



# **The Generations Multi Academy Trust**

## **Health and Safety Policy**

<b>Committee</b>	<b>Resources and Workforce Development</b>
<b>Owner of Policy</b>	<b>Ian Denchfield</b>
<b>Date of Issue</b>	<b>July 2017</b>
<b>Amended</b>	<b>June 2020</b>
<b>Reviewed Date</b>	<b>July 2019</b>
<b>Ratified by Board of Trustees</b>	<b>July 2019</b>
<b>Review Date</b>	<b>July 2020</b>

## **PART 1. STATEMENT OF INTENT**

The Trust Board of Generations Multi Academy Trust will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and Common Law duties.

This Statement sets out how these duties will be conducted and includes a description of the Trust's organisation and its arrangements for dealing with different areas of risk within each school within the Trust. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff within the Trust and at each school. A copy is available on the Trust's website and the website of each school within the Trust.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

This policy statement supplements the following policies at each school:

- Behaviour for learning Policy
- Restrictive physical intervention Policy
- Individual Risk assessments
- Emergency evacuation procedures
- Trips and visits Policy

The above Statements (and other H&S policies and guidance) may be downloaded by staff from the Trust and each school's websites.

Signed

Signed

***Chair of Trustees***

Name

***Executive Principal***

Name

Date

Date

Review date June 2020

## **PART 2. ORGANISATIONAL RESPONSIBILITIES**

As the employer, the Trust Board of Generations Multi Academy Trust has overall responsibility for Health and Safety at each of its' Schools.

**Duties and responsibilities have been assigned to Staff and Trustees as laid out below.**

### **Responsibilities of the Trust Board and the Resources and Workforce Development Committee**

The Trust Board Resources and Workforce Development Committee is responsible for:

- Formulating a Health and Safety Policy detailing the responsibilities for ensuring health and safety management systems are in place within each school
- Reviewing the Trust's Health and Safety Policy and effective performance within each school annually
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary
- Providing appropriate resources within each school's budget for the implementation of the arrangements
- Receiving from the Chief Financial Officer and Facilities Manager or other nominated member of staff reports on health and safety matters and reporting to other bodies as necessary
- Seeking specialist advice on health and safety which the Trust may not feel competent to deal with (the trust uses Hertfordshire County Council's Health and Safety Team to provide this. They can be contacted on 01992 556478 or [healthandsafety@hertfordshire.gov.uk](mailto:healthandsafety@hertfordshire.gov.uk))
- Providing, as the employer, access to competent health and safety advice as required by the Health and Safety at Work Act 1974
- Promoting a positive health and safety culture and high standards of health and safety within the Trust and at each school within it
- Appointing a Health and Safety Trustee to receive relevant information, monitor the implementation of policies and procedures and feedback health and safety issues and identified actions to Trustees.

### **Responsibilities of the Executive Principal:**

Overall responsibility for the day to day management of health and safety in accordance with the Trust Board's health and safety policy and procedures rests with the Executive Principal.

The Executive Principal has responsibility for:

- Co-operating with the Trust Board to enable health and safety policy and procedures to be implemented and complied with;
- Communicating the policy and other appropriate health and safety information to all relevant parties including contractors;
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions;
- Reporting to the Trust Board on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds;
- Ensuring that the premises, plant and equipment at each site are maintained in a safe and serviceable condition;
- Reporting to the ESFA any significant risks which cannot be rectified within the establishment's budget;
- 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 and safety committee to be set up;
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions;
- Ensuring the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.

The Executive Principal has delegated most of these tasks to the Chief Financial Officer, who, working with the Facilities Manager, has overall responsibility for ensuring the schools within the Trust are safe and healthy. However, it is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Executive Principal from the overall day to day responsibilities for health and safety within the Trust or each school.

**Responsibilities of Principals, members of the Senior Leadership Teams and Departmental Managers at Generations Multi Academy Trust and each school within it:**

- Apply the Trust's Health and Safety Policy to their own School / department or area of work and be directly responsible to the Executive Principal for the application of the health and safety procedures and arrangements;
- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including the CSF, CLEAPSS, DfE, BAALPE etc., and ensure that all subordinate staff are aware of and make use of such guidance;
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- Take appropriate action on health, safety and welfare issues referred to them, informing the Principal / Associate Principal or Executive Principal of any problems they are unable to resolve within the resources available to them;
- Carry out regular inspections of their areas of responsibility to ensure that the physical environment, equipment, furniture and activities are safe and record these inspections where required;
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety;
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc;
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe. Arrange for the repair or isolation of any environment which has been identified as unsafe.

## **Responsibilities of Employees**

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

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work;
- Comply with the Trust's health and safety policy and procedures at all times;
- Report all accidents and incidents in line with the reporting procedure;
- Co-operate with school/Trusts management on all matters relating to health and safety;
- Not 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 and safety concerns immediately to their line manager;
- Report immediately to their line manager any shortcomings in the arrangements for health and safety;
- Ensure that they only use equipment or machinery that they are competent to use or have been trained to use;
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons;

### **PART 3. ARRANGEMENTS – Specific to each school within the Trust**

- Appendix 1 - Fire Evacuation and other Emergency Arrangements
- Appendix 2 - Fire Prevention, Testing of Equipment
- Appendix 3 - First Aid and Medication
- Appendix 4 - Accident Reporting Procedures
- Appendix 5 - Personal Safety / Lone Working
- Appendix 6 - Health and Safety Information and Training
- Appendix 7 - Premises and Work Equipment
- Appendix 8 - Flammable and Hazardous Substances
- Appendix 9 - Moving and Handling
- Appendix 10 - Health and Safety Monitoring and Inspections
- Appendix 11 - Asbestos
- Appendix 12 - Risk Assessments
- Appendix 13 - Offsite visits
- Appendix 14 - Work at Height
- Appendix 15 - Display Screen Equipment
- Appendix 16 - Vehicles
- Appendix 17 - Lettings
- Appendix 18 - Contractors
- Appendix 19 - Minibuses
- Appendix 20 - Stress
- Appendix 21 - Legionella
- Appendix 22 - Work Experience
- Appendix 23 - School Swimming
- Appendix 24 - Covid – 19 (Coronavirus)

<b>FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS</b>
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The Executive Principal is responsible for ensuring the fire risk assessment is undertaken and implemented at each school within the Trust. The fire risk assessment. is located in the fire log book maintained by the Facilities Manager and held in reception at each site and reviewed on an annual basis.

### **Fire Instructions**

These documents are made available to all staff and included in each school's induction process.

An outline of evacuation procedures are made available to all contractors / visitors to each school site and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices on each school site.

## **EMERGENCY PROCEDURES**

### **Fire and Evacuation**

Fire and emergency evacuation procedures are detailed in the separate document which is posted in each classroom and office at each school

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the Chief Financial Officer and Facilities Manager.

### **Fire Drills**

- Fire drills will be undertaken Termly, and a record kept in the Fire Log book;

### **Fire Fighting**

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk and if trained to do so**, using portable fire fighting equipment
- Ensure the alarm is raised BEFORE attempting to tackle a fire
- **Details of service isolation points**  
Are available from the Facilities Management Team at each school
- **Material Safety Data Sheets for Chemicals and flammable substances.**  
These will be kept by the Facilities Manager, as appropriate, for consultation and at reception of each school



<b>FIRE PREVENTION, TESTING OF EQUIPMENT</b>
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### **TESTING OF THE FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation by the facilities officer on duty and a record kept in the Fire log book. Normally regular testing of fire alarms take place on designated days at each school.

Any defects on the system will be reported immediately to the maintenance contractor at each site.

A fire alarm maintenance contract is in place at each school and the system tested annually by them.

Smoke and heat detectors are tested on a quarterly basis by the maintenance contractor.

### **INSPECTION OF FIRE FIGHTING EQUIPMENT**

Chubb – 0800 32 1666 - undertakes an annual maintenance service of all fire fighting equipment .

Facilities Officers check that all fire fighting equipment is available for use and operational and for any evidence of tampering on a weekly basis.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the Facilities Manager.

### **EMERGENCY LIGHTING SYSTEMS**

These systems will be checked monthly by the facilities team and twice a year by the maintenance contractor.

Test records are located in the Health and Safety folder held in reception at each school.

### **MEANS OF ESCAPE**

On a daily basis as part of the opening up activity the Facilities Officer on the early shift checks for any obstructions on exit routes and ensures all final exit doors are operational.

<b>FIRST AID AND MEDICATION</b>
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**FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:**

Art, Science, Technology, Medical Room, Reception & PE at Goffs Academy  
Reception & PE at Goffs Churchgate

The Student Support Officer at Goffs Academy and the Vice Principal at Goffs-Churchgate is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

The following staff are available to provide first aid-

**TRAINED TO FIRST AID AT WORK LEVEL (3 days 18 hours):**

*Goffs Academy*

Francoise Grote x215  
Kelly McBride x227  
Nicky Walters x216  
Lorraine Sparrow x217  
Lisa Thorogood x214  
Tina Tong x218

*Goffs Churchgate*

Terry Brown x5871  
Tim Fortune x5871  
Jackie Lampard x5887  
Cheryl Goodchild x5809  
Sue Crook x5849

**TRAINED TO EMERGENCY AID LEVEL:**

Nil

**TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID):**

Nil

The Associate Principal at Goffs and Vice Principal at Goffs-Churchgate will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

The Facilities Manager will check that any vehicles are properly equipped with first aid boxes before they are used.

**Transport to hospital:** Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to students.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 0845 4647) and, in the case of student with the parents/carers.

### **Administration of medicines**

All medication will be administered to Students in accordance with the DfE document Supporting pupils at school with medical conditions. Detailed arrangements are provided in a separate policy.

No member of staff will administer any medication (prescribed or non-prescribed) to children under 16 without a parent's written consent except in exceptional circumstances.

The Parent Support Officer at Goffs and Senior Administrator/Attendance and Cover Manager at Goffs-Churchgate are responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Records of administration will be kept by those listed above.

All non emergency medication kept in school is securely stored e.g. locked in a cupboard, refrigerated meds kept in clearly labelled container within a fridge with access strictly controlled. All students know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away and are clearly labelled.

### **Individual Health Care Plans (IHCP)**

Parents / carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.

IHCPs are in place for those students with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.

The IHCP is developed with the student (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by the relevant member of staff.

All staff are made aware of any relevant health care needs and copies of health care plans are available on SIMs.

Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

<p style="text-align: center;"><b>ACCIDENT REPORTING PROCEDURES</b></p>
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In accordance with the schools Accident/Incident Reporting Procedure and in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) employees must report:

- Accidents, dangerous occurrences, and near misses on an Incident and Dangerous Occurrence Report (IDOR) form.
- Violent incidents and verbal abuse on a Violent Incident Report (VIR) Form.

Copies of these forms are available from the Facilities Manager. All major incidents will be reported to the Executive Principal and the Trust Board. Parents / carers will be notified immediately of all major injuries.

- The Chief Financial Officer and the Facilities Manager monitor school accident reports for trends and report to the Trustees as necessary.
- The senior leader responsible for pastoral care or Facilities Manager will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible. All investigations and suggested remedial steps will be reviewed by the CFO.

**Reporting to the Health and Safety Executive (HSE).**

In the event of a fatality or major injury these incidents will be reported immediately to the Health and Safety Executive (HSE) by telephone on 0345 300 9923.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring.

- A student or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.
- Employee absence or inability to carry out their normal duties as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays).

<p><b>PERSONAL SAFETY / LONE WORKING</b></p>
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The Trust believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the Principal at each school. The trust will work in partnership with the police where inappropriate behaviour/ individual conduct compromises the trust's aims in providing an environment in which the students and staff feel safe.

Staff are encouraged not to work alone in school. In this context 'lone working' means someone working on their own without access to immediate support from colleagues and/ or supervisors. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the permission from the HR Director and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site, (e.g. when visiting homes or at their own home), notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and also to pre-plan the route if the premises are unfamiliar.)
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

<b>HEALTH AND SAFETY INFORMATION &amp; TRAINING</b>
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## **CONSULTATION AND COMMUNICATION OF INFORMATION**

### **Consultation**

The Trusts Resources and Workforce Development Committee meets termly to discuss, among other matters, health, safety and welfare issues affecting staff, students or visitors. Action points from meetings are brought forward for review by school management.

The teaching and support staff Trade Unions have not appointed Safety Representatives.

### **Communication of Information**

The Health and Safety Law poster is displayed in the main staff room of each school.

The Trust Board agrees to obtain competent health and safety advice as appropriate and required by the Health and Safety at Work Act 1974.

## **HEALTH AND SAFETY TRAINING**

Health and safety induction training will be provided by the Facilities Manager and documented for all new employees.

The Executive Principal is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

Employees will be provided with:

- induction training in the requirements of this policy
- update training in response to any significant change
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- refresher training where required

Any new instructions or restrictions will be communicated to all staff via staff meetings and recorded in minutes and highlighted as part of the standard cycle of policy review.

Training records are held by the HR Director.

The Facilities Manager is responsible for co-ordinating health and safety

training needs and for including details in the training and development plan.

This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Chief Financial Officer will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Chief Financial Officer's / line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.



<b>PREMISES AND WORK EQUIPMENT</b>
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**Statutory inspections**

Regular inspection and testing of school equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by the Facilities Manager.

The Facilities Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment (PPE) requirements are identified and relevant risk assessments conducted where required.

Equipment restricted to those users who are authorised / have received specific training is labelled accordingly.

All staff are required to report to the Facilities Manager or any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring.

Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

**Electrical Safety**

All staff will conduct a visual inspection of the condition of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Facilities Officers or Facilities Manager.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependant upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by a competent person.

The Facilities Manager is responsible for keeping an up to date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and being subjected to the same tests as school equipment.

Major fixed wiring circuits will be checked at least once every five years by a competent contractor.

## **Curriculum**

Heads of department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

### **External play equipment**

External play equipment will only be used when appropriately supervised.

This equipment will be checked daily before use for any apparent defects, and The Facilities Manager will conduct and record a formal termly inspection of the equipment.

PE and Play equipment is subject to an annual inspection by competent contractors.

<b>FLAMMABLE AND HAZARDOUS SUBSTANCES</b>
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Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “**Control of Substances Hazardous to Health Regulations 2002**” (the “COSHH” Regulations).

Within curriculum areas (in particular Science, DT and Art) the heads of department are responsible for the control of substances hazardous to health and ensuring that model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

In all other areas the establishments nominated person(s) responsible for substances hazardous to health are department managers and technicians who must refer any concerns or issues to the Facilities Manager or Chief Financial Officer.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- where required COSHH risk assessments are conducted that these assessments are seen and understood by those staff that are exposed to the product/substance.
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers)
- suitable personal protective equipment (PPE) has been identified and is available for use

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Where persons may be affected by their use on site, the Facilities Manager is responsible for ensuring that COSHH assessments are available from contractors.

## **RADIOACTIVE SOURCES**

The school follows CLEAPSS guidance L93 in “Managing Ionising radiations and Radioactive sources in schools”.

- HCC’s Radiation Protection Officer is the Curriculum Advisor for Science
- CLEAPSS provide the Radiation Protection Adviser (RPA) service for HCC
- The member of staff in charge of radioactive sources (Radiation Protection Supervisor - RPS) is the Head of Science detailed responsibilities are provided in the Science Department H&S policy. They are responsible for

ensuring that the radioactive source history and use log are kept up to date and that a leak test is conducted and recorded annually.

<b>LIFTING AND HANDLING</b>
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**MANUAL HANDLING OF LOADS**

Generic risk assessments for manual handling are undertaken and staff provided information on safe moving and handling techniques.

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to the Facilities Manager and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

**Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.**

**Paediatric Moving and Handling**

All staff who move and handle students have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of students has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

<p><b>HEALTH AND SAFETY MONITORING AND INSPECTION</b></p>
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A general workplace inspection of each site will be conducted termly and be undertaken / co-ordinated by the Facilities Manager.

Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff.

Inspections will be conducted jointly with the school's health and safety representative(s) if possible.

The person(s) undertaking the inspection will complete a report in writing and submit this to the Principal.

Responsibility for following up items detailed in the safety inspection report will rest with the Facilities Manager (works) and the Chief Financial Officer (funding).

A Trustee will be invited to get involved / undertake inspections on an annual basis and report back to the Resources and Workforce Development committee and full Trust Board meetings

<b>ASBESTOS</b>
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An asbestos management plan is in place for each school. The schools most recent asbestos management survey was conducted in May of 2018 for Goffs and November of 2017 for Goffs-Churchgate.

The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held in the reception area of each school.

The Principal of each school will ensure that all school staff (and others such as catering and cleaning staff who may not be employed directly by the Trust) are made aware of the location of asbestos containing materials (ACM) within their work areas.

Under no circumstances must staff undertake any work which could disturb the fabric of the building or fixed equipment, e.g. affixing anything to walls without first obtaining approval from an Asbestos Authorising Officer. (Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air.)

In the event of any damage occurring to materials known or suspected to contain asbestos this will be reported to one of the school's asbestos authorising officers and the area immediately evacuated and closed / locked off.

Professional advice will be sought and details of the incident reported.

The school's Asbestos Authorising Officers are the Facilities Manager and Chief Financial Officer.

Prior to any work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns etc.), either by contractors or school staff, one of the asbestos authorising officers must check the asbestos log and establish whether permission to work can be given.

The authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that all work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).
- The limitations of the management survey and areas of the building that have not been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years).
- The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.)

<b>RISK ASSESSMENTS</b>
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**General Risk Assessments**

In accordance with the Management of Health and Safety Work Regulations 1999, each school in the Trust will carry out risk assessments when appropriate in respect of all activities which present a significant risk to students, its employees or to others. These risk assessments will be carried out in line with Health and Safety Executive guidance, and the principal steps for doing so are as follows:

1. Identify the significant hazards involved in the activity.
2. Decide who might be harmed and how.
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done.
4. Record the significant findings of the assessment.
5. Review the assessment when things change, or there is reason to believe that it is no longer valid.

Individual risk assessments will be undertaken for vulnerable employees, to include employees under the age of 18, lone workers, pregnant employees and employees with disabilities or particular medical conditions.

Each school in the Trust conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the Facilities Manager following guidance and are approved by the Chief Financial Officer.

Risk assessments are available for all staff to view and are held centrally in the shared area on the network these assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

**Individual Risk Assessments**

Specific assessments relating to staff member(s) or students(s) are held on that individual's file and will be undertaken by the relevant line manager. Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

**Curriculum Activities**

Risk assessments for curriculum activities will be carried out by the relevant Heads of Department using the relevant codes of practice and model risk assessments detailed below.

Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use (scheme of work / lesson plan / syllabus etc.).



The school has a subscription to CLEAPSS and their publications<sup>1</sup> are used as sources of model risk assessment within Science, Art and DT.

In addition the following publications are used within the Trust's schools as sources of model risk assessments:

- BS 4163:2014 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice
- Safeguards in the school laboratory, 11<sup>th</sup> edition, ASE <http://www.ase.org.uk/>
- Topics in safety, 3<sup>rd</sup> Edition ASE
- National Society for Education in Art & Design (NSEAD) <http://www.nsead.org/hsg/index.aspx>
- Safe Practice in Physical Education and School Sport' Association of PE 'AfPE' <http://www.afpe.org.uk/>

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<sup>1</sup> CLEAPSS [www.cleapps.org.uk](http://www.cleapps.org.uk), secondary science should refer to <http://science.cleapps.org.uk/>

**OFFSITE VISITS**

The trust has adopted the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance available via <http://www.hertsdirect.org/services/edlearn/schlife/outside/offsitevisits/>

The Trust uses Hertfordshire County Councils Evolve system for notification and approval of trips and visits. The system notifies Hertfordshire County Councils Offsite Visits Advisor of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. Evolve will be used for the planning and approval of **all** offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator at each of the Trust's schools who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Principal of that school.

Please refer to each schools Trips and Visits policy.

<b>WORK AT HEIGHT</b>
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Working at height can present a significant risk, where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

Storage above head height is minimised as far as possible, where this cannot be avoided only light-weight and rarely-used items are stored there.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who use ladders / stepladders  
<http://www.hse.gov.uk/pubns/indg455.htm>

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individuals role e.g. facilities staff, drama, ICT technician etc.

The trusts nominated person(s) responsible for work at height is the Facilities Manager.

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and all equipment is regularly inspected and maintained;
- any risks from fragile surfaces are properly controlled.

**DISPLAY SCREEN EQUIPMENT (DSE)**

All staff who use habitually use computers as a significant part of their normal work. (Significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff etc. shall have a DSE assessment carried out by their line manager.

A DSE Assessment Form is available from the Facilities Manager.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

<p><b>VEHICLES ON SITE</b></p>
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Vehicular access to the Trust's schools is restricted to school/trust staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them. Parents dropping off and collecting students can only do so in designated areas at times designate by each school.

Emergency access routes at each school in the Trust should be kept clear at all times.

Access to the staff car parks at each school must not normally be used for student's pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through the staff entrances.

**LETTINGS / SHARED USE OF PREMISES**

Lettings are managed by the Director of Income Generation.

Third parties using Trust premises are required to have adequate insurance and to carry out risk assessments as necessary for the activities which they intend to undertake whilst on the premises and pass these to the Chief Financial Officer for review.

<b>CONTRACTORS</b>
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All contractors used by the Trust shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to reception at the relevant school where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

The Facilities Manager is responsible for monitoring areas where the contractor's work may directly affect staff and students and checking whether expected controls are in place and working effectively.

### **Trust Managed Projects**

The Construction (Design and Management) Regulations 2015 apply to all building, demolition, repair and maintenance or refurbishment work.

Where the Trust undertakes projects direct the Trust Board are considered the 'client' and therefore have additional statutory obligations. These projects are managed by the Facilities Manager or appointed competent persons on the Trust's behalf who will ensure relevant consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

To ensure contractor competency the Trust uses agents appointed by the Trust to ensure that contractors have sufficient competency to undertake the work, understand and abide by health and safety regulations and have sufficient skills, knowledge and experience to do the job safely, the degree of competence required will depend on the work to be done prior to their engagement.

Contractors will be required to provide a construction phase plan, risk assessments and method statements detailing the safe systems of work to be used prior to works commencing on site.

Risk assessments and method statements shall be specific to the site and all aspects of the works to be undertaken. The Trust, contractors and any subcontractors involved will exchange relevant information regarding the work activities and agree the risk assessments.

**MINIBUSES**

The Site Facilities Manager is responsible for the undertaking checks on and the operation of minibuses, and for maintaining a list of nominated drivers who have received training in order to drive the Trusts minibuses. The Facilities Manager will also undertake an annual check of their driving licenses.

All minibus drivers should receive training which can be arranged through The Facilities Manager prior to driving the vehicles. Drivers should undertake basic checks on the vehicles before each use using the checklist provided. Drivers should notify the Facilities Manager of any issues with the vehicles and their operation as soon as possible.

Students should always use seatbelts and Trust staff are responsible for ensuring that they are fastened before setting off. Students should not be allowed to move around minibuses whilst they are in motion.



<b>STRESS</b>
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The Trust are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards.

Staff are encouraged to discuss any personal problems affecting their work with their line manager, union representative, a colleague or a member of the senior leadership team. The Trust employs a counsellor available for all staff and students. The counsellor works in strictest confidence. In addition the Trust supports the performance and wellbeing of staff through its performance management procedures and provides support where necessary through personalised CPD programmes which can include mentoring.

The Trust's sickness absence procedures are designed to monitor staff well being and to allow staff to discuss matters which may be stress related. The Trust can offer a reference to the Trusts' contracted Occupational Health Unit as appropriate.

<b>LEGIONELLA</b>
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The Trust complies with advice on the potential risks from legionella.

A water risk assessment of each school in the trust has been completed by the schools contractor and the Facilities Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the relevant school's water log book.

This risk assessment should be reviewed where significant changes have occurred to the water system or building.

The risks from legionella are mitigated by basic operational controls and thus the following checks are recorded:

- Water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water);
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods);
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers);
- Quarterly disinfection / descaling of showers;
- Six monthly temperature checks of stored water;
- Stored cold water tanks are inspected for compliance and safety on an annual basis by a competent contractor and tank water temperature recorded.

<b>WORK RELATED LEARNING</b>
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Where students are involved in 'non-qualification' activities as part of their study programme e.g. work shadowing, work experience or other work related learning, enterprise activities, study visits etc. then the Trust retains a duty of care for all students undertaking such activities.

Work shadowing and work experience placements should be suitable and thus proportionate checks on health and safety and suitable insurance cover will be conducted.

**Work experience**

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- The school utilise Youth Connexions to assess the suitability of the placement and relevant supporting documentation. No work experience placement will go ahead if deemed unsuitable. Depending on the nature of the placement and risk this may necessitate a pre-placement visit undertaken by a competent person(s)
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of trust staff can be contacted should an incident occur.

Any incidents involving students on work placement activities will be reported to the placement organiser / Education H&S Team at the earliest possible opportunity.

<b>SCHOOL SWIMMING</b>
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**Primary school swimming in public / secondary schools**

These will be planned as an offsite visit in line with the Trusts' policy. The relevant Trust school will obtain a copy of the pool's normal operating procedure (NOP) and emergency action plan (EAP) which identify the safety arrangements for the host pool.

In addition the school will obtain assurance over:

- The level of training of the swimming teacher(s);
- Pupil / swimming teacher ratios;
- Rescue / lifeguard provision provided;

**For Trust schools with swimming pools**

The Principal will ensure that the pool is managed in accordance with the LA's guidance [Safe Practice in School Swimming](#).

A risk assessment has been carried out by a competent person. Normal Operating Procedures (NOP) and Emergency Action Plans (EAP) are available from the Facilities Management Team.

All staff are to ensure that they are familiar with the NOP and EAP for the swimming pool, check that rescue equipment is available and that the swimming pool is secured to prevent unauthorised access when not supervised.

Pool plant operations and water testing is carried out by a member of the Facilities Management Team who hold an ISRM National Pool Carers Certificate, and who will ensure that the water quality meets the standards identified by the Pool Water Treatment Advisory Body (PWTAG). The Facilities Management Team will ensure that bacterial testing is carried out and, where necessary, carry out any remedial actions.

**At primary level** the Principal of the relevant school will ensure that teachers expected to undertake swimming teaching activities have completed swimming teaching as part of their Initial Teacher Education (ITE) and have experience and confidence which is appropriate for the level of swimming instruction, for pools deeper than 1.2M staff must have also completed appropriate specialist qualifications as identified in Safe Practice in School Swimming

**At secondary level** the head of PE or equivalent at that school will ensure all staff expected to undertake swimming teaching hold the appropriate NGB award in addition to their teaching qualification in accordance with AfPE guidance.

The Assistant Principal will ensure adequate provision is made for lifesaving, first aid and resuscitation cover appropriate to the type of swimming sessions.

Lettings agreements are managed by the Director of Income Generation who will ensure that a lettings agreement has been completed, risk assessments for the activity have been completed by the hirer and returned to the school and that the hirer knows and understands the NOP and EAP.

<b>COVID-19 (Coronavirus)</b>
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The Trust complies with advice and guidance as issued by the UK government and other statutory bodies.

A Covid-19 risk assessment of each school in the Trust has been completed, with actions and responsibilities clearly outlined within it. The Principals of each school have overall responsibility for ensuring that the identified measures are implemented and adhered to. The aim is to protect the wellbeing of staff, students, visitors to the schools and the general population, by reducing transmission of the virus and the risk of infection to an acceptable level.

This risk assessment will be reviewed in line with updated guidance from the UK Government and other statutory bodies, as and when changes are made.

The risks of transmission are mitigated by implementing a number of basic operational changes:

- Protecting vulnerable people by continuing to support them to learn or work at home where possible
- Isolating any suspected cases and implementing measures such as the wearing of PPE to protect staff who may have to give direct care to others
- Ensuring that the principles of social distancing can be enforced within each location, by limiting student and staff access to key groups and staggering start, finish and break times to avoid crowding at key points in the day
- Implementing hygiene protocols such as frequent hand washing and temperature checks for all staff and students before entry to the premises
- Reducing the number of frequent common touch points by segregating facilities and resources between groups
- Implementing an enhanced cleaning regime in each location such that touch points are cleaned frequently and workspaces are cleaned at every available opportunity or at least once per day