

## HEALTH & SAFETY POLICY



*inspire transform together*

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*The Heath Academy Trust*  
*Registered Address: S.t Ives Primary & Nursery School, Sandy Lane, St. Ives, Ringwood, Hampshire, BH24 2LE*  
*Registered in England and Wales*  
*Registration Number: 09809895*

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## Definitions

*Note: these terms are standard throughout all policy documents and are designed to provide clarity.*

### Section 1: The MAT

"the Academy Trust" and "Trust"	mean the Heath Academy Trust Company.
"the Board"	means the Board of Directors of the Heath Academy Trust Company.
"the Directors"	refers to the group of (up to 12) Directors who make up the Board, and who are also the Heath Academy Trust's "Trustees" under charity law.
"Finance Committee"	refers to the Finance and Audit Committee formed by the Board to manage the financial affairs of the Trust.
"Accounting Officer"	is a role held by the Chief Executive Officer ("CEO") of the Trust, and one which includes a personal responsibility for the financial resources under the Trust's control. He is accountable for the Trust's financial affairs.
"Chief Finance Officer" (CFO)	is the Trust's finance director, and also the Trust Business Manager, to whom the Accounting Officer delegates responsibility for delivery of the Trust's financial processes and reports, and for the oversight and consolidation of the Academies' financial data.
"Trust Business Manager" ("TBM")	Fulfills the CFO role within the Trust, including compliance and statutory returns, as described in the Academies' Financial Handbook.
"Leadership Team"	is a team representing the Academies, consisting of the Headteachers and the CEO, and the TBM.
"Trust Admin Manager"	Is the Trust's Administrator who takes responsibility for aspects of Health & Safety Administration tasks.

*A full description of the positions listed and their responsibilities will be found in the current Academies' Financial Handbook.*

### Section 2: The Schools

"Academy"	One of the six schools making up the Heath Academy Trust.
"Academies"	All of the six Academies.
"School"	means an Academy within the Trust.
"Finance Officer"	The person responsible for the day to day management of an Academy's financial operations.
"Governor"	means a formally elected and appointed member of a School's Governing Body (generally referred to as the LGB).
"Headteacher"	means the senior person at an Academy who may also be an Executive Headteacher and/or elected as a Director of the Board.
"School's Leadership Team"	A group within each School consisting of the Headteacher, senior staff and the local Governing Body.

## Health & Safety Policy

### 1. STATEMENT OF INTENT

1.1 It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, local council departments and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

1.2 Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons.
- Maintain control of health and safety risks arising from our activities.
- Comply with statutory requirements as a minimum standard of safety.
- Consult with all staff on matters affecting their health, safety and welfare.
- Provide and maintain safe systems, equipment and machinery.
- Ensure safe handling, storage and use of substances.
- Provide appropriate information, instruction and supervision for everyone.
- Ensure staff are suitably trained and competent to do their work safely.
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health.
- Assess risks, record significant findings and monitor safety arrangements.
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements.
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters.

1.3 Our health and safety management system has been developed to ensure that the above commitments can be met. All staff, governors and directors will be instrumental in its implementation. The Health and Safety Policy must be amended by each Trust School, at a local level, to include their own Health and Safety Requirements.

1.4 Electronic versions of all Trust policies referred to in this policy can be accessed on the Trust website [www.heathacademytrust.wordpress.com](http://www.heathacademytrust.wordpress.com)

1.5 Electronic versions of all Trust schools policies referred to in this policy can be accessed on the relevant school website:

School	Website
Oakhurst Community First & Nursery School	<a href="http://www.oakhurstfirst.com">http://www.oakhurstfirst.com</a>
Sixpenny Handley First School	<a href="http://www.sixpennyhandleyschool.co.uk">http://www.sixpennyhandleyschool.co.uk</a>
St. Ives Primary & Nursery School	<a href="http://www.stivesprimary.com">http://www.stivesprimary.com</a>
St. James' CE First School	<a href="http://www.alderholt.dorset.sch.uk">http://www.alderholt.dorset.sch.uk</a>
St. Mary's CE First & Nursery School	<a href="http://www.stmaryswestmoors.org">http://www.stmaryswestmoors.org</a>
Three Legged Cross First & Nursery School	<a href="http://www.3lxschool.com">http://www.3lxschool.com</a>

## **2. ORGANISATION**

### **2.1 Employer Responsibility**

The overall responsibility for health and safety for The Heath Academy Trust schools outlined below is held by The Heath Academy Trust.

- Oakhurst Community First & Nursery School.
- Sixpenny Handley First School.
- St. Ives Primary & Nursery School.
- St. James' CE First School.
- St. Mary's CE First & Nursery School.
- Three Legged Cross First & Nursery School.

The Trust will:

- Ensure that health and safety has a high profile.
- Ensure adequate resources for health and safety are made available.
- Consult and advise staff regarding health and safety requirements and arrangements.
- Periodically monitor and review local health and safety arrangements.

### **2.2 Responsible Manager Responsibility**

The responsible manager for each Trust school is the Headteacher of each school who will act to:

- Manage, advise and co-ordinate local safety matters.
- Develop a safety culture throughout the school and Trust.
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively.
- Assess and control risk at their school as part of everyday management.
- Ensure a safe and healthy environment and provide suitable welfare facilities.
- Make operational decisions regarding health and safety.
- Ensure periodic safety tours and inspections are carried out.
- Ensure the school Health & Safety database is up to date and fit for purpose.
- Ensure significant hazards are assessed and risks are managed to prevent harm.
- Ensure staff are aware of their health and safety responsibilities.
- Periodically update governing bodies/Trust Board as appropriate.
- Produce, monitor and periodically review all local safety policies and procedures.

### **2.3 CEO Responsibility**

The Trust CEO will hold overall responsibility for Trust level safety matters.

### **2.4 Trust Health & Safety Director Responsibility**

The Trust Health & Safety Director will manage, advise and co-ordinate at Trust level safety matters on behalf of, and under the direction of the CEO, in conjunction with the Trust Admin Manager.

He/she is to work within their level of competence and seek appropriate guidance and direction from the CEO/Headteacher(s)/Trust Health & Safety Co-ordinator/Officer and/or RW Safety Solutions as required.

### **2.5 Trust Admin Manager Responsibility**

The Trust Admin Manager will manage, advise and co-ordinate at Trust level safety matters on behalf of, and under the direction of the CEO, in conjunction with the Trust Health & Safety Director.

He/she is to work within their level of competence and seek appropriate guidance and direction from the CEO/Headteacher(s)/Trust Health & Safety Director and/or RW Safety Solutions as required.

## **2.6 All Staff (Including Volunteers) Responsibility**

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- Supporting the school and Trust health and safety arrangements.
- Ensuring their own work area remains safe at all times.
- Not interfering with health and safety arrangements or misusing equipment.
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions.
- Reporting safety concerns to their staff representative or other appropriate person.
- Reporting any incident that has led, or could have led to damage or injury.
- Assisting in investigations due to accidents, dangerous occurrences or near misses.
- Not acting or omitting to act in any way that may cause harm or ill health to others.

The responsibility of applying local safety procedures on a day-to-day basis rests with all staff. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented. They are to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

## **2.7 Caretaker/Site Manager Responsibility**

The caretaker/site manager for each school (if applicable) is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of their Headteacher. If the caretaker is not available the Headteacher ensures someone is responsible to undertake these duties. He/she is to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. He/she is to work within their level of competence and seek appropriate guidance and direction from their Headteacher/Trust Admin Officer and/or RW Safety Solutions as required. These will include:

- Legionella temperature and flushing checks.
- Ladder, stepladder and step stool inspections.
- Fire door and fire exit checks – monthly.
- Emergency lighting checks – monthly.
- Fire alarm checks – weekly.
- Supporting asbestos management.
- Defibrillator checks.
- Oil tank checks.
- Playground equipment checks.
- Swimming pool checks
- Minibus checks
- Fire extinguisher and fire equipment checks – monthly.
- Legionella temperature checking, flushing and run of showerheads

## **2.8 Fire Safety Co-ordinator Responsibility**

Each school has a nominated fire safety co-ordinator who is the competent person for fire safety on the premises and acts on behalf of the Headteacher. He/she is to attend an appropriate fire safety training course and refresh this training every three years. The fire safety co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

The fire safety co-ordinator is to work within their level of competence and seek appropriate guidance and direction from their Headteacher/Trust Health & Safety Director/Trust Health & Safety Co-ordinator/Officer and/or RW Safety Solutions as required.

### **2.9 Legionella Competent Person Responsibility**

Each school has a nominated competent person for Legionella on the premises and acts on behalf of the Headteacher to provide the necessary competence to enable Legionella to be managed safely. He/she is to attend training at intervals not exceeding three years and all training records are to be retained.

The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with the Legionella ACOP (L8) and HSG 274. He/she will advise the Headteacher of any condition or situation relating to Legionella, which may affect the safety of their school. He/she is to work within their level of competence and seek appropriate guidance and direction from their Headteacher/Trust Health & Safety Director/Trust Health & Safety Co-ordinator/Officer and/or RW Safety Solutions as required.

### **2.10 Asbestos Competent Person Responsibility**

Each school has a nominated competent person for asbestos on the premises and acts on behalf of the Headteacher to provide the necessary competence to enable asbestos to be managed safely. He/she is to attend training at intervals not exceeding three years and all training records are to be retained.

The asbestos competent person will ensure that all staff have a reasonable awareness of asbestos management and dangers. He/she is to ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with departmental and corporate requirements. He/she will advise the Headteacher of any condition or situation relating to asbestos, which may affect the safety of any premises users. He/she is to work within their level of competence and seek appropriate guidance and direction from their Headteacher/Trust Health & Safety Director/Trust Health & Safety Co-ordinator/Officer and/or RW Safety Solutions as required.

### **2.11 Accident Investigator Responsibility**

In each school there will be two accident investigators, one of which will be the Headteacher. The Headteacher will lead on all accident investigations in accordance with the Trust policy.

### **2.12 Educational Visits Coordinator (EVC) Responsibility**

Each school will have a designated trained EVC who will receive formal training every three years. Please refer to each Trust school's EVC policy.

### **2.13 PEEP Manager Responsibility**

The SENCO at each school is the PEEP manager.

### **2.14 Health & Safety Committee**

The purpose of the Health & Safety committee is to assist in the assessment of safety related matters and provide appropriate support to the Trust and its employees. The Health & Safety committee will regularly meet to monitor and discuss on-site health and safety performance, and recommend any actions necessary should this performance appear or prove to be unsatisfactory. Health & Safety committee staff will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters. Meetings will initially take place half termly for the first year and will then be reviewed.



The Health & Safety committee consists of:

- CEO
- All Headteachers from The Heath Academy Trust schools
- Trust Business Manager
- Trust Health & Safety Director
- Trust Admin. Manager

### **2.15 Health & Safety Assistance & Advice**

RW Safety Solutions is the competent source of safety guidance for the Trust as required under Reg 7 of the Management of Health & Safety at Work Regulations 1999. Where incident, issues or concerns arise beyond the level of understanding or knowledge in the Trust, then advice from RW Safety Solutions must be sought.

## **3. ARRANGEMENTS**

The following arrangements for health and safety have been developed in accordance with the management of health and safety in the Trust and within all The Heath Academy Trust schools and are to be used alongside other current school/premises procedures and policies.

In carrying out their normal functions, it is the duty of all employees to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

### **3.1 Accident/Incident Reporting & Investigation (including Aggressive Incidents/Violent Reporting)**

Any accident, incident or injury involving pupils, staff, visitors or contractors is to be immediately reported and recorded in the Accident Report Book held in the main office for each school. A trust wide database is held by the Trust Admin. Manager.

Minor accidents to pupils are to be recorded in the minor accident book which is located in either the:

- First Aid area in the school.
- First Aid box when outside for outdoor activities.
- Off site First Aid bags.

Accident logs are audited, termly, by the Local Governing Body (LGB) for each Trust school. This is completed in order that repetitive casual factors may be identified to prevent reoccurrences.

The more serious accidents that are notifiable to the Health & Safety Executive (HSE) are to be initially discussed with RW Safety Solutions and reported using the HSE's online RIDDOR (F2508) reporting system.

All significant accidents, incidents and near-misses are to be immediately reported to the Headteacher. At Oakhurst First and Nursery School the procedures below are followed;

Accidents: Using accident forms which are kept the Accident folder stored in the main office

Aggressive/Violent Incidents: Using the appropriate proforma stored in the main office

Near Misses: Using the appropriate form on the caretaker's noticeboard in the main office

The trained accident investigator is to always conduct a documented investigation into more serious incidents. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

The Headteacher will ensure that the LGB and CEO are appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored by the Headteacher and the LGB for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

Premises hirers and community/extended service/third party users must report all incidents related to unsafe premises or equipment to the school/premises staff, who will appropriately report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

### **3.2 Supporting Children with Medical Conditions**

Arrangements regarding medicines are set out in the Supporting Pupils With Medical Conditions Policy for each Trust school.

### **3.3 Asbestos Management**

Asbestos management on site is controlled by the asbestos competent person. The asbestos register is located in the main school office and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site. Any changes to the premises' structure that may affect the asbestos register information will require recording in the asbestos register.

Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the asbestos competent person.

At Oakhurst First and Nursery School asbestos is located above the dado rail around the school (see asbestos register for further information)

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Headteacher and/or the asbestos competent person who will immediately act to cordon off the affected area and seek appropriate advice. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the Headteacher and/or asbestos competent person.

### **3.4 Child Protection**

Arrangements regarding child protection are set out in the Trust's Child Protection Policy and this is amended locally as appropriate.

### **3.5 Community Users/Lettings/Extended Services**

The Headteacher will ensure that:

- Third parties and other extended service users operate under hire agreements.
- A risk assessment for the activity is completed.
- The premises is safe for use and is always inspected prior to, and after each use. This will be carried out by the school office or the Headteacher.
- Means of general access and egress are safe for use by all users .
- All provided equipment is safe for use.
- Fire escape routes and transit areas are safe and clear of hazards.
- Hirers/users are formally made aware of fire safety procedures and equipment.
- All lettings are managed by the school office.
- All users have public liability insurance.

### **3.6 Contractors On Site**

Where contractors may be required or selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services.

The Trust hold a generic list of contractors for delegated Health & Safety checks. Due diligence checks have been carried out by the Trust to include, DBS, Risk Assessments and valid insurances. All contractors will require adequate risk assessments to be sighted to demonstrate their safe working practices for specific work being undertaken.

At Oakhurst First and Nursery School, contractors appointed by the school to carry out works will complete the necessary paperwork to ensure all checks are completed. This will be carried out by a member of the Office team or the Headteacher.

All contractors must report to the relevant Trust school main office where they will be asked to sign the visitors book and asbestos register and will be issued with the local written contractor induction brief that includes all relevant details of fire safety procedures and local safety arrangements.

Staff from each school are responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and pupils on the premises.

### **3.7 Curriculum Activities**

All safety management and risk assessments for curriculum based activities will be carried out under the control of the relevant subject leaders using the appropriate codes of practice and safe working procedural guidance for Physical Education & Sport, Swimming and Science.

### **3.8 Display Screen Equipment**

All users must complete periodic workstation assessments and any issues will be actioned as necessary by line managers. An up to date DES User List is kept by Oakhurst First and Nursery School on the database system. Workstation assessments are to be routinely reviewed at intervals not exceeding two years. These will be completed out by all admin/finance staff and the Headteachers at all Trust schools. Staff will receive annual refresher training.

### **3.9 Electrical Equipment**

The Headteacher will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment.
- Where 13-amp sockets are in use, only one plug per socket is permitted.
- Equipment is not to be used if found to be defective in any way.
- Defective equipment is to be reported & immediately taken out of use until repaired.
- All portable electrical equipment will be inspected/tested at intervals set out below. The Trust will pay for testing every two years and at Oakhurst First and Nursery School we will have PAT testing carried out annually by an outside provider:
  1. Portable electrical equipment will be inspected and tested annually.
  2. IT equipment will be inspected every two years.
  3. Stationary equipment will be inspected every 3 years.
- Equipment testing/inspection can only be carried out by a competent person.
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by the Headteacher and it has been tested.
- New equipment must be advised to the Headteacher in order that it can be added to future PAT testing schedules.
- Fixed wire testing will be carried out every 5 years.
- Multi purpose block plugs will not be used in any of the schools in the Trust.

Any defective or suspected defective equipment, systems of work, fittings etc. must be reported to the relevant Trust school main office and recorded in the appropriate book and attended to as soon as possible.

### **3.10 Emergency Procedures**

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the Trust school's/premises emergency evacuation plan. All schools have a fire emergency plan for fire related emergencies and an emergency evacuation plan for all non-fire emergencies. At Oakhurst First and Nursery School the evacuation plans have been distributed to all staff, can be located in the main office and in the evacuation grab box. Drills are carried out at least termly and recorded on the appropriate proforma and distributed to staff for discussion in a staff/business meeting. The drills are also logged on the school database system.

All staff will receive a brief and/or a copy of the emergency evacuation plan at induction and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced.

Personal Emergency Evacuation Plans are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident.

A Trust Lockdown Policy is in place and amended locally where appropriate. A copy of this can be found on each school's website. Lockdown drills are carried out at least annually. At Oakhurst First and Nursery School, drills are recorded on the appropriate proforma and distributed to staff for discussion in a staff/business meeting. The drills are also logged on the school database system.

### **3.11 Fire Safety**

Arrangements regarding fire safety are set out in the school/premises fire safety policy. The fire safety co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

The Headteacher will ensure that:

- All staff are to complete fire safety training at intervals not exceeding three years.
- Fire safety procedures are readily available for all staff to read.
- Fire safety information is provided to all staff at induction and periodically thereafter.
- Fire safety notices are posted in the key areas of the building close to the fire points.
- Evacuation routes and assembly points are clearly identified.
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire.
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked *flammable*.
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual.
- Fire evacuation procedures are carried out termly at different times and days. This is recorded and shared with staff to enable discussion about the procedure so any amendments/changes can be made as necessary. Fire Marshals will be used to sweep the area.
- The fire risk assessment is reviewed annually by the fire safety co-ordinator and amended as new hazards or required amendments are identified.

### **3.12 First Aid**

Arrangements regarding first aid provision are set out in each school's First Aid Policy. These have been identified by each school carrying out the First Aids Needs Assessment. The names and locations

of the first aid trained staff at each Trust school are listed in the First Aid Policy and also clearly signposted around each Trust school.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

First Aid information is shared with all new staff and volunteers during their induction process.

### **3.13 General Equipment**

All general equipment requiring statutory inspection and/or testing on site (e.g. boilers, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors either appointed by the Trust or as locally arranged by each Trust school.

#### **Contracts Appointed By The Trust**

- Intruder alarms.
- Asbestos management surveys.
- Fire extinguishers.
- Fire alarms.
- Emergency lighting.
- Water hygiene services.
- Boilers.
- Fixed wire testing.
- PAT testing.
- PE/outdoor equipment.

Inspection dates for this list are held at Trust level by the Trust Admin. Manager. All certificates and key documents are kept in the property file in the main school office in each Trust school.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out.

### **3.14 Good Housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction.
- Shelves in storerooms and cupboards are stacked neatly and not overloaded.
- Floors are kept clean and dry and free from slip and trip hazards.
- Emergency exits and fire doors are not obstructed in any way.
- Supplies are stored safely in their correct locations.
- Rubbish and litter are cleaned and removed at the end of each working day.
- Poor housekeeping or hygiene conditions are immediately reported.
- External waste contract for the disposal of medical waste.
- All furniture is kept in good condition and replaced as required.

### **3.15 Hazardous Substances**

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor for each Trust school and the product has been approved for safe use on site by the

Headteacher. The named assessors at Oakhurst First and Nursery School are Claire Rickman (admin) and Ann Clark (Headteacher).

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance.

Staff must never attempt to use a harmful substance unless adequately trained to do so and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are to be stored in the secure and signed storage in each Trust school when not in use. This is to remain locked at all times.

### **3.16 Inspections & Monitoring**

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues immediately.

Each school has a defect book and at Oakhurst First and Nursery School this is monitored by the Office Staff or/and the Headteacher. All concerns should be noted in here whilst also verbally telling the staff who monitor the defects.

Routine documented inspections of the premises will be carried out at least twice a year in accordance with the premises monthly inspection schedule. Inspection findings are to be recorded locally and records retained.

Defects identified during these routine documented inspections are to be immediately reported to either the Headteacher or the main school office and recorded in the defect book. Any identified high level risks or safety management concerns are to be actioned as soon as possible, informing the Chair of Governors for the LGB.

Periodic detailed inspections of the premises' safety management system will be carried out every year by the LGB for each Trust school. These documented inspections will examine all areas of the safety management system.

At Oakhurst First and Nursery School, class based monitoring takes place each term and recorded using the appropriate proforma. This is given immediately to the Headteacher to action any areas of concern/defects. This is recorded on the Health and safety database.

### **3.17 Kitchens**

The main kitchen area and/or staff room at each Trust school is only to be used by authorised staff in accordance with the identified safe working procedures. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

At the Oakhurst First and Nursery School Nursery, breakfast club and after school club snacks are provided. Lunchtime supervisors and Staff involved in the preparation of food will undertake a Level 2 Food Hygiene course.

At Oakhurst First and Nursery School the kitchen is used to cook food that is brought into school in by Chartwells. All equipment is maintained by daily visual checks.

### **3.18 Legionella Management**

Legionella management at each Trust school is controlled by the Legionella competent person who will manage and undertake all procedures regarding Legionella in accordance with the legionella written scheme. Records of all related training, flushing, temperature monitoring, cleaning & defects are to be retained for auditing purposes.

### **3.19 Lone Working**

All lone working is to be approved by the Headteacher for each Trust school and is to be carried out in accordance with the their local written procedures. At Oakhurst First and Nursery School we have a separate Site Security Policy which can be located on the school shared drive.

### **3.20 Minibuses**

The Trust schools with minibuses will have a dedicated person responsible for the operation and maintenance of their minibuses in accordance with each Trust school's policy at each site.

- St. Ives Primary & Nursery School.
- St. Mary's CE First & Nursery School.
- Three Legged Cross First and Nursery School.

All minibus drivers must have completed MIDAS training prior to being permitted to drive minibuses.

### **3.21 Moving & Handling**

Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training for periods not exceeding three years and/or have been provided with mechanical aids in order to work safely. Staff will receive annual refresher training.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. Anyone involved in undertaking regular physical work which would typically include significant moving and handling, he/she must attend a formal moving and handling course specific to the work requirements.

### **3.22 Off-site Activities**

Arrangements regarding off-site activities are managed in accordance with advice from the HAT Health & safety Advisor, Ray West. All risk assessments should be completed prior to the event and signed off by the EVC or Headteacher at each Trust school.

### **3.23 Physical Intervention**

Arrangements regarding physical intervention are set out in each Trust School's Physical Intervention Policy and recorded in line with the policy.

### **3.24 Provision Of Information**

The Headteacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. At Oakhurst First and Nursery School, these systems are through staff meetings, emails and training sessions. Information for parents, carers, volunteers and students is through induction training. The Headteacher will ensure that all information is held electronically via our schools' shared area and that all staff are made aware of this at regular intervals through the above mentioned methods. It is the responsibility of staff to ensure that this information is read and adhered to.

Local health and safety advice is available from RW Safety Solutions who can provide both general and specialist advice.

The *Health and Safety Law* poster must be displayed at each Trust school site and be clearly visible.

### **3.25 Risk Assessment**

General risk assessment management will be co-ordinated by the Headteacher for each Trust school and must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists. The trained risk assessor on site is the Headteacher who will oversee the correct completion of risk assessments. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work.

All risk assessments and associated control measures are to be approved by the Headteacher for each Trust school or their delegated member of staff prior to implementation. Completed risk assessments are listed in the main risk assessment file at each Trust school and will be reviewed periodically in accordance with each risk assessment's review date as listed for review in the Trust school's bring-up diary system. All staff will have access to their school's Risk Assessments and regular reminders will be issued through emails and meetings to ensure they are duly read and followed.

### **3.26 Security**

Arrangements regarding security are based on each Trust school's security risk assessment and are set out in the on-site security procedures, which include emergency unlock routines.

### **3.27 Smoking**

Smoking is not permitted on the premises of any Trust school. This includes e-cigarettes and vapes.

### **3.28 Hot Drinks**

At all Trust schools no open cups of hot drinks are allowed in the classrooms or the playground during school hours or when children are still in the classrooms, for example, a club after school. All hot drinks taken between the kitchen and the office must be transported using a sealed lid to avoid spillage and scalding.

### **3.29 Stress & Wellbeing**

The Heath Academy Trust is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stressors.

Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in line with Trust procedures. At Oakhurst First and Nursery School these include, on-site arrangements to monitor, consult and reduce stress situations are through staff meetings, periodic Trust training, annual questionnaires, INSET training and an integral part of any back to work meetings and procedures which are carried out following any staff absence.

### **3.30 Swimming Pool Management**

Arrangements regarding swimming pool management are set out in the each Trust school's Swimming Pool Policy & Procedures and in accordance with the HSE's HSG179. There is no swimming pool at Oakhurst First and Nursery School.

### **3.31 Traffic Management**

Arrangements regarding on-site traffic safety are based on each Trust school's traffic risk assessment and are set out in the on-site Traffic Policy & Procedures.

### **3.32 Training**



Health and safety induction training will be provided and recorded for all new staff/volunteers at all Trust schools in accordance with the New Staff Health & Safety Induction Checklist.

The Headteacher for each Trust school is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. A training needs analysis will be carried out from which a comprehensive health and safety training plan will be developed and maintained to ensure health and safety training is effectively managed for all staff who require it.

All staff will be provided with the following as a minimum training provision:

- Induction training regarding all the requirements of this Health & Safety Policy.
- Appropriate local training regarding risk assessments and safe working practices.
- Updated training and information following any significant health and safety change.
- Specific training commensurate to their own role and activities.
- Periodic refresher training that will not exceed three yearly intervals.
- Annual Trust Health & safety training

Training records are sent to each school from the Trust Admin Manager and are then held by the Trust school's office or the Headteacher, in the Health and Safety training file, who is responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan and managing the planning of refresher training for all staff. The trust will have access to review training records as required.

### **3.33 Violent Incidents**

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at any of the Trust school sites.

Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future. Any incidents are recorded on My Concern. Violent incident reporting is totally confidential.

### **3.34 Visitors**

All visitors must initially report to each Trust school's main reception where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident.

Visitors will be provided with emergency evacuation information and will be issued with a visitor's badge. They will be provided with a leaflet covering safeguarding information, mobile phone expectations and health and safety procedures. Staff within Trust schools who are wearing a designated Trust ID badge will not be required to wear a school specific visitor's badge once they have signed in.

### **3.35 Work At Height**

Work at height is always to be undertaken as follows;

At all Trust school sites general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height, which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task. All Trust schools have tall step ladders within their schools with the exception of St. Ives Primary & Nursery School. Sixpenny Handley First School also have a tall A-frame ladder.

The competent person for work at height on the premises who has attended training is the Headteacher and designated school staff and he/she is authorised to:

- Use steps, stepladders and leaning ladders in accordance with their training.
- Provide step stool instructional training briefs to staff in accordance with policy.
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps.
- Remove access equipment from use if defective or considered inappropriate for use.

The competent person for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment.
- Access equipment selected for work at height must be as per the risk assessment.
- Any staff working at height must be appropriately trained to use the access equipment.
- Staff are not to improvise or use alternative access methods of their own choice.
- Use of any furniture, including tables and chairs, is forbidden for any work at height.
- Staff may only use step stools if they have received a local instructional training brief.
- Staff may only use stepladders if they have received formal training.
- Staff may only use leaning ladders if they have personally attended appropriate training at intervals not exceeding three years.
- Any safety concerns about a work at height task must be raised prior to work starting.
- Access equipment used on site such as ladders and stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors.
- Contractors working at height must only use their own access equipment.

## **APPENDIX 1**

### **TRUST HEALTH & SAFETY POLICY STATEMENT**

The Board of The Heath Academy Trust, the employer of the staff who work in its schools, recognises and accepts its responsibility for providing a safe and healthy environment for the staff employed in the schools, for the children attending the schools and for visitors and contractors who come on to the school premises.

The Heath Academy Trust will take reasonable steps to fulfil these responsibilities within the framework of the Health & Safety at Work etc Act 1974 and the Management of Health & Safety at Work Regulations 1999, as well as those other Regulations, Approved Codes of Practice, Guidance etc made under this legislation. The Heath Academy Trust will ensure that appropriate policies and procedures are in place and kept up to date.

To this end, The Heath Academy Trust will engage the services of an appropriate health and safety consultant to advise the staff of The Heath Academy Trust and its schools on all related matters and to provide The Heath Academy Trust with up-to-date information in relation to its health and safety responsibilities.

The responsibility for the implementation, monitoring and ongoing management of each school's Health & Safety Policy within The Heath Academy Trust rests with the Headteachers, who shall have responsibilities for ensuring effective management, so far as is reasonably practicable, of all health and safety matters affecting the operations and activities of the school. These include those organised on behalf of the school but being undertaken away from the school site. To do this effectively the Headteachers will work with the Trust and keep the Health & Safety Lead Director fully informed of all matters affecting the health, safety and welfare of staff, pupils, visitors, contractors and other persons under their responsibility.

Each and every member of staff at The Heath Academy Trust must recognise that, under the Act, they have a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work. They also have to co-operate, as far as is reasonable, with their employer in fulfilling its duties under the Act and supporting legislation, as well as under The Heath Academy Trust's Health & Safety Policy and the specific Health & Safety Policy relating to the school in which they work.

The specific roles, responsibilities, organisation and arrangements through which The Heath Academy Trust, headteachers and staff aim to fulfil the requirements, are set out in each individual school's Health & Safety Policy.

The Heath Academy Trust will ensure that sufficient resources are allocated to ensure, as far as is reasonably practicable, that employees, pupils, visitors and contractors are kept healthy and safe.

The Heath Academy Trust will regularly monitor and review health & safety performance and standards at each academy within the Trust to ensure standards are continually met. A member of the Board will be nominated as the Health & Safety Lead Director and will be responsible for ensuring all health & safety requirements are robustly monitored and effectively managed with regular reporting back to the Trust.

Signed by Chair Of The Trust Board:	Date:
Signed by Chief Executive Headteacher:	Date:

## **APPENDIX 2**

### **LIST OF NAMED STAFF WITH HEALTH & SAFETY RESPONSIBILITY WITHIN THE TRUST**

#### **Trust CEO**

<b>School</b>	<b>Named Staff</b>
Three Legged Cross First & Nursery School	Justine Horn

#### **Trust Health & Safety Director**

<b>School</b>	<b>Named Staff</b>
n/a	Sharon Carter

**Trust Health & Safety Co-ordinator/Officer**

School	Named Staff
St. Ives Primary & Nursery School	Jo Lolley

**Trust Health & Safety Committee**

School	Named Staff
Three Legged Cross First & Nursery School	Justine Horn (CEO)
Oakhurst Community First & Nursery School	Ann Clark (Headteacher)
Sixpenny Handley First School	Clare Hewitt (Headteacher)
St. Ives Primary & Nursery School	Laura Crossley (Headteacher)
St. James' CE First School	Jo Hudson (Headteacher)
St. Mary's CE First & Nursery School	Roy Sewell (Headteacher)
n/a	Jill McCall (Trust Business Manager)
n/a	Sharon Carter (Trust Health & Safety Director)
St. Ives Primary & Nursery School	Jo Lolley (Trust Health & Safety Co-ordinator/Officer) & Trust Admin. Manager

**Responsible Manager**

School	Named Staff
Oakhurst Community First & Nursery School	Ann Clark
Sixpenny Handley First School	Clare Hewitt
St. Ives Primary & Nursery School	Laura Crossley
St. James' CE First School	Jo Hudson
St. Mary's CE First & Nursery School	Roy Sewell
Three Legged Cross First & Nursery School	Justine Horn

**Caretaker**

School	Named Staff
Oakhurst Community First & Nursery School	Jane Habgood
Sixpenny Handley First School	Clare Hewitt
St. Ives Primary & Nursery School	Jayne Chubb
St. James' CE First School	Alan McKenzie
St. Mary's CE First & Nursery School	Roy Sewell
Three Legged Cross First & Nursery School	Mike Toombs/Linda Watson

**Fire Safety Co-ordinator**

School	Named Staff
Oakhurst Community First & Nursery School	Ann Clark
Sixpenny Handley First School	Clare Hewitt
St. Ives Primary & Nursery School	Laura Crossley Jayne Chubb
St. James' CE First School	Alan McKenzie
St. Mary's CE First & Nursery School	Roy Sewell
Three Legged Cross First & Nursery School	Justine Horn

**Legionella Competent Person**

School	Named Staff
Oakhurst Community First & Nursery School	Ann Clark
Sixpenny Handley First School	Clare Hewitt (Headteacher)

	Emma Gothard (Admin Officer)
St. Ives Primary & Nursery School	Laura Crossley
St. James' CE First School	Jo Hudson
St. Mary's CE First & Nursery School	Roy Sewell
Three Legged Cross First & Nursery School	Justine Horn

### Asbestos Competent Person

School	Named Staff
Oakhurst Community First & Nursery School	Ann Clark
Sixpenny Handley First School	Clare Hewitt
St. Ives Primary & Nursery School	Laura Crossley Jayne Chubb
St. James' CE First School	Jo Hudson
St. Mary's CE First & Nursery School	Roy Sewell
Three Legged Cross First & Nursery School	Justine Horn

### Accident Investigator

School	Named Staff
Oakhurst Community First & Nursery School	Ann Clark
Sixpenny Handley First School	Clare Hewitt
St. Ives Primary & Nursery School	Laura Crossley
St. James' CE First School	Jo Hudson
St. Mary's CE First & Nursery School	Roy Sewell
Three Legged Cross First & Nursery School	Justine Horn

### Educational Visits Co-ordinator (EVC)

School	Named Staff
Oakhurst Community First & Nursery School	Ann Clark
Sixpenny Handley First School	Clare Hewitt
St. Ives Primary & Nursery School	Laura Crossley
St. James' CE First School	Jo Hudson
St. Mary's CE First & Nursery School	n/a
Three Legged Cross First & Nursery School	Clare Sims

### PEEP Manager

School	Named Staff
Oakhurst Community First & Nursery School	Claire Aiken
Sixpenny Handley First School	Clare Hewitt
St. Ives Primary & Nursery School	Rachael Musselwhite
St. James' CE First School	Kathryn Cousins
St. Mary's CE First & Nursery School	Charlie Cash
Three Legged Cross First & Nursery School	Alex Hustler