

# Health & Safety Policy

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## HEALTH AND SAFETY POLICY STATEMENT

It is the policy of Futura Learning Partnership to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, students, contractors, clients, general public and others while working and studying on any of its premises and outside of its premises whilst engaged in associated activities.

The trust will ensure, so far as is reasonably practicable, that

- its premises provide a healthy and safe working environment for all students, staff, clients, temporary contractors and the general public
- there are safe systems of work for all employees and students
- suitable and sufficient work equipment is provided
- there are adequate welfare arrangements
- information, instruction, training and supervision is provided to employees to ensure their competency to perform their tasks.

The trust recognises its responsibility to provide adequate control of the health and safety risks arising from school and client's activities. An assessment of risks will be made where a significant risk has been identified. All reasonably practicable measures will be put in place to manage risks and ensure activities or tasks can be conducted in a safe manner.

Whilst day to day management of Health and Safety can be delegated to the individual schools, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the Board of Trustees.

Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. Employees are encouraged to play a positive role in developing and maintaining a healthy and safe working environment and to report health and safety concerns as appropriate. The trust commits to implementing the Health & Safety at Work etc. Act 1974 and UK Statutory Instruments, as well as any future health and safety legislation. The trust's competent health and safety representative will provide to the schools' leadership regular information on updates, changes and arrangements, about any revisions to safety legislation.

The trust supports the view that a positive health and safety culture is of significant benefit to the good performance and safety of all schools. A positive and proactive approach for students will be encouraged, supported and developed through risk education and awareness. Furthermore, it is recognised that Health & Safety is an important element of Safeguarding within the OFSTED inspection framework. The organisational structure will ensure that sufficient resources are available so that the policy and its arrangements can be implemented effectively.

Formal amendment to this policy will be conducted annually or as necessary to reflect changes in the trust's strategy, UK or EU law and any changes will be brought to the attention of all staff.

<sup>1</sup> - the term *Headteacher* will be used to mean *Headteacher and/or Principal* throughout this document.

# ORGANISATION AND RESPONSIBILITIES

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## Introduction

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The Health and Safety at Work etc. Act 1974 places ultimate and overall responsibility for health and safety with the Board of Trustees. However, each school, supported by the central team, will manage its own Health and Safety procedures which fully integrate with this Policy, as described in the arrangements section. Headteachers are responsible and accountable for the implementation of and compliance with this policy within their school although health and safety roles and responsibilities can be delegated to other school staff. Management and monitoring mechanisms are in place to provide an overview of statutory compliance.

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## Board of Trustees

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**The Board of Trustees, as a corporate body, has the responsibility to set the strategic direction and objectives of all health and safety matters across the trust.**

The Board of Trustees is responsible for ensuring that high standards of corporate governance are maintained. In the context of health and safety, it discharges these responsibilities by adopting an annual plan, monitoring trust safety management systems and managing the trust risk register. The overall aim is to ensure a positive health and safety culture is established and maintained across the trust.

The Board of Trustees must ensure that all reasonable steps have been taken to promote good occupational health and reduce the possibility of accident or injury to staff, students and/or visitors.

The Board of Trustees' responsibilities are to:

- Ensure that each member of the Board of Trustees accepts their individual role in providing health and safety leadership for the trust.
- Ensure that it formally and publicly accepts its collective role and responsibility in providing health and safety leadership for the trust.
- Ensure that its decisions reflect its health and safety intentions, as articulated in the Health and Safety Policy statement.
- Provide strategic direction in health and safety matters.
- Ensure that the Audit and Risk Committee is effectively discharging its delegated responsibilities in terms of health and safety.
- Ensure that a proportionate and prioritised risk management system for the trust is implemented and monitored.
- Ensure systems and processes are in place to ensure the trust is compliant with its obligations in the management of fire risk, asbestos, legionella, electrical safety and other areas of health and safety.
- Ensure there each school has an effective business continuity and emergency plan in place.
- Confirm that there have been no instances of material irregularity, impropriety, lack of integrity or negligence of health and safety statutory instruments.
- Ensure effective safeguarding of children is in place across the trust.

- Ensure that adequate resources are committed to the management of health and safety.

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## Audit and Risk Committee

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**The Audit and Risk Committee's responsibilities are to review, recommend to the Board and implement the trust health and safety strategic plan; identify and manage risk at all levels of the trust and keep the Board of Trustees informed on all health and safety matters.**

The Committee's responsibilities are to:

- Inform and advise the Board of Trustees on: -
  - review of the health and safety policy
  - risk mitigation
  - recommendations from health and safety audits and compliance audits
  - incidents reportable to the Health & Safety Executive under the 'Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR)' guidelines.
- Monitor and report to the Board of Trustees on the effectiveness of the trust's health and safety systems.
- Ensure that there are adequate communication and co-operation channels between all levels of the trust and relevant third parties, in the context of this policy.
- Ensure that the health and safety policy and adequate health and safety management systems are in place within every school.

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## Chief Executive (CE)

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The CE must:

- Ensure that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety across the trust
- Consider the impact of health and safety in all strategic and operational decision making.
- Ensure that the trust culture promotes a shared responsibility for health & safety

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## Chief Operations Officer (COO) (or delegated officer)

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**The trust COO is the conduit between the Audit and Risk Committee and the senior trust employees with responsibility for health and safety within schools across the trust and as such is responsible for ensuring that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions.**

**The COO is responsible for managing health and safety arrangements pertaining to buildings and grounds - including building works, contract management, maintenance, and compliance in such areas as fire protection, asbestos management, electrical installations and control of legionella.**

The COO must:

- Monitor findings from Health and Safety audits, compliance audits, inspection audits, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, and to implement changes to policy and procedures where required.
- Implement and monitor an informed, proportionate and prioritised risk management system for the trust.
- Ensure there is an effective accident reporting and investigation procedure across the trust.
- Ensure that the trust and its constituent schools have adequate business continuity plans in place, including emergency plans and procedures for the safe evacuation and lock down of the trust's premises.
- Agree with the Audit & Risk committee a programme of health and safety inspections
- Ensure all staff receive adequate health & safety training
- Be the point of contact with the trust's appointed Health & Safety external competent person and ensure that the arrangement is fit for purpose and represents good value for money
- Ensure effective arrangements are in place for carrying out and recording compliance inspections, surveys and risk assessments
- Ensure that when awarding contracts, health and safety is included in specifications & contract detail and contractors are provided with a copy of the trust Health & Safety Policy
- Ensure that the correct procedures for awarding, checking competency, managing, monitoring and auditing all compliance contracts and maintenance service agreements on school premises are accurately carried out.
- Ensure that school asbestos registers and asbestos management plans are maintained and readily available
- Building projects comply with the Construction (Design and Management) Regulations 2015 (CDM 2015)
- Health and safety information is provided to contractors e.g. asbestos register, underground services, floor loading, safe working loads, school activities - ensuring safeguarding requirements are met.
- Ensure that there is a programme of servicing and inspection of workplaces.
- Manage the appointment of suppliers and contractors such that they share the trust's commitment to managing health, safety and welfare in the workplace, requiring them to demonstrate sound health and safety management and performance.

NB. PFI schools – premises compliance is the responsibility of the PFI service provider.

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## Area Estates Managers (AEM)

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### **Area Estates Managers are responsible for:**

- Assisting schools with the implementation of the health & policy in their schools
- Acting as a conduit between schools and COO in relation to health & safety / premises compliance matters
- Providing expert advice, proactively and on request, on health & safety matters to school leaders and consulting with the trust's health & safety consultant as necessary
- Ensuring the schools and other settings remain compliant in respect of the management of premises under business support responsibility, according to the schedule to be found at 4.0

of the arrangements section of this policy, and providing assistance as required for those areas under school responsibility

- Attending school health & safety committee meetings
- Managing trust contractors to ensure compliance with the trust Health & Safety Policy.
- Being aware of fragile roofs in the sites within their areas of responsibility, ensuring appropriate signage is in place and that relevant staff and contractors are aware

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## Headteacher (COO for Trust Central Staff and Facilities)

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**Each headteacher is responsible and accountable for the implementation of and compliance with this policy within their school, ensuring that a positive health and safety culture is encouraged and developed within the school, and that all staff and students understand their responsibilities and adhere to the trust Health and Safety Policy.**

The Headteacher is responsible for:

- Ensuring that Health and Safety arrangements within the school are aligned to the Health and Safety Policy
- Appointing a named Health & Safety contact for the school (who may be the Headteacher)
- Ensuring that there are effective arrangements in place for business continuity along with an emergency plan and/or relevant emergency procedures.
- Communicating the policy and other appropriate health and safety information to all relevant people within the school, including occasional consultants, volunteers, visitors and contractors
- Ensuring that an investigation is carried out by a competent person, following an accident or incident, liaising with appropriate authorities and third parties as necessary
- Ensuring that a school Health and Safety Committee is established and that the committee meets a minimum of twice per year.
- Reporting to the COO any hazards which cannot be rectified within the establishment's budget.
- Ensuring that risk assessments are undertaken for any activity that has significant associated hazards, that a written record of these assessments is kept and shared with all relevant staff and that they are reviewed at least annually
- Ensuring that all staff complete mandatory health & safety and other related training
- Ensuring that the school appoints a named Educational Visits Co-ordinator, who has received relevant training to carry out the role (where educational visits are carried out by the school) and that each visit has a named leader and deputy leader.
- Ensuring that there are effective health and safety management arrangements for educational visits and authorising all education visits
- Appointing a named first aid co-ordinator and administrator of medication for the school and ensuring that there is an adequate number of appropriately trained first aiders in the school.
- Ensuring that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students and visitors.
- Informing the COO and the trust's external competent person of all RIDDOR reportable incidents within 24 hours of the incident occurring.

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## Managers

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**Although the Headteacher is responsible overall for health and safety in his or her school (subject to the specific responsibilities of the COO), managers have some specific responsibilities:**

- Applying the trust Health and Safety policy to their own department or area of work. Developing, publishing and sharing with members of the team, specific Health and Safety procedures for high risk activities within their department, such as Science, Design and Technology, PE and Art.
- Maintaining or having access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS<sup>2</sup>, AfPE<sup>3</sup> and ensure that all staff are aware of and make use of such guidance
- Ensuring risk assessments are undertaken for the activities / trips for which they are responsible and that control measures are implemented and shared with all staff
- Ensuring that where necessary, the appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented
- Resolving any health and safety or welfare problems members of staff refer to them, informing the Headteacher of any problems to which they cannot achieve a satisfactory solution with the resources available to them
- Carrying out and recording regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe. Reporting any defaults in line with school procedure where required.
- Checking the adequacy of fire precautions and procedures in liaison with the Headteacher. Ensuring that a copy of the Fire Action Notices and assembly point(s) are prominently displayed in all rooms and areas for which they are responsible
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety
- Establishing acceptable housekeeping and safe storage standards, in all areas of their responsibility
- Developing a training plan that includes specific job instructions and induction for new or transferred employees. Ensuring that the training needs of their staff are monitored and training opportunities made available
- Ensuring that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc.

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## Other Employee Duties

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**Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.**

All employees have a responsibility to:

- Comply with the Health and Safety Policy
- Carry out health & safety related training as instructed



- Report all accidents and near misses
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the schools' arrangements for health and safety.
- Co-operate with the schools' leadership and management on all matters relating to health and safety.
- Inform the schools management if something happens that might affect their ability to work safely, eg suffering an injury, taking prescribed medication, or becoming pregnant etc.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

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## First Aid Co-ordinators

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The First Aid Coordinator will be responsible for:

- Maintaining school and student records of first aid support given to staff and students.
- Maintaining first aid kit stocks and records
- In conjunction with the school office, collecting data including administration of medication, Personal Health Plans, consent forms and medication retained, and keeping it up to date at all times.
- Checking that all medication held on the school site is stored and labelled appropriately and is within its use by date and informing the school office when any medications need renewing.
- Ensuring that the location's Automated External Defibrillator is maintained in good working order and to carry out weekly manual battery checks. To ensure that as a minimum all first aiders have been trained on its use.

## Administration of Medication

Each school must have a named person responsible for:

- Administering prescription medicines when parental consent has been obtained to do so.
- In conjunction with the First Aid Coordinator, collecting data including administration of medication, Personal Health Plans, consent forms and medication retained, and keeping it up to date at all times.
- Requesting and collecting new or renewed medication from parents/guardians and passing this to the First Aid Coordinator for appropriate storage.
- Administering medication and liaising with the Health and Safety Team, Health Centre, School Nurses and parents as appropriate.
- Managing the input, maintenance and retrieval of all medical data in respect of pupils and staff at the School, ensuring that confidential information is held securely.

## Appointed Educational Visits Co-ordinator (EVC) (where Educational visits are carried out)

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The Educational Visits Coordinator's responsibilities are to:

- Co-ordinate off-site visits and ensure that effective health and safety management arrangements are in place for pupils, staff and volunteers.
  - Ensure that suitable risk assessments have been recorded for the activity and suitable and sufficient actions and procedures have been implemented.
  - Ensure that advice from the inclusion lead is sought if applicable for individual students.
  - Communicate all relevant information and arrangements to providers of off-site visits, staff, pupils and parents / carers of pupils to ensure that the key learning objectives of the visit can safely be achieved.
  - Recommend each visit to the Headteacher for final authorisation
  - Obtain approval from the external competent support for Category C and/or residential visits.
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## Competent Health and Safety Advisor

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The trust will seek competent Health and Safety advice from an external provider to assist in discharging its health and safety responsibilities.

A summary of the Service Level Agreement is as follows:

- Provide timely health and safety advice, support and training to the trust, schools and their staff
- Support the trust in ensuring that all members, trustees, governors and members of staff are aware of their duties and responsibilities in relation to health and safety, in line with UK legislation and any forthcoming legislation, and how to implement those duties to full effect
- Undertake pro-active monitoring such as workplace inspections / audits and health checks
- Explain and offer constructive feedback of the findings of the audits to senior managers in a style that achieves legal compliance and 'buy in'. The findings of audits and inspections, in part, will feed into the strategic health and safety plan for the trust.

For the 21/22 academic year, the trust has retained Delegated Services as its competent health & safety advisor

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# HEALTH AND SAFETY POLICY

## ARRANGEMENTS for XXXXXX School

Areas highlighted in yellow to be completed / amended by the school and returned to the Governance and Compliance Officer within 30 days of the updated policy being issued.

These arrangements are specific to each school and will help to ensure that the aims and objectives of the trust's Health and Safety Policy are implemented. Schools must add anything that is missing from this schedule and any such additions must be reported to the school's Health & Safety Committee.

### Health and safety poster

The Health and Safety Information for Employees Regulations requires the school to display an approved poster. The poster at this school is displayed in the staff room.

## 1. Accident Reporting, Recording and Investigation

- All accidents must be reported to the person in location in an accident book or designated form.
- Any accidents which are reportable under the Reporting of Injuries Diseases and Dangerous occurrences Regulations (RIDDOR) must be notified to Delegated Services and the COO. Fatal or major injuries must be reported immediately to the Headteacher, CEO and the external competent advisor.
- Details of all accidents will be brought to the attention of the school's health and safety committee, where they are discussed and trends can be identified. If required, measures to prevent reoccurrence will be implemented.

## 2. Asbestos

Each school where asbestos exists will have an Asbestos Management Plan. A copy of this must be held by the school's reception / office, along with the asbestos register and signing sheet. This folder must be available for all staff and contractors to review. All contractors must read and sign the asbestos register before commencing any intrusive works. Whenever possible, the asbestos register will be emailed to contractors in advance of work on site, with a Microsoft Form to confirm that the register has been read and understood. This is a responsibility of the Area Estates Managers.

An annual re-inspection of areas containing asbestos will be carried out by the trust's appointed asbestos contractor. An annual in house inspection will also be carried out where the school asbestos risk assessment deems it necessary, this must be completed by someone trained to 'appointed person' level.

Asbestos Risk Assessments, Plans and survey reports are stored on the school R:Drive. (see section 4)

It is the Area Estates Managers' responsibility to ensure the asbestos register is updated following any works that included the removal or encapsulation of asbestos.

### 3. Automated External Defibrillators (AED)

It is trust policy that all staff, pupils and visitors are able to access an AED within a reasonable timeframe. To facilitate this, all schools, sports centres and the central office will have an automated or semi-automated AED on site. AEDs will be semi or fully automatic (preference is fully automatic) and will have a function that allows them to easily be switched between adult and paediatric mode.

### 4. Bodily Fluids & Clinical Waste

Each school should have a spill kit, select employees who' task it is to clear the spillages should be informed and requested to clean up and dispose of the waste in conjunction with the correct procedures.

### 5. Compliance - Premises Compliance

Premises compliance responsibilities are shared between the Business and Operations Support Team (managed by the COO) and the school, as show below. The trust uses the Every Business Management (Every) system to monitor premises compliance. All compliance checks, including must not limited to those listed below, whether made by external contractors or in house staff, must be logged in Every. At PFI schools all premises compliance is the responsibility of the PFI service provider.

| Activity                                 | Owner            | Contractor / in house | Due every |
|--|------------------|-----------------------|-----------|
| <b>Asbestos</b>                          |                  |                       |           |
| Asbestos Survey                          | Business Support | Contractor            | 1 Year    |
| Asbestos visual inspection               | Business Support | In house              | 1 year    |
| <b>Automated equipment</b>               |                  |                       |           |
| Automatic doors                          | School           | In house              | 1 Week    |
| Automatic doors                          | Business Support | Contractor            | 1 year    |
| Automated Gates Inspection and Service   | Business Support | Contractor            | 1 Year    |
| Lift Inspection                          | Business Support | Contractor            | 6 months  |
| <b>Catering</b>                          |                  |                       |           |
| Catering Equipment Annual Inspection     | Business Support | Contractor            | 1 Year    |
| <b>Classroom</b>                         |                  |                       |           |
| Design & Technology Machinery Inspection | Business Support | Contractor            | 1 Year    |

|   |                  |            |                   |
|---|------------------|------------|-------------------|
| Dust and Fume extraction equipment          | Business Support | Contractor | 1 Year            |
| Kiln inspection                             | School           | Contractor | 1 Year            |
| Laser Cutters                               | Business Support |            | 3 Year            |
| PE/Gym Equipment Inspection                 | School           | In house   | 1 week            |
| PE/Gym Equipment Inspection                 | School           | Contractor | 1 Year            |
| <b>Electrical and energy</b>                |                  |            |                   |
| Display Energy Certificate                  | Business Support | Contractor | 1 Year / 10 years |
| Electrical Periodic Fixed Wiring inspection | Business Support | Contractor | 1 Year            |
| Microwave Testing                           | Business Support | Contractor | 1 Year            |
| Portable Appliance Testing                  | Business Support | Contractor | 1 Year            |

|                                 |                  |            |         |
|---------------------------------|------------------|------------|---------|
| <b>External</b>                 |                  |            |         |
| Playground equipment inspection | School           | In house   | 1 week  |
| Playground equipment inspection | School           | Contractor | 1 Year  |
| Tree Survey                     | Business Support | Contractor | 1 Year  |
| Lightning Protection            | Business Support | Contractor | 1 Year  |
| <b>Fire safety and security</b> |                  |            |         |
| CCTV Inspection                 | Business Support | Contractor | 1 Year  |
| Emergency Lighting Flick Test   | School           | In house   | 1 month |
| Emergency Lighting Test         | Business Support | Contractor | 1 Year  |
| Fire Alarm Service              | Business Support | Contractor | 6 Month |
| Fire Alarm weekly audible test  | School           | In house   | 1 Week  |
| Fire Safety Risk Assessment     | Business Support | In house   | 1 year  |

|   |                  |            |                   |
|---|------------------|------------|-------------------|
| Fire Safety Risk Assessment   | Business Support | Contractor | 3 years           |
| Firefighting Equipment Inspection   | Business Support | Contractor | 1 Year            |
| Intruder Alarm Service  | Business Support | Contractor | 6 months / 1 year |
| <b>Gas safety and plant</b>   |                  |            |                   |
| Air Conditioning Service  | Business Support | Contractor | 6 Month           |
| Air conditioning TM44 certification                                       | Business Support | Contractor | 5 years           |
| Gas Boiler Inspections, Gas Tightness (CP15) & Mechanical Plant Servicing | Business Support | Contractor | 1 Year            |
| Pressure Vessels  | Business Support | Contractor | 1 year            |
| <b>Water hygiene</b>  |                  |            |                   |
| Disinfection of Water Tank  | Business Support | Contractor | 1 Year            |
| Legionella prevention & Water Temperature Check                           | Business Support | Contractor | 1 Month           |
| Legionella Risk Assessment  | Business Support | In house   | 1 year            |
| Legionella Risk Assessment  | Business Support | Contractor | 3 years           |

### Compliance Following Building Works

After any building works, the Area Estates Manager must complete a 'Project Completion Checklist' which should then be filed in Every. This checklist will serve as a reminder to update as required, the fire risk assessment, asbestos register, electrical register and any other risk assessments as appropriate.

## 6. Contractors and Visitors

All visitors and contractors must report to the school reception. They will be signed in and be given an identity / visitors badge. On leaving the site they will be required to sign out at reception. Before any work commences, the school will ensure that all relevant staff have been informed of the works being carried out and the areas that are likely to be affected, as well as the duration and timing of the works. Contractors will be appropriately supervised by school staff whilst on site. The emphasis must be to stop any unsafe activity until the school are satisfied with the health and safety practices or procedures.

All retained contractors will be asked to complete a Futura Contractor Vetting Questionnaire each year. This is the responsibility of the Area Estates Managers. This provides assurance of a contractor's

competence to carry out the work required and includes details such as membership of trade organisations, insurance and health & safety arrangements.

## 7. COSHH (Control of Substances Hazardous to Health)

- An inventory of all hazardous substances used on site must be held by the Site Manager/ Caretaker and reviewed regularly.
- All substances hazardous to health (usually identified by the presence of one or more red warning diamond) must have a COSHH assessment. These will be carried out by a competent person, using the MSDS (material safety data sheet)
- The arrangements for the delivery of hazardous substances to schools will be managed by the estates team / site staff.
- Any new products that are brought into schools that have a hazard warning symbol and there is a risk of harm from the product in its use, miss-use, quantities or storage, will require a risk assessment to be undertaken.
- The COO will maintain a record of hazardous substances used by the cleaning contractor.
- Any decanted substances should clearly display the product name, information, dilution rates and safety information.
- The Science, D & T and Art departments must have their own departmental procedures and arrangements for the storage, use, handling and production of hazardous substances. Reference should be made to particular Science, D&T or Art Health and Safety Policies.

## 8. Defect Reporting Procedures

- All staff have a responsibility for their own and others health and safety and are therefore responsible for ensuring that any defective, damaged, poorly maintained or untested equipment is reported. In this school, defects should be reported to [person/helpdesk](#)
- Any faulty equipment must be taken out of use and if appropriate labelled 'Do not use'. Information about the faulty equipment should be brought to the attention of the appropriate Line Manager, so it can be logged, actioned and monitored.

## 9. Display Screen Equipment (DSE)

The trust complies with the HSE guidance on 'Working with display screen equipment'. For the purposes of this policy a 'DSE user' is defined as a member of staff who habitually uses display screen equipment daily as a significant part of their normal work, including regular daily spells of an hour at a time using DSE.

For 'users' a DSE assessment should be carried out by their line manager or as a self assessment.

All staff are entitled to an annual financial allowance, as part of the trust benefits package through Health Shield, towards the cost of an eye test and any spectacles or contacts lenses required.

## 10. Educational Visits

Where a school carries out educational visits, it will have a named Educational Visits Co-ordinator (EVC) who will ensure that:

- Activities will be led by appropriate Group Leaders who will take responsibility for ensuring that where necessary pre-site visits are made and they will complete the necessary Risk Assessments before departing.
- The arrangements for high risk and residential visits must be checked by the trust's external competent advisor
- All visits are approved by the Headteacher.

Group Leaders will be responsible for ensuring:

- Staff are fully briefed
- Staff to pupil ratios are assessed and are adequate for the trip.
- Parents and carers receive relevant information about the visit
- Advice from the school's inclusion lead is sought if applicable for individual pupils.
- Volunteers on any off-site visits will be provided with a briefing of their roles, safeguarding issues and be provided with relevant information including risk assessments.
- All volunteers and staff will be DBS checked.

Please refer to the Educational Visits Policy for further guidance.

## 11. Electrical Equipment (Fixed and Portable)

- Any electrical faults should be reported immediately to the site team. Faulty fittings (e.g. cracked sockets etc) should be isolated until repaired.
- Portable appliance testing (PAT) is arranged by the Area Estates Managers
- Staff must not bring electrical items in from home.
- The periodic inspection of fixed electrical installations is arranged by the Area Estates Managers
- Electrical extension leads must be only used as a temporary measure and must be fully unwound. Multiple socket adaptors must not be used.
- Third parties hiring school facilities must provide evidence that any electrical equipment brought on to school premises has passed a PAT test within the last year.

## 12. Fire and Emergency Procedures

- All fire appliances and installed fire safety systems will be checked in line with recognised best practice and British Standards by specialist personnel. Responsibility for arranging such checks and maintenance rests with the Area Estates Manager.
- Fire alarms will be tested on a weekly basis using a different call point each time and the results should be recorded. This is the responsibility of the school's site manager or site assistant.
- Portable firefighting equipment and emergency lighting will be visually checked on a monthly basis and the results should be recorded. This is the responsibility of the school's site manager or site assistant.



- It is the responsibility of the Headteacher to ensure that fire drills are held a minimum of three times per year. A record must be kept of each drill to include evacuation time, observations and follow up required, which must be reported to the Health & Safety Committee.
- It is the Headteacher's responsibility to maintain the school's emergency evacuation plan and clear instructions must be issued to staff regarding the nearest fire call point, fire extinguisher, the means of escape and assembly points during fire drills. These instructions must be issued on the first day of employment as part of the induction process.
- Fire risk assessments will be carried out with a combination of competent advice and assistance. A review of the fire risk assessment will be completed at least annually or if/when things change that may affect the original assessment. This is the responsibility of the COO.
- It is the Area Estates Managers' responsibility to update the fire risk assessment following any works, as necessary.
- An annual review of all school's fire risk assessments will be undertaken by the Audit & Risk committee
- All staff will carry out the online Fire Safety training through iHasco, as part of the induction process

### 13. First Aid

The trust will ensure that adequate arrangements are put in place to provide sufficient first aid provision. It will do this via a First Aid Needs Assessment. Please refer to the HSE guidance on how to complete this assessment [here](#).

Although there is no requirement in law to provide first aid to anyone other than employees, the trust will make provision for the benefit of its students and visitors.

#### Responsibilities

The Headteacher has the overall day to day responsibility for health and safety matters. The Headteacher delegates responsibility for undertaking aspects of these duties through line management and identified roles. The Headteacher must also identify a separate space for purpose as a first aid / medical room. Each school / location will appoint a First Aid Coordinator who is responsible for:

- completing the first aid needs assessment
- ensuring first aiders are provided with sufficient time to attend training and to maintain the first aid equipment for which they are responsible
- the school has a sufficient number of trained first aiders and reviewing this annually
- first aiders receive adequate and timely training; as a minimum they must hold the emergency first aid at work qualification
- any first aid equipment, including any automatic external defibrillators (AEDs), under their control is adequately maintained, stored in a safe place, accessible to first aiders and ready for use at all times.
- records are kept for all AED equipment under their control to demonstrate a suitable and sufficient maintenance and testing programme.
- 

Line Managers are responsible for:

Ensuring that their team is made aware of the first aid provision and procedures available within their department.

Estates are responsible for:

Ensuring suitable and sufficient first aid signage is provided and maintained

First Aiders will:

- Attend any mandatory training arranged for them in respect of first aid
- Attend any first aid emergency as necessary and will administer first aid as appropriate and in accordance with the training they have received
- Maintain simple, factual records and provide information to the emergency services as required
- Ensure the first aid kit for which they are responsible, is kept fully stocked and up to date.
- Ensure they are aware of health care plans and any other specific needs of pupils at the school

Accident reporting is covered under Item 1.

## 14. Glass and Glazing

Glazing will be subject to regular condition surveys carried out by the trust. These will be carried out every 5 years.

## 15. Health and Safety Committees

The Health and Safety Committee is in place to monitor the separate areas and systems of health and safety management and provides the overarching overview to successful application of this policy within the school. The committee must meet a minimum of 3 times a year. Minutes of the meeting must be sent to the Governance & Compliance Manager within 30 days of the meeting.

The Health & Safety Committee must include: -

- Headteacher or designated senior leader
- Area Estates Manager
- One teaching and one support staff representative
- Radiation Protection Supervisor (where in place)

It may include a member of the school's Academy Governance Committee if there is one with expertise in this area. At PFI schools the attendance of a representative of the PFI service provider is encouraged.

The committee can create its own terms of reference but the agenda should include:

1. Accidents of note since the last meeting, how many accidents in total and are there any trends.
2. Building works/modifications planned.
3. Review of action plan following audits / site inspections.
4. Risk assessments - all risk assessments in place at the school must be reviewed by the Health & Safety Committee at least every 3 years. Committees are therefore advised to review some risk assessments at each meeting.
5. Training
  - monitor completion of mandatory training

- identify training needs
- 6. First Aid provision / qualifications etc.
- 7. Review of processes for risk assessing and authorising educational visits.
- 8. Radiation Management Update (Where required)

## 16. Health and Safety Training

All trust staff must complete online health & safety training through iHasco as part of their induction, details of which can be found on the trust SharePoint (please click [here](#))

First Aid training is arranged through the Business and Operations Support team on behalf of all schools.

## 17. Infectious Diseases

The Health Protection Agency poster on guidance on infection control in schools and other childcare issues is located in [location](#).

## 18. Inspections - site health and safety inspections

A programme of site inspections / audits will be agreed each year by the Audit & Risk committee and implemented by the COO. Each year a minimum of two schools will have a full audit carried out by Delegated Services. The Audit & Risk Committee will review the reports and actions plans as a result of these audits.

The Area Estates Managers will carry out a visual health & safety inspection at all schools at least three times a year. A standard format will be used for this , these will be filed on Every.

## 19. Lettings

- Conditions for lettings must be set out on the Letting Form which must be completed accordingly.
- Details of the schools emergency contact details are provided to the hirer.
- Emergency procedures and arrangements must in place and both parties must be aware of individual responsibility in the event of an emergency.
- Hirers' risk assessments may be requested along with copies of insurance certificates.
- The hirer must inform the school of any damage, equipment failure or faults with the fabric of the building.

Please refer to the Futura trading team for further advice and guidance.

## 20. Lone Working

Lone workers are those who work by themselves without close or direct supervision and are found in a wide range of situations. Staff should avoid lone working wherever possible. If a staff member finds themselves in a lone working situation, they must always carry a mobile phone for emergency use and

let others know where they are going and how long they intend to be. Ladders or any other equipment that might result in personal injury must not be used.

Emergency call outs out of school hours must not be attended to initially by unaccompanied trust employees. First response must be provided by the trust's retained external security company (arranged through Business Support), who may then request the presence of an employee.

Please refer to the Lone Working Risk Assessment for further advice and guidance - Stored on MS Teams.

## **21. Manual Handling**

Staff must:-

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Act according to any medical advice
- All staff whose duties could include manual handling / lifting must be provided with suitable information and training.
- Ensure they are physically capable of safely completing a manual handling task.
- Use mechanical aids whenever possible and/or undertake team manual handling.
- Undertake the training through iHasco, details of which can be found on the trust SharePoint.

Manual handling risk assessments should be carried out for tasks that may pose a risk of injury to school staff. This does not include tasks that are of a low risk, are straightforward or will only take a very short time.

Please refer to the Manual Handling Risk Assessment for further advice and guidance.

## **22. Online safety**

Please refer to the trust Online Safety Policy.

## **23. Personal Protective Equipment**

- Personal Protective Equipment (PPE) will be provided free of charge and must be used where it is identified as a control measure.
- The Head of Department is responsible for periodic checking of the equipment and the teachers or responsible adults are responsible for ensuring the equipment is worn by the pupils when required.
- Pupils will be provided with information, instruction and supervision when there is a requirement to wear PPE as a control measure.

## 24. Radioactive Sources

This section **is / is not** relevant to this school.

- Radiation Protection Supervisor – Head of Physics;
- Radiation Protection Advisor – Mrs Sheila Liddle Park Farm Enterprises Ltd, 28 Chapel Hill, Backwell BS48 3PR
- Contact details : sheilaliddle@btinternet.com Tel: 01275 464526
- The member of staff in charge of radioactive sources – Physics Technician
- The Headteacher/Principal determines who is appointed to the RPS role.
- The RPS is responsible for ensuring all records in relation to radioactive sources are maintained;
- The RPS must complete CLEAPSS<sup>2</sup> /RPA provided training on the role.
- The CLEAPSS<sup>2</sup> guidance in managing Ionising Radiations and Radioactive sources and on the roles and responsibilities of the RPS must be followed
- The RPS should attend one H&S committee meeting annually to report on compliance.

## 25. Risk Assessments

- Risk Assessments are completed for all activities where there is a foreseeable risk of injury or harm occurring.
- Risk Assessments are available for staff to view and must be stored in a location that is readily accessible to all staff. For this school the location is XXXXXXXXXXXXXXXXXXXX
- Blank risk assessment forms can be obtained from the Area Estates Managers
- Senior leaders / Heads of Department should have a copy of the risk assessments relevant to them.
- All staff must make themselves aware of the risk assessments applicable to their roles and activities. They must highlight any requirements for a review, amendments or additions to risk assessments.
- All educational visits will have recorded risk assessments.

A Risk Assessment Schedule will be maintained for each school / location, this will include a list of all risk assessments in place for the school, ownership of each risk and frequency of review.

All staff responsible for completing a risk assessment must have completed suitable risk assessment training. This is available either online through iHasco or through Delegated Services.

### Responsibility for risk assessments

All risk assessments will be included on the school's Risk Assessment Schedule and ownership of each risk assessment will be clearly indicated. All risk assessments are the responsibility of either the Headteacher or Area Estates Manager.

Headteacher – is responsible for risk assessments relating to the delivery of the curriculum and any activity involving pupils, including all higher risk activities

Area Estates Manager – is responsible for risk assessments relating to the premises, premises compliance, activities of the site team

Catering and trading have their own risk assessments which are the responsibility of the Catering Operations Manager and Commercial Director respectively

### **Review of risk assessments**

The school's Risk Assessment Schedule will include the review cycle, indicating how often each risk assessment must be reviewed. As a default, risk assessments will be reviewed every 3 years, however some risk assessments will be reviewed more frequently. For example risk assessments for high risk activities must be reviewed annually.

## **26. Safeguarding**

- The Board of Directors fully recognises its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children and to work together with other agencies to ensure there are adequate arrangements within each school to identify, assess, and support children who are suffering harm.
- The trust has a Child protection (Safeguarding) Policy which is reviewed annually;
- The trust has appointed a lead Safeguarding Officer
- Each school will have at least two identified Safeguarding Leads
- All staff will receive safeguarding training on appointment which will be updated on a regular basis.

Please refer to the Child Protection (Safeguarding Policy) for further advice and guidance.

## **27. Snow Removal**

The Headteacher will make the decision whether to open the school in the event of adverse weather. The Site Manager / site assistant is responsible for clearing snow and gritting suitable pathways to allow access to the school site.

Please refer to the Slips, trips & falls Risk Assessment for further guidance.

## **28. Smoking**

Smoking and vaping are not permitted on any trust premises.

## **29. Staff Consultation**

The Headteacher will make arrangements for full and proper consultation with employees on health and safety matters. The Business Support team will co-ordinate consultation that impacts staff across the trust.

### 30. Transport – use of

All staff or authorised volunteers transporting pupils, volunteers or other staff in a minibus, whether owned by the trust or otherwise, must hold current valid MiDAS certification and appropriate drivers licence endorsement.

Drivers who hold a full D1 (or D) PCV entitlement can drive minibuses for hire or reward.

There are, however, circumstances when a driver can drive a minibus within the UK when they hold a car (category B) licence. These circumstances vary depending on when the driver passed their car driving test. These arrangements only apply when driving the minibus in the UK. If a driver passed their category B:

a) (car) driving test before 1 January 1997, they can drive a minibus that is not being used for hire or reward as these licences automatically include category D1 (101) (not for hire or reward) entitlement<sup>[footnote 3]</sup>. This means school staff with such a licence can drive a minibus carrying up to 16 passengers with no maximum weight restriction on the vehicle. Drivers with a D1 + E (101) (not for hire or reward) entitlement can tow a trailer over 750 kg

b) driving test on or after 1 January 1997, they may drive a minibus that is not being used for hire and reward if the following conditions are met:

- they are over 21 and have held a category B licence for at least 2 years
- the minibus is used by a non-commercial body<sup>[footnote 4]</sup> for social purposes
- they receive no payment other than the recovery of your out of pocket expenses (e.g. fuel and parking costs)
- they provide the service on a voluntary basis
- the gross vehicle weight (GVW) of the minibus is not more than 3.5 tonnes (or 4.25 tonnes if including any specialist equipment to carry disabled passengers)
- they do not tow a trailer
- GVW is found on plate either on the side of the door or under the hood of the engine. It can also sometimes be found by putting the registration of vehicle in this website - <https://vehicleenquiry.service.gov.uk/?locale=en>

Vehicles of 3501kg or more will require a driver with a D1 licence.

Section 19 Permits are required where the school or trust take payment for the minibus service.

### 31. Violence to Staff

- Headteachers are responsible for assessing the risks of violence to staff.
- Staff must report incidents of violence and aggression to the Headteacher.
- Staff are asked to complete an incident report form which will also act as a record of such episodes.
- The trust may refer any incidents of violence or aggression towards staff to their legal advisor.

### 32. Water Hygiene

- A copy of the current Legionella Risk Assessment for each site is held by the COO and stored on Every.
- Each site will have a written scheme of control which outlines the measure required to control the risks associated with legionella. This should identify the need for hot/cold temperature checks on taps but may also include other measures such as regular running or descaling showerheads.
- An external contractor is used to carry out the requirements of water testing under L8 guidance. This is arranged by the COO
- The site team carries out regular flushing and temperature recording, this must be recorded on Every and this must include weekly flushing of infrequently used outlets each week.

### 33. Wellbeing

- The wellbeing of Futura staff is of the utmost importance, the promotion and management of Wellbeing is set out in the Staff Wellbeing Policy found [here](#).
- If employees are experiencing any problems in relation to stress they are encouraged to report this to their line manager or one of the HR team in the first instance.
- An employee assistance programme through Schools Advisory Service is available to all staff.

### 34. Working at Height

- Activities which require work at height should be identified and eliminated where possible.
- Where it is not possible to eliminate work at height, all reasonable steps should be taken to minimise any risks
- Risk Assessments prior to commencement of any working at height activity will be undertaken. It is the responsibility of the person involved to ensure this takes place.
- Staff should only use the equipment they are trained to use, unless it is low level kick stools or steps and they should wear the appropriate clothing and footwear.
- Pupils are not permitted to use access equipment. Information, instruction and supervision will be provided to specific pupils that may use access equipment for school related activities.
- Contractors are expected to provide their own equipment and will not be permitted to use the schools equipment.

### 35. Work Equipment

- All work equipment used on the premises should be fully inspected upon installation.
- All work equipment must undergo an annual recorded maintenance and service inspection by a competent person.
- Any defects should be reported to the Site Manager / Site Assistant
- Employees must not use their own equipment.
- Staff must ensure that they are appropriately trained to use equipment
- Heads of Department are responsible for ensuring a suitable and sufficient Risk Assessment has been carried out prior to the use of such equipment. Examples of work equipment are site



staff power tools, D & T machinery and tools, access equipment, lifting equipment, heavy plant equipment, kiln, etc.

### 36. Work Experience/placement students

A nominated person will provide guidance on student work experience placement. The nominated person will also carry out the initial placement risk assessment and ensure all suitable and relevant checks are carried out on the work experience provider. Health and safety induction to work experience students and a work placement risk assessment is expected to be undertaken by the placement employer.

**Where appropriate the following arrangements apply. If they do not apply please delete.**

### 37. Kiln

- Staff operating the kiln must be appropriately trained and a risk assessment for the kiln is displayed in the kiln room along with operating and emergency procedures;
- The kiln is inspected annually by **name of contractor**
- Personal protective equipment in the form of thermal gloves are provided.

### 38. Play Equipment

#### Gym Equipment

- All staff should check PE apparatus before use and report any defects to the Site Manager / Caretaker
- Any faulty equipment must be taken out of use and if appropriate labelled 'Do not use'.
- The PE equipment is inspected annually by **name of contractor**.

#### Outdoor play equipment

- External play equipment will only be used when appropriately supervised.
- Such equipment will be checked by the teacher for any apparent defects and particularly for contamination by animals. Any defects should be reported immediately to the Site Manager / Caretaker so that remedial action can be taken.
- Any faulty equipment must be taken out of use and if appropriate labelled 'Do not use'.
- The outdoor play equipment is inspected annually by **name of contractor**
- Risk Assessments must be carried out for play equipment.

<sup>2</sup> CLEAPSS covers:

- health and safety including model risk assessments
- chemicals, living organisms, equipment
- sources of resources
- laboratory design, facilities and fittings
- technicians and their jobs
- D&T facilities and fittings

<sup>3</sup> Association for Physical Education