

Trust Health & Safety Policy

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| Reviewed By: | Julie Goldstraw | Julie Goldstraw Becky Cammillare / Michelle Garside |
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Policy Statement

The Learning Village Academy Trust (the Trustees), the Executive Leadership Team (Executive Headteacher, Executive Business Manager) and Senior Leadership Team (Head of School and Assistant Headteachers) recognise their joint responsibility to provide a safe and healthy environment for teaching and non-teaching staff, pupils, visitors, contractors at the premises and those affected by the academy's activities elsewhere.

Within the ethos of self-regulation, the Trust and SLT will, so far as is reasonably practicable, ensure a safe place of work and safe systems of work. The Trustees and SLT have set the direction of effective health & safety in the academy, introduced management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately. The systems are checked, monitored and reported upon and any findings are acted upon.

The Trust Board, ELT and SLT accept their responsibilities both under civil and criminal law.

In compliance with the Health & Safety at Work Act 1974 and subsequent legislation, assurance is given as far as reasonably practicable that:-

- The premises are maintained in a safe condition
- Safe access to and egress from the premises is maintained
- All plant and equipment is safe to use
- Appropriate safe systems of work exist and are maintained
- Sufficient information, instruction, training and supervision is available and provided

- Arrangements exist for the safe use, handling and storage of articles and substances at work
- A safe and healthy working environment is maintained including adequate welfare facilities
- Others who may have cause to come on to the academy premises are in a safe environment
- That adequate resources are set aside from the budget for the policy to be properly implemented
- Full and effective consultation on all matters takes place and everyone takes responsibility for Health & Safety

For the policy to be effectively implemented, the academy must have the full co-operation of employees and others who use the premises. Employees are reminded of and supported with their own duties to:-

- Comply with safety procedures, whether written or brought to their attention by other means for their own protection or those under their supervision and others who may be affected by their actions
- Report to the School Business Officer / Head of School any incident which has led, or could have led to damage or injury
- Assist in any investigation into accidents, dangerous occurrences or near misses.

Staff Organisation & Responsibilities within risk management process

Responsibilities of individuals within the school are as follows:

- Trust Board – The ultimate responsibility for all aspects of health and safety at work within the academies rests with the Trust Board which oversees the effective implementation of the Health & Safety Policy and holding the Head of School to account
- Estates including Health & Safety Committee – this Trust Board committee is responsible for overseeing health & safety which liaises with the SLT and SBO and monitors and reviews health & safety performance and confirms that any appropriate corrective action recommended by the Competent Person has been taken and necessary improvements are put in place
- Executive Headteacher / Executive Business Manager – the Trust Board delegates operational leadership of Health & Safety to the Executive Leadership Team
- Senior Leadership Team (Head of School) – commitment from senior management is essential for effective health and safety management. The Head of School with support from the Deputy and Assistant Headteachers is responsible for the effective implementation of the Health & Safety Policy and encouraging staff, through regular monitoring, to implement and continually improve health and safety arrangements

- School Business Officer – advises the Head of School on health, safety and welfare within the academy and will advise all personnel in meeting their individual responsibilities with regard to health and safety at work and actions annual reviews of Display Screen Equipment Users, Classroom HSE evaluations and an annual H&S Audit
- Site Staff – Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards immediately to the School Business Officer. Undertake regular health and safety checks of buildings, grounds, equipment, fixtures and fittings, (including compliance with fire safety regulations, gas and electrical regulations) and equipment. Wear appropriate protective clothing and use appropriate equipment that has been safety tested. To risk assess dynamically at all times. Ensure that all test certificates are passed to the School Business Officer. Ensure training on COSHH, safe working at heights, fire safety, ladder use, manual handling and asbestos is completed as advised by the School Business Officer.
- Senior Staff / Middle Leaders - are responsible for ensuring that the day-to-day health and safety at work requirements are met within their areas of concern. Where any new process or operation or substance is introduced into the area of their responsibility they are to liaise with the School Business Officer so that the associated risks are assessed and any precautions deemed necessary to reduce and reflect the new risks are implemented.
- Teachers, Teaching Assistants, LSP, Midday Supervisors - the responsibility of applying safety procedures on a day-to-day basis rests with all teachers and support staff, appropriate safety instructions to be given to pupils prior to commencing activities.
- Employees and Pupils - have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the school, contractors, and members of the public. They are required to co-operate with supervisors, line managers, safety representatives and the School Business Officer. They must adhere to safety guidance given, in helping to maintain standards of health and safety within the school.
- Competent Person – the academy has an annual SLA with Stoke-on-Trent City Council and therefore has access to health & safety advice (regulation 7 of the management of health and safety regulations 1999). Periodic site inspections and reports with recommended corrective action are provided by the Competent Person.
- Contractors - it is the responsibility of contractors and their employees to read and comply with the school Health and Safety Policy which is displayed in the academy's reception area and on the website.
- Parents – it is the responsibility of parents / carers to complete the Confidential Information forms and notify the academy of their child's medical conditions / health concerns. To remove their child's earrings, complete consent forms for personal care, work with the academy to

support their child to be health & safety conscious. Parents will adhere to all parking regulations and take care not to park anywhere that would endanger children or adults.

Risk assessments

Responsibility for assessing and mechanisms for controlling risk(s) rests with all personnel within the academy. Risk assessments will identify the hazards, how people might be harmed by them and what measures are in place to control risk. Appropriate training shall be performed in consultation with the School Business Officer. This will include but is not limited to the use and authorisation of the EVOLVE visit planning software, PPM and other premises risk assessments, educational trips and visits, specific activity / event risk assessment and individual risk assessments for injuries / personal circumstances.

The Trust Board

Terms of reference of the committee

Under section 2(7) of the Health and Safety at Work Act 1974, the Trust Board has the function, in consultation with the staff and pupils they represent, of keeping under review the measures taken to ensure the health and safety of the employees and pupils.

Specific functions will include:

- the study of accident and notifiable disease statistics and trends, so that reports can be made to the Board of Trustees / Estates Committee on unsafe and unhealthy conditions and practices, together with recommendations for corrective action
- examination of periodic safety audit reports on a similar basis
- consideration of reports and factual information provided by the Competent Person
- assistance in risk assessment, updates where assessments are no longer valid or there has been a significant change in related matters and the development of school safety procedures and safe systems of work
- monitoring the effectiveness of safety procedures and safe systems of work
- monitoring the effectiveness of the safety content of employee training
- monitoring the adequacy of safety and health communication and publicity in the school

Safety Arrangements - Introduction

The safety arrangements set out below are for the information, guidance and compliance of all personnel.

Health and safety are integral parts of management. They are key considerations

which should under-pin and facilitate educational and financial activity. Under the Health and Safety at Work Act 1974 and common law, employers and employees must look after children in their care.

In carrying out their normal functions, it is the duty of all personnel to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of risk. These can be summarised as:

- providing and maintaining safe equipment and safe systems of work
- making arrangements to ensure the safe use, handling, storage and transport of materials, substances and other articles
- providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety
- providing safe places of work with safe access to and egress from them
- providing a safe and healthy working environment
- providing a system for rapidly identifying and remedying hazards

All personnel have a statutory duty to co-operate in fulfilling these objectives and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

All staff can request that procedures be reviewed.

Specific arrangements for health and safety

Accident reporting

Recording and reporting of accidents to staff, pupils and visitors is managed by the School Business Officer including Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Any accident or injury is to be reported to the school office by the person or persons involved in the accident, and a pupil incident/accident form needs to be completed and retained within school. Incident/accident forms are held in the school office. All accidents of a serious nature are reported to the Head of School and Trust Board where applicable.

Accident investigation

- all significant accidents or incidents that are considered to be dangerous 'near miss' situations are to be reported to and logged by the School Business Officer. They in turn are to report the incident to the Stoke-on-Trent Health & Safety Support team as Competent Person (retained on an annual SLA)
- the School Business Officer is to carry out an immediate investigation

into the incident in order that the cause of the accident can be identified and measures taken to prevent a recurrence

- investigations such as these are essential in order that accidents, damage to equipment and property, and losses, are kept to a minimum
- the School Business Officer is responsible for the co-ordination of such investigations
- all contractors must ensure that accidents involving their personnel are reported to the School Business Officer as well as their own reporting chain

Reporting procedures

Any practice or condition that is likely to have an adverse effect on health and safety of personnel, or damage to equipment or property, is to be reported to line managers. Such reports are to be recorded and where necessary communicated to the HSE via the LA as Competent Person as appropriate.

Staff and visitors on site

Objectives

To account for all of our Staff, Pupils and Visitors at any particular time. To ensure their safety through a controlled procedure with regard to fire or other significant events that may put in jeopardy an individual's well-being. This information will be used to inform attendance management reports, form the basis of an evacuation register, allow managers to review the deployment of staff, particularly those who are working part time or seen infrequently and finally assist in confirming or eliminating individuals in the event of a criminal act having been committed.

Statement

The Academy welcomes visitors to the school, but expects all visitors to comply with the school policies and procedures, in particular Safeguarding checks and Health and Safety requirements. It is the responsibility of our visitors to acquaint themselves with these procedures and all will be offered the chance to review our policies and procedures on arrival. Essential Health and Safety information will be brought specifically to their attention on arrival.

Aims

This policy seeks to ensure that staff members are aware that visitors can make an important contribution to the life and work of the school visitors themselves can benefit from contact with the pupils and staff. The Trust recognises the need to discharge a Duty of Care to all staff, pupils and visitors and as such attempt to take all reasonable precautions to regulate and monitor the flow of staff, pupils and visitors to our site and movement of individuals throughout the course of the school day and out of hours.

Visits from agencies such as drama groups, workshops, play groups and sports

instructors etc. are made available and encouraged for all groups of pupils. In arranging such visits, teachers should consult with the Head of School prior to finalising arrangements and should try to ensure that the visit causes minimum class/school disruption or inconvenience. In addition the organising staff member should ensure that these types of visits are arranged with safeguarding in mind and are fully risk assessed. Visiting professionals of this nature are required to provide evidence of a clear DBS and their own risk assessments.

Day To Day Visitors.

- All visitors to the school should report to the school office (Reception) and be signed in by office staff using the pre-printed forms and display their DBS for recording in the schools Single Central Record.
- Visitors on site should be given a visitor's badge and signed into the SCR if appropriate by a member of office staff.
- Staff should inform reception of expected visitors so that they can be recorded in the diary.
- Contractors need to be signed in before being introduced to the site supervisor who will provide relevant access to the site as is required.
- Contractors will be expected to adhere to Health and Safety regulations and ensure that safe working practices are followed and all necessary permissions have been obtained and that they have reviewed and signed the asbestos register.
- No visitor should be left with pupils unaccompanied by a member of staff (a parent talking to their own child is acceptable) with the exception of qualified professionals who are known to the school and who have a recorded and clear DBS disclosure.
- If any visitor is to be regularly working with pupils in school then they should be familiar with Safeguarding procedures and their details are to be recorded on the Single Central Record.
- Any visitors on site who are not recognised, or who are not appropriately identified should be politely asked their business.
- All visitors must return the visitor's badge before leaving the site.

Staff Signing In and Out

- Staff members are expected to sign in on arrival into the building and out at the end of the day on the attendance register
- If for any reason staff leave site during the day staff are to sign out and then

back in.

- It is the responsibility of the staff member to sign out / in pupils in their charge during the course of the school day. Class lists are maintained by the office staff.
- Fob access is provided to staff members but visitors should be accompanied.

Pupils Leaving Site During the School Day

- Pupils on being collected by their parent/ carer during the school day must sign out using the class listing form held in reception.
- Pupils leaving site as part of a school trip or activity **MUST** be covered by an Evolve risk assessment (see separate Procedure) – Evolve & Outdoor Visits and be signed off by the Educational Visits Co-ordinator (EVC)

General Notes.

- Cold Calling is to be discouraged
- On the occasion of the unexpected visitor, the first point of contact should be with the reception or Senior Staff Member who will involve other staff and pupils as appropriate.
- Staff are reminded to ensure that visitors and callers to the school “feel that personal relationships and day to day interactions are characterised by care, courtesy and respect”.
- Extended Schools Provision will maintain the same procedures for monitoring any visitors.

Out of school visits and activities

All personnel arranging or actively participating in school visits or out of school activities must follow the procedures outlined in the separate document entitled: Procedure for School Visits and Out of School Activities and be signed off by the Educational Visits Co-ordinator (EVC)

Safe working procedures

Line managers must ensure that safe working procedures are developed through:

- assessing the tasks
- identifying the hazards
- defining a safe method
- implementing the system
- monitoring the system

Once developed, safe-working procedures must be promoted widely to protect all personnel working within their area(s) of responsibility from dangers to their health and safety. They are also to familiarise themselves with laid down procedures and ensure that personnel under their control are fully conversant and these procedures.

Defective tools and equipment

- All defects found in hand tools, power tools or any other equipment must be reported immediately to the **School Business Officer**.
- The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be re-issued for further use until a repair has been effected.

Means of access

- When using access equipment such as ladders, crawling boards, etc., the correct equipment is to be used for the job to be undertaken. Stepladders should always be supported by an assistant. Ladders are to be secured to the walls when not in use and locked. Regular ladder inspections are to be carried out and documented by Site Staff including a visual inspection prior to every use.
- Always use correct routes of access. Do not use short cuts; they can result in serious accidents.

Good housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded and secured to the wall.
- Keep floors clean.
- Do not obstruct emergency exits.

Electrical equipment

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
- Where 13amp sockets are in use, only one plug per socket is permitted.
- The protective outer sleeve of electrical cables is to be firmly secured within electrical plugs. Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to re-wire the plug correctly.
- Electrical equipment that is known to be, or suspected of being faulty, must

not be used.

- If electrical equipment becomes faulty whilst in use it is to be isolated from the source of supply and secured so that it cannot be used until repair has been effected.
- Ensure portable electrical equipment is tested annually.

Smoking & Vaping

- Smoking and vaping are not permitted on site.

Emergency services

- Fire, police or ambulance services can be contacted by dialling 99/999 and asking for the service required.
- There are various trained first aiders on call within the school during working hours (see local arrangements)

Fire prevention

- Fire procedures, routes and marshals listed in prominent locations
- Fire Action Notices are posted in all buildings at fire points and each classroom has a printed notice clearly identifying the evacuation route and assembly area to be used.
- Personnel are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire. This information is also posted by all Fire Alarm Call Points and on Safety Signs in each Key Stage Corridor.
- The most important part of fire control is prevention. It is with this in mind that all personnel are to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked flammable.
- Fire evacuation procedures, fire prevention training and fire alarm testing is to be carried out in accordance with current legislation. The fire Alarm is tested weekly and the Site Supervisor conducts a weekly site check with specific reference to fire risk prevention and reports to the PFI provider.
- The school is zoned for Fire Marshals and names & zones are displayed on the back of doors.
- The site Fire Risk Assessment is reviewed once every two years and following any works / refurbishment / redevelopment.

Visitors

- It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school. School visitors must follow the 'Staff and On Site Visitors Protocol' and have the appropriate safeguarding checks carried out before they enter school.

Contractors

- Contractors working within the school are required to comply with the signing in and working rules as issued by this school. Any breach of these rules is to be reported to the School Business Officer.

Use of vehicles

Only those persons authorised, and in possession of the appropriate licence and insurance, are to drive vehicles on school business.

Legionella

The primary aim is to prevent the build-up of the Legionella Pneumophilla organisms in water systems and to prevent inhalation of infected water droplets. The various control measures are in place via our PFI provider and Site Supervisor's low use outlet flushing and reporting procedure.

Control measures are as follows:

- The water temperature is to be below 20C or above 55C and this is to be checked monthly.
- Records are to be maintained of all cleaning and temperature checks carried out.
- Water storage tanks are covered.
- Records are to be kept of any maintenance, water treatments or disinfection.
- Weekly flushing is carried out on 'dead legs' and low usage outlets.
- Regular staff training.
- External water risk assessment

Manual handling of loads

Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out.

Health and safety information and advice is available on all aspects of health, safety and welfare from the Health & Safety team at Stoke-on-Trent City Council.

Additional arrangements will be appended as they are developed out of risk assessments carried out in accordance with this policy.

Associated Policies & Procedures:

Accessibility Plan Policy
Business Continuity Plan
Gritting Policy

Local Health & Safety Procedures
Lockdown Policy & Procedures
Premises Management Policy March
Safeguarding Policy
Lone Worker Policy
Supporting Pupils with Medical Conditions
Covid 19 Risk Assessment & Protocols
Staff Wellbeing Policy

Executive
Headteacher