HEALTH AND SAFETY POLICY

THIS POLICY APPLIES TO THE HOPE SENTAMU LEARNING TRUST BOARD, THE CENTRAL TEAM, ALL TRUST SCHOOLS/ACADEMIES AND THE WORKFORCE DEVELOPMENT TEAM

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Policy updates

Date	Page/Item	Policy updates
12.10.2020	Items: 2.4, 13.1, 23.2, 30.1 and 31	Minor changes have been applied to these items, to add additional detail or to provide clarification of wording.
04.10.2021	p5	List of Headteachers/Principals updated to include the Hull schools, post-merger
04.10.2021	p6, item 1.1	The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law) has been added to the list of relevant legislation
04.10.2021	p22, item 24	A section on Allergen and Anaphylaxis has been added

See Health and Safety procedures document for arrangements

Statement of Intent

At Hope Sentamu Learning Trust (HSLT), we are committed to the health and safety of staff, students and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

The Trust are committed to:

- Providing a productive and safe learning environment
- Reducing accidents and any work-related illnesses
- Ensuring compliance with all statutory requirements as a minimum standard
- Minimising risks via assessment and policy and learning lessons from incidents and accidents
- Providing safe working equipment and ensuring safe working methods
- Including all staff and representatives in health and safety decisions
- Monitoring and reviewing our systems and prevention measures to ensure effectiveness
- Ensuring adequate welfare facilities are available throughout the schools within HSLT
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable
- Ensuring all employees are competent to undertake their role(s) by providing effective information, instruction and training.

This policy will be brought to the attention of, and issued to, all members of staff and a reference copy kept with the Support Services Manager / nominated Health and Safety Officer of each academy and on the HSLT website. This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

Signed by:

_____	**Chief Executive Officer**	Date:	_____
_____	**Chair of Trustees**	Date:	_____

Headteachers/Principals

Establishment	Headteacher/Principal	Signed
Archbishop Sentamu Academy	Helen Dowds	
Aspire Academy	Chris Mulqueen	
Barlby High School	Julie Caddell	
The Compass Academy	Jacqui Thompson	
George Pindar School	Lesley Welsh	
Graham School	Emma Robins	
Manor Church of England Academy	Simon Barber	
Vale of York Academy	Toby Eastaugh	
Baldersby St James Church of England Primary School	Steff Brown	
Burton Green Primary School	Ash Atherton	
Forest of Galtres Anglican Methodist Primary School	Allyson Buckton	
Newland St John's CE Academy	Neil Kenningham	
Poppleton Ousebank Primary School	Estelle O'Hara	
Skelton Primary School	Hannah Smithson	
St James' CE Academy	Julia Strickland	

1. Legal Framework

1.1 This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work, etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Regulatory Reform (Fire Safety) Order 2005
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

1.2 This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2018) 'Health and Safety: responsibilities and duties for schools'
- DfE (2015) 'Health and Safety for school children'
- DfE (2018) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'

1.3 This policy should be applied, in addition to and alongside the following policies:

Statutory

- Health and Safety Policy and Procedures - HSLT / School
- School Crisis Management Policy and Procedures - HSLT
- Premises Management Policy (incl. Management documents) - this document is based on the Department of Education's guidance on good estate management for schools – recommended for HSLT
    - Manual Handling Policy
    - Working at Heights Policy
    - Minibus Policy
    - Supporting students with Medical Conditions Policy
    - First Aid Policy
    - Lone Working /Attendance Officer Home Visit SOP Procedure
    - Asbestos Management Plan
    - COSHH
    - Educational Trips Policy
    - Fire Evacuation Plan
    - Lockdown Procedure
    - Contractors' Policy
    - Lettings Policy

This policy is relevant to the following areas of risk (NB: this is not an exhaustive list):

- Accidents
- Fire Safety (external)
- Asbestos
- Manual Handling
- Working at Heights
- Major Disasters
- Slips and Trips
- Workplace Transport
- Fire Evacuation
- Boiler and Plant Rooms
- Working from Stepladders
- New and Expectant Mothers
- Animals in Primary Schools
- Individual medical needs or disabilities
- Legionella (external)
- Security
- Educational trips and visits
- Lone Working
- Infection Control
- Stress
- COSHH
- Snow and Ice procedures
- DSE procedure
- Before and After School Activity Clubs
- PE lessons

2. Roles and Responsibilities

2.1 Trust Board

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

A Trust Operations Manager has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback Health & Safety issues and identified actions to the Board of Trustees. The Board's nominated Health & Safety representative is Andrew Simpkin.

The Board of Trustees will receive regular reports from the Chief Operating Officer (COO) in order to enable them to provide and prioritise resources for Health & Safety issues. Where required, the MAT will seek specialist advice on Health & Safety.

2.2 Chief Executive Officer (CEO)

The CEO has overall responsibility for the day to day management of Health & Safety in HSLT.

The CEO has responsibility for:

- co-operating with the Board of Trustees to enable Health & Safety Policy and procedures be implemented and compliant.
- communicating the policy and other appropriate Health & Safety information to all relevant people, including contractors.
- ensuring effective arrangements are in place to pro-actively manage Health & Safety, by conducting and reviewing inspections and risk assessments and implementing required actions.
- reporting to the Board of Trustees on Health & Safety performance and any safety concerns or issues which may need to be addressed by the allocation of funds.

- ensuring that all the premises and equipment under the HSLT are maintained in a safe and serviceable condition.
- ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a Health & Safety committee to be set up.
- monitoring purchasing and contracting procedures to ensure Health & Safety is included in specifications & contract conditions.
- ensuring sufficient budgetary resources are available to ensure an acceptably safe and healthy working environment.
- ensuring health and safety performance and compliance with the safety management system is monitored across all schools and any gaps are properly addressed.

Whilst overall responsibility for Health & Safety cannot be delegated, the CEO may choose to delegate other tasks to members of the central team.

2.3 Trust Operations Manager

The Trust Operations Manager has responsibility for:

- monitoring the annual risk assessment review and revision process across the Trust.
- monitoring the workplace inspections and active monitoring process across the Trust.
- monitoring provision for the inspection and maintenance of work equipment throughout the Trust, including the statutory examination and testing of specific equipment.
- monitoring the management of asbestos, legionella, fire risk assessment and all property compliance issues for each site.
- monitoring accidents and near misses across the Trust.
- produce updates to the Trust Board and advise them of current standards across the Trust, including property statutory compliance issues (eg. asbestos/legionella/fire risk/gas/electricity), activity risk assessment compliance and monitoring, staff training, accident and near miss data.
- monitoring the keeping of records of all health and safety activities.
- monitor staff training.
- overseeing the control of contractors on site when work is being undertaken.
- ensuring only contractors who are capable of working safely are selected and engaged – for higher risk work they are accredited, this includes any sub-contractors.
- providing support to all schools within the Trust with regards to health and safety.
- ensuring the Trust is audited annually in regard to health and safety.

2.4 Other staff holding special posts

Headteacher/Principal is responsible for**:**

- day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors.
- setting the direction for effective health and safety management.

- introducing management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- taking all reasonably practicable steps to ensure this policy is implemented by all staff.
- designating a competent person who will be responsible for ensuring the school meets its health and safety duties.
- notifying the Trust central team of any issues relating to Health & Safety at their site.
- reviewing this policy and its effectiveness annually.

The school representative forms part of the **Hope Sentamu Learning Trust Working Group**. This group will be headed up by the **Trust Operations Manager** and, will hold a termly meeting (dates to be scheduled).

The working group will ensure consistency and adherence of the policy and procedures across all academies in the Trust.

The School Representative will be primarily responsible for:

- liaising with other staff to identify health and safety issues.
- convey/alert issues to leadership.
- communication of Health and safety, to/on behalf of, their school.
- being aware of Trust policy and procedures and assisting in the adherence to these at their schools.

They will ***not*** have overall responsibility for ensuring health and safety compliance. This will sit with the Headteacher/Principal.

The Support Services Manager / nominated Health and Safety Officer at each school will:

- apply the HSLT's Health & Safety policy to their area of work.
- ensure staff members under their control are aware of, and follow, relevant published Health & Safety guidance and safe working procedures.
- ensure Health & Safety risk assessments are undertaken for the activities for which they are responsible, and that identified control measures are implemented.
- take appropriate action on health, safety and welfare issues referred to them, informing the Head of School of any problems they are unable to resolve within the resources available to them.
- carry out regular inspections of their areas of responsibility, and report and record these inspections.
- ensure the provision of sufficient information, instruction, training and supervision to enable staff and students to avoid hazards and contribute positively to their own health and safety.
- ensure all accidents (including Near Misses) occurring within their area of responsibility are promptly reported and investigated. Where relevant, these should be added to the HSLT central Risk Register. Lessons learned from these incidents are to be communicated to the rest of HSLT, or via a prescribed method.

2.5 Employees

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

All employees have responsibility to:

- take reasonable care for the Health & Safety of themselves and others , who may be affected by what they do at work including contractors, colleagues and students.
- comply with HSLT's Health & Safety Policy and procedures at all times.
- report all accidents and other identified problems to their line manager as soon as possible.
- co-operate with HSLT's management on all matters relating to Health & Safety.
- not to intentionally interfere with, or misuse, any equipment or fittings provided in the interests of health, safety and welfare.
- report all defects in condition of premises or equipment, and any Health & Safety concerns immediately to their line manager.
- ensure that they only use equipment or machinery that they are competent and have been trained to use.
- make use of all necessary control measures and personal protective equipment provided for safety or health reasons.
- exercise good standards of housekeeping and cleanliness.
- display a positive attitude towards health and safety by; raising concerns about health and safety and suggesting improvements to existing procedures which improve health and safety and the learning experience.
- if they discover a safer or better way of conducting an activity they are to bring this to the attention of the Support Services Manager / Business Manager.

2.6 Students

All students are expected to behave in a manner that reflects their academy's behaviour policy and, in particular, are expected to:

- take reasonable care of their own health and safety and that of their peers, teachers, support staff and any other person that may be in school.
- cooperate with staff and follow all health and safety instructions given.
- not intentionally or recklessly interfere or misuse anything provided in the interests of health, safety and welfare.
- report to a member of staff any health and safety concerns that they may have.
- report any near misses or incidents to staff immediately.
- dress in a manner that is consistent with safety and hygiene standards.

2.7 Contractors, agency and volunteers

- All such staff must be accountable to their employer. However, they have a duty to:
    - Comply at all times with HSLT and school's requirements (as a minimum) whilst on their premises or working under the control of HSLT
    - Report all incidents, and other matters of Health and Safety concern

Failure to comply with these requirements will be considered a serious breach of trust and may result in the contractor's employee being barred from further work for HSLT.

3. Maintenance of the Premises

3.1 When undertaking construction or maintenance work, the school will do so in accordance with the Construction (Design and Management) (CDM) Regulations 2015.

3.2 Construction work means:

- the carrying out of any building, civil engineering or engineering construction work and includes:
  - the construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure
  - the preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation and the clearance or preparation of the site or structure for use or occupation
  - the installation, commission, maintenance, repair or removal or mechanical, electrical, gas, compressed, air hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure
  - the assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure
  - the removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure

3.3 The COO will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor.

3.4 The COO will liaise with the principal contractor to identify if the scope of the project means that is should be notified to the HSE.

3.5 The COO will ensure that:

- the principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
  - what the school wants built or maintained
  - the site and existing structures
  - information about hazards, such as asbestos
  - timescales and budget for the build
  - how the school expects the project to be managed
  - CDM appointments of principal contractor/principal designer
  - Welfare arrangements
  - Details of the nearest A&E department

- The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communications, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to the Principal, kept up-to-date, by the Health and Safety Officer, and is made available to anyone who needs to alter or maintain the building.

3.6 The COO, or Trusts Operations Manager, will hold regular progress meetings with the project team to ensure that all members are carrying out their roles as required.

3.7 When the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in the Workplace (Health, Safety and Welfare) Regulations 1992.

4. Training

4.1 Each school/academy will ensure that staff members are provided with the health and safety training they need for their job.

This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

4.2 The Headteacher/Principal will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials.

4.3 The Headteacher/Principal will ensure that there are number of first-aid trained staff members.

4.4 Staff members will be provided with regular training opportunities and have access to support where needed.

4.5 Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.

4.6 Staff will be trained on how to assess risks specific to their role.

4.7 The Support Services Manager/nominated Health and Safety Officer will ensure staff know how to meet their duties outlined in this policy.

4.8 Where relevant to their role, staff will receive specific training in:

- Using industrial machinery
- Managing asbestos
- Having responsibility for the storage and accountability for potentially hazardous materials

5. First Aid

5.1 The school will act in accordance with the **First Aid Policy** at all times.

5.2 The school will ensure ample provision is made for both trained personnel and first-aid equipment on-site.

5.3 The following staff members are trained first aiders:

Name	Location	Expiry Date
Mrs Sarah Emerson	EYFS	21.09.2024
Miss Kerry Brown	EYFS	24.01.2022
Mrs Kim Acey	Year 1	09.07.2023
Miss Milly Thorneycroft	Year 2/Lunchtime Supervisor	09.07.2023
Mrs Paula Leonard	Year 3	10.02.2023
Mr Paul Allen	Year 4/Lunchtime Supervisor	07.07.2023
Mrs Helen Ketley	Year 5	03.10.2023
Mr Michael Jowett	Year 6	07.07.2023

5.4 First aid boxes are located as follows:

Location
In every classroom
In the medical room
In the cupboard outside the SEN room for lunchtime use
In the main office

6. Contacting the emergency services

6.1 The Headteacher/Principal will certify that procedures are ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

6.2 Staff will contact the emergency services in an emergency.

6.3 Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using an appropriate method of communication.

6.4 Where an ambulance is called for a student, the office staff will contact the student's parents.

6.5 Where necessary, all students will evacuate from the building and be taken to the designated emergency assembly point - currently, this is the playground.

6.6 Staff will be aware of any students who have specific evacuation needs.

6.7 Staff will be responsible for the safety of students and responding to any questions from the emergency services, as best they can.

7. Fire Safety

7.1 All staff members fully understand and effectively implement the **Fire Evacuation Plan.**

7.2 The Headteacher/Principal is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.

7.3 Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers

7.4 The school will test evacuation procedures on **a termly basis and when any significant changes have occurred on site.**

7.5 The evacuation of visitors and contracts will be the responsibility of the person they are visiting or working for.

7.6 Firefighting equipment will be checked on an annual basis by an approved contractor.

7.7 Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in a designated office.

7.8 Emergency lighting will be subject to a full discharge test, carried out by an external contractor on annual basis with certification, which will be retained in a designated office. A rolling programme is recommended for monthly testing on an ongoing basis.

8. Accident Reporting

8.1 All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the nominated Support Services Manager / nominated Health and Safety Officer.

8.2 The Support Services Manager/nominated Health and Safety Officer will be responsible for informing the Headteacher/Principal, COO/Trust Operations Manager, if the accident is fatal or a 'major injury', as outlined by the HSE.

9. Significant Accidents

9.1 Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

9.2 The 'specified injuries' which must be reported include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the incident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

9.3 Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipework
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg of more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin and lung diseases
- Infections
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

10. Reporting Procedures

10.1 Should an incident require reporting to the HSE, the Support Services Manager / nominated Health and Safety Officer, or a person appointed on their behalf will advise, the Trust's Operations Manager. All reports should be made as soon as is reasonably possible.

10.2 The designated Health and Safety Officer, via the Trust's outsourced provision, will provide advice and whether or not reporting should be made via the HSE website: http://www.hse.gov.uk/riddor/report.htm.

10.3 Fatal and specified injuries, must be reported as above.

11. Reporting Hazards

11.1 Staff, students, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard.

11.2 In the main, reporting should be conducted verbally to the Support Services Manager/nominated Health and Safety Officer as soon as possible, who will then inform the Headteacher/Principal, as appropriate.

12. Accident Investigation

12.1 All accidents, however small, will be investigated by the Support Services Manager/nominated Health and Safety Officer, and the outcomes recorded.

12.2 After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

12.3 The Support Services Manager/nominated Health and Safety Officer will undertake periodic evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

13. Active Monitoring System

13.1 It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place: this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:

- Annual audits, including fire risk assessments and health and safety audits
- Termly inspection of premises, plants and equipment
- External measures, such as surveys by contractors and service providers, along with Environmental Health

14. Bomb Threat Procedure

14.1 All staff members fully understand and effectively implement the **school's Crisis Management Policy and Procedures**.

14.2 In event of an emergency, the school will follow the **Trust's Crisis Management Policy and Procedures.**

14.3 All staff members are trained in handling bomb threats and have easy access to instructions of the above procedure.

14.4 The appropriate evacuation procedure will be followed whether staff members believe the threat to be a hoax or not.

14.5 Staff should note the time of the call and write down exactly what was said by the person calling, as this may be useful for the police.

14.6 The staff member receiving the call will contact the Headteacher/Principal immediately, who will then alert the police and the LA.

14.7 The Headteacher/Principal will decide whether or not to evacuate the building.

15. Evacuation

15.1 The school will follow the procedure outlined in the **Personal Emergency Evacuation Plan** in the event of a crisis.

15.2 In the event of a fire, the **Fire Evacuation Plan** will be implemented.

15.3 If an evacuation is deemed necessary, the following procedure will take place:

- All senior staff will be informed of the situation either in person or via the internal computer system, not by the use of radios or mobile phones. The evacuation will then take place as per fire drill procedures, except staff will be instructed to: (a) leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned; this room should be sealed with all windows and doors closed); (b) take all essential personal items with them, to avoid unnecessary searching.
- Staff and students will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package).
- Once the police have arrived, staff will await further instructions from the emergency services.

16. Visitors to the school

16.1 All visitors and contractors will sign in to reception.

16.2 Once signed in, visitors and contractors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned. Unless the school is

unoccupied or full DBS has been seen and certified visitors and contractors must be accompanied.

16.3 Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices.

16.4 Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

16.5 Visitors and contractors will wear a visitor's badge at all times while on school grounds.

16.6 Cleaning contractors will wear an easily identifiable uniform or badge at all times.

16.7 Temporary teaching staff and assistants will report to reception on arrival and signing the visitors' log.

16.8 Staff members who encounter an unidentifiable visitor will enquire if they require assistance, and direct them to reception or off site.

16.9 Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help from senior colleagues, or via a 999 phone call.

17. Personal Protective Equipment (PPE)

17.1 PPE means all equipment worn, or held, by staff or students which is designed to protect them from specified hazards.

17.2 In line with the Personal Protective Equipment at Work Regulations 1992, the school will provide employees and students who are exposed to a hazard at school, which cannot be controlled by other means, with PPE.

17.3 All staff and students will use the PPE provided, and care for it according to the instructions and training given.

17.4 All staff and students will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.

17.5 Students will report any loss or defects to their class teacher, who will report it to the nominated Health and Safety Officer for repair.

17.6 The PPE will fit the wearer properly. Where there are more than one item of PPE must be worn, they should be compatible and remain effective.

17.7 PPE will not be worn if the hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from.

17.8 PPE includes laboratory and workshop equipment, such as tool box tools, protective clothing, safety footwear and face masks, PE equipment, ICT equipment, photocopiers and other office equipment, lifting equipment and respiratory protection equipment.

17.9 Clothing that is not specifically designed to preserve the health and safety of the wearer does not constitute as PPE, e.g. school uniform.

17.10 Staff and students can expect that any equipment they use is suitable for its intended use and is properly maintained.

17.11 Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults.

17.13 The school understands its duty to cover the costs of purchase, cleaning and repair for all clothing that is:

- Protective clothing that staff require to fulfil their roles

17.14 In accordance with HM Revenue and Customs (HMRC) the school will pay any tax and national insurance on uniforms and PPE that are not exempt.

17.15 Using a P11D form, the school will report the cost of the following to HMRC, unless they are exempt:

- Buying the clothes for employees
- Lending clothes to employees
- Cleaning or repairing clothing

17.16 The school will not report the above to HMRC if it is provided as part of a salary sacrifice arrangement.

18. Maintaining Equipment

18.1 When not in use, PPE will be properly stored, kept clean, and in good repair. Inspectors, or a trained Health and Safety Technician, will inspect the following equipment for health and safety issues annually:

- All electrical appliances
- All fixed gym equipment
- Any workshop equipment, e.g. lathes and kilns
- All fume cupboards

18.2 It is the responsibility of the Health and Safety Officer to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.

19. Hazardous Materials

19.1 Each school will act in accordance with **COSHH guidelines** at all times.

19.2 Each school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery.

19.3 The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary.

19.4 The Support Services Manager/nominated Health and Safety Officer/Subject Leads are responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS.

19.5 The Support Services Manager/nominated Health and Safety Officer/Subject Leads will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments.

19.6 All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.

19.7 Hazardous substances will be labelled with the correct hazard sign and contents label.

19.8 Storage life will be considered by Subject Leads. All COSHH and ionising radiations regulations will be adhered to.

19.9 Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in well-ventilated areas.

19.10 Dust and fumes will be safely controlled by local exhaust ventilation equipment.

19.11 No staff member or student should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.

19.12 No potentially hazardous materials will be used in lessons without the approval of the Health and Safety Officer.

19.13 The Support Services Manager/nominated Health and Safety Officer will ensure staff are appropriately trained to use hazardous materials.

19.14 Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

19.15 The Support Services Manager/Health and Safety Officer will keep an up-to-date inventory of all the hazardous chemicals and materials held at the schools.

19.16 A yearly audit of hazardous materials will be undertaken by a designated person. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier.

20. Asbestos Management

20.1 In accordance with HSE guidance, an asbestos management survey was undertaken on 30th March 2021 by Grade 3 Ltd. which is a United Kingdom Accredited Service accredited surveying organisation (*if appropriate*).

20.2 This survey will be undertaken following any changes of use to a location or prior to any significant building work.

20.3 As a result of the asbestos management survey, risks were identified and dealt with on a priority basis.

20.4 Further details concerning the management of asbestos can be found in the Asbestos Management Plan.

21. Medicine and Drugs

21.1 Each school will obtain notification from parents regarding any medication which students are required to take.

21.2 Only trained staff will administer medication.

21.3 Staff will receive training in supporting students with medical conditions.

21.4 Each school's **Supporting Pupils with Medical Conditions Policy** will be followed at all times.

21.5 A record will be kept of any medication that any students take – this will be checked prior to administering any non-prescription medication.

22. Housekeeping and Cleanliness

22.1 Contract cleaners will be monitored by the Support Services Manager/nominated Health and Safety Officer. The standard required will be clear in the service level agreement held with the contracted cleaners.

22.2 Special consideration will be given to hygiene areas.

22.3 Waste collection services will be monitored by the Support Services Manager/nominated Health and Safety Officer.

22.4 Special consideration will be given to the disposal of laboratory materials and clinical waste.

22.5 The Headteacher/Principal is responsible for ensuring that the school is at a safe temperature for staff and students to work in. Each school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999.

23. Infection Control

23.1 The school actively prevents the spread of infection through the following measures:

- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment
- The support of routine immunisation programmes in accordance with NHS professionals and with the prior consent of parents/carers.

23.2 The school employs good hygiene practices in the following ways:

- Displaying posters throughout the school, encouraging all students, staff members and visitors to wash their hands after using the toilet, before eating or handling food,

after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing

- Ensuring, where applicable, that there is sufficient anti-bacterial wash or hand wash, warm water and paper towels available for everyone to wash their hands throughout the school
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance
- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops will not be used to clean up body fluid spillages; instead, paper towels will be used and discarded properly, following the procedures for clinical waste
- Washing all laundry in a separate dedicated facility and washing any soiled linens separately
- Hygienically bagging any students' soiled clothing to go home and never rinsing it by hand
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor
- Providing a secure sharps bin, out of reach and students, for the disposal of sharps
- Discouraging students, staff members and visitors from touching any stray animals that may come onto the school premises

23.3 Staff and students displaying signs of infection, such as rashes, vomiting, diarrhoea, etc, will be sent home and recommended to see a doctor.

23.4 All staff are subject to a full occupational health check before starting employment at the schools.

23.5 All cuts and abrasions will be covered with waterproof dressings.

23.6 The schools will ensure that arrangements are in place to minimise any student health risks.

23.7 Hand sanitisers are available around the school.

24. Allergens and Anaphylaxis

24.1 The Trust's Allergen and Anaphylaxis Policy is implemented consistently to ensure the safety of those with allergies.

24.2 Parents are required to provide the academy/school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff members are also required to provide the Headteacher/Principal with a list of their allergies. Information regarding pupils' and staff members' allergies is collated and stored securely.

24.3 Under the Human Medicines (amendment) Regulations 2017, the academy/

school is able to purchase AAI devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working. The academy/school will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

24.4 The Headteacher/Principal and catering team/contractor will ensure that all pre-packed foods for direct sale (PPDS) made on the academy/school site meet the requirements of Natasha's Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour.

24.5 The catering team/contractor will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law and can be found in the Whole School Food Policy, provided by the catering team/contractor.

24.6 Staff members receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

24.7 Further information relating to the school's policies and procedures addressing allergens and anaphylaxis can be found in the Allergen and Anaphylaxis Policy.

25. Risk Assessment

25.1 The Headteacher/Principal has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the schools.

25.2 Annual risk assessments will be conducted for all areas of the school.

25.3 Risk assessments will consider the needs of staff, students, visitors and contractors.

25.4 Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid
- There has been a significant change in related matters

25.5 Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

25.6 The schools will record any significant findings of any risk assessments including the following:

- The identified hazards
- How people might be harmed by them
- What the school has implemented to control the risk

25.7 A designated staff member will ensure risk assessments are completed by staff leading day trips or residential stays.

26. Safety Clearways

26.1 Corridors and doorways must be kept free of obstructions and properly lit.

27. Security and Theft

27.1 CCTV systems will be used to monitor events and identify incidents taking place.

27.2 CCTV systems may be used as evidence when investigating reports of incidents.

27.3 All schools must strive to maintain a cashless environment. However, on occasions where it is held, money will be held in a safe and banked on a weekly basis to ensure large amounts are not held on-site.

27.4 Money will be counted in an appropriate location, such as the school office/finance office, and staff should not be placed at risk of robbery.

27.5 Staff and students are responsible for their personal belongings and the school accepts no responsibility for loss or damage.

27.6 Thefts may be reported to the police and staff members are expected to assist police with their investigation.

27.7 All members of staff are expected to take reasonable measures to ensure the security of school equipment being used.

27.8 Missing or believed stolen equipment will be reported immediately to a senior staff member.

27.9 The school will install access control and security measures to ensure the safety of the school, e.g. security glazing on windows.

27.10 The school will ban individuals from the premises if they pose a risk to any member of the school community.

27.11 The school will consider any risks that are posed by their local context, e.g. recent arson attacks.

28. Severe Weather

28.1 The Headteacher/Principal makes a decision on school closure on the grounds of health and safety.

28.2 If a closure takes place, the CEO / COO will be informed promptly.

29. Safe use of minibuses

29.1 Health and Safety Policy and Procedures concerning school minibuses are contained in the school's **Minibus Policy**.

29.2 The Support Services Manager/nominated Health and Safety Officer is responsible for arranging the annual maintenance of the minibus, including MOTs and road tax (finance department).

29.3 The driver will have a current licence, be aged 21 years or over and hold a full licence in Group D, if applicable, or passenger carrying vehicles. All mini-bus drivers must undertake MIDAS training (mini-bus driver awareness scheme).

29.4 Drivers will supply a photocopy of their driving licence and Driving Licence Check code (www.gov.uk) – printed confirmation sheet.

29.5 Internal damage to the minibus is the responsibility of the individual or organisation of the minibus. The school will decide who is responsible for covering the cost of any repairs.

29.6 The minibus will carry strictly one person per seat and seat belts will be worn at all times.

29.7 Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return to the school, generally via the mini-bus log book.

29.9 Each academy will keep a record of staff members who hold the required information and have completed specific training allowing them to drive the minibus. **N/A**

Staff Member's Name	Role	Date

30. School Trips and Visits

30.1 Health and Safety Policy and Procedures concerning school trips and visits, including trips abroad, are contained in the school's Educational Trips and Visits Policy.

31. Manual Handling

31.1 Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold/grasp the particular item in a safe and balanced manner. Relevant members of staff should undertake training.

Staff Member's name	Role	Date
Ray Strickland	Site Facilities Officer	Ongoing

31.2 In order to manage these risks, we have adopted policies and procedures. Further information concerning the safe management of manual handling can be found in the **Manual Handling Policy.**

32. Working at Heights

32.1 Policy and procedures concerning employees working at heights are addressed in the **Working at Heights Policy.**

32.2 Relevant members of staff should undertake training prior to being allowed to work at heights.

Staff member's name	Role	Date
Ray Strickland	Site Facilities Officer	Ongoing

33. Lone Working

33.1 Policy and procedures concerning employees' lone working are addressed in the **Lone Working Policy.**

33.2 Staff members are to read and understand the relevant policy, prior to being allowed to undertake lone working.

34. Workplace health and safety: stress management

34.1 Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating.
If you think that an employee is having problems, encourage them to talk to someone, whether it's their line manager, GP or occupational health team. To protect employees from stress at work, employers should assess risks to health. It may be that individual actions plans be developed for employees suffering from stress.

35. Workplace health and safety: display equipment

35.1 Display screen assessments will be carried out by the Support Services Manager/ nominated Health and Safety Officer for teaching staff and support staff who regularly use laptops or desktop computers.

36. Monitoring and Review

36.1 The effectiveness of this policy will be monitored continually by the Headteacher/Principal and the Local Governing Committee. Amendment requirements should be reported to the Trust Operations Manager.

APPENDIX 1

Classroom Checklist

Please note, this is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom in additional tables, including any further action needed. If necessary, discuss your concerns with a senior leader in your school.

	Questions you should be asking concerning your classroom environment	**Yes/No**	**Further action required**
Movement around the classroom (slips and trips)	Is the internal flooring in good condition?	Mostly	Man hole trim in IT suite needs further attention
	Are there any changes in floor level or type of flooring that need to be highlighted?	No	
	Are gangways between desks kept clear	Yes	
	Are trailing electrical leads/cables prevented wherever possible?	Yes	
	Is lighting bright enough to allow safe access and exit?	Yes	
	Are procedures in place to deal with spillages, e.g. water and blood from cuts?	Yes	
	For stand-alone classrooms:		
	Are access steps or ramps properly maintained?	Yes	
	Are access stairs or ramps provided with handrails?	Yes	
Manual Handling	Have trolleys been provided for moving heavy objects e.g. computers?	Yes	
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?	Yes	
	Are all plugs and cables in good repair?	Yes	
	Has portable electrical equipment, been visually checked and tested at suitable intervals to ensure they are safe to use?	Yes	
Work at Height	Do you have an 'elephant foot' step-stool or stepladder available for use where necessary?	Yes	
	Is a window-opener provided for opening high-level windows?	Yes	
	Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?	Yes	

Furniture and fixtures	Is furniture in good repair and suitable for the size of the user, whether an adult or child?	Yes	
	Is portable equipment stable, e.g. a TV placed on a suitable trolley?	Yes	
	Where window restrictors are fitted to upper-floor windows, are they in good working order?	N/A	
Workplace (ventilation & heating)	Can a reasonable room temperature be maintained during use of the classroom?	Yes	
	Are measures in place, e.g. blinds, to protect from glare and heat from the sun?	Yes	
Asbestos	If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?	Yes	
	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?	Yes	
Fire	Are fire evacuation procedures clearly displayed?	Yes	
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?	Yes	

APPENDIX 2

Register of Appointed Persons

Below is a list of all staff members who have a role in ensuring the effective implementation of this Health and Safety Policy – schools should ensure that the register is kept-up-to-date.

Role	Appointed Person	Email address
Health and Safety Link Governor (if appropriate)		
Headteacher/Principal	**Julia Strickland**	**jstrickland@stjameshull.co.uk**
Competent Person	**Ray Strickland**	**rstrickland@stjameshull.co.uk**
Support Services Manager	**Karen Forrester**	**k.forrester@hslt.academy**

APPENDIX 3

Premises Inspection Workplace form

SITE:	
DATE OF INSPECTION:	

FIRE, FIRST AID & SECURITY	**YES**	**NO**	**COMMENTS**
1) Are designated fire exits & escape routes clearly marked/ free from obstruction & not locked?			
2) Are Fire Action Notices displayed in all areas & Fire Wardens names up-to-date?			
3) How many trained Fire Wardens are available on the premises?			
4) Are the numbers of Fire Wardens sufficient for the activity/premises?			
5) Are signs prohibiting the use of lifts in the event of a fire or emergency displayed?			
6) Are door vision panels clear?			
7) Is fire equipment in its correct place, unobstructed, not discharged & checked in the last 12 months?			
8) Are break glass points free from obstruction?			
9) Are all fire doors closed or free to close on automatic release?			
10) Is there evidence that the weekly fire test is being carried out?			
11) Is there evidence that the visitors sign in system is in use?			
12) Are first aid signs up to date & displayed in all areas?			
13) Are first aid boxes accessible, fully stocked & clearly visible?			
14) How many appropriately qualified first aiders are available on the premises?			
15) Are the numbers (and type) of qualified first aiders appropriate for the activity/premises?			
GENERAL WORKPLACE INTERNAL	**YES**	**NO**	**COMMENTS**
16) Is a current copy of the HSE poster with correct information displayed appropriately?			
17) Are all work-related incidents and near misses being recorded using the online Incident Reporting Portal (and not being recorded on old A3 incident forms)?			
18) Is the workplace clean & tidy, items stored safely & not at unsafe heights?			

19) Is the temperature reasonable, minimum of 16 degrees?			
20) Are floors clean, maintained with no tripping hazards & height changes marked?			
21) Are steps/stairs/banisters in good condition and trip-free?			
22) Is there any visible damage to doors, walls or ceilings?			
23) Is ventilation & lighting acceptable?			
24) Are windows undamaged, restrainers intact, & can they be opened if necessary?			
25) Are toilets clean, well-stocked & in working order?			
26) Are water temperature checks identified as a *Legionella* control measure undertaken?			
27) Are food work surfaces of a non-absorbent material, in a good, clean condition?			
28) Are plant rooms, switch rooms, distribution boards, boiler rooms and other restricted access areas either appropriately locked, have authorised access or safe by design			
29) Are switchgear rooms, distribution boards and plant rooms free from combustible material and clear access to the switches?			
30) Has the lift, and any other lifting equipment (eg hoists), been tested, and is any lift emergency equipment intact and working?			
WELFARE	**YES**	**NO**	**COMMENTS**
31) Are suitable and sufficient conveniences provided for male and female students and staff?			
32) Are they in a clean and maintained condition?			
33) Do they have adequate lighting and ventilation?			
EQUIPMENT & SUBSTANCES	**YES**	**NO**	**COMMENTS**
34) Has all electrical equipment had an appropriate "PAT" (Portable Appliance Testing) test?			
35) Are cables, leads, plugs and sockets in good condition & not causing trip hazards?			
36) Are liquids kept well clear of electrical equipment or power points?			
37) Does all equipment have appropriate H&S warning signage where necessary?			
38) Is equipment free of obvious defects that require mending or replacement?			
39) Are dangerous parts of machinery properly guarded/interlocked?			
40) If the use of equipment is limited to trained persons, are there signs indicating this?			

41) Is sharp edged cutting equipment protected and stored securely?			
42) Is work equipment that is accessible to vulnerable people safe/secure?			
43) Where emergency stop controls are installed, e.g. kitchens or at machines, are the clearly marked and easily accessible?			
44) Are employees wearing appropriate PPE?			
45) Are ladders and stepladders individually identified; Class 1 industrial or EN131 standard; in good condition; no cracks, rungs missing, bent or damaged, sharp edges or dents, screws missing, bent rungs, rubber feet damaged or missing?			
46) Are hazardous and/or flammable substances correctly stored and labelled?			
EXTERNAL WORKPLACE	**YES**	**NO**	**COMMENTS**
47) Are boundaries walls and fences adequately & safely maintained?			
48) Are walkways and steps flat, non-slip, maintained & free from obstruction?			
49) Are routes suitably indicated by warning / information signs?			
50) Is the salt bin available (& full) if needed?			
51) In winter weather are the access routes gritted/salted to ensure safe access?			
52) Is outside lighting working/acceptable?			
53) Are there any obvious hazards in the external grounds/facilities?			

INSPECTION SUMMARY/ACTION PLAN			
Action required	**To be actioned by**	**Date to be completed**	**Date completed**
ADDITIONAL COMMENTS			
SIGNATURE OF THE MANAGER RESPONSIBLE FOR THE AREA		DATE	
PLEASE KEEP THIS INSPECTION IN FILE			