



Ingleton Church of England Primary School

HEALTH AND SAFETY POLICY

Updated 3rd February 2022

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Introduction

The following statement of the school's general policy with respect to the health and safety of its employees and pupils while at work, and the organisation and arrangements presently in force for carrying out that policy, has been prepared in accordance with the Health and Safety at Work Act 1974. EPM's Health and Safety Advisor will review the policy at least annually.

A copy of this policy will be made available to all staff. Staff in addition to the policy will have access to support and advice in order to implement and comply with the policy and procedures.

1.0 Foreword by Head teacher

The purpose of this policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all its staff and pupils. To this end, information, training and supervision are provided as necessary. Responsibility is also accepted for the health and safety of other people who may be affected by the school's activities.

The school's health and safety policy provides an overview of the organisation, systems, and procedures by which the school intends to achieve its health and safety objectives. The school will make reasonable resources, both of time and money, available for implementation of its policy. The allocation of safety related duties, the particular arrangements made to implement the policy, and the way in which the policy is monitored is set out in this document.

A copy of this policy will be given to all members of staff, and visitors when requested.

This health and safety policy gives you all the essential guidance required. Many of the actions recommended are required by law and must be observed, but in any case, they are mostly common sense.

Study this policy now – it will be too late once an accident or ill health has occurred.

Signed

Mrs K Whitaker
Head Teacher
February 2022

This statement will be reviewed in February 2022.

2.0 Health and Safety Policy Statement

The management of Health and Safety is regarded as being of the utmost importance for all pupils, staff and visitors to Ingleton CE Primary School. Therefore, the Trust recognises and accepts its responsibility to set standards at least as high as that required by the Health and Safety at Work Act 1974 and supporting regulations, and so far as is reasonably practicable, to achieve zero work related fatalities, as well as an incident and injury free environment. The school will accomplish this target, in so far as is reasonably practicable, through adopting an approach to continuous improvement through:

- Providing and maintaining plant and equipment and systems of work that are safe and without risks to health;
- Making arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Providing such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees and pupils and visitors;
- Maintaining any place of work under the school's control in a condition that is safe and without risks to health and to provide and maintain means of access to and egress from it that are safe and without such risks;
- The provision and maintenance of a working environment for employees and pupils that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare at work;
- Providing such protective equipment as is necessary for the health and safety at work of employees and pupils;
- The encouragement of staff to set high standards of health and safety by personal example, in order that pupils leaving the school should take with them an attitude of mind which accepts good health and safety practice as normal;
- Striving to monitor the effectiveness of health and safety provisions within the school;
- Ensuring the schools health and safety policy is reviewed at least annually in order to support the Trusts policy of continuous improvement and to duly publish any amendments.

<i>Signatures</i>	<i>Date</i>	<i>Position</i>
.....	.../.../...	Head teacher
.....	.../.../...	Chair of Academy Council

3.0 Organisation

Although health and safety within the school is a collective responsibility this policy recognises the responsibility that effective and efficient management has towards achieving the Trusts safety objectives. The Head Teacher is responsible to the Academy Council for the management of Health and Safety matters within the school. This section outlines the responsibility that each element within the academy has towards the health, safety and welfare of those connected with the school.

3.1 The Academy Council

The Academy Council for Ingleton CE Primary School shall ensure that when undertaking the management of the academy budget, all health and safety implications are considered. Their main functions are:

- (a) Monitoring the academy safety performance (including consideration of inspection reports);
- (b) Prioritising actions where resources are required;
- (c) Ensuring actions are carried out;
- (d) Including health and safety on governors' meeting agenda;
- (e) Ratifying the policy;

3.2 The Head Teacher

The Head Teacher has an overall responsibility for the implementation of this policy.

The Head Teacher has delegated duties to staff members in order to support high standards of health and safety. The Head Teacher will monitor the following:

- (a) Management of all health and safety matters in the school in accordance with the health and safety policy;
- (b) Maintenance of risk assessments;
- (c) Suitable information is available for the Academy Council on matters of health and safety;
- (d) Communication of information received on health and safety matters is distributed to appropriate people;

- (e) Accident investigations;
- (f) Health and Safety practices and procedures within the academy are reviewed as necessary by the Trusts Health and Safety Advisor.
- (g) Staff's health and safety training needs are addressed;
- (h) Liaising with Councillors and the Trusts Health and Safety Advisor on policy issues and any problems with health and safety;
- (i) Cooperation with and provision of necessary facilities for trades union safety representatives.
- (j) Appropriate and regular inspections of the school are conducted and to check the suitability of working practices.
- (k) To ensure that accidents and hazards are recorded and reported as appropriate to the Trusts Health and Safety Advisor.

3.3 School Business Manager

The School Business Manager will assist the Head Teacher fulfil her safety responsibilities by performing the following duties

- (a) Should attempt to resolve daily health and safety problems any member of staff may raise and refer to the Head Teacher any problem for which there is not a satisfactory solution within the resources available.
- (b) Will ensure that the annual safety inspections are conducted by the Trust Health and Safety Advisor within the school's premises, and to consider the resource implications of any findings. Also, to ensure that the Caretaker conducts the daily safety tour.
- (c) Should arrange for staff training and information so as to avoid hazards and to contribute positively to their own safety and health at work. Also, to communicate health and safety information received to appropriate people. This role should also ensure staff receive health and safety induction training.
- (d) Notify the Head Teacher of changes or additions to plant, equipment and machinery.
- (e) Ensure that staff implement control measures and improvements as identified through risk assessments, accident investigations or any type of monitoring conclusion.

3.4 Trust Health and Safety Advisor

The Trust Health and Safety Advisor will assist the Head Teacher and Office Manager fulfil their health and safety duties by providing the following support

- (a) Reporting of all RIDDOR notifiable accidents to the HSE and conduct the accident investigation.
- (b) Conduct an annual full fire safety risk assessment and prepare an associated report
- (c) Conduct an annual full premises inspection and prepare an associated report
- (d) Carry out an annual health and safety gap analysis, to provide and to assist with remedial recommendations.
- (e) Monitor statutory inspections and maintenance requirements in all matters of health and safety
- (f) Provide legal updates and best practice advice to the Head Teacher and all staff members as requested.
- (g) Assist staff members with risk assessments for educational visits and classroom activities.

3.5 Caretaker

The Caretaker has key responsibilities with regards the security of the school premises and also the safety of staff and pupils under conditions contained within the Workplace Regulations. The Caretaker's main health and safety functions include:

- (a) Ensuring that all doors and windows are secure at the end of the school day.
- (b) Ensuring that corridors and pedestrian routes are kept clear of obstructions and trip hazards.
- (c) Ensuring that any COSHH products used are secured and instructions followed as per COSHH storage and disposal instructions.
- (d) During periods of icy weather that a route not less than 3m wide is gritted from the car park into the school pavement. The pavement will be gritted for its total width.

(e) The safety duties must take priority over secondary duties and if for any reason can not be completed it is the responsibility of the Caretaker to ensure delegation is communicated and accepted by whoever is standing in.

3.6 Class Teachers

The safety of pupils and visitors in the academy and on educational visits is the responsibility of the class teacher. Their main functions are:

- (a) Day-to-day management of health and safety in accordance with the health and safety policy;
- (b) Checking classrooms/work areas are safe (e.g. No trip hazards etc);
- (c) Checking equipment is safe before use, as well as ensuring equipment is left in a safe condition after use;
- (d) Ensuring safe procedures are followed and that emergency procedures are understood;
- (e) Ensuring protective equipment is available and used, when needed;
- (f) Participating in inspections and supporting health and safety initiatives, if appropriate;
- (g) Bringing problems to the relevant line manager's attention and to propose appropriate recommendations to improve safety;
- (h) Integrate all relevant aspects of safety into the teaching process and if necessary give specific lessons on safety.
- (i) Reporting any health and safety concerns to the Office Manager as soon as the concern is realised.

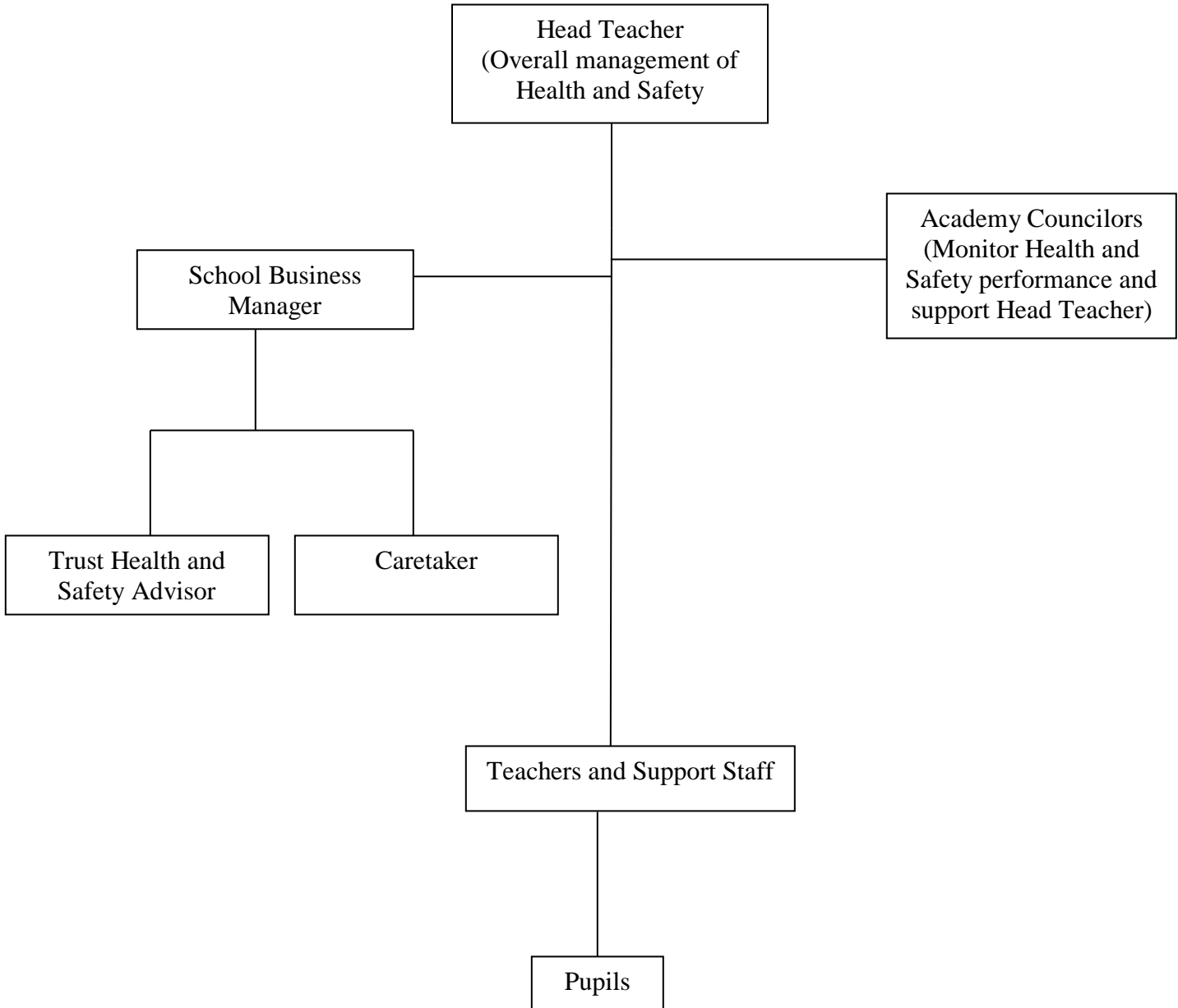
3.7 Pupils

Pupils are expected to:

- (a) Understand and exercise reasonable personal responsibility for the safety of themselves and others;
- (b) Observe standards of dress consistent with safety and hygiene, (e.g. suitable footwear, and the preclusion of unsuitable jewellery etc).
- (c) Understand and observe the safety rules of the academy and in particular the instructions of staff given in an emergency.

(d) Use, and not deliberately misuse, neglect or interfere with items provided for safety.

Health and Safety Organisation Flowchart



4. Arrangements

4.1 Introduction

This section will offer guidance on how the functions allocated to individuals will be carried out in order to achieve the policy objectives.

4.2 Health and Safety Communication

The school recognises the importance that effective 2-way communication has to play in achieving high standards of health and safety. Therefore, health and safety may be raised during staff meetings by any staff member. Also, the Head Teacher has an open-door policy for all members of the academy who wish to discuss health and safety concerns. Where safety issues are considered to be of sufficient concern, the Head Teacher will notify the Academy Councilors.

4.3 Accident Reporting

The School will follow the guidelines of [RIDDOR 2013](#) for employees and [EDIS 1](#) for non-employees and pupils.

Accidents or injuries to any person, including contractors, should be reported to the Office Manager by those persons involved in the accident. The accident should be recorded in the accident report book, which is held in the school office. If deemed necessary, by the First Aiders, an accident report form, which is held in the academy office, should be completed and forwarded to the Trust Health and Safety Advisor

4.4 Accident Investigation

Accidents, injuries near misses or dangerous occurrences to any person, including contractors, should be reported to the Line Manager or nominated deputy by those persons involved in the accident, the Line Manager or nominated deputy will ensure that the Office Manager or Head Teacher is informed at the earliest opportunity.

If the Line Manager or nominated deputy is not available, the incident must be reported to the Office Manager or the Head Teacher by the member of staff involved at the earliest opportunity.

The accident should be recorded in the accident report book, which is held in the school office and an accident report form must be completed. The report form may be forwarded to EPM Health and Safety Partner if it is considered that further action may be required.

Death and all major injuries to employees and hospital attendance by members of the public as a result of an accident also require immediate notification EPM's Health and Safety Advisor by email or telephone. Such injuries to pupils also require parent notification.

Major injuries requiring telephone notification include;

Any fracture; amputation; dislocation of the shoulder, hip, knee or spine; serious eye injury; serious burn; loss of consciousness; acute illness from chemicals; or any other injury requiring immediate hospital attendance.

4.5 First Aid

First aid posts will be established in the school, in accordance with the Health and Safety (First Aid) Regulations 1981, so as to be reasonably accessible to all employees and pupils. They will be suitably stocked at all times.

The names, workplaces and telephone numbers of those persons responsible for first aid boxes and/or qualified in first aid will be displayed within the premises together with clear instructions for summoning outside medical facilities, on the school's first aid emergency procedure notice.

The person responsible for the first aid box(es) will ensure, where reasonably practicable, that it is fully equipped at all times.

The school's injury record book will be maintained, and this record book is to be made available to any authorised person whenever requested. It should be secured when not in use in order to comply with the Data Protection Act.

Only qualified persons should carry out first aid treatment. To this end training courses will be held as required to ensure that there are sufficient persons qualified to meet the school's needs and satisfy the legal requirements of the Health and Safety (First Aid) Regulations 1981.

Serious cases of injury should receive qualified medical attention.

Medication will only be administered to pupils with on written consent from parents.

Only medication supplied by the parents in original packaging with a clear dose instruction label will be accepted into the care of the school and administered to a pupil.

Medication will only be administered by a competent person as will be witnessed by a second staff member.

All administering of medication will be recorded.

Used needle / auto applicators will be held in the school office until the end of the day and parents will take it off the premises.

Accidental needle stick or scratch will require the affected person to seek medical aid immediately and should take a copy of the medication label or packaging with them to a doctor or A&E as visited.

If practical, the person should allow limited bleeding initially to wash out any medication or contamination and dressed immediately.

The same procedure for needle scratch will be used for cuts involving sharp rubbish such as bottles, cans, other debris or drug related paraphilia which may be encountered during the Caretaker's perimeter check and litter sweep for example.

4.6 Fire Safety

Preventative measures against fire are important and form the basis of rules to reduce the likelihood of fires occurring, e.g. restrictions on smoking, special precautions concerning flammable liquids and gases and maintenance of electrical appliances. To this end the school has employed a no-smoking ban within all areas of the site.

As preventative measures can never be foolproof, reactive measures are also important and include:

(a). Physical measures include fire doors, smoke detectors, alarm systems and fire fighting equipment. These will be provided, tested and maintained where necessary. The extinguishers will be checked and maintained every 12 months under a service level agreement, the remaining fire precaution measures will be checked and maintained by the academy caretaker and recorded in the Fire Logbook.

(b). Detailed information about fire evacuation procedures is provided to regular and temporary members of staff, including supply and trainee teachers in their induction. Details about fire evacuation routes will be displayed throughout the school. Members of the school should familiarise themselves with such details.

A guide on actions to take on hearing the Fire Alarm is provided in the schools Fire Evacuation Plan.

Records will be kept of any tests and examinations of alarm systems and documented in the Fire Logbook. The same applies to all evacuations for

whatever reason, including practices and false alarms, so that the effectiveness of each evacuation can be assessed, and action can be taken regarding any problems that have occurred.

4.7 Risk Assessments

Risk assessments provide the backbone of any safe system of work and therefore all activities must be assessed for hazard and evaluated for risk. An assessment that identifies a significant hazard should be recorded in writing and the measures needed to control the risk to health and safety should be listed and communicated by the member of staff leading the activity.

For on-going activities, the risk assessment should be reviewed if the circumstances that surround that activity change. Otherwise, it is academy policy that all risk assessments be reviewed on an annual basis.

All staff will ensure that risk assessments are carried out for role relevant activities with assistance from the Office Manager, School Senior Leadership and the Health & Safety Advisor. All Staff will reference risk assessments as and when required to keep themselves conversant with safe procedures and amend the documents as required to reflect any changes associated with the activity.

4.8 Electrical Safety

The following arrangements for electrical safety apply to all electrical equipment used in the school, including personal items.

(a) Only electrical equipment that is properly installed and maintained should be used in the school. The indication that equipment has been properly maintained is that a label is attached to each item bearing a date after which it should no longer be used. Items not bearing such a label, or where the date on the label has been passed, should be withdrawn from use.

(b) All portable appliances will be regularly inspected and, where necessary, subject to an electrical test. All members of the school should routinely check that their electrical appliances are not damaged and that there are no obvious signs of misuses such as damaged or discoloured plug tops and worn cables.

(c) Any item that becomes faulty should be taken out of service and either discarded or sent to the Office Manager.

(e) Equipment and furniture should be sited so as to avoid the need for leads and to trail across floors. Where these cannot be avoided, proprietary rubber strips should be used to reduce the risk of tripping.

(f) Socket adapters should not be used. Only those with their own fused plug and cable (4-way trailing sockets) are permitted.

4.9 Safety Training

Training and instruction in routine health and safety matters will be given, as required by the appropriate supervisor or manager. In particular, the Office Manager will arrange for new members of staff and Supply Teachers - on their first day of joining to receive induction information as required in the Trust's Code of Practice for Induction Training.

Contractors who require an induction, i.e. those not under escort for the duration of their stay on school premises will receive appropriate health and safety advice from the school reception office staff as designated by the Head Teacher. Induction records will be held centrally in the school's office and be available for audit when requested.

The need for other specialist training should be identified by individual members of staff and should be directed to the Head Teacher or Office Manager. The Trust Health and Safety Advisor may be consulted with regards health and safety training needs.

Members of the school will not be expected to undertake any procedure for which they have not been adequately trained.

4.10 Control of Substances Hazardous to Health (COSHH)

The Control of Substances Hazardous to Health Regulations 2002, often known as the "**COSHH**" Regulations, require the academy to ensure that substances (including purchased proprietary chemicals and non-proprietary substances such as effluents and by-products of processes) which can harm staff and others are stored, moved and used or handled in a manner which is safe and without risk to anyone's health. The school will do this by:

- (a). Identifying hazardous substances, assessing the nature of their hazards and the associated likelihood and severity of harm.
- (b). Providing suitable precautions to protect persons against the hazards.
- (c). Giving adequate written and verbal information about the hazardous substances to all persons who may be harmed by them. Guidance should be sought from the Safety Data Sheet provided with the substance.
- (d) Storing hazardous substances in correctly labelled containers that have been deemed as adequate for the held substance. Such substances should be stored in appropriate secure facilities.

(e) All staff will ensure that COSHH risk assessments are carried out for role relevant substances with a recognised hazard such as flammable or corrosive etc with assistance from the Office Manager, School Senior Leadership and the Health & Safety Advisor. All Staff will reference COSHH risk assessments as and when required to keep themselves conversant with safe procedures and amend the documents as required to reflect any changes associated with the activity.

COSHH risk assessments will be reviewed on an annual basis.

4.11 Display Screen Equipment (DSE)

Under the Health and Safety (Display Screen Equipment) Regulations 1992 the school has obligations to all employees who regularly use visual display units (VDU's). This includes assessing each VDU and its associated equipment and furniture to ensure that they meet the standards specified by the Regulations. These include matters such as control over glare and reflection and adjustability of seating and screen in order to avoid postural and other health problems that can be caused by VDU work. Although the Regulations do not strictly apply to pupils, the school will aim as far as reasonably practicable to provide pupils who use VDUs with facilities of a standard that match those specified by the Regulations in the interests of education and good practice.

4.12 Traffic Management

Authorised staff and visitors may park with care in the designated car parks. It should be noted that the Trust does not take any responsibility for damage to vehicles whilst on school's property.

The speed limit of 5mph must be observed at all times and pedestrians have right of way on school property without exception.

4.13 Academy Transport

The use of transport for conveying pupils and others is a potentially high-risk activity. Although the risks can never be totally eliminated, the academy will minimise them as far as possible by the use of well-maintained and roadworthy vehicles and ensuring that only competent persons drive them.

The Head Teacher advises about arrangements and checks to ensure that transport used by the school are roadworthy. Members of staff may only drive any hired minibuses if authorised by the Head Teacher. The Head Teacher will also provide other pertinent advice to users about aspects such as supervision of pupils and precautions for prolonged journeys.

4.14 Safety of Visitors including Contractors

All visitors of any nature must report to reception and book in. The receptionist will notify the visitor's point of contact who will then come to reception and host the visitor(s). It is the responsibility of the host to ensure that the visitor is made aware of the academy's emergency procedures and that there is a school safety policy available for them to read. Should the visitors be staying for any reasonable length of time then they should receive an appropriate safety induction brief.

The health and safety policy should be made available to all contractors working on the school's premises if requested. Guidelines for contractors are provided at Appendix A.

4.15 Violence to Staff

"Violence" as defined by the HSE comprises any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to their work. The Trust is committed to protecting staff from violence from any party, as far as possible.

Should staff be subjected to violence, they should inform their Head of Department. The circumstances will be treated confidentially, and support measures will be provided, if required, to assist in recovering from an incident. Potentially all members of staff are vulnerable to violence, but the overall effects of violence can vary and be influenced according to person, time, place and various other factors. The school has a copy of the useful HSE/HSC booklet "Violence in the Education Sector" (2nd edition 1997) which is kept in the main office and is available for reference.

4.16 Stress

Stress has increasingly become acknowledged as being a significant health issue at work. Whilst most staff might be expected to absorb a certain amount of pressure, it can rise to a level where it constitutes a risk to health. The school advises any member of staff who feels under an unacceptable amount of pressure to raise the issues and concerns with their Head of Department in complete confidence, so that if possible, some early action may be taken. Staff development training is available in the recognition and control of stress at work. Counseling services are also available for those in stressful situations. Details are available in confidence from the schools Office Manager.

4.17 Manual Handling

Staff and pupils are not to lift, drag, push or carry heavy/awkward loads unless training has been given and a manual handling assessment carried out. If no assessments have been made for tasks that present a risk of injury, then they should contact the Office manager who will request the Trust Health and Safety Advisor to assist regarding the necessary risk assessment.

4.18 Working at Height

Staff are only to work at height if using suitable access equipment. Standing on tables, chairs, benches and the like is strictly forbidden. Elephants foot stools and step ladders are available if required. Staff who believe that they work at height on a regular basis are to request training through the Head Teacher.

No work at height is to be undertaken without a risk assessment in place. Staff must review the risk assessment before attempting to work at height.

All staff will make a visual inspection of any working at height equipment before using it and if they are not satisfied, they will report the faulty equipment to the caretaker or Office Manager. Such equipment will be taken out of service until disposed of or repaired.

The caretaker will carry out and record periodic visual inspections of all working at height equipment.

4.19 Machinery and Equipment

All members of staff and pupils involved with the use of machinery have a duty to ensure that it is used correctly, safely and that any defects or unsafe practises are reported to the schools Administration Office.

In addition, all, kitchen, art and outdoors educational equipment must be well maintained, supplied with adequate guards where necessary and receive appropriate statutory inspections. Staff are to ensure that any shortfalls are reported to the Business Manager and the machinery or equipment is removed or put out of bounds, and adequately labelled as so immediately.

4.20 Legionellosis

The school aims to prevent the build up of Legionella Pneumophilla organisms in its water systems and to prevent inhalation of infected water droplets. Therefore, the Office Manager must ensure that the designated water supply checks and maintenance tasks are carried out by the contracted provider or Caretaker according to task under the terms of contract and are recorded.

4.21 School Visits

Any proposed educational visit must first be cleared through the Head Teacher whereby a strict analysis of the proposed visit must be satisfied before agreement is given. This will include assessment of:

- (a) Suitability of the School Trip Provider.
- (b) Suitability of the location and activities according to the competency of supervision and abilities of pupils attending.
- (c) The submitted risk assessments for all activities to be undertaken
- (d) Any other provision as decided by the Head teacher.

No visit is to go ahead without the Head Teacher's consent.

4.22 Personal Protective Clothing (PPE)

The school will provide suitable protective clothing and equipment and training for staff and pupils whose work is liable to involve hazardous substances or excessive levels of noise. If you are provided with any item of protective clothing or equipment, you must use it when necessary and take reasonable care of it. If any item becomes defective through wear or damage, you should report it and obtain a replacement before continuing with any work, which requires it. Should any member of the academy deem that PPE is required for a particular activity, they should raise this concern through the Head Teacher.

4.23 Blood Borne Viruses prevention and Sharps Disposal

Blood borne infections may be transferred to a person if they come into contact with infected needles, sharp objects while in the external grounds of the school, or by accident while administering medication to a pupil. In either case, the person **MUST** seek immediate first aid and sanitise the area of the wound and then **MUST** attend A&E for an examination. A medical sharps box should be provided for spent needle administered medication applicators and suitable disposal arrangements in place. If suspected drug apparatus is discovered within the external grounds, then the immediate area should be cordoned off and an appropriate means of collection and disposal arranged with an approved agent.

4.24 Lone Working

The school will ensure, so far as is reasonably practicable, that staff who are required to work alone or unsupervised for significant periods of time are

protected from risks to their health and safety. The school will ensure that the lone worker has full knowledge of the risks of working alone, what to do if something goes wrong and that someone else knows the whereabouts of the lone worker and what he or she is doing.

Members of staff will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. Employees will be required to follow the safe working procedures as devised. Information will include the provision of first aid, communication procedures and awareness of emergency procedures. All employees are required to cooperate with these efforts to ensure safe working and to report any concerns to management.

Special consideration will be given to potential violence or threatening behavior towards staff, the use of machinery, electrical or other equipment or chemicals, working in remote areas, particularly after dark and outside normal working hours, encountering intruders, working at heights, using ladders and work that involves manual handling.

Teachers and other staff working outside of normal school hours must be aware of the risks and take appropriate measures to ensure their own safety. All staff working alone in buildings must ensure they have the means to lock themselves in, if necessary. When meeting with parents who might be considered a risk, they must meet in a building occupied by others and during normal school hours. All lone workers must have mobile phones.

Where possible, outside of normal working hours, staff should arrange to be in school with others.

Key holders must inform someone when they are attending an alarm call.

“REMEMBER, PPE IS THE LAST FORM OF NEGATING THE RISK”

5. Monitoring the Policy

Monitoring the effectiveness of the Trust/School Policy on health and safety commences as a school responsibility in which the Academy Councillors and Head Teacher play key roles. Monitoring includes ensuring that school inspections are taking place regularly so that the hazards and risks of activities carried out within the school are being adequately recognised and controlled. Monitoring also makes sure that any deficiencies in health and safety performance are identified and that remedial action is recommended and pursued. The provision of information, instruction and training to all staff and pupils (especially new members of the school) are matters that should also fall within the monitoring exercise.

Monitoring of any accidents, incidents and instances of occupational ill health occurring at school level is particularly important so that remedial action can be taken to prevent any recurrence. The schools Office Manager and Trusts Health and Safety Advisor will assist the Head Teacher to monitor all reported accidents,

incidents and occupational ill-health. This is in order to determine those events that are legally reportable to the relevant Enforcing Authority, and to identify those which require further investigation and possible notification to others within the Trust, as well as to set in train appropriate remedial action.

6. Reviewing the Policy

The implementation of this policy will be audited by the Trust Health and Safety Advisor and will be reviewed at least on an annual basis before being agreed by the Academy Council. If there are reasonable changes to the structure and major personalities of the academy the review may be conducted at an earlier period than the agreed annual date.

Appendix A

Notes of Guidance for Contractor Working on Site

Purpose of Guidance

Building or small works such as glazing, heating and ventilation, roof repairs, electrical installations etc. may create risks for those engaged in the work and for staff and pupils.

The purpose of this code of practice is to provide guidance in order that Contractors will use safe working practices according to the Health and Safety at Work Act 1974 and to assist the Contractor in taking all reasonable and practical steps to prevent danger or ill health from details of the work being carried out.

The Trust has legal responsibility to contribute to the safety of the contractor's staff.

For contracts of a larger nature, lasting a few days or more, the Head Teacher may appoint a member of staff for "on site" liaison.

For short term work involving educational/teaching areas there must be liaison and agreement between the Contractor and the Head Teacher before work proceeds.

ALL CONTRACTORS WILL:

- i) Observe the trust rules and instructions, e.g. fire prevention, first aid, and traffic restriction etc., given by staff for whom the contractor is working.
- ii) Not work on the premises until the academy rules are accepted.
- iii) Ensure that all operations are conducted in such a manner as to prevent injury.
- iv) Provide their own plant and equipment unless specified in the contract.
- v) Not leave portable electrical equipment unattended. Larger items should be electrically isolated when left unattended.
- vi) Use properly constructed plugs and sockets for any connections to the academy electricity supply.
- vii) Obey the legal requirements relating to equipment and operations set out in regulations such as:

'Lifting Equipment Regulations 1998 (LOLER)'
'Provision and Use of Work Equipment Regulations 1998 (PUWER)'

The Head Teacher may decide that a contract will name an academy staff member who will:

- i) Ensure that the contractor is informed of our emergency procedures, e.g. injury, fire dangerous occurrences and has access to the academy safety and emergency policies when requested.
- ii) Ensure that the contractor is informed of our working procedures, e.g. head protection, electrical safety, and ladders.
- iii) Ensure that the contractor is aware of our general safety requirements, e.g. site traffic, warnings.
- iv) Ensure that the contractor is aware of any special safety precautions, e.g. asbestos.
- v) Ensure that the contractor is working safely and is not putting academy staff, pupils or property at risk.

INFORMATION FOR ON SITE CONTRACTORS

It is your responsibility that a safe system of working is implemented at all times.

Please note that children will be moving around the academy and it is your responsibility to ensure their safety at all times. If you expect deliveries or would like to introduce vehicles or plant onto the academy site you must clear the timings through the main reception, without exception.

Please ensure that all electrical leads are kept clear of floors whenever possible. If leads must trail across frequently used areas, e.g. corridors, remove them at the above times, or securely tape them to the floor.

Do not leave any equipment unattended; it may not be there when you return. It may also cause injury.

If you know that your working procedure may be hazardous or may take a long period of time let the office know. It may be possible to prevent pupils using the area while you are working. Areas must not be closed off without prior consultation.

If you are driving in the academy grounds, observe the speed limit of 5 miles per hour.

All contractors must sign in and out at the office upon entering and leaving the premises and must display the badge issue, prominently.

No smoking on academy premises.

If fire alarm is activated (a continuous bell) leave premises immediately and report to office staff at the muster area as agreed during the induction process

In case of queries contact the office.

Please read, then sign and return the slip below.

I have read and understood the information for on site contractors and agree to abide by it.

Signed: _____

Date: _____

On behalf of: (Company name)

Appendix B

HEALTH & SAFETY INDUCTION CHECKLIST

Listed below is a checklist of health & safety matters, some general and some applicable only to certain jobs. **These matters should be covered (as applicable) as soon as possible after your start date.**

SECTION A: Mandatory for all Staff and Volunteers

1.	HEALTH & SAFETY POLICIES	Initials
a	Received and understood a copy of the School Health & Safety Policy	
b	Names of individuals with safety responsibilities	
c	Explanation of the school policy for Manual Handling.	
d	Explanation of the school policy for Working at Height.	
2.	FIRE SAFETY	Initials
a	Action in the event of a fire including fire exits, fire evacuation route and assembly points and any alternative routes	
b	Difference between 'end of session' alarm and 'evacuation' alarm	
c	Location of fire alarms and how to activate them	
d	Identification of any disabilities or difficulties in responding to an emergency evacuation	
3.	ACCIDENTS & ABNORMAL OCCURENCES	Initials
a	Accident reporting procedure	
b	Location of accident report forms	
c	Location of the nearest first aid kit and contact details for first aider	
d	Action in case of injury to self or others	
e	Procedure in the event of a dangerous occurrence	
f	Action to be taken in case of physical assault.	
4.	SMOKING	Initials
a	School Smoking Policy (where can or can't)	

5.	RISK ASSESSMENT	Initials
a	Show where to find all relevant risk assessments, including COSHH if relevant)	
b	Arrangement for user assessment of display screen equipment (for DSE users only)	
c	Explain procedures for assessing manual handling work and identify any training needs	
d	Any specific arrangements for handling materials or objects which may cause harm.	

6.	SAFETY REPRESENTATION & TRAINING	Initials
a	Explanation of Health, Safety and Welfare complaints procedure	
b	Explanation on the procedure for health & safety training & training requests	

7.	GENERAL HEALTH & SAFETY OF PREMISES	Initials
a	Correct access and egress routes	
b	Limitations of access during icy weather	
c	Procedure for dealing with and/or reporting spillages and slippery conditions within the school.	

SECTION B: To be completed where applicable

8.	PROTECTIVE EQUIPMENT	Initials
a	Arrangement for obtaining PPE.	
b	PPE replacement procedures	

9.	ELECTRICAL EQUIPMENT	Initials
a	Checks required before using electrical equipment	
b	Action if faults found	
c	Procedures when new equipment is obtained	

10.	CHEMICAL HAZARDS	Initials
a	Safe handling, storage and disposal methods for COSHH items	

11.	DISPOSAL	Initials
a	Waste/rubbish disposal system	

12.	USE OF MACHINERY OR EQUIPMENT	Initials
a	Procedure for training in use of new equipment if required	
b	Procedure for servicing and inspection of equipment	
c	Procedure for reporting of faults with equipment	

13.	OTHER HAZARDS	Initials
a	Any other matters identified as important in your particular department	
b	Explanation of site traffic and parking system (as applicable)	

To be completed by the new member of staff:

I agree that I have been given all relevant information covered by the above list and acknowledge understanding and compliance with sections 1 to 13 of the HEALTH & SAFETY INDUCTION CHECKLIST and the information, instruction and guidance contained within the Health & Safety Policy referred to in section 1.a

NAME (block capitals):

Signed: Date:

To be completed by Appointed Person delivering the Induction:

I confirm that the above named has received safety induction training as indicated on this checklist

NAME (block capitals):

Signed: Date:

Appendix C - Draft Academy Policy to Reduce the Risks Associated with Covid-19

1. Overview

The Academy Covid-19 policy is designed to help keep personnel, the teaching environment and workplace as safe as can be reasonably achieved, it is considered reasonable that the risk cannot be eliminated absolutely, (be COVID-secure). The policy will assist the Academy to manage the risk and reduce it to as low a level as is reasonably practicable.

2. Risk Assessment

The Academy must protect people from harm. This includes taking reasonable steps to protect pupils, staff and visitors from coronavirus. This is called a COVID-19 risk assessment and it will help manage risk and protect people.

The Academy will:

- Identify what activity or situations might cause transmission of the virus.
- Think about who could be at risk.
- Decide how likely it is that someone could be exposed.
- Act to remove the activity or situation, or if this isn't possible, control the risk.

The Public Health England report [Disparities in the risk and outcomes of COVID-19](#) shows that [some groups of people may be at more risk](#) of being infected and/or an adverse outcome if infected. The Academy also considers this in the risk assessment.

The Health and Safety Executive have produced guidance for teaching and working safely (be COVID-secure) and manage the risk, this policy is based on this guidance.

It includes practical measures, for example:

- Putting in place social distancing measures
- Staggering arrival and departure times of groups or “bubbles”.
- Providing sufficient handwashing facilities and hand sanitising stations.

The risk assessment will be updated whenever required to reflect any national, local or Academy specific changes.

3. Communication

By consulting and involving the Academy population in the steps the Academy is taking to manage the risk of coronavirus, members of staff are able to:

- Explain the changes to pupils and visitors.
- Make sure changes will work and listen to and communicate ideas throughout the management chain.

4. Arrangements for Home Working.

The Governing Body and Senior Management will strive to keep the Academy open and running as normal as possible and with sufficient levels of staff. To achieve this the Academy will ensure sufficient arrangements for you to work safely are implemented.

To help staff required to work from home, the Academy will as far as is reasonably practicable:

- Provide the equipment staff need, for example a computer, phone and videoconferencing facilities.
- keep in regular contact with them, making sure staff wellbeing, health including mental health are taken into consideration.

5. Arrangements to Make the Academy as Covid-Secure as is Reasonably Practicable

If through the risk assessment, the Academy has identified staff who cannot work from home (for example teachers of specialist lessons such as science or D&T), then the Academy will consider what changes are required to reduce risk and make activities and lessons as 'COVID-secure' as is reasonably practicable.

Social distancing

Where possible keep 2m apart. If this is not viable, keeping 1m+ apart with risk mitigation is acceptable, including:

- Use floor tape or paint to mark restricted space areas.
- Provide signage to remind people to keep a 2m distance.
- Use screens to create a physical barrier between people.
- Restrict numbers of people permitted in different rooms.
- Have people working and learning side-by-side rather than face-to-face.
- limit and control unavoidable movement of people such as:
 - lesson changeover.
 - Staff rotating between jobs and equipment.
 - Using lifts and work vehicles.
 - In high-traffic areas like corridors and walkways.
 - Allow only essential trips within buildings and between sites.

Cleaning and hygiene

Coronavirus can transfer from people to surfaces. It can be passed on to others who touch the same surfaces. Keeping the workplace clean reduces the potential for coronavirus to spread and is a critical part of making and keeping the Academy as 'COVID-secure' as is reasonably practicable.

Find out more in HSE guidance on [Cleaning, hygiene and hand sanitiser](#).

Face covering and masks

Face coverings are not compulsory while attending the Academy and staff and pupils will be expected to follow government guidance when not attending the Academy.

There may be circumstances when wearing face coverings will be considered appropriate, including:

- Administering medication to pupils.
- Administering first aid.
- A pupil and supervising staff member who may be required to attend the isolation room when waiting for collection by a parent or guardian on displaying suspected symptoms.
- Cleaning staff completing deep cleaning of an area suspected of harbouring the virus.

Further guidance from the HSE can be referenced on [face masks during the coronavirus pandemic](#).

6. Protecting Vulnerable staff, Pupils and Visitors.

The Academy has a legal duty to protect all persons on site from harm and considers the risk to those who are particularly vulnerable to coronavirus and put controls in place to reduce that risk.

Supporting workers in higher-risk groups

The Public Health England report [Disparities in the risk and outcomes of COVID-19](#) shows that some groups of people may be at more risk of being infected and / or an adverse outcome if infected.

The higher-risk groups include those who:

- Are older males.
- Have a high body mass index (BMI).
- Have health conditions such as diabetes or a reduced immunisation system
- Are from some black, Asian or minority ethnicity (BAME) backgrounds.

- Have respiratory health conditions such as asthma.

There are currently no expectations of additional controls for these groups, therefore existing controls (social distancing, good hygiene and cleaning, ventilation, supervision etc.) are applied stringently.

The Academy will support these individuals/groups by:

- Emphasise the importance of individual and whole Academy population engagement, buy-in and cooperation to ensure controls are applied stringently.
- Individual discussions around their particular concerns.
- Discuss the risk management measures in place to minimise transmission to keep them, and others, safe.
- Explain the controls in place to protect them and other persons.

Clinically extremely vulnerable workers

During the coronavirus (COVID-19) pandemic, the government has defined some people as clinically extremely vulnerable (previously described as shielded).

These people are at increased risk of severe illness from coronavirus. They were unable to return to workplaces / place of education before 1 August 2020 in England. After this date, shielding is paused and clinically extremely vulnerable workers can go to work or place of education as long as their workplace / place of education is as COVID-secure as is reasonably practicable, but they should carry on working or being taught remotely from home where possible.

Further guidance on shielding and protecting people, explaining who is clinically extremely vulnerable is available from [Public Health England](#).

Supporting clinically the extremely vulnerable returning to the Academy

The Academy will communicate with clinically extremely vulnerable staff and pupils about their working / learning arrangements and take every possible step to enable to work / learn from home.

While shielding is paused, where it is not possible for staff / pupils to work / learn from home, the Academy will regularly review the risk assessment, and do everything 'reasonably practicable' to protect those staff members and pupils from harm.

It is important to explain what will be done to protect them, in making the workplace and learning environment safe and as COVID-secure as is reasonably practicable.

By consulting and involving clinically extremely vulnerable people in the steps taken to manage the risk of coronavirus in the workplace you can hear their ideas

and make sure changes will work, for example doing tasks where stringent [social distancing guidelines](#) can be followed.

This also applies to those living with someone who is clinically extremely vulnerable.

Further advice is available from the HSE on [shielding and protecting vulnerable people](#) on GOV.UK.

Pregnant workers

During the pandemic, pregnant workers have been advised to follow stringent social distancing to reduce the risk of severe illness from coronavirus.

There is a long-standing requirement for employers to put in place measures to ensure workplace safety where a significant health and safety risk is identified for a new or expectant mother the Academy supports these requirements.

Some pregnant workers will be at greater risk of severe illness from coronavirus. They are defined as clinically extremely vulnerable and should stay at home where possible.

The Academy takes this into account in the risk assessment.

If the Academy cannot put the necessary control measures in place, such as adjustments to the job or working from home, The Academy will suspend the pregnant worker on paid leave. This is in line with regulation 16(3) of the Management of Health and Safety at Work Regulations 1999.

7. Cleaning Hygiene and Hand Sanitiser

The Academy displays signs and posters to help the Academy population to practice good handwashing technique and to remind them to cough/sneeze into an arm or tissue which should be disposed of immediately in the bins provided and avoid touching their faces.

Handwashing

The Academy will:

- Provide handwashing facilities with running water, soap and paper towels or hand dryers.
- Provide hand sanitiser at locations in addition to washrooms and toilets.
- Provide hand sanitiser nearby for people getting in and out of vehicles or handling deliveries, if they are unable to wash their hands.
- Make sure that surfaces remain clean. This may mean increasing the level and frequency of cleaning as well as cleaning surfaces that may not ordinarily clean routinely.

Clean equipment frequently

The Academy will:

- Set clear guidance for the use and cleaning of toilets, showers and changing facilities to make sure they are kept clean and social distancing is achieved as much as possible. Pupils will wear PE clothing for the duration of the day when they attend such lessons.
- Clean work areas and equipment between uses and at the end of each day as appropriate.
- Frequently clean and disinfect objects and surfaces that are touched regularly, door handles and window latches for example.
- If equipment like tools or vehicles are shared, then clean them after each use

Find out more about [cleaning your workplace to reduce risk from coronavirus \(COVID-19\)](#).

8. Additional assistance

The Academy will make every effort to keep up to date regarding Covid-19 and through cooperation between the Governing Body, Local Authority and the Health and Safety Advisor will regularly reference official information and guidance for changes and amendments.

The Academy will regularly reference the [latest information and advice](#) on coronavirus (COVID-19) available on the HSE website.

The Department of Health & Social Care (DHSC) and Public Health England (PHE) are leading the UK government response to the coronavirus pandemic.

The Academy will regularly reference up-to-date information from [Coronavirus \(COVID-19\) and what you need to do](#) on GOV.UK.