trapping incident is likely to cause pain and distress to a child.

It is reasonably foreseeable that such incidents may occur where children visit. In terms of preventing finger trapping injuries from the hinge side of doors, finger guarding devices are widely available and relatively low cost items that do not necessarily require specialist fitting. Where fitted to fire doors guidance should be sought from the supplier, manufacturer or fire specialist to ensure that the device does not affect the integrity or fire rating of the door.

Due to the vulnerability of young children and the potential severity and extent of any injuries they could sustain, as a minimum standard finger safety devices will be fitted to protect the hinge side edge of classroom doors, toilet entrance doors and toilet cubicle doors serving the age range three to seven. For all other areas in the school that pupils frequent on a daily basis decisions regarding door safety will be based on level of risk.

## **23. INFECTION CONTROL**

To promote good health and to prevent the spread of infection, the school will ensure that the following good practices are followed in line with Public Health England document Guidance on

### **Routine immunisation**

Guidance should be consulted on immunisation from Guidance on infection control in schools and other childcare settings and the Council Infection Control Arrangement. All staff will undergo a full occupational health check before starting employment; this includes ensuring they are up to date with their immunisations. A risk assessment approach is adopted to identify staff at risk and where appropriate those members of staff are offered immunisation. If staff choose not to take up this offer then alternative control measures need to be proposed and implemented.

### **Personal Hygiene**

- Hands washed after using the toilet.
- A box of tissues is available and children are encouraged to blow and wipe their noses when necessary. Soiled tissues are disposed of hygienically.
- Children are encouraged to shield their mouths when coughing.
- Hygiene rules related to bodily fluids are followed with particular care by all staff and volunteers

### **Classroom Play Equipment and Resources**

- Outdoor Play equipment including bikes should be wiped down at the end of each session especially handle bars and seats. This should be done using an antibacterial wipe or spray solution.
- Outdoor equipment must be stored inside overnight
- Internal resources should be wiped down daily using an antibacterial wipe or spray solution
- Sand Pits must be covered with a lockable lid overnight

### **Children in Nappies**

- We will endeavour to meet the needs of all children. If necessary, younger children will have nappies changed. For older children accessible toilet facilities are available.
- All staff have enhanced CRB/DBS clearance and may change nappies.
- Nappies, disposal bags and any cleaning agents or creams will be provided by parents.
- Staff will wear disposable gloves and aprons when dealing with an incident and/or soiled nappies.
- Soiled nappies will be double wrapped and placed in a hygienic disposal unit and collected by a waste contractor
- The changing area and mat will be cleaned after each use, and hands washed.

### **Clean environment**

- All surfaces are cleaned throughout the day by class team and daily in accordance with the daily cleaning scheduled by Evergreen cleaning contractors. Periodically a deep clean will be undertaken in accordance with school holiday dates.
- Any spills of blood or vomit are wiped up and disposed of using a Body Fluids Disposal kit. Each classroom has its own spills kit.
- Excrement will be flushed down the toilet.
- Disposable gloves and aprons are always used when cleaning up spills of body fluids. Floors and other affected surfaces are disinfected using chlorine or iodine bleach diluted according to the manufacturer's instructions [the use of bleach in schools is not forbidden].
- Fabrics contaminated with body fluids are thoroughly washed in hot water.
- Spare laundered pants, and other clothing, are available in case of accidents and polythene bags are available in which to wrap soiled garments. Children are encouraged to change and clean themselves.

## **24. NOISE AT WORK**

The MAT will compile an inventory of all work equipment and noise sources that exceed the noise Threshold Level of 80 dB(A). The noise level assessment is based upon manufacturer's guidance, industry best practice and measured noise values.

Where noise sources exceed 80 dB(A) they are reduced as low as reasonably practical using engineering controls, reducing the time of exposure and wearing suitable ear protection.

At noise levels exceeding 80 dB(A), staff are offered the option of ear protection. Above 85 dB(A) it is mandatory for ear protection to be worn; signage should be displayed indicating where ear protection is to be worn.

The Noise Regulations have been extended to the music and entertainment sector. The Regulations apply to employees where live music is played e.g. music lesson and/or recorded music is played e.g. school play, discotheque, sports' day with school staff present.

Where possible noise levels are reduced to as low as reasonably practical by engineering controls, reduce time of exposure and use of PPE.

This does not apply to children and members of the public exposed to noise from the school activities. Where the school employ the use of external providers/contractors to undertake activities/deliver music it is their responsibility to comply with the Regulations.

## **25. SLIPS, TRIPS AND FALLS**

Slips and trips occur across all education premises – whether a small primary school, a busy secondary school, a multi-site further education college, or the campus of a higher education institution. They provide a wide variety of facilities including educational, leisure and residential, open to employees, pupils and members of public at varying times of the day. Sites can be busy with large numbers of people moving around at the same time – often rushing.

The Village School adopts the following simple practical ways to control slip and trip risks and prevent accidents on the premise. These include:

Stop floors becoming contaminated - use of entrance matting, leaks fixed from machinery or buildings, plant and equipment are maintained, tasks are designed to minimise spillages, pedestrian and vehicle routes are planned to avoid contaminated areas.

Use the right cleaning methods - cleaning methods used are appropriate and effective for the type of floor being cleaned, avoid creating more slip or trip risks during the cleaning process, smooth floors are left dry after cleaning or pedestrian access is restricted until the floor is dry, spillages removed promptly with a Meal Time Supervisor given this task during lunch time, use of appropriate detergent mixed at the correct concentration. All chemical CHEDS assessed prior to use.

Consider the flooring and work environment - checks made for loose, damaged and worn flooring and replace as needed, floors that are likely to get wet or have spillages on them are of a type that do not become unduly slippery, adequate lighting on all walkways and slopes or steps are clearly visible, walkways and work areas are kept clear of obstructions and restrictions.

Get the right footwear – staff wear appropriate footwear for the tasks in hand which are suitable for the environment and for those who will be wearing it. Footwear supplied as personal protective equipment (PPE), it supplied free of charge to employees.

People and organisational factors – staff and pupils are encouraged to avoid rushing, overcrowding and using trailing cables.

## **26. SMOKING ON EDUCATION PREMISES**

Legislation banning smoking in enclosed workplaces and public places has been in force since July 2007 as a consequence of the Health Act 2006. The MAT is responsible for enforcing the Smoke Free legislation in all its premises, work vehicles and public premises. This means that smoking in the MAT buildings, land, and any vehicle owned or operated by the MAT is not allowed. The ban includes smoking in car parks. This coincides with the Council's HR policy Smoke Free Brent enforcing the Smoke Free legislation.

Smoking includes being in possession of lit tobacco, other lit substances smoked and so includes pipes, cigars, water pipes, electronic cigarettes which can be smoked.

Smoking off premises is allowed during staff's lunch break or during other scheduled breaks that form a part of the member's of staff normal working day. This is undertaken at a distance remote from the premise and public view in accordance with the MAT Smoking policy.

## **27. SWIMMING POOLS**

The Headteacher will ensure that the pool is managed in accordance with the Arrangement Health & Safety in Swimming Pools.

Children's swimming abilities are assessed prior to the commencement of taught lessons. On the day of the lesson The Swimming Teacher is informed of any child specific issues particular at the point of handover. Any child with specific needs will have an individual risk assessment that constitutes part of their health care plan

### **School Managed Pool**

A risk assessment has been carried out for the health and safety management of the swimming pool. The NOP and Emergency Action Plans EAP are available from the Pool Instructor and are available to all groups hiring the facility.

Lettings agreements are managed by the Lettings Officer who will ensure that a lettings agreement has been completed, risk assessments for the activity have been completed by the hirer and returned to the school and that the hirer are aware of and understands the NOP and EAP.

Pool plant operations and water testing is carried out by trained members of the Site/Pool Team, who holds a CIMSPA National Pool Plant Operators Certificate, and who will ensure that the water quality meets the standards identified by the Pool Water Treatment Advisory Body (PWTAG). London borough of Brent Environmental Services will ensure that bacterial testing is carried out on a monthly basis and, where necessary, carry out any remedial actions.

All staff are to ensure that they are familiar with the NOP and EAP for the swimming pool, check that rescue equipment is available and that the swimming pool is secured to prevent unauthorised access when not supervised. The EAP is practiced by each class at least termly.

Completed CHEDS assessments have been completed for all hazardous substance in the swimming pool environment.

At primary level the Headteacher will ensure that teachers expected to undertake swimming teaching activities will have completed swimming teaching as part of their Initial Teacher Education (ITE) and have experience and confidence which is appropriate for the level of

swimming instruction

**NB** For pools deeper than 1.2M staff must have also completed appropriate specialist qualifications as identified in Arrangement Health & safety in Swimming Pools such as ASA Level 2 Certificate in Teaching Aquatics

At secondary level the head will ensure all staff expected to undertake swimming teaching hold the appropriate ASA award in addition to their teaching qualification in accordance with AfPE guidance such as ASA Level 2 Certificate in Teaching Aquatics.

The Swimming Instructor/Teacher will ensure adequate provision is made for lifesaving, first aid and resuscitation cover appropriate to the type of swimming sessions.

## **28. PHYSICAL EDUCATION AND SPORT**

The Law reasonably expects that an individual schools' Code of safe practice in Physical Education will reflect its own particular needs according to its programmes and premises, in addition to factors which it may have in common with other similar establishments.

An activity is judged to be safe in physical education and sport (PES) where the risks associated with the activity are deemed to be acceptably low. It is the responsibility of all The MAT teachers and coaches in physical education and sport to identify those risks and decide whether the level of risk is acceptable. They should do this through good teaching and management of a situation on a day to day basis.

The MAT teachers and coaches will create and maintain a risk assessment for each PES work area to reduce the activity to an acceptably low level. Significant hazards and their control measures should also be included in Schemes of Work as appropriate.

All staff working in PES should be made aware of these findings and be involved in their review.

## **29. PERSONAL PROTECTIVE EQUIPMENT**

The completion of risk assessment may identify additional control measures in the form of Personal Protective Equipment (PPE); this should be used as a last resort. This can include items such as head protection, hand protection, eye protection, foot protection, hearing protection, high-visibility clothing, inclement weather protection and safety harnesses. It also includes respiratory protective equipment (RPE). Where PPE is identified the MAT will purchase the PPE for those required to use it and provide appropriate instruction, information, training and supervision in its safe use.

All PPE purchased is selected on the basis that it conforms to a recognised standard, it fits the user, it is fit for purpose and is compatible with existing PPE and clothing worn by the user. Staff that require the use of PPE on an individual basis are provided with a safe location to store it and maintain a record of user checks and maintenance.

Further guidance is available in the Health & Safety Arrangement Personal Protective Equipment

## **30. VIBRATION AT WORK**

The risk of vibration in the MAT setting is considered low. The risk of harm from Hand- arm vibration (HAV) would be associated with staff frequently using equipment such as a leaf blower, grass strimmer, lawn mower, hedge trimmers, angle grinder, sander etc. It is also dependent upon on how long staff are exposed to vibration and at what level. In these circumstances the MAT will

assess the risks to decide whether any further action is needed, and plan how to reduce the risk. The MAT has compiled an inventory of all work equipment together with the product details, manufacturers quoted vibration levels and period and type of use. Once the relevant vibration data and exposure times are collected the Village School can use the HSE HAV Exposure Calculator <http://www.hse.gov.uk/vibration/hav/vibrationcalc.htm> to assess effected staffs daily exposure or 'exposure points' to estimate daily exposure and decide on the steps to be taken to reduce the level of exposure.

### **31. VIOLENCE AT WORK**

The MAT believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff. An incidence of violent or threatening behaviour will be reported to school management and investigated to prevent a recurrence. Where relevant it will be recorded on the accident/incident reporting system.

Staff will report any such incidents to the Head of School. The MAT will work in partnership with external agencies and police as required where inappropriate behaviour / individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe. Where pupils have specific issues these will be managed in partnership with external agencies e.g. Council SEN Team, NHS Child and Adolescent Mental Health Services etc.

### **32. WORK EXPERIENCE**

#### **Secondary level only**

Where those pupils in 16-19 education are involved in 'non-qualification' activities as part of their study programme e.g. work experience or other work related learning, enterprise activities, study visits, apprenticeships etc. then the school retains a duty of care for all pupils undertaking such activities.

The MAT Key Stage leads are responsible for managing and co-ordinating such activities.

This will include ensuring work experience activities are appropriate and thus necessitate some proportionate checks on their health and safety at the work placement. Whilst on the work placement the student becomes an employee of the work placement and is therefore responsible for their health, safety and wellbeing.

- All pupils are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) should be subject to pre-placement checks by a competent person(s) / supplier(s) The Village School will assess the suitability of the placement and provide all relevant supporting documentation. No work experience placement will go ahead if deemed unsuitable.
- Where work placements form part of vocational qualification then the educational establishment is responsible for ensuring equivalent placement checks are conducted.
- Every pupil will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer.
  
- Arrangements will be in place to visit/monitor pupils during the placement and that they have a buddy while on placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur or the pupil be concerned. The pupil and member of staff while agree a confidential code word to be used in times of an emergency.

Any incidents involving pupils on work placement activities will be reported to the placement organiser at the earliest possible opportunity