



Diocese of Norwich  
Education and  
Academies Trust

# Health and Safety Policy Procedures and Guidance

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<b>Person Responsible:</b>	<b>Head of Estates</b>

## **Our Christian Ethos and Values**

All policies within the Diocese of Norwich Education and Academies Trust (hereafter referred to as “the Trust”), whether relating to an individual academy or the whole Trust, will be written and implemented in line with our Christian ethos and values.

We have high ambition for all, and we truly value the wider educational experience.

We walk and talk our Christian values. We put people at the centre of the organisation and want to see them flourish and grow. Our schools are inclusive, welcoming those of all faiths and none.

## **Overall accountabilities and roles**

The Trust has overall accountability for all its academies and staff. Through a Scheme of Delegation for each academy it sets out the responsibilities of the Trust, its Executive Officers, the Local Governing Body and the Principal / Head Teacher. The Principal / Head Teacher of each academy is responsible for the implementation of all policies of the Trust.

All employees of the Trust are subject to the Trust’s policies.

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## **Introduction**

As the employer of staff, the Trust has the overall responsibility for the health, safety and welfare of all staff and pupils in its academies. The Trust recognises that decisions about workplace health and safety should take into account the views/priorities of the workforce and the management.

This document provides an overarching framework within which each academy individual Health and Safety procedures sit.

The Trust will support its academies in putting in place clear policies that focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective.

In order to fulfil the Trust's monitoring role and to initiate and review health and safety policies and procedures, the Finance, Audit and Resources Committee (FARC) has been established at Trust wide level with responsibilities to undertake the role of the Trust and DoNESC Central Health and Safety Committee covering all the academies within the Trust.

The Local Governing Bodies /Local Governance Committees of Academies within the Trust play an important role working in partnership with the Headteacher/Principal and Senior Management Team of the Academy, DoNESC Head of Estates (H&S) and Trust staff to monitor, support and promote good health and safety management.

The Health and Safety committee has been set up to cover DoNESC, DNEAT and St Benet's to monitor health and safety practises and culture around each organisation, this is in place to ensure our moral duty is met ensuring all Staff, Pupils & Visitors are safe whilst on our premises. The committee is also in place to share information and best practise across all three organisations.

Although overall accountability for health and safety lies with the Trust, the Headteacher/Principal is responsible for the day-to-day health and safety of staff and pupils in individual academies in line with the Scheme of Delegation. The Headteacher/Principal will then delegate some functions to other staff, in particular the Academy Business Managers/Premises Managers/Caretakers/Supervisors etc.

## 1. General Statement of Intent

It is the aim of the Trust to comply with The Health and Safety at Work Act 1974 and all subsequent legislation.

The Trust is committed to taking effective action “*so far as is reasonably practical*” to ensure the health, safety and wellbeing of all the academy staff, employees, pupils, visitors, contractors and any other person affected by its activities. This includes effective communication and consultation with employees, monitoring of performance across the Trust in relation to health and safety, and nominating a member of the Trust Board to be the appointed Health and Safety Trustee.

Where necessary, the Trust will seek and recruit specialist advice to determine the risks to health, safety and wellbeing in the establishment and the precautions required to deal with them.

All employees must follow policy, procedures and guidance to ensure the maintenance of high standards of health and safety in all academy premises and activities. Serious breaches of the health and safety policy may be treated as disciplinary offences.

This Health and Safety Policy Statement of Intent and Organisation and Arrangements that support it will be reviewed annually or more frequently where there have been significant changes to the Trust.



Signature:

Chief Executive Officer

Date: September 2024

Due for review: September 2025

## **2. Organisation**

### **a) Responsibilities of the Trust and the Central Team/DoNESC**

The ultimate responsibility for health and safety in the academy rests with the Trust as the employer. DoNESC will support the Trust through appointment of a qualified and approved Health and Safety Officer.

The Trust will ensure that:

- A competent person is employed and ensure that the assessment of reasonably foreseeable risks is undertaken, and control measures put in place that will reduce risks. This falls under the remit of the DoNESC Head of Estates and assisted by the Health & Safety Advisor.
- Health, safety and well-being are integral throughout the Trust academies and the central team by implementing a system of managing safely so that all academies are rated as “low risk”.
- Support, advice and guidance are available either through the DoNESC Head of Estates (H&S) or Health & Safety Advisor.

### **b) Responsibilities of the Governors**

Governors will work together with the Headteacher/Principal, the Trust and where applicable the Local Authorities (District and County Council) to establish and meet health and safety objectives.

Updates on health and safety will be submitted to the Governors by the Headteacher/Principal as part of the Headteacher’s/Principal’s report. Governors will monitor health and safety matters via governance meetings. Governors will nominate a Governor to accompany the Headteacher and/or site team representative on an annual health and safety walk/check throughout the academy. (HS07)

Governors will ensure that:

- Suitable and sufficient risk assessments of buildings and work activities are undertaken, and a written record of the assessments are kept, and appropriate control measures required are implemented “*so far as is practicable*”.
- Inspection reports, including those from the Trust/DoNESC or trade union health and safety representatives are considered and acted upon.
- A positive health and safety culture is established and maintained.

A full list of local governance responsibilities is outlined in the Trust’s Scheme of Delegation.

### **c) Responsibilities of the Headteacher/Principal**

The Headteacher/Principal will ensure that:

- They report any Accidents/Incidents/Near Misses as required under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) as soon as possible.
- They complete an accident/incident/near miss investigation where appropriate and implement actions required to eliminate/reduce the risks to the health and safety of people and buildings/equipment etc (online reporting <https://www.iamcompliant.com/> )
- Suitable and sufficient risk assessments of work activities are undertaken via IAM Compliant, that a written record of the assessments is kept and uploaded onto the IAM Compliant and that the assessments are reviewed annually or upon change of circumstances. This includes pregnancy risk assessments and guidance for new and expectant mothers (see appendix HS14/HS14a)
- For high-risk activities, safe systems of work are identified via a risk assessment.
- Adequate and appropriate first-aid provision is in place.
- Information and advice on health and safety is acted upon and circulated to staff and governors.
- Regular inspections are carried out with reports submitted to the DoNESC Head of Estates (H&S)/Finance Manager and reported to Governors at governance meetings via the Headteacher's/Principal's report.
- There is co-operation with the Trust in meeting its legal requirements in respect of monitoring of health and safety practices and procedures.
- Staff are competent to undertake the tasks required of them and have been provided with appropriate training by competent persons.
- Staff are provided with equipment and other resources to enable their work to be undertaken safely.
- Those who receive delegated responsibilities are competent; their responsibilities are clearly defined, they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such duties.
- There is co-operation, with, and provision of necessary facilities for trade union health and safety representatives.
- Appropriate tasks are delegated to the Academy's Site Manager/Supervisor and other premises staff.

#### **d) Responsibilities of all Senior Managers**

Deputy/assistant Headteacher/Principals, Head of School and Academy Business Managers may be required to undertake any of the Headteacher/Principals duties which have been reasonably delegated to them which may include responsibility for health and safety management.

Main functions are:

- Day-to-day management of health and safety in accordance with the Trust wide Health and Safety Policy, Procedures and Guidance and local codes of practices etc.;
- Drawing up and reviewing departmental/faculty procedures from the relevant local codes of practice;
- Carrying out termly inspections and highlighting concerns to the Headteacher/Principal;
- Ensuring appropriate action is taken;
- Arranging for staff training and information;
- Passing on health and safety information received to appropriate people;
- Acting on reports from above or below in the hierarchy;

#### **e) Responsibilities of the Site Manager/Estates Officer/Supervisor/Caretaker**

The Site Manager/Supervisor/Caretaker will ensure that:

- Safe means of access and egress are maintained.
- The premises are kept clean and that adequate welfare facilities are provided.
- Safe working arrangements are in place when contractors are working on the premises.
- Adequate security arrangements are maintained.
- Adequate fire safety arrangements are implemented.
- Regular testing and maintenance of electrical equipment including portable equipment takes place.
- Adequate systems are in place for the management of asbestos (where relevant) and for the control of legionella as well as all other compliance tasks.
- All premises-related accidents/incidents/near misses are recorded and investigated.
- Regular inspections of the premises take place with safety representatives invited to take part and records kept.
- A copy of the Health and Safety Law poster is displayed in an easily accessible location.

#### **f) Responsibilities of all Employees**

Implementation of the policy is a management responsibility, but the co-operation of all employees is essential.

All staff employed by the academy will act responsibly to ensure that:

- They are familiar with, and comply with, the academy Health and Safety Policy, Procedures and Guidance.
- They take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions both at work and during off-site activities.



- They report immediately, to the Headteacher/Principal or to their line manager any serious or immediate danger of which they become aware.
- They report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to the Headteacher/Principal or to their line manager.
- There is no misuse of anything that has been provided for health and safety purposes.
- They use the correct equipment and tools for the job and any protective equipment that may be necessary.
- They undertake the relevant health and safety training as and when required

The Health and Safety at Work Act etc. 1974 states:

“It shall be the duty of every employee while at work;

- To take reasonable care for the Health and Safety of him/herself and of any other persons who may be affected by his/her acts or omissions of work, and
- As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with hem/her so far as it is necessary to enable that duty or requirement to be performed or complied with”

The Act also states:

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions”

In order that the laws be observed and responsibilities to pupils, students and other visitors to the school are carried out all employees are expected:

- To know the safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.
- To observe standards of dress consistent with safety and/or hygiene.
- To exercise good standards of housekeeping and cleanliness.
- To know and apply the emergency procedures in respect of fire and first aid.
- To use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others.
- To co-operate with other employees in promoting improved safety measures in their academy.
- To co-operate with the union safety representative and the enforcement officer of the Health and Safety Executive.

### **g) Special obligations of class teachers**

The safety of pupils and students in classrooms, ICT rooms, libraries, halls and workshops etc. is the responsibility of class teachers who have traditionally carried responsibility for the safety of pupils and students when they are in their charge.

If for any reason, (e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work) a teacher considers that they cannot accept this

responsibility, they should discuss the matter with the Headteacher/Principal before allowing practical work to take place.

Class teachers are expected:

- To exercise effective supervision of the pupils/students and to know the emergency procedures in respect of fire, bomb scare/threat under the PREVENT duty and first aid as well as the Evacuation/Invacuation policy, and to carry them out
- To know the safety measures to be adopted in their own special teaching areas and to ensure that they are applied.
- To give clear instructions and warning as often as necessary.
- To follow safe working procedures personally.
- To call for protective clothing/equipment, safe working procedures, etc. when necessary.
- To make recommendations to their line manager etc. on safety equipment and on additions or improvement to plant, tools, equipment or machinery which are dangerous or potentially so.

#### **h) Pupils/Students**

All pupils and students will:

Follow safe practices and observe safety rules including:

- To exercise personal responsibility for the safety of self and classmates.
- To observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous -see Trust Offensive Weapons Policy).
- To observe all the safety rules of the academy and in particular the instructions of teaching staff given in an emergency.
- To use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

#### **i) Visitors**

Regular visitors and other users of the premises (e.g. contractors and delivery persons from specific companies) are required to observe the safety rules of the academy. In particular parents/carers helping out in school will be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned. All visitors must report to the reception office where a “signing in” system is in operation.

#### **j) Health and Safety Representatives**

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the academy in writing when a health and safety representative has been appointed and, where this is the case, the academy will consult with that representative on health and safety matters. Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees. The academy will consult in good time with health and safety representatives on any measures, which may affect the

employees represented by the health and safety representative. The academy will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake as well as for training necessary to enable the health and safety representative to carry out their function effectively.

The members of staff who are health and safety representatives for the recognised trade unions are named in the list of recognised Trade Union H&S representatives (see appendix HS02).

### **K) Health and Safety Committee**

The Health and Safety Committee is chaired by a DoNESC member of staff. The Health and Safety Committee operates jointly across DNEAT, St Benet's Multi Academy Trust and DoNESC. The Health and Safety Committee will report to the Trust Finance, Audit and Resources Committee (DNEAT) / Finance, Audit and Risk Committee (St Benet's) through the Health and Safety Report. The Health and Safety Committee is essential to enable management and trade union representatives to work together to ensure compliance with the law and to develop a positive health and safety culture within the workplace. The Trust recognises that when employees are pro-actively engaged in health and safety, workplaces have lower accident rates.

The Health and Safety Committee shall consist of:

- Management and employee representative with the number of management representatives not exceeding the number of employee representatives.

Management participants should include people with senior management responsibilities for health and safety including:

- Headteacher/Principal (or their representative) and other representatives with the necessary knowledge, expertise, and management authority to play a full role.
- The school workforce contingent should include the health and safety representative from each union.

The employee representatives will include the accredited safety representatives from the teaching and support staff trade unions.

Membership of the Health and Safety Committee is regarded as part of an individual's normal work.

The Health and Safety Committee shall include the following functions:

- Promoting co-operation between management and employees on matters of health, safety and welfare at work.
- Studying accident and absence statistics (including absence levels due to stress) in order that unsafe conditions, acts and practices can be identified, and consideration given to the formulation of policies and guidance to eliminate the hazard and/or reduce the risk.
- Assisting in the development of safety guidance and safe systems of work.

- Monitoring the effective implementation of the Trust wide health and safety policies and procedures.
- Monitoring the effectiveness of the safety content of employee training.
- Developing policies and arrangements that will safeguard the health and safety of persons other than employees such as pupils, students, visitors and contractors.
- Monitoring action taken following trade union and management site inspections.

### **3. Guidance and reporting arrangements**

The academy is subject to the Trust Health and Safety Policies, Procedures and Guidance.

The Trust wide Health and Safety Policies, Procedures and Guidance **must not be amended, either to add to or remove, in any way.**

### **4. Reporting of Accident/Incident/Near Miss**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences to staff, pupils, on site contractors, visitors and all members of the public when on school premises, arising out of, or in connection with work. The Trust will report RIDDOR reportable incidents on behalf of the academy.

The Trust must submit RIDDOR reports within 10 days of the accident occurring, it is the responsibility of the academy to ensure they are reported via iAM Compliant as soon as possible so the correct information can be collected for the RIDDOR report to be submitted. For more information on what is reportable under RIDDOR please see below.

The academy collects personal information about the injured persons(s) on the form in relation to any Accident/Incident/Near Miss (AIN), diseases and Dangerous Occurrences arising out of or in connection with work. We may be required to share our information with the Health and Safety Executive to ensure we meet our legal responsibilities under the RIDDOR regulations 2013.

Information is stored in line with UK GDPR.

The record form must:

- Be kept safely and accessible to all staff members.
- The accident report form must be completed for all AINs.
- Be reviewed at least half termly to identify any potential or actual hazards which in turn are to be reported to the Health and Safety Committee.

#### **a) Clarification of definitions**

The definition of an accident/incident/near miss (AIN) is:

- **Accident** – any unplanned event that results in personnel injury or damage to property, plant or equipment.
- **Incident** – an unexpected and usually unpleasant event that has happened. Including acts of aggression/verbal abuse.
- **Near miss** – is an unplanned event that did not result in injury, illness, or damage, but has the potential to do so. Other familiar terms for these events are a “close call” a “narrow escape”, or in the case of moving objects, “near collision” or a “near hit”.

## **b) Prevent Future Incidents**

A faulty process or management system invariably is the root cause of AINs and must be the focus for improvement.

Most AINs producing events both serious and catastrophic were preceded by warning or near miss incidents. Recognising and reporting of AINs can significantly improve worker safety and enhance our organisation’s safety culture.

## **c) What needs to be reported**

- Injuries and ill health to people at work

Under RIDDOR the “Responsible Person” in control of the premises must report to the DoNESC Head of Estates (H&S):

- Accidents which result in death or a specified injury must be reported without delay (see reportable specified injuries).
- Accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident but including weekends and other rest days) must be reported within 15 days of the accident.
- Any case of work-related injuries.
- Any disease specified under RIDDOR that affects an employee and that a doctor confirms in writing.
- Any work-related deaths and certain injuries to the self-employed people that take place while they are working on the premises/site.

**NB:** *Deaths or injuries resulting from a road traffic accident involving a school vehicle travelling on the public highway, under RIDDOR are not reportable. These are classed as road traffic incidents and are investigated by the police.*

## **e) Reportable specified injuries**

These include:

- Fractures, other than to finger, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding), which: cover more than 10% of the body; or cause significant damage to the eyes, respiratory system or other vital organs

- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which; leads to hypothermia or head-induced illness; or requires resuscitation or admittance to hospital for more than 24 hrs.

#### **f) Physical violence**

Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on academy premises. This is reportable because it arises out of or in connection with work.

#### **g) Reportable occupational diseases**

- These include (which a doctor confirms in writing):
- Carpel tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis e.g. from work involving strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma e.g. , from wood dust and soldering using rosin flux
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to biological agent

#### **h) Incidents to pupils and other people who are not at work**

Are only reportable under RIDDOR if the accident results in:

- The death of the person, and arose out of or in connection with a work activity
- An injury that arose out of in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (*examination and diagnostic tests do not constitute treatment.*)

The lists of specified injuries and diseases only apply to employees. If a pupil injured in the incident remains at school, is taken home or is simply absent from school for a number of days, the incident is **not reportable**.

There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.

#### **i) Dangerous occurrences**

Reportable dangerous occurrences in schools typically include:

- The collapse or failure of load-bearing parts of lifts and lifting equipment.
- The accidental release of a biological agent likely to cause severe human illness.
- The accidental release or escape of any substance that may cause a serious injury or damage to health.

- An electrical short circuit or overload causing a fire or explosion.

#### **j) Who should report and who to report to**

The RIDDOR reporting system is only for notification of those incidents which require reports under the RIDDOR regulations. Reports should only be submitted by the “Responsible Persons” i.e., DoNESC Head of Estates (H&S) with duties under these regulations, in control of work premises where incidents occur. It is not appropriate for injured persons, members of the public or others who do not have duties under RIDDOR to use this reporting system.

**Any incident that falls under RIDDOR will be reported to the HSE by the DoNESC Head of Estates (H&S) using the RIDDOR incidents online reporting:**

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

Information on immediate reporting to the Trust should be held in your Academy Business Contingency Plans which includes links to the iAM Compliant online reporting procedure.

All reportable Accident/Incidents/Near misses must be reported to the DoNESC Head of Estates (H&S) via the online reporting using [iAMCompliant](#). Log in to the academy iAM Compliant account Click Report an Incident and complete the online form.

#### **Records must be kept for:**

- Any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR.
- All occupational injuries where a worker is away from work or incapacitated for more than seven consecutive days.
- If a worker is away from work or incapacitated for more than three days a record must be kept.
- All incidents recorded in the academy’s accident book must be kept in a secure place to comply with the UK General Data Protection Regulations.

These records must be kept for at least 3 years after the incident.

#### **k) Reporting requirements of other regulators**

There may be other reporting requirements placed on schools by other regulators in the education sector e.g. Ofsted and Local Child Protection Agencies. The requirements of these other regulators are separate to and distinct from the legal duty to report incidents under RIDDOR.

## **5. Electrical Safety**

The Health and Safety at Work Act 1974 imposes general duties on employers to ensure the health and safety of employees and others. The Electricity at Work Regulations 1989 also set out specific requirements on electrical safety. All of these apply in schools.

### **a) Competent Persons to undertake maintenance or repair of electrical installations and portable appliance testing (PAT)**

- Under no circumstances will academy staff work on live electricity, unless they have received the appropriate training and have the level of skills and experience required to do so safely and competently. Certificate of the training would be required as proof.
- Teachers cannot be required to undertake any electrical maintenance or repair work. Without exception, such work should be allocated to an individual with appropriate training and expertise.
- Day to day testing of electrical equipment could be the task of a delegated member of staff e.g. Site Manager/Supervisor/Caretaker who have had the necessary training and equipment for this task.
- Only people who have the necessary professional training and skills required should carry out more complex work on testing and maintenance.

### **b) Risk Assessment**

Suitable and sufficient risk assessments are required to identify significant risks to health and safety and measures that are to be taken to remove or reduce risks. Risk assessments on electrical safety must take account of the requirements of the Electricity at Work Regulations, which cover electrical apparatus as well as the mains supply.

### **c) Visual inspections and tests**

All portable appliances should be visually inspected at the beginning of each term, but more frequently if its use or environment suggests this e.g., checking for loose cables or signs of fire damage, and if possible, checking inside the plug for internal damage, bare wires and the correct fuse.

All earthed portable equipment such as drills, saws, irons, hand lamps, etc. should be subject to a detailed inspection and test at a frequency dependent upon the use of the equipment and determined by a competent person. Items, which are rarely unplugged e.g. refrigerators will need inspecting and testing infrequently.

### **d) Portable Appliance Test (PAT)**

PAT must be carried out by someone with the necessary knowledge and experience to carry to a test and interpret the results should be completed in accordance with the findings of the risk assessment.

### **e) Records of PAT**

A written record of the tests, in the form of a logbook or register should be maintained and be available for examination and the equipment itself should be marked with some form of identification, with the date of the most recent test included on a label. A record of checks will be recorded on iAM Compliant.

### **f) Damaged or faulty appliances**



Must be removed from use and either repaired by someone competent or disposed of to prevent its further use. The item must be labelled with a “DO NOT USE” sticker attached until it is suitably repaired. If the item is to be disposed of, the plug must be removed and disposed of safely. A record of any disposals or repairs should be kept with the annual PAT document to clarify this is no longer a risk.

### **g) Fixed Electrical installations**

The HSE advises that fixed electrical installations (including the mains system, sockets, lights and heaters provided they have been adequately maintained), should be inspected by a competent person at least every 5 years. A more frequent inspection and testing will be necessary if the installations are subject to damage and abuse. Items categorised as C1 & C2 must be acted on and an allowance should be made in the budget for these.

### **h) Record of fixed wire tests**

A test certificate should be prepared showing the date and results of the inspection and test. A copy will be kept at the school and uploaded onto iAM Compliant.

Equipment should always be visually checked before use in particular the condition of power cables and their terminations, as these can often be damaged, wrenched and jerked, which may loosen their connections.

**NB:** Any accidents/incidents/near misses involving electricity may need to be reported under RIDDOR see section 5. This should be reported to the DoNESC Head of Estates (H&S) using the online reporting system on iAM Compliant.

### **i) Preventing accidents with electricity**

In order to reduce the risk of electrical accidents and fire, the academy will not accept gifts or second-hand electrical appliances and individuals must not bring in their own appliances from home, unless a competent person has tested the equipment and records of the test (PAT) are provided.

## **6. First Aid**

The Health and Safety (First-Aid) Regulations 1981 require employers to provide “adequate and appropriate” provision to ensure their employees receive immediate attention if they are injured or taken ill at work.

The above regulations do not place a legal duty on employers to make first-aid provision for non-employees such as the public or children in schools. However, it is **strongly recommended** by the HSE and it is the academy’s policy that provision is made for them.

### **a) Assessment of first-aid needs**

This involves consideration of workplace hazards and risks, the size of the academy and other relevant factors to determine what first-aid equipment, facilities and personnel should be provided. (HS10a)

## **b) Points to consider/impact on first-aid needs**

- The number of people at any one time that occupy the building. These should include staff, pupils, visitors, work experience students and contractors.
- The type of accidents/incidents that have been identified in the past?
- The size of the academy
- Are there any workplaces that include are remote?
- Higher level hazards, such as chemicals or dangerous machinery.
- Do any members of staff work remotely or alone?
- Is there enough provision of first-aiders to cover if some are absent?

## **c) The Trust defined minimum first-aid provision on any school site**

- A suitably stocked first-aid kit(s) which are inspected monthly (determined by the first aid assessment)
- Appropriate numbers of trained qualified First Aiders (determined by the first aid assessment)
- Information for employees about first-aid arrangements e.g., names of first aiders to be displayed, clearly identifiably and accessible first aid kit(s)
- Provision of first-aid needs to be available at all times to people at work.

## **d) What should be put in the first-aid box**

There is no mandatory list of items to put in the first-aid box; it depends on what needs have been assessed. As a guide for low-level hazards minimum stocks of first-aid items are listed in HS10b:

**NB:** Tablets and medicines should **not** be kept in the first-aid box, please refer to separate Administration of Medicines Policy.

## **e) First aiders – Training and qualifications**

The first aider is someone who has completed training appropriate to the level identified in the assessment of first aid. All first aiders are required to attend an appropriate first aid course with a competent training provider (e.g., St John Ambulance, British Red Cross) and undertake appropriate refresher training.

## **f) Selecting a training provider**

When selecting a training provider you should check:

- The qualifications expected of trainers and assessors
- Monitoring and quality assurance systems
- Teaching and standards of first-aid practice
- Syllabus content
- Certification

## **g) First aid courses**

- First aid at work (FAW)
- Paediatric first aid training
- Emergency first aid at work (EFAW)
- Mental Health First Aid

#### **h) How many first aiders**

This depends on the assessment of your first-aid needs, or where there are additional special circumstances. As an example, the HSE suggested numbers available **at all times at work** are:

- Low hazard – for more than 50 people at least one first-aider trained in every 100 employed
- Higher-hazard – for more than 50 at least one first-aider trained for every 50 employed

#### **i) Sharps**

When Sharps are used in the academy for medical purposes these should be managed and risk assessed correctly. All Guidance can be found for Sharps using HS25 as well as the risk assessment template.

## **7. Fire**

### **a) The Responsible Person**

The Regulatory Reform (Fire Safety) Order 2005 places a duty on the “Responsible Person” to ensure that their fire safety management and in particular, fire equipment, fire notices and fire drills are in place and up-to-date.

The “Responsible Person,” is the Head Teacher/Principal within the academy and is responsible for ensuring that appropriate arrangements are in place to ensure the safety of the premises and occupants. Duties include, taking:

- **Measures to reduce** the risk of fire on the premises and the risk of the spread of fire on the premises. This includes:
  - The completion of a Fire risk assessment, this should be undertaken by an external company and they should hold the minimum qualification of NEBOSH certificate in fire safety.
  - Good housekeeping, do not allow combustible materials to accumulate.
  - Suitable firefighting equipment, which is located in appropriate positions.
  - Means of raising the alarm.
  - Fire doors to be kept closed at all times (unless they are fitted with an appropriate device which enables the door to be closed automatically in the event of a fire).
  - Daily checks on the premises to be carried out, including security to ensure that all practical measures have been taken to reduce the risk of fire both internally and externally.

- **Measures in relation to the means of escape from the premises**

This includes:

- **Fire action notices** to be displayed throughout the building with clear emergency evacuation instructions the event of a fire. E.g.  
**Any person discovering a fire**  
Sound the alarm  
Call the Fire & Rescue Service telephone 999  
Leave the building by the most direct route.  
Attack the fire using fire extinguishers or other firefighting equipment only if your escape route is blocked by the fire.

- **On hearing the fire alarm**

- Leave the building by the most direct route, closing all doors behind you.  
Report to the assembly point for the building.  
Do not take risks.  
Do not return to the building for any reason until authorised to do so by the Fire & Rescue Service.  
Do not use any lifts.

- **Measures for securing that, at all material times, the means of escape can be safely and effectively used.**

- Fire exit routes must be kept clear of obstructions at all times
- Final fire exit doors must be kept clear of obstructions leading to a place of safety on the external parts of the building.

- **Measures in relation to the means for fighting fires on the premises.**

- Appropriate firefighting equipment must be provided and maintained.
- Relevant staff members must be trained in the use of fire extinguishers (this is to aid an escape only).

- **Measures in relation to the means for detecting fire on the premises and giving warning**

- Appropriate fire/smoke detection to be installed, in relevant locations.
- Viewing panels in doors and walls, when there are rooms within rooms.

- **Measures in relation to the arrangements for action to be taken in the event of fire on the premises including:**

- **Measures relating to the instruction and training of employees.**

- Fire Policy and Procedures to be disseminated to all staff
- Fire awareness training to be provided to all staff
- Fire Action Notices to be displayed throughout the building
- The training of Fire Marshals (on line training via iAM Compliant)

- **Measures to mitigate the effects of the fire.**

- Do not exceed the maximum occupancy
- Maintain fire exits and signage
- Comply with electrical and gas regulations
- Service and maintenance of firefighting equipment, which must be easily accessible
- Safe storing and using, of hazardous materials

Safety inspection of buildings  
Maintenance of fire alarms systems  
Fireproofing  
Training of staff  
Fire drills  
Avoid storing items in high risk areas such as boiler rooms and electrical stores.

#### **b) Role of Teaching Staff**

- All teaching staff have the responsibility for the safe evacuation of children in their charge.
- Teaching staff should ensure that their children line up quickly and safely and walk out of the building quietly, evacuating by the nearest safe emergency exit route.

#### **c) People with disabilities**

- Teaching staff should be aware of any child in their class that has a disability and may experience difficulties in evacuating the building by the designated escape route e.g. where there is a difference in floor level with stairs or ramps. A Personal Emergency Evacuation Plan (PEEP) must be completed (see HS05 pupils or HSO5a staff/students)
- Line Managers must complete a Personal Emergency Evacuation Plan for all people with a disability.

#### **d) All staff members**

- Must take reasonable care for their own health and safety at work and that of other persons who might be affected by their acts or omissions.
- Should follow evacuation procedures.

All staff are required to take mandatory on-line fire awareness training via iAM Compliant.

**Under no circumstances is anyone to re-enter the building unless the Emergency Services give the all clear.**

#### **e) Fire Risk Assessment**

A fire risk assessment is an organised and methodical look at the premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The fire risk assessment should demonstrate that, as far as is reasonable, the needs of relevant persons including any individuals with a disability have been identified.

A suitable and sufficient fire risk assessment must be completed by a qualified Fire Risk Assessor and reviewed at least every 12 months, or sooner if there have been significant changes e.g., in the layout of the building, if there are contractors working on site that may pose a hazard.

If all actions have been completed on the fire risk assessment and no changes have occurred within the 12 month period, the review can be undertaken by a competent person employed by the Trust.

#### **f) Competence of a Fire Risk Assessor**

The academy defines as a minimum that a competent Fire Risk Assessor:

- Holds NEBOSH National Certificate in Fire Safety and Risk Management, or equivalent.
- Has a demonstrable experience in completing school/college Fire Risk Assessments.
- Has a current DBS check.

#### **g) Housekeeping**

Good housekeeping is essential to reduce the risk and spread of fire within the school building and outbuildings.

- Combustible materials should be kept to a minimum, do not allow waste to build up.
- Empty waste bins regularly
- Do not store skips and waste bins near to the school property, no closer than 3 meters.
- Ensure large amounts of contractor's materials are stored safely away from the buildings (wherever possible).
- Keep flammable materials from sources of ignition (e.g do not store materials on top of a radiator).

#### **h) Fire Safety Management (FSM) Checks**

To ensure compliance with fire regulations checks must be made to reduce the risk of fire at the academy. These tasks are delegated by the "Responsible Person", the Head Teacher/Principal, to the Site Manager/Supervisor/Caretaker at the academy and reminders are issued via iAM Compliant.

Daily/weekly/monthly/three monthly/six monthly/annual FSM checks must be made and records kept online via iAM Compliant.

- Checks include:
  - Escape routes
  - Fire Warning systems
  - Escape lighting
  - Firefighting equipment

These checks are prioritised for service and maintenance requirements.

#### **i) Fire Marshalls**

Staff expected to undertake the role of Fire Marshalls (often called fire wardens) would require comprehensive training. Online training is provided via iAM Compliant. Their role may include:

- Performing a supervisory/managing role in any fire situation
- Assisting those on the premises to leave
- Checking the premises to ensure everyone has left
- Using firefighting equipment if safe to do so
- Liaising with the fire and rescue service on arrival
- Shutting down vital or dangerous equipment

#### **j) Safe Emergency Evacuation Procedures**

Under no circumstances are lifts to be used for evacuation purposes in the event of a fire. Unless, the lift is clearly identified as an emergency evacuation lift, and this may only be used for people with disabilities. If not then an evacuation chair should be utilized.

Fire Action notices must be displayed in appropriate locations throughout the buildings next to fire call points. These will include clear instruction on what to do when raising the alarm and information regarding the nearest fire exit and assembly point(s).

All staff must be aware of emergency procedures, including:

- Fire action notices
- The locations of temporary fire alarms
- How to activate the fire alarm as a means of raising the alarm
- Locations of Fire Extinguishers (fire extinguishers must only be used to aid escape in the event of a fire)
- Emergency exit routes/final exit fire doors
- Fire assembly points

#### **k) Sounding or Hearing the Alarm**

In all cases, unless otherwise informed, all staff should treat the alarm as a real event and should respond accordingly in a calm manner.

- **On discovering a fire**
  - Sound the alarm by pressing one of the emergency fire alarms.
  - Call the Fire & Rescue Service telephone 999
  - Leave the building by the most direct route.
  - Attack the fire using fire extinguishers **only if** your escape route is blocked by the fire and in order to enable a safe evacuation.
- **On hearing the fire alarm**
  - Leave the building by the most direct route, closing all doors behind you.
  - Report to the assembly point for the building.
  - Do not take risks
  - Do not return to the building for any reason until authorised to do so by the Fire & Rescue Service.

#### **l) Fire Drills**

- **Why carry out fire drills**

Fire drills are intended to ensure, by means of training that:

- People who may be in danger act in a calm and orderly manner
  - Those with responsibilities carry out their tasks to ensure the safety of all concerned
  - Escape routes are used in accordance with a predetermined and practiced plan.
  - Evacuation of the building is achieved in a speedy and orderly manner
  - People will react rationally when confronted with a fire or other emergency at school.
- **How often to carry out a fire drill?**

It is the policy of the academy to carry out fire drills at the beginning of each term and a record kept of drills undertaken and evacuation times.

- **Should you inform staff before a fire drill?**

The advantage of informing all staff of fire drills beforehand is that firstly they will not panic, which avoids potential injuries that could be caused in a rush to exit a building. Secondly if the alarm sounds without a prior warning, there will be no ambiguity as to if it is a drill or not and people will behave appropriately. Head teachers with experienced staff who have successfully completed pre-arranged fire drills may consider additional drills without providing fore warning in order to test for other hazards.

- **Preparing for a fire drill**

When planning a fire drill decide on something specific that will be monitored. This could be a specific aspect of the escape plan that has been highlighted as needing improvement or a more general goal, such as reducing the amount of time it takes for everyone to exit the building.

Amongst the staff, a team of fire marshals with a chief fire marshal should be appointed to supervise fire drills and check that everyone gets out safely. All marshals will require special training so that they can carry out their duties safely and effectively.

- **Informing the fire service of a fire drill**

If the academy has a system that automatically informs the fire service when the alarm is triggered, take appropriate measures to stop this from causing the Fire Service a wasted journey. Take any systems off line before the fire drill but be sure to get them back up and running once the drill has finished.

- **During the fire drill and/or Emergency Evacuation**

To monitor fire drills, observers should be placed at points around the building in areas such as stairwells to look for good and bad practices. Any room for improvement can be noted and then discussed at the debriefing meeting after the evacuation.

In buildings where there are more than one exit routes, the main exits should be blocked off to encourage staff to use alternative escape routes as in a real fire; parts of the building could be impassable due to fire or smoke.



Set a stopwatch to record how long the full evacuation takes, teachers, academy business managers, cleaning supervisors, senior catering staff, and fire marshals should do a roll call and tick people off to make sure everyone in their class and department(s) are out of the building.

The Fire Service must be informed immediately of any person who is missing, along with their area of work.

#### **m) Evacuation of people with disabilities – Personal Evacuation Plans (PEEPS)**

Of all the people who may be especially at risk you will need to pay particular attention to pupils. Staff and visitors who have special needs, including those with a disability.

Personal need will often be modest and may require only changes or modifications to existing procedures. It may be required that a PEEP needs to be developed for an individual who frequently uses the building. This PEEP needs to be completed in consultation with the individual or in the case of a pupil, with their parents/guardians and/or other relevant people, with copies provided of the PEEP and records kept. (see HS05/HS05a)

- A PEEP should also be completed for any pupil (see HS05), students, staff or visitor (see HS05a) who has a disability.
- The PEEP will clearly state what actions are required in those particular circumstances.

#### **n) Assembly Points**

An area outside the school building must be designated as an assembly point. It must be clearly marked and easily identified by anyone who may be on the school's premises. It must be far enough away from the school building(s) to give protection from the heat and smoke given off by a fire. It should be in a position that does not put any people at risk by emergency vehicles responding to the incident.

- Once outside and at the Fire Assembly point, staff members should take a register to check that all children and staff members are accounted for:
- If there are any staff or children missing this must be reported immediately to the Fire Service – details to be provided to the Fire Service must include:
  - Name of missing person
  - Place and time last seen and by whom
  - Any other information e.g. medical condition or behaviour issues.

Staff members in charge of the class are then to supervise the class and await further instructions from the Fire and Rescue Service.

### **8. Buildings Safety Management (BSM)**

The “Responsible Person” the Head Teacher who may delegate these tasks, has a duty to provide and maintain a working environment that is safe and without risk to health. (see HS06) Support and guidance can be offered through the DoNESC Head of Estates (H&S) and online advice and guidance from iAM Compliant.

## a) Site safety inspections, repair and maintenance checks

Checks should be completed daily, and any repairs and maintenance that are identified must be reported via iAM Compliant. The report should include:

- Date the work/actions were identified
- Description of work/actions required and/or what immediate actions were taken (if any).
- Name of the person reporting
- Date work was completed

It may be necessary to take photographs of the work required in order for a more accurate description to be made. (Refer to the Trust Inspection Checklist for Premises Form HS07)

### Contractors

- **Construction/Building Work/Refurbishment or Demolition**

Under **no** circumstances should plans for/construction/building work/refurbishment or demolition on academy premises begin without consulting Darren Williams, Head of Estates, [darren.williams@donesc.org](mailto:darren.williams@donesc.org) / 01603 550132.

- **Suitability of all contractors**

The person responsible for contractors on academy premises is that of the Headteacher/Principal, or their delegated staff member and/or where applicable the DoNESC Head of Estates Darren Williams [darren.williams@donesc.org](mailto:darren.williams@donesc.org). The Trust approved contractors have completed approved contractor pre-checks for their staff and sub-contractors before attending academy premises to carry out work. Therefore, checks and procedures needed to be carried out on other contractors (if not confirmed on the Trust approved list of contractors held on iAM Compliant include:

- A Contractor Pre-contract Checks form (see appendix HS12) must be completed by the contractor(s) and delegated person and approved before any work commences.
- Competence of the contractor to complete the job safely e.g. their skills, training, knowledge and experience in the work to be completed is essential. The more complex the task the more competent the contractor will need to be.
- Contractors are required to comply with legislation, relevant regulations and the academy's Health and Safety Policy, Procedures and Guidance.
- **An assessment of the hazards and risks involved with the work**
  - The delegated person who is responsible for the contractor(s), together with the contractors (s) must discuss the planned work to be completed; suitable and sufficient Risk Assessments and Method Statements must be provided by the contractor.
  - What can cause harm to people, or damage to building, plant and equipment. E.g., hazards associated with equipment the contractor(s) will be using including vehicles, tools and noise.
  - Are there any harmful substances used in the processes?
  - Who might be harmed and how?

- How will the risks be controlled?
  - Considerations include:
  - Any risk from each other's work that could affect the health and safety of others e.g. access and egresses to the site, pedestrian routes, will local residents be affected. Will the work affect other relevant staff/pupils/visitors/other contractors?
  - Make sure you agree the measures needed to control risks with the contractor before work starts.
  - Is a documented safe system of work (Permit to Work) required?
  - Once you have agreed action to control risks, be clear about who will do what and when.
- Provide the contractor with information and instruction about all the health and safety potential risks on site that they may need to be aware.
  - The "Responsible Person" or the delegated person and the contractor must work together and coordinate activities to ensure the work can be completed safely and without risks to health. E.g., regular meetings throughout the course of the work. The level of cooperation and coordination will depend on:
    - The job to be done
    - The number of contractors (or subcontractors) involved
    - The risks involved

*and*

- Consult with others affected on site. You must consult with employees on health and safety matters by law.
- Consult with employees on how the contractor's work will affect their health and safety.
- Make sure they know how to raise any concerns they may have about the contractors and their work.
- Pay particular attention to those whose first language may not be English.
- Do not assume that contractors will be aware of all risks, even if they seem obvious to you.
- **Managing/supervising the work**
  - Who will be responsible for the work and what do you expect them to do?
  - Who is in charge of supervising their work and how? What welfare arrangements have been made for workers?
  - How will the work be done and what precautions will be taken? Always refer back to risk assessments/method statements to ensure the contractor is complying with the control measures and processes identified in the assessments
  - What equipment should or should not be worked on/used?
  - What personal protective equipment (PPE) is to be used and clarify who will provide it? (It is the contractor's responsibility to ensure that PPE is suitable for the job being undertaken and they are responsible for the supply of PPE).
  - What are their working procedures (refer to risk assessments/method statements) including permit to work/hot work.

- What arrangements are there for stopping the work, if there are serious health and safety concerns?

Once the work has started, the Site Manager/Supervisor needs to ensure checks are made on how the work is going, in line with what was agreed. This can be done by:

- Regular checks “are control measures working?”
  - Investigating (and recording) of things go wrong, this may be: near misses, accidents and ill health. What went wrong? What can we do to prevent re-occurrence?
- **Contractor information and academy Health and Safety requirements, to be provided to the contractor:**
  - **General safety rules**
    - Must sign-in upon arrival and sign-out when leaving
    - Must read and sign the asbestos register
    - Before starting work at the Academy/Site, report to the Site Manager/supervisor.
    - Must comply with the academy’s Contractor Health and Safety Policy and Procedures.
    - Must sign the contractor logbook when work has been completed.
    - Comply with the Health and Safety at Work etc. Act 1974, and any subsequent legislation.
    - Take care of themselves and any other person(s) that may be affected by their acts of omissions.
    - Be directly responsible for the acts and omissions of their workers.
    - Comply with Regulations, and work to best practice, e.g., Guidance and Approved Codes of Practice that are relevant to their work.
    - Comply with the conditions, procedures and control measures as defined by their method statements and risk assessments.
    - Provide their workers with adequate PPE and shall use/wear relevant PPE as necessary.
    - Provide suitable and safe work equipment.
    - Cease to use and report any safety related defects found with all/any work equipment they are using.
    - Report any issues with health and safety including accidents/incidents/near misses.
    - Provide their own First Aid provision.
    - Not intentionally damage or misuse anything provided in the interests of Health and Safety whilst on Academy premises.
    - Report to the Headteacher/Principal, Business Manager or Site Manager/supervisor any incidents that may directly or indirectly affect health and safety and well-being of persons on the academy site.
    - Remain in the area of work undertaken and shall not enter any other area without permission of the Headteacher/Principal, Business Manager or Site Manager/supervisor.

- Not store any hazardous substances on the Academy premises without permission of the Headteacher/Principal, Business Manager or Site Manager/supervisor.
- Not smoke (including vaping) in/on any part of the Academy/Site buildings or anywhere on site.

This may not be a comprehensive list and therefore contractors should be reminded that, at all times, they must work in a safe manner.

- **Specific safety rules**

- **Fire Alarm/emergency evacuation**

All contractors must make themselves familiar with the emergency fire procedures for the Academy.

If a contractor discovers a fire they must raise the alarm immediately and follow the emergency fire procedure instructions provided on the Fire Action Notices throughout the building.

- **Permit to Work (PTW)**

PTW are a formal management system used to control high-risk activities. These enable an assessment of risk to be made and to specify control measures, which will be put in place in order to minimise the risk. (see iAM Compliant Forms Permit to work )

They are necessary for such activities as maintenance or construction work by external contractors, unless a suitable and sufficient risk assessment indicates otherwise.

***NB If work is carried out by the Trust approved Building Maintenance companies they will undertake all checks and PTW's If the academy uses other contractors then it is the responsibility of the academy to produce the PTW.***

Examples of types of work which permits will be required include:

- Working at height, e.g., on roofs
- Confined spaces, e.g. ducts
- Hot work e.g., welding, soldering or cutting using hot flame techniques
- Live working on electricity supply systems
- Work involving interaction with asbestos
- Excavation and the digging of trenches

Intention of the PTW is to:

- Ensure that the work is intended to take place is properly authorised
- Clarify the nature and extent of the work
- Specify which precautions must be taken and which activities are prohibited.
- Consideration should also be taken of the activities of other people on the Academy/Site, which may be affected by the proposed work. These activities may need to be temporarily suspended or modified.
- Indicate the date, time and location that the specified activities may occur.
- Ensure that all those persons who have control of or any who are affected by the activity are made aware.

- Provide a record of the work, that the specified precautions have been understood and implemented, and that the workplace and/or equipment are returned to a safe condition.

Academy employees are not permitted to undertake work, which will require a PTW.

- **Key Points of PTW**

- The Academy/Site Manager/supervisor is responsible for enforcing the use of PTW's
- A competent person who understands the risks and the necessary control measures to put in place should only issue permits. ***(NB for work carried out by the Trusts approved contractors who will undertake the PTW)***
- A permit should be task specific and the necessary risk assessments and methods statements still need to be completed by the contractor in liaison with the Site Manager/Supervisor. PTW are not a replacement.
- PTW should only be in place for a limited duration and be clearly dated with specific conditions attached.
- PTW should state these requirements, for example, electrical isolation.
- The Site Manager/Supervisor should only sign and date the permit when they are satisfied that all precautionary measures have been taken.
- If the risk is too high, e.g. because of bad weather/conditions or dangerous structure then a permit should not be issued, and work not commenced.
- All PTW records must be retained by the Site Manager/Supervisor

**Examples** of control measures that should be considered when issuing a **PTW** include:

- **Roof works**

- Testing roof fragility
- Edge protection
- Prevention of falls of materials or objects
- PPE
- Emergency procedures
- Adequate means of access

- **Hot works**

- Good housekeeping
- Use of protective curtains (where relevant)
- All "hot works" equipment should be regularly maintained and inspected
- Ensure a competent person visits the area after hot works has finished to ensure that no smouldering embers or hot surfaces remain
- Provision of suitable fire extinguishers
- Ensure that sprinklers (if installed) are isolated and reactivated after the works.

- **Isolation**

- When working on electrical systems, they should be physically isolated i.e., "locked off" (with the contractor's own padlock) etc., this should be stated on the permit.

- **Other control measures include:**

- Warning signs and often a lookout need to be posted around the area where work is being carried out.
- **Cancellation of PTW**
  - When the operations laid out in the permit have been completed, it should be cancelled immediately and returned to the Site Manager/Supervisor. They should ensure that the work detailed on the permit has been done satisfactorily. They should then sign off the permit to ensure that it is fully cancelled.
  - This may only be done when all personnel and equipment involved in the work detailed on the permit has been removed from the permit working area.
  - Only then, when the Site Manager/Supervisor and contractor are satisfied that it is safe, can there be a return to normal service.
- **Vehicles on site**
  - The speed limit whilst on Academy/site is 5 mph
  - All vehicles must be parked in accordance with the Academy designated parking areas, if unsure then ask at reception or with Site Manager/Supervisor/Caretaker.

All contractors should be reminded that primary school children can often become distracted and are not aware of the dangers of moving vehicles. Contractors must remain vigilant at all times.

## 9. Legionella control

The Health and Safety at Work etc. Act 1974 and the ACOP L8 places a duty on employers to ensure health, safety and welfare of employees, so far as is reasonably practicable. In order to achieve compliance with legislation, it is essential that the Headteacher/Principal who is the duty holder to ensure the following written control scheme is in place:

- **Identify and assess the sources of risk** for which employees, pupils or visitors may be exposed to within the academy. The assessment should include a survey to identify whether there are conditions, i.e areas of water stagnation, present that will encourage bacteria growth, this includes legionella.
- **Identify the hot and cold-water temperatures** throughout the buildings water storage and distribution system to locate any systems or areas where water may be stored or distributed between 20-50 ° C. If a TMV is present the temperature must be taken from the pipework. If the pipework work is not accessible the temperature coming out of the hot outlet should be between 38-43 ° C
- **Identify all areas or services** capable of releasing an aerosol such as showers, spray taps and where necessary put measures in place to control the risks.
- Keep an up to date plan of the water system layout including parts temporarily out of use
- **Identify whether there are susceptible individuals** present that may be exposed to such aerosols.

### a) Managing risk

The following guidance should be actioned, and an online record kept (iAM Compliant) of:

- **Weekly tasks**
  - Weekly flushing of any outlets and showers that are infrequently used (less than once per week). Precautions should be taken to minimize aerosol release when implementing a flushing programme.
- **Monthly tasks**
  - Water temperatures should be recorded at the nearest and furthest outlets from the storage tanks and water heaters.
  - Water temperatures in the flow and return pipes to storage tanks and water heaters should be monitored and recorded.
  - Hot water temperatures should be recorded from outlets after 1 minute of operation. Cold water should be tested after 2 minutes of operation.
  - A programme should be set to ensure that all the taps within the building are checked at least once, annually.
  - Outlets that require testing will be highlighted in the legionella risk assessment and logbook.
  - If the academy has no cold-water storage tanks, then there is no need to test the cold-water supply.
  - All outlets should be clear of limescale to reduce bacteria build up.
- **Quarterly**
  - All showerheads and hoses should be dismantled, cleaned and descaled on a quarterly basis. This action should be recorded.
- **Six monthly**
  - The cold-water storage tanks should be inspected, and temperatures recorded to cover storage, supply and distribution temperatures and general conditions if they are used to supply drinking water.
- **Annually**
  - The condition of the tanks should be reviewed annually. Where the presence of organic material, vermin and water quality deterioration is identified, remedial action should be conducted. Where required a sample should be taken from the drain outlet.
  - Servicing of Thermostatic Mixing Valves (TMVs) by external contractor.
  - Cold water storage tanks to be serviced if not used to supply drinking water.

#### **b) Schools holidays, low occupancy periods, six week summer break**

It is extremely important to manage the risk of legionella during school holidays and periods of low water usage or closures. Such times will provide the perfect opportunity for bacterial growth and proliferation including the growth of legionella within the academies water systems and services.

The following actions should:

- When the school is occupied but at a significantly lower capacity to normal then the outlets which are used less than once per week should be flushed weekly.
- When the school is not in use at all during the holiday periods including outbuildings, sports halls/gym etc.) Then all tanks, calorifiers and associated outlets should be



thoroughly flushed prior to the commencement of the new term. This should be recorded. Water samples should also be considered for collection prior to the start of the new term.

### **c) Legionella risk assessment**

Each academy should have a legionella risk assessment undertaken by a qualified professional to identify risk and remediation. The frequency for review is dictated by the risk assessment is normally between 2-3 years. If all actions have been completed on the risk assessment and no changes have occurred within this period, the review can be undertaken by a competent person employed by the trust.

## **10. Manual handling**

The Manual Handling Operations Regulations 1992 (MHOR), (as amended in 2002) apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. The load may be either animate, such as a person, or inanimate, such as a box.

The MHOR establish a clear hierarchy of measures for dealing with risks from manual handling:

- Avoid hazardous manual handling operations, “so far as is reasonably practicable”
- Assess any hazardous manual handling operations that cannot be avoided
- Reduce the risk of injury, so far as is reasonably practicable

### **a) Manual Handling Risk Assessment**

The responsible person, the Headteacher/Principal or their delegated member of staff is responsible for the following:

- Manual handling risk assessments will be completed for moving loads that cannot be avoided. These can be dynamic risk assessments as required.
- Information, instruction and training will be provided to employees.
- Wherever possible the load to be moved will be reduced e.g. is it possible to split the load into smaller units?
- Use appropriate equipment for reducing the need for manual handling, e.g., trolleys to eliminate/or reduce the risk of injury.

The following **guidelines** should not be exceeded, and each individual must be aware of their own physical capabilities and should not attempt to move any object that is beyond their capabilities.

- **For men and women**

Force to stop or **start the load Men 20kg, Women 15kg**

Sustained force to **keep the load in motion Men 10 kg, Women 7 kg**

Manual handling problems often come from poor workplace environment or job design.

Hazardous activities include:

- Lifting heavy or awkward loads
- Using excessive force

- Repeated handling of heavy loads
- Poor posture and twisting when handling

All employees must complete on-line manual handling training. This should be available to all staff on-line and records kept of training undertaken.

## **11. Display Screen Equipment**

The Health and Safety (Display Screen Equipment) Regulations 1992 explains that the employer needs to protect employees from risks associated with DSE i.e., computers and laptops.

A user is defined in the regulations as “an employee who habitually uses display screen equipment as a significant part of his/her normal work”. This is usually interpreted as continuous period of an hour or more on most days of the week. The employee’s line manager will identify DSE users.

To comply with DSE regulations the “Responsible Person” the Headteacher/Principal or delegated member of staff must:

- Analyse workstations to assess and reduce risks (see appendix HS15/15a)
- Make sure controls are in place
- Provide information and training
- Provide eye and eyesight tests on request and special spectacles if needed
- Review the assessment when the user or DSE changes

All DSE users must complete on-line DSE training and assessment which will provide a workstation assessment and provide information and training. Records must be kept of training completed.

### **a) Health risks with DSE**

Some DSE users may experience fatigue, eyestrain, upper limb problems and backache from overuse or improper use of DSE. These problems can also be experience from poorly designed workstations or work environments. The causes may not always be obvious and can be due to a number of factors.

Changes in activity may help users, the following is advised:

- Stretch and change position
- Look into the distance from time to time and blink often
- Change activity before you get tired rather than recover
- Short frequent breaks are better than longer, infrequent ones.

### **b) Eye tests**

Upon request of the DSE user, identified by their line manager, (see above) the academy will pay for a test to be carried out by a qualified optician. Only “users” are entitled to receive corrective appliances paid for by the academy.

“Normal” corrective appliances are at the user’s own expense, but users needing “special” corrective appliances will be prescribed a special pair of spectacles for display work only. The academy liability for the cost of these is restricted to payment of the cost of a basic appliance, i.e. of a type and quality adequate for the user’s work.

There is no evidence to suggest that DSE work will cause permanent damage to eyes or eyesight. Eye tests are provided to ensure users can comfortably see the screen and work effectively without visual fatigue.

### **c) Working from home**

Staff may need to work from home and it is the responsibility of the employer to ensure that if using DSE in the home on a regular basis then a DSE risk assessment be carried out. This must be done in conjunction with the DSE user and line manager and a copy held by on the staff file. (see HS15/HS15a)

## **12. Training and competence**

The Health and Safety at Work etc. Act 1974 places a duty on the employer to provide information, instruction, training and supervision. All employees are required to cooperate with the academy and the Trust in undertaking their legal duties.

The HSE describes competence as “the combination of training, skills, experience and knowledge that a person has and their ability to apply this to perform a task safely”. Other factors, such as attitude and physical ability, can also affect someone’s competence.

Someone’s level of competence only needs to be proportionate to their job and place of work. You would not need, for example, the same health and safety competence to work in an office as you would on a construction site.

The academy will appoint competent people to assist them in meeting their health and safety duties.

Where members of staff do not have the necessary training to complete a task e.g., carrying out risk assessments, then appropriate training will be provided. Or it may be that manual handling training, or DSE training is required in order for someone to complete “so far as is reasonable” their tasks in a safe manner.

The completion of mandatory on-line training for all staff is required. (See details below)

### **a) Health and Safety Inductions – new staff**

All new employees of the academy will complete a Health and Safety induction, and records kept, this will be provided by their relevant line manager at the beginning of their employment (unless there are extenuating circumstances). Inductions must include:

- The location of the Health and Safety Law Poster
- Health and Safety responsibilities outlined in their job description

- How they can access health and safety policies and information?
- Who can they talk to about any health and safety concerns or issues they may have?
  
- **First Aid Provision**
  - First Aid boxes
  - First Aiders
- **Accident/Incident/Near Miss reporting**
  - Location of Accident/incident/near miss forms
  - Reporting procedures
- **Fire and Emergency Procedures**
  - What to do in an emergency
  - What does the fire alarm sound like e.g., continuous or intermittent sound?
  - A walk around the fire escape routes, final fire doors and route(s)
  - Location of assembly points
- **Welfare facilities**
  - Eating, drinking and rest arrangements
  - Toilet facilities
- **Personal Protective Equipment (PPE)**
  - Relevant to the job-any PPE should be suitable and sufficient for the hazards identified in the risk assessment
  - Who is responsible for ordering supplies of PPE?
  - Safe storage of PPE

#### **b) Health and Safety training – all employees**

- Mandatory on-line training via iAM Compliant must be completed by all employees.(See Appendix HS21). New employees must complete mandatory training within 8 weeks of the start of their employment. Existing employees must refresh their H&S training on a rolling basis via iAM Compliant once every 3 years.
  - Asbestos Awareness & Management Training is mandatory for the Headteacher/Principal, School Business Manager and Site/Manager/Supervisor/Caretaker of all Trust academies.
  - Specific job training- dependant on job role. The line manager of the employee will identify the training required e.g., risk management, risk assessment training. This could be face-to-face delivery, or on-line and these are outlined as a matrix in Appendix HS21

In the case of an employee who has been employed before the above mandatory Health and Safety training requirements have been adopted by the academy, staff members must complete the mandatory training within 8 weeks from the date of this policy (unless there are extenuating circumstances).

In the case of the Asbestos Awareness and Management training the Head Teacher, School Business Manager, Site Manager/Supervisor/Caretaker, if not already, must complete the training within 8 weeks of taking up their post.

### **c) Health and Safety information and training records**

- **Health and Safety Induction**

On completion of the health and safety induction, the employee will be required to sign the record form to say that they have been provided with, and understand the information provided.

- **On-line training**

Employees who complete online health and safety training via iAM Compliant will have completed courses recorded on the online system. It is the responsibility of the line manager/Business Manager to set up all staff on the required iAM Compliant training.

#### **Face-to-face delivery of health and safety training**

Certificates and records of attendance for employees who have attended and successfully completed courses in health and safety should be kept by both the employee and School Business Managers.

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

The COSHH Regulations 2002 require employers to control substances hazardous to health and to put in place control measures to prevent or reduce employee's exposure to such substances. All reasonable steps will be taken to substitute substances for safer alternatives, as is reasonably practicable, and to ensure that employees, pupils and visitors are not exposed to substances hazardous to health (see appendix HS17).











Using chemicals or other hazardous substances at work can put people's health at risk. Even within seemingly low risk environments people can encounter a range of substances capable of being hazardous to health.

#### **a) Actions to evaluate and control risks**

- Completing an inventory identifying all hazardous substances used on the academy premises and obtaining material safety data sheets which should be uploaded onto iAM Compliant.
- Wherever possible replace hazardous substances with safer alternatives.
- A risk assessment is completed for the use of any substances, which present a significant health risk.
- Ensuring that any equipment required for controlling risk is being adequately maintained.
- Ensuring all staff have received information, instruction and training where required.
- Ensuring records of assessments are being kept on the premises and made available on request to any relevant people.
- Ensure that the exposure of personnel to substances hazardous to health is either prevented or adequately controlled.
- Ensure that any equipment provided to control the risk e.g., local exhaust ventilation, fume cupboards, personal protective equipment (PPE) is adequately maintained.

## b) Hazard symbols and hazard pictograms

Classified substances can be identified by their warning labels and carry the pictograms detailed below

Old CHIP Symbol	New CLP symbol (Pictogram)	Illustration
		Toxic
		Harmful
		Oxidising
		Explosive
		Flammable

There are also new pictograms, which symbolize serious longer term hazards such as:



Serious health hazard (Symbol: health hazard) Carcinogenic and respiratory sensitization



Gas under pressure (Symbol: Gas cylinder)

Such substances may be hazardous through inhalation, ingestion, absorption or contact through the skin.

### **c) Material Safety Data Sheets**

Should be obtained from the manufacturer/supplier. Data sheets are not by themselves suitable and sufficient COSHH risk assessment. The information in the data sheet must be compared to the particular task and circumstances in which the substance is to be used and a decision made about the measures necessary to adequately control exposure.

### **d) Health Surveillance**

Health surveillance is only required in certain circumstances and is dependent on individual circumstances. Where there is a reasonable likelihood that an identifiable disease or adverse health effect associated with exposure will occur and the risk assessment shows that health surveillance is appropriate for the protection of employees these should be carried out. Advice must be sought from the DoNESC Head of Estates (H&S)/Health and Safety Committee prior to initiating health surveillance.

- Records relating to named individuals must be kept for 40 years.
- Advice should also be sought from Occupational Health (contact Human Resources at [hr@donesc.org](mailto:hr@donesc.org) for further information on OH provider) if there is any uncertainty regarding the need for health surveillance.

### **e) Exceptions to COSHH Regulations**

There are exceptions to these regulations, which are already being controlled by their own specific legislation. E.g. asbestos, lead, radioactive substances.

## **14. Gas Safety**

The Gas Safety (Installation and Use) Regulations 1998 requires employers and self-employed persons to ensure that any gas appliance, installation, pipework or flue installed at any place of work under their control is maintained in a safe condition, so as to prevent risk of injury to any persons.

### **a) Competence**

No person may work on gas fittings or appliances unless they are competent to do so. These requirements apply to both natural and liquefied petroleum gas (LPG). The work on gas fittings must be carried out by someone on the Gas Safe Register.

Registered engineers are issued with a unique license number and a photo ID card. The card will list specifically the types of work that the engineer is qualified to undertake. The School Business Manager or their delegated person must ensure that any contractor not provided via the Trust Approved Suppliers, who they have engaged to work on gas fittings, is [Gas Safe Registered](#) and appropriately qualified for the work to be carried out.

This can be checked by contacting the Gas Safe Register online or calling on 0800 4085500

## **b) Gas work**

Includes:

- The installation, repair or service of a gas boiler.
- Installation or repair of a gas fire, gas cooker, hob or water heater.
- Any other work on heat producing appliances involving the gas supply pipework, flues, or combustion chambers if connected to a natural gas or LPG supply.

## **c) Monitoring**

The [Gas Safe Register](#) will periodically monitor the work undertaken by registered gas engineers to ensure that they understand and continue to work to the standards set out in legislation and in accordance with the rules of registration. They will also investigate complaints about unsafe gas work.

## **d) The basic requirements**

The Headteacher/Principal or their delegated employee will ensure:

- All gas systems and appliances are operated and maintained so as to prevent, as far as is reasonably practicable, danger to persons or property.
- Only persons authorised to work on gas installations do so (See above "Competence").
- Use a competent engineer to install, maintain or repair appliances.
- Ensure that gas pipework, appliances and flues are regularly maintained.
- Check all rooms with gas appliances have adequate ventilation – do not block air inlets to prevent draughts, and do not obstruct flues and chimneys.

## **e) If you suspect a gas leak**

- Turn off the supply and immediately call the **National Gas Emergency Service on 0800 111 999** for natural gas.
- For LPG call the supplier if in doubt, evacuate the building and inform the police and well as the National Gas Emergency Service or your gas supplier.
- Do not turn a gas supply back on until a leak has been dealt with by a Gas Safe Registered Engineer.
- Contact DoNESC Estates Management team 01603 550510

## **f) Maintenance**

All gas appliances, flues, pipe work and safety devices will be maintained in a safe condition. The Headteacher/Principal or their delegated person will ensure they are inspected by a competent person who is a Gas Safe Registered engineer, in accordance with current industry practice. Periods between inspections may vary depending on the equipment and use and should follow manufacturer's recommendations. Annual inspections will be a minimum frequency.



- Equipment should be designed, operated and maintained to make sure dangerous levels of carbon monoxide are not produced.
- It should not be used in poorly ventilated spaces
- There should be enough ventilation to remove combustion products.
- Operators are fully trained – use a safe procedure for purging, lighting up and shutting down.

## **15. Asbestos Management**

Asbestos awareness training has been covered in section 13 Training and Competence

Many schools, built before 2000, will contain some form of asbestos. Asbestos-containing materials (ACMs) include:

- asbestos lagging used as thermal insulation on pipes and boilers
- sprayed asbestos used for thermal insulation, fire protection, partitioning and ducts
- asbestos-insulating board (AIB) used for fire protection, thermal insulation, partitioning and ducts
- some ceiling tiles
- floor tiles
- cement roofing and guttering
- textured coatings

Those most at risk of disturbing ACMs are tradespeople, caretakers, etc. The school's plan needs to contain provisions to ensure that information about the location and condition of ACMs is given to anyone who might disturb these materials. The Headteacher/Principal should also ensure that staffs likely to disturb asbestos are suitably trained.

The Headteacher/Principal need to ensure staff are made aware of the potential hazards when dealing with asbestos. All staff should be instructed not to disturb or damage ACMs, for example by pinning work to walls. They should also report damage to school fixtures or fittings that could lead to the release of asbestos fibres, e.g. damage to ceiling or floor tiles, or to column seals in system-built schools.

The Headteacher/Principal responsibilities include:

- keeping an up-to-date record of the location and condition of ACMs in the school see (Asbestos Management Plan see HS20)
- assessing the risks from any ACMs in the school
- making plans to manage the risks from ACMs in the school
- putting those plans into action

### **Asbestos Surveys**

Asbestos surveys must be undertaken by accredited companies that are approved by the trust. The survey then must be made available to all contractor coming to site to undertake any works. The survey must undergo a professional review every 12 months. If any asbestos is removed from site this must be updated on the internal register, supporting documents for academies can be found under HS20 & HS20a.

### **Disturbance of Asbestos**

In the event of Asbestos being disturbed the Estates team must be contacted urgently then Specialist contractors will be engaged if there is need to carry out work in any area involving asbestos and appropriate control measures/ exclusion zones will be put in place. The incident then needs to be reported via iAM Compliant.

If anyone suspects they have discovered or disturbed asbestos, they should:

- Not disturb it further.
- Ensure that access to the affected area is prevented.
- Ensure that any clothing that may have been covered in dust or debris is appropriately disposed of.

### **16. Keeping Livestock and School Dogs**

Schools may wish to keep a small number of animals (eg chickens or rabbits) to encourage children to learn about animals and their care and to teach them about the sources of food. The keeping of hooved animals is not sanctioned by the Trust due to the risk of disease and the possible impact on the business continuity of the academy and this must be noted when introducing new animals to the school environment. Reading Dogs for Schools must be fully risk assessed, the training and qualification of the dog handlers checked and relevant insurance in place before dogs are allowed on the premises. Academies who wish to introduce a school dog must also seek written permission from the CEO of the Trust.

Issues to consider include the following.

- Ensuring that someone involved is experienced in the housing, feeding, handling and care requirements.
- Ensuring that continuous animal care will be available at all times, including at weekends and over the holidays.
- Ensuring that funding for setting up and maintaining stock, including veterinary fees, will remain available.
- Considering for how long the animals will be kept and where they will go if not kept permanently.
- Checking that anyone that may be affected by the animals, e.g., other members of the school and neighbours are happy with arrangements.
- Ensuring that suitable secure housing and containment is provided for the animals and that their other needs are met.
- Ensuring the health and safety of pupils, staff and other people that may come into contact with the animals and follow the CLEAPSS guidelines.
- Registration with DEFRA may be required (and anyone keeping poultry is encouraged to do so too) and check the DEFRA web site regularly for the current requirements.

### **17. Mental Health and Wellbeing**

Mental health includes an individual's emotional, psychological, and social well-being. It affects how people think, feel, and act. It also helps determine how pupil, staff and other people handle stress, relate to others, and make choices.

The Trust and academy leaders will promote positive mental health in the workplace by:

- Training and supporting Mental First Aiders in the workplace,
- Using the HSE Management Standards across the Trust to highlight areas of stress factors and work with the Trust HR team, staff and managers to review current working practice.
- Promoting and using the [ACAS framework](#) for positive mental health at work

## **18. Control of Respiratory Infections**

Guidance on [control of respiratory infections](#) can be found on the Norfolk County Council website and by following the current NHS advice and government guidelines.

## **19. Event & Letting Safety**

External events and lettings for each academy that are run by companies or charitable organisation must ensure correct risk assessments are in place and provided to the Headteacher/Principal for approval. If alcohol is planned as part of this, please see alcohol and drugs section in the policy below.

Each individual event or letting must have a single designated point of contact who will take control of the health and safety practises during the planning phase and during the event or letting. Accidents or incidents that occur during an external event of the academy's premises must still be reported via iAM Compliant for review and potential investigation. None of the academy's external play equipment is to be used for any purpose unless approved by the Headteacher/Principal.

Areas of the academy that are agreed for use during the event or letting must be clarified with the Headteacher/principal to ensure the area is fit for purpose and is not misused. Once the event or letting has concluded they should ensure the areas used are clean and tidy ready for the following day. If the academy field was in use, any litter should be removed and the field this should be inspected for any signs of debris that may cause harm.

## **20. Risk Assessments**

Each academy has a responsibility to undertake risk assessments for work related activities by a competent person, the findings of these assessments should be actioned where possible to remove or mitigate the risk of anyone coming to harm. A general risk assessment template is available (HS01) for academies to use to create new documents. A suite of generic risk assessments has also been created for academy staff to adapt to meet the needs of the specific site.

Each risk assessment must be created before an activity is carried out for the first time and must have sensible review dates; they should also be reviewed in the event of an accident occurring that was unforeseen at the time of the assessment taking place.

## **21. Lone Working**

The Trust is aware it is not uncommon for lone working to occur, the Headteacher/Principal has a responsibility to ensure they are in frequent contact with any member of staff working alone.

Any person who undertakes lone working practices should have the authorisation from their line manager as well as undertaking lone worker training available on iAM Compliant. After this the line manager should then proceed to put in place a risk assessment to support the employee. The line manager can reserve the right to decline lone working if deemed unsafe or not required.

## **22. Working at Height**

“Work at height” means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury.

Where possible working at height should be avoided but, in the instances, where this is required a risk assessment must be carried out to ensure this is controlled. Working at height should never be carried out when lone working.

Stools and ladders are suitable means of access as a higher working platform but are only to be used for short periods of time, no longer than 30 minutes. Any work that takes longer than this should have other forms of access.

All ladders on the premises must be rated either Class 1 or Class EN131 professional, these should be subject to internal inspection by a competent member of staff every 6 months with records being kept.

Any member of staff working at height must have undertaken working at height training on iAM Compliant and inspect all equipment before use.

## **23. Alcohol & Smoking**

### **a) Alcohol**

The consumption or sale of alcohol within the academy grounds by employees or lettings/events requires approval from the Trust CEO, this is granted by sending risk assessments for the event to the Estates Team who will review and give feedback. Where approval has not been granted by the Trust CEO, the consumption or sale of alcohol on academy premises is prohibited. If approved the alcohol should be placed in plastic or polystyrene cups for consumption and any glass safely disposed of. Where alcohol will be sold, a licence from the Local Authority is required.

Any alcohol brought in as gifts to employees should be stored in a safe location away from pupils/students to avoid any contact being made. Should employees wish to have a social event and consume alcohol this should be done off the premises.

## **b) Smoking**

It is criminal offence to smoke or vape within the academy grounds, a person who smokes should do so outside of the perimeter out of sight from the students/pupils. Members of staff and volunteers must ensure they remove their staff lanyard.

## **24. Drug Litter**

All drug litter should be reported immediately to the Headteacher/Principal or their delegation person and safe removal of the litter must be carried out following guidance set out by the [Department of Education](#)

(If the drug litter is found adjacent to the academy property on local authority/highways land then the relevant District Council Environmental Health Officers must be informed as they have a duty to retrieve and dispose of drug litter found on local authority land.)

## **25. Food Safety**

All employees who are involved in the process of handling food should undergo food hygiene training via iAM Compliant.

Controls in place:

- Ongoing cleaning regime in the storage and preparation areas.
- Segregated food storage.
- All food marked with “*use by dates*”.
- Adequate pest control.
- Colour coded cutting boards (if required).
- Temperature control and record keeping (if required).
- Allergen control.

Any employee that has suffered with sickness or diarrhoea should remain away from the premises for at least 48 hours.

## **26. Individual Academy Policy Arrangements**

### **[Name of Academy] Procedures and Arrangements**

The following procedures and arrangements have been adopted to ensure compliance with the Trust’s Statement of Intent. All up to date educational risk assessments for 2024/25 and guidance can be found in Trust templates provided under the appendices to this policy.

The following areas of activity should have named people allocated for that task following guidance and templates available on Trust Templates or N/A if not applicable.

## **27. Tree Management**

All academies should undertake tree surveys if they are present within the land boundary by a qualified individual, these surveys should then highlight any risks associated with remedial action recommended. The academy should then undertake the remedial action at the earliest

convenience to ensure the area remains safe. The survey will also highlight the frequency of the surveys which can be between 1 and 3 years based on the risk of the site itself.

The academy should always refer back to the survey if neighbours complain as it is our policy only to undertake maintenance of the trees when there are safety implications. If neighbours wish to pay for work to be done to trees on the site it must be authorised by the Head/Principal and done during holiday periods.

### **Incident Management**

Incident management will be the overall responsibility of: **[insert name]**

First aid risk assessment and management of provision is the responsibility of: **[insert name]**

### **Risk Assessment**

Risk Assessment of work-related activities, site safety, infection control and security will be coordinated by **[insert names]**. They will be responsible for ensuring the actions required are implemented.

### **Fire Safety**

A fire plan, fire risk assessment, and associated evacuation plans will be carried out and developed for the premises (including fire drills) by **[insert name]**.

### **Manual Handling**

Manual handling risk assessments will be carried out by **[insert name]**.

### **Computers and Workstations**

Computer and workstation risk assessments (Display Screen Equipment- DSE) will be carried out by **[insert name]**.

### **Home Working**

Assessment of the risks of staff working from home will be carried out by **[insert name]**.

### **Hazardous Substances**

**[insert name]** will identify hazardous substances, and ensure that the appropriate assessments are available and implemented

### **Behaviour Management**

Assessment of the risks of abusive / violent behaviour (voluntary / involuntary) to staff / others will be carried out by **[insert name]**. This assessment cross-refers to the school's behaviour policy and should consider behaviour related risks.

## **Lone Working**

Assessment of the risks of lone working staff will be carried out by [insert name].

## **Risk Assessment of Curriculum Activities**

Risk Assessments for curriculum activities will be carried out by relevant Heads of Department/Heads of Faculty.

## **School Caretaking and Site Management**

Assessment of the risks to Caretakers, contractors (including Construction related activities - CDM) and others working at the site will be assessed by [insert name]. This should include consideration of all activities including working at height, potential 'hot works' and maintenance activities.

## **Driving for Work**

Assessment of the risks of driving for business will be carried out by [insert name].

## **Cash Handling**

Assessment of the risks of handling cash will be carried out by [insert name].

## **Health and Well-being**

Assessment of the risks relating mental health, new and expectant mothers, infection control, individual health factors and well-being will be carried out by [insert name] or by utilising support available through the DoNESC Estate Officer (H&S) and iAM Compliant

## **Consultation with Employees**

Union appointed safety representatives are currently represented by the TU representatives on the Trust Joint Consultative Committee.

Consultation with employees not represented by a union is provided through [insert name(s)]

## **Safe Plant and Equipment**

Plant and equipment\* will be inspected, maintained and, where necessary, tested by appropriate contractors appointed by the Governing Body/trust.

\*Plant and equipment likely to need formal inspection and maintenance in a school premises includes:

- Hot and cold-water services (legionella)
- Condition monitoring of identified asbestos containing materials
- Boilers and heating plant
- Fire safety equipment
- Electrical installations
- Portable electrical equipment (PAT testing)

- Catering equipment (appliances)
- Gas installations and appliances
- Lifting equipment
- Local exhaust ventilation (LEV) equipment
- Outdoor play equipment
- Door closers / seals / Glazing and finger guards
- PE equipment
- Technology workshop equipment
- Ventilation and air extraction systems
- Swimming pool plant
- Management of Radiation Sources

Routine local testing of emergency lighting, fire alarm call points, flushing of infrequently used water outlets and monthly water temperature monitoring will be carried out by the caretaker/site manager. **[insert name(s)]**

Any problems or defects relating to plant and equipment should be reported to **[insert name]**.

### **Information, Instruction and Training**

#### Information and Advice

A Health and Safety Law Poster is displayed or the equivalent leaflet is available at each school. Health and safety advice is available from the headteacher/health and safety coordinator or by contacting the DoNESC Head of Estates (H&S)

#### **Induction**

Health and safety induction will be provided for all new employees and for work experience placement students by **[insert name]**.

#### **Health and Safety Training**

The Health, Safety and Well-being information on iAM Compliant provides a framework for compliance. Anyone involved in the management of health, safety and well-being is required to be competent in their role. The law recognises that knowledge, skills and experience are very important in meeting competence requirements. In most cases, however, training will also be required to complete a person's competence, particularly in relation to following the Trust procedures and practices.

In addition to individual knowledge, skills and experience, the training below is recommended to achieve competence in the role, as stated in this policy.

- Health and Safety Leadership for Headteachers and Managers
- Safe Management of Premises – General
- Safe Management of Premises – Asbestos
- Safe Management of Premises – Fire



- Risk Assessment – essential risk management
- Health and Safety Awareness for Governors (e-learning, via GovernorHub)

All training courses will need to be attended once every three years unless the relevant code of practice states otherwise.

### **Curriculum/subject specific health and safety training**

#### Secondary Science

- CLEAPSS Health and Safety Management for Heads of Science
- CLEAPSS Radiation Protection Supervisor
- CLEAPSS Health and Safety for Science Technicians

#### Secondary Design & Technology

- CLEAPSS Health and Safety Management for Heads of D&T
- CLEAPSS The Safe and Effective D&T Technician
- Level 2 Award in Food Safety

### **Occupational Risks**

- First Aid at Work and Emergency First Aid at Work
- Paediatric First Aid (for schools with children up to age 5)
- Moving and Handling People (provided by Norfolk Community Health and Care occupational therapy team)
- NCC Musculoskeletal Injuries Rehabilitation Service Referral training (provided by IPRS)
- Personal safety (tutor led)
- Norfolk Steps Step on or Step Up training

### **Caretaking/Site Management**

Where relevant (subject to identified roles / responsibilities):

- Safe Management of Premises – General
- Safe Management of Premises – Asbestos
- Safe Management of Premises – Fire
- Risk Assessment – essential risk management
- Schools with swimming pools: Pool Plant Operators Certificate (Institute of Swimming):  
[insert name]
- Basic Tree Survey and Inspection (LANTRA): [insert name]

### **Health and Well-being**

- Well-being Facilitators (or equivalent): [insert name]

### **Minibuses**

- Norfolk County Council Minibus driver assessment/Approved Minibus driver assessment organisation: [insert name]

### **Training Records and Training Needs Identification**

Health and safety training records are held by: [insert name]

Training needs will be identified, arranged and monitored by: [insert name]

### **Reporting and Investigation**

All accidents, near misses and cases of work-related ill health involving employees (or non-employees where the injury is potentially caused by a deficiency in activity, equipment or premises) must be recorded on iAM Compliant.

Minor injuries to non-employees where first aid (only) is given will be reported on the First Aid Record of Treatment form (or equivalent).

[insert name] will investigate all incidents and act on findings to prevent a recurrence.

### **First Aid**

First aid box/es is/are kept at: [insert location(s)]

The following staff are available to provide first aid: [insert name(s)]

### **Supporting Pupils with Medical Conditions**

Prescribed medication will be administered to pupils following guidance and documentation with the Trust Administration of Medicine policy.

[insert name] is responsible for management of administration of medicines to pupils.

### **Selection and Management of Contractors**

Contractors and construction projects are selected, approved and managed by the Head of Estate Management.

### **Management of Asbestos**

The asbestos register and asbestos management plan are held at: [insert location], and managed by: [insert name]

### **Educational Visits**

Educational visits, including residential visits and any school-led adventure activities, will be organised following guidance produced by the [Outdoor Education Advisers Panel](#) The member of staff trained on EVOLVE is/are [insert name/s here]

### **Occupational Health**

Access to occupational health services is via the Trust HR team who can be contacted on 01603 550510 or by emailing [hr@donesc.org](mailto:hr@donesc.org)

### **Emergency Procedures – Fire and Evacuation**

Escape routes are checked by/every: [insert name and frequency]

Fire extinguishers are maintained and checked by/every: [insert name and frequency]

Alarms are tested by/every: [insert name and frequency]

Emergency evacuation procedures will be tested once every term.

### **Monitoring**

Routine inspections of the premises to ensure safe premises and working practices are followed will be carried out by [insert name]

Inspections of individual departments and specific work areas will be carried out by relevant Heads of Department or nominated staff.

This document will be reviewed at least annually.

We recognise that overall responsibility for health and safety lies with all levels of management having direct responsibility for activities and staff under their control. For these arrangements to be effective, employees throughout the academy must play their part in creating and sustaining a positive health and safety culture and must take responsibility for their own well-being with the encouragement and support of their managers.