



Lingfield Education Trust Health & Safety Policy

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Contents

1. Foreword by CEO
2. Health and Safety Policy Statement
3. Organisation
 - 3.1 The Trust
 - 3.2 The Finance, General Purposes and Personnel Committee
 - 3.3 The CEO
 - 3.4 The Executive Headteacher/Headteacher/Head of School
 - 3.5 School Business Manager
 - 3.6 School Caretaker
 - 3.7 School Health and Safety Advisor
 - 3.8 Classroom Teachers and Teaching Assistants
 - 3.9 Pupils
4. Arrangements
 - 4.1 Introduction
 - 4.2 Health and Safety Communication
 - 4.3 Accident Reporting
 - 4.4 Accident Investigation
 - 4.5 First Aid
 - 4.6 Administering Student Medicines
 - 4.7 Blood Borne Viruses and Sharps Disposal
 - 4.8 Offensive and Clinical Waste Management
 - 4.9 Asbestos
 - 4.10 No Smoking Policy
 - 4.11 Drugs and Alcohol
 - 4.12 Premises Inspection
 - 4.13 Fire Safety
 - 4.14 Risk Assessment
 - 4.15 Electrical Safety
 - 4.16 Facilities Management
 - 4.17 Safety Training
 - 4.18 COSHH
 - 4.19 Display Screen Equipment
 - 4.20 Traffic Management
 - 4.21 School Transport
 - 4.22 Safety of Visitors including Contractors
 - 4.23 Violence to Staff & Pupil Behaviour

- 4.24 Stress
- 4.25 Manual Handling
- 4.26 Working at Height
- 4.27 Machinery and Equipment
- 4.28 Legionellosis
- 4.29 School Visits
- 4.30 Personal Protective Clothing
- 4.31 Competent Safety Advice
- 4.32 Staff Induction
- 4.33 External Grounds Management
- 4.34 Internal Sports and Play Equipment
- 4.35 Lifts and Stair Lifts
- 4.36 Security
- 4.37 Lone Working
- 4.38 Lettings

5. Monitoring the Policy

6. Policy Review

Appendix 1 Information for On Site Contractors

Appendix 2 Information for Hosts of Evening Classes and Hiring Agencies

1. Foreword by the CEO

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

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

A copy of this policy will be given to all members of staff, and a summary explained to all pupils.

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

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


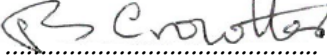
Mr Nick Blackburn, CEO

2. Health and Safety Policy Statement

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

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

Signatures

	<i>Date</i>	<i>Position</i>
/.../...	CEO
/.../...	Chair of the Trust

3. Organisation

Although health and safety within the Trust is a collective responsibility this policy recognises the responsibility that effective and efficient management has towards achieving the school's safety objectives. The Executive Head / Head Teacher / Head of School is responsible to the Trust Board for the management of Health and Safety matters within each school. This section outlines the responsibility that each element within each school has towards the health, safety and welfare of those connected with Lingfield Education Trust.

3.1 The Trust

The Directors of the Trust shall ensure that when undertaking the management of the budget, all health and safety implications are taken into account. They shall also consider an appraisal of the Trust's health and safety performance by considering all reported accidents, incidents and near misses. Furthermore, their main functions are:

1. Monitoring the schools within the Trust safety performance (including consideration of inspection reports).
2. Prioritising actions where resources are required.
3. Ensuring actions are carried out.
4. Including health and safety on directors' meeting agenda.
5. Ensuring that health and safety is included in their annual report.
6. Ratifying the health and safety policy.

3.2 The Finance, General Purposes and Personnel Committee

The Trust Finance, General Purposes and Personnel Committee is responsible to the Board of Directors for:

1. Monitoring the organisation of health and safety at each academy.
2. Ensuring that health and safety standards at each academy of a reasonable and practicable high standard.
3. Monitoring the effectiveness of each academy's health and safety standards.
4. Ensuring that the policies are fully implemented and the procedures are followed.

5. Reviewing the health and safety training needs of each academy.

3.3 The CEO

The CEO has an overall responsibility for the application of this policy.

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

1. Management of all health and safety matters in the school in accordance with the health and safety policy.
2. Maintenance of risk assessments.
3. Suitable information is available for the Trust Board on matters of health and safety.
4. Communication of information received on health and safety matters is distributed to appropriate people.
5. Accident investigations.
6. Health and Safety practices and procedures within the school are reviewed as necessary by the School Health and Safety Advisor.
7. Staff health and safety training needs are addressed.
8. Liaising with Directors and the School Health and Safety Advisor on policy issues and any problems with health and safety.
9. Cooperation with and provision of necessary facilities for trade union safety representatives.
10. Appropriate and regular inspections of the school are conducted and to check the suitability of working practices.
11. To ensure that accidents and hazards are recorded and reported as appropriate to the school Health and Safety Advisor.

3.4 The Executive Headteacher/Head Teacher/Head of School

The Board of Directors recognise that the Health and Safety at Work Act 1974 places duties on all managers to ensure that the work of all employees under their control is carried out as safely as is reasonably practicable. In order to achieve this objective, the Head Teachers, following consultation and agreement with the Board of Directors, have responsibility for the organisation of health and safety in each academy which includes the following:

1. Setting the health and safety standards within the academy in consultation with the Board of Directors, academy H&S Committee and external H&S Advisor.
2. Monitoring the implementation of the Trust and School health and safety standards.
3. Ensuring that all health and safety policies and procedures are fully implemented by all staff.
4. Reporting to the Board of Directors on the progress being made towards achieving the health and safety standards which have been set, and the implementation of policies and procedures in the academy.
5. An awareness of the risks identified by the risk assessments carried out and the measures necessary to reduce or remove such risks.
6. Ensuring that members of staff receive all information, instructions and guidance relating to health and safety.
7. Ensuring that members of academy staff are trained, retrained and supervised in order for them to take reasonable care for their own health and safety and for the health and safety of other employees, pupils and other persons.
8. Providing training for all staff within the academy on the implications of new health and safety legislation.
9. Nominating, as and when appropriate, members of staff to be responsible for specific aspects of health and safety and ensuring that all staff are made aware of any such delegation.
10. Providing sufficient risk assessors of suitable knowledge and experience.

11. Providing a local mechanism for carrying out risk assessment on any new, or modified work, before the work commences.
12. Providing a local mechanism managed by each curriculum area for reviewing all assessments at periodic intervals (maximum period 12 months).
13. Ensuring that procedures for reporting accidents, dangerous occurrences, near misses and potential hazards are followed and an investigation takes place on all accidents with a view to introducing preventative action.
14. Ensuring that adequate arrangements exist for safety procedures in the case of fire; that all staff and pupils are aware of such arrangements and that regular fire drills are carried out and recorded.
15. Ensuring that adequate arrangements exist for carrying out of first aid and for transporting injured staff and pupils to hospital and that all are aware of such arrangements.
16. Ensuring that only appropriately trained and qualified staff supervise the use of potentially hazardous equipment or machinery, chemicals and substances.
17. Ensuring that contractors employed within the school site do not endanger the health and safety of staff, pupils or members of the general public who may be present on the school site by their work activities.

It is recognised that the duties 1 – 17 above, can be delegated to Senior Staff including the Caretaker and Business Manager. The overall responsibility for ensuring these duties are carried out belongs to the Executive Headteacher/Head Teacher/Head of School.

3.5 School Business Manager

The School Business Manager or Office Manager will assist the Executive Headteacher/Headteacher/Head of School fulfil school safety responsibilities by performing the following duties:

1. Should attempt to resolve daily health and safety problems any member of staff may raise, and refer to the Executive Headteacher/Headteacher/Head of School any problem for which there is not a satisfactory solution within the resources available.
2. Will ensure that safety inspections are conducted by the School Health and Safety Advisor within the school premises, and to consider the resource implications of any findings.

3. Should arrange for staff training and information so as to avoid hazards and to contribute positively to their own safety and health at work. Also to communicate health and safety information received to appropriate people. This role should also ensure staff receive health and safety induction training.
4. Notify the Executive Headteacher/Headteacher/Head of School of changes or additions to plant, equipment and machinery.
5. Ensure that staff implement control measures and improvements as identified through risk assessments, accident investigations or any type of monitoring conclusion.

3.6 School Caretaker

The school Caretaker has a crucial role in ensuring specific safety hazards are managed.

The safety functions of the Caretaker include:

1. Carrying out and recording weekly fire call point checks, monthly emergency lighting checks, monthly smoke detector visible checks, monthly fire extinguisher tamper checks.
2. Weekly flushing of little used water outlets in accordance with the Legionella Risk Assessment.
3. Termly testing of fire alarm as part of fire evacuation drill.
4. A daily walk through of the school site to identify overnight hazards to staff and pupils. This check is to include a check of the outdoor play equipment. Any findings must be reported to the Business Manager.
5. The security, lighting and heating of the premises and ensuring that the premises are open for use as and when required.
6. The cleanliness and hygiene of the school premises.
7. In consultation with the Head Teacher, setting the health and safety standards for their area of responsibility.
8. Receive training and periodic retraining, in order to take reasonable care for their own health and safety and the health and safety of other members of staff, pupils and other persons.

9. Carrying out risk assessments in their area of responsibility and review these risk assessments at least annually or if there is a significant change to the building, procedure or staff.
10. Conduct gritting during icy weather so that a safe access route into and out of school is maintained.
11. Inspect ladders monthly and maintain ladder register.

3.7 School Health and Safety Advisor

The School Health and Safety Advisor will assist the Head of School and Business Manager fulfil their health and safety duties by providing the following support:

1. Reporting of all RIDDOR notifiable accidents to the HSE and conduct the accident investigation.
2. Prepare an annual health and safety report for the Trust.
3. Conduct premises inspections and prepare an associated report.
4. Carry out an annual health and safety gap analysis, to provide and to assist with remedial recommendations.
5. Monitor statutory inspections and maintenance requirements in all matters of health and safety.
6. Provide legal updates and best practice advice to the Head of School and all staff members as requested.
7. Assist staff members with risk assessments for educational visits and classroom activities.

3.8 Classroom Teachers and Teaching Assistants

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

1. Day-to-day management of health and safety in accordance with the health and safety policy.
2. Checking classrooms/work areas are safe (e.g. No trip hazards etc.).

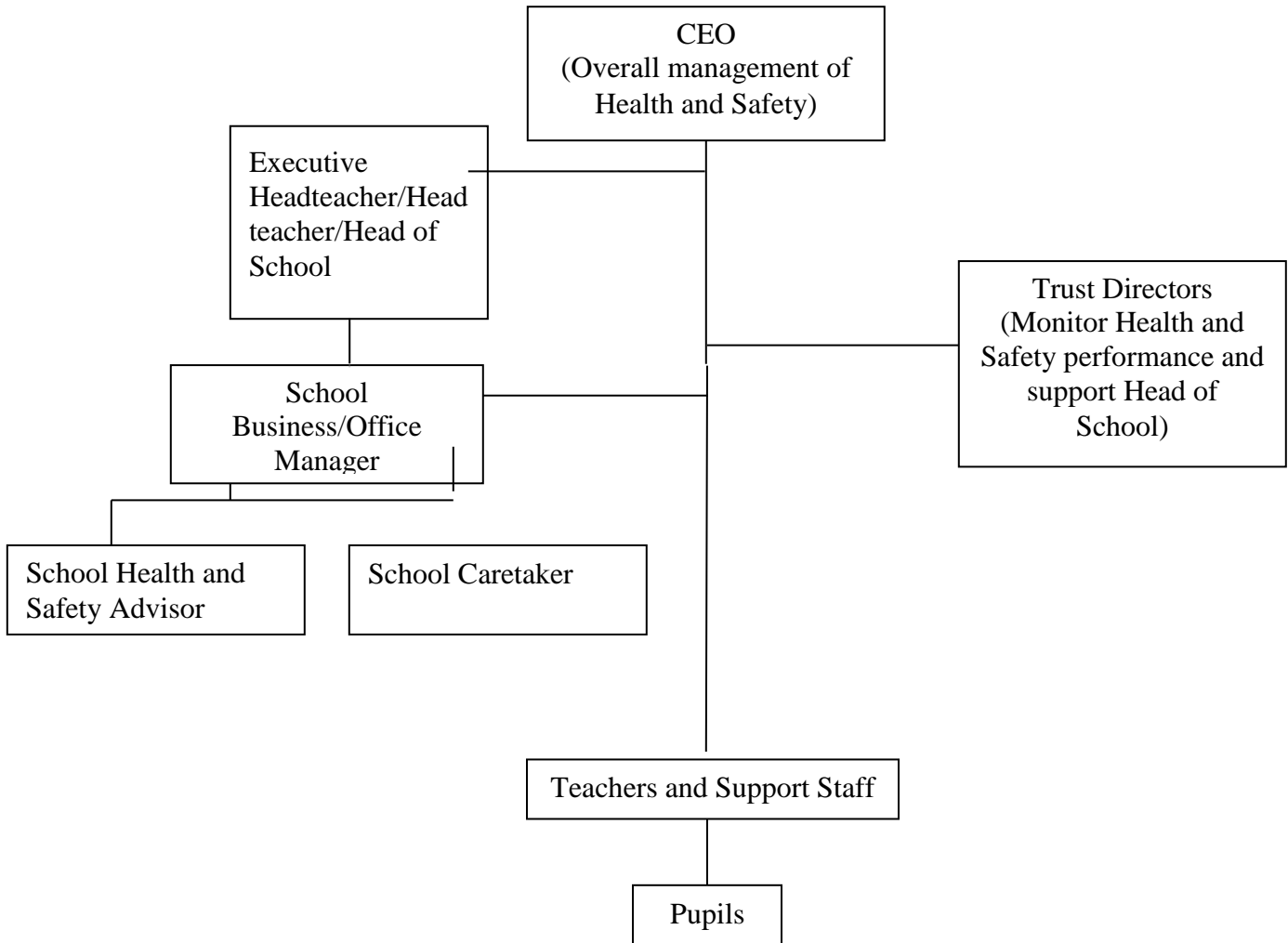
3. Checking equipment is safe before use, as well as ensuring equipment is left in a safe condition after use.
4. Ensuring safe procedures are followed and that emergency procedures are understood.
5. Ensuring protective equipment is available and used, when needed.
6. Participating in inspections and supporting health and safety initiatives, if appropriate.
7. Bringing problems to the relevant manager's attention and to propose appropriate recommendations to improve safety.
8. Integrate all relevant aspects of safety into the teaching process and if necessary give specific lessons on safety.
9. Reporting any health and safety concerns to the Business Manager as soon as the concern is realised.

3.9 Pupils

Pupils are expected to:

1. Understand and exercise personal responsibility for safety of themselves and others.
2. Observe standards of dress consistent with safety and hygiene, (e.g. suitable footwear, and the preclusion of unsuitable jewellery etc).
3. Understand and observe the safety rules of the school and in particular the instructions of staff given in an emergency.
4. Use, and not deliberately misuse, neglect or interfere with items provided for safety.

Health and Safety Organisation Flowchart.



4. Arrangements

4.1 Introduction

The Trust recognise that like any work activity, health and safety has to be managed proactively in each academy. The ultimate aim is to reduce the incidence of work related accidents, and ill health that may otherwise affect employees and visitors. The health and safety of children is particularly important given their inexperience and different perception of risk.

Apart from the moral and legal duties, failure to do so results in civil claims costs for accidents and ill health against the Academy. The majority of these costs may not be met by our insurance.

All staff are responsible for contributing to this proactive culture by applying the principles of this Policy.

4.2 Health and Safety Communication

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

All staff will be provided access to this H&S Policy document either electronically or hard copy including updates and changes. Directors through Executive Headteacher/Headteacher/Head Teachers will ensure every member of staff will receive information relating to H&S in a timely fashion and where information is safety critical, a signature of acknowledgment and compliance may be required. All staff members at every level have a duty to raise any H&S issues as soon as they are recognised, and follow them through and ensure as far as practical, their concerns are being addressed at the appropriate level and degree of priority. Contractors must be provided adequate information in order that their work does not inadvertently endanger the academy staff or pupils. They must be afforded such information to ensure their own safety such as access to the asbestos file prior to commencing work. Any staff member can raise an issue through the Executive Headteacher/Headteacher/Head teacher. H&S should be included at committee meetings from Trust level to staff meetings.

4.3 Accident Reporting

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

All major injuries to employees and hospital attendance by members of the public as a result of an accident also require immediate telephone notification to the Health and Safety Advisor. Such injuries to pupils require parent notification.

Accidents which may be reportable under the criteria set out by EDIS 1 to the HSE should be reported to the Avec Partnership H&S advisor for guidance and assistance.

Major injuries requiring telephone notification include:

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

See the school Accident Reporting Procedure for further details.

4.4 Accident Investigation

Following an accident or near miss situation, the responsible member of staff in charge of the activity should ensure that an accident investigation is carried out. This is to ensure that causes may be identified and measures taken to prevent a recurrence. Investigations such as these are essential so that accidents, damage to equipment and property, and losses are kept to a minimum. If the loss or injury is of a significant nature, then the School Health and Safety Advisor should be called to ensure a formal investigation is carried out and documented. Findings from all investigations should be recorded on the accident report form and recommendations actioned by those responsible.

The Avec Partnership H&S advisors may be called upon to provide advice regarding accident and incident investigations, including near misses.

4.5 First Aid

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

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

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

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

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

Serious cases of injury should receive qualified medical attention.

4.6 Administering Student Medicines

Students will, whenever possible administer their own medication. Only trained staff will administer medication to a student, having received written instructions from a parent or guardian. Medication held on the premises will be signed into the medications log book on receipt, and out when administered or returned to the parent or guardian. Parents and Guardians are responsible for notifying the academy of any changes to the medication, tablet strength and frequency, however administering staff must diligently check details on the medication label and the medications log book before ever administering medication. No medication is to be held on site during weekends or school holidays unless it is impractical. Medications are to be securely and correctly secured at all times with access strictly controlled. A locked cabinet within an occupied or lockable room or office inside a securable building.

4.7 Blood Borne Viruses and Sharps Disposal

Blood borne infections may be transferred to a person if they come into contact with infected needles or sharp objects while in the external grounds of the school or by accident while administering medication to a pupil. In either case, the person MUST seek immediate first aid and sanitise the area of the wound and then he / she should attend A&E for an examination.

If there is the supposed or likely threat of needle stick injury or any contact with unclean sharp objects including rubbish and litter picking tasks, the work process must be carefully risk assessed and only carried out if the risk is assessed as unlikely, otherwise a

qualified contractor should be employed to undertake the task.

Suitable footwear such as safety boots or shoes with mid sole protection must be worn.

Suitable gloves, robust enough to defeat an accidental needle contact must be worn.

A hand held grab must be used to grip rubbish and using hands must be avoided as much as is practicable.

If a needle / syringe is seen, DO NOT TOUCH IT, MARK AND PLACE A WARNING SIGN IF AVAILABLE AND TASK AN APPROPRIATE LICENCED CONTRACTOR TO RECOVER AND DISPOSE OF IT.

If recovery and disposal of a needle or syringe is required, it must be addressed as a matter of urgency due to the risk of blood borne infections.

It is important that a log of finds is maintained to determine if there is a pattern and the area identified as an area of prevalent drugs and / or alcohol misuse and subsequent action initiated to put a stop to the practice.

If a needle stick occurs the person must seek immediate first aid and attend A&E as a matter of urgency due to the risk of blood borne infections. This must be recorded in the accident book.

The safest form of action is to avoid contact, and seek first aid and attend A&E in ALL cases.

If there is accidental needle strike during application of medicine etc., seek first aid, clean the area of the wound and immediately attend A&E.

All needles or associated medical sharps must be disposed of in an approved receptacle and collected and removed from the premises by a qualified and licenced service provider and recorded.

4.8 Offensive and Clinical Waste Management

Infections can be passed to a person if they come into contact with infected blood, urine, excrement and vomit. Likely channels are through open cuts and hand to mouth etc.

Staff who are expected to clean up blood or bodily waste, should receive appropriate awareness training, be correctly equipped and procedures and policies put in place to ensure their safety and anyone else who may be at risk.

Proper administrative and logistical procedures should be put in place regarding safe disposal of waste, availability of trained, equipped staff and the supply and replenishment of equipment.

In case of suspected infection of staff while carrying out cleaning duties first aid and follow up measures must be formalised and communicated to staff.

PPE should be supplied, to include:

1. Disposable gloves.

2. Disposable aprons.
3. Disposable shoe covers.
4. Where appropriate, masks and face shields.

Recommended equipment to include:

1. Absorbent granules.
2. Antibacterial cleaning agents.
3. Availability of hot water.
4. Cleaning cloths / wipes, (to be disposed off as offensive or clinical waste and not re used).
5. Brushes, mops and buckets, (to be clearly marked and not used for general cleaning, sterilised after each use).
6. Cones / warning signs for cordoning off of areas which are to remain inaccessible until cleaning has been completed and the floor is dried.
7. Yellow sacks marked as clinical or offensive waste.
8. Yellow bins in which to place yellow sacks until they are collected for disposal.

Clinical or offensive waste (including nappy sacks), must not be disposed of in the general rubbish but collected by a licenced contractor (proof of licence must be shown). Collections must be recoded.

Yellow sacks and bins should be kept isolated and secure until they are collected.

Staff who are expected to clean up clinical or offensive waste must receive appropriate practical and awareness training in order that they understand the risks involved and how to prevent themselves and others from becoming infected.

4.9 Asbestos

A copy of the Asbestos Register is held by the Caretaker of each academy and staff may consult it for information. There is no material in such a condition that it presents a risk to health.

The Trust acknowledges the health hazards arising from exposure to asbestos and will protect staff, pupils and other persons potentially exposed as far as is reasonably practicable. This will be achieved by minimising exposure through the management of asbestos-containing materials in the school premises.

The Trust has procedures in place to ensure the effective management of any asbestos on the school premises (e.g. in lagging and thermal insulation for pipes and boilers, insulation boards, partitioning, asbestos cement roofing, some ceiling tiles and floor tiles). It also aims to ensure:

1. The Trust has an SLA with a trained SAMO (Site Asbestos Monitoring Officer) at all times.

2. The full co-operation of management and all staff in policy implementation.
3. That everyone who needs to know about the presence of asbestos is alerted to it and that no one is allowed to start work that could disturb asbestos unless the correct procedures are employed.
4. Access to asbestos-containing materials in the premises will be controlled to prevent inadvertent disturbance by staff, pupils or others of the material and the release of asbestos fibres.
5. A register showing the location of all asbestos-containing materials and presumed asbestos-containing materials is available and is shared appropriately with contractors so that anyone liable to disturb asbestos-containing materials is made aware of their location.
6. The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate.
7. Any work on, or removal of, asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres.
8. Work with asbestos and asbestos-containing materials is to be carried out by a licensed contractor (licensed by the HSE) unless the work is exempted from the requirement for licensing.
9. When contractors are engaged to work on the premises, adequate steps will be taken to ensure the contractors are competent and have sufficient skills and knowledge to do the job safely and without risks to health.

Only contractors licensed by the HSE will be used for the removal of asbestos-containing materials, unless the work involves the removal of materials in which:

1. Asbestos fibres are firmly linked in a matrix; and the exposure during the removal process is likely to be sporadic or of low intensity.
2. Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the Control of Asbestos Regulations 2012.

Where a member of staff raises a health and safety problem related to work with asbestos, the school will:

1. Take all necessary steps to investigate the circumstances.
2. Take corrective measures where appropriate; and advise staff of actions taken.

Where a problem arises relating to the condition of asbestos-containing material on the premises or during work with an asbestos-containing material, the member of staff must report the matter immediately. In the case of an accident or emergency, respond quickly to ensure effective treatment.

Asbestos is hazardous to staff, pupils and others if asbestos fibres are inhaled. The formation of airborne asbestos fibres can be prevented if asbestos-containing materials in the premises are maintained in good condition and not damaged. This can be achieved if staff:

1. Do not carry out any work (even small jobs such as installing computers or shelving) on the fabric of the premises without consulting the nominated person.
2. Avoid accidental release of fibres (for example, prevent pupils kicking asbestos panels and avoid damaging asbestos-containing ceiling tiles by pinning/tacking pupils' work to them).
3. Follow the written plan at work.
4. Report any damage to, or deterioration of, asbestos-containing materials and any incidents that occur during work with asbestos.

4.10 No smoking Policy

The Trust complies with smoke-free legislation, which requires that at least one "No smoking" sign is displayed in each smoke-free building and vehicle, stating that smoking within the premises is forbidden at all times.

4.11 Drugs and Alcohol

The Trust will provide a safe and healthy working environment. It recognises that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationships at work. The policy, which applies to all employees, aims to:

1. Promote the health and well-being of employees and to minimise problems at work arising from the effects of alcohol or drugs.

2. Identify employees with possible problems relating to the effects of alcohol or drugs at an early stage.
3. Offer employees known to have alcohol or drug-related problems affecting their work referral to an appropriate source for diagnosis and treatment if necessary.

The policy does not apply to an employee who commits gross misconduct through a clear breach of Trust policy due to inappropriate use of alcohol on one or more occasions. In these cases, action will be taken under the disciplinary procedure as appropriate.

The Board of Directors through the CEO is responsible for implementing this policy and must have the support of every employee to be successful.

Employees who may have alcohol or drug-related problems which affect their work must discuss their issues with their Executive Headteacher/Headteacher/Head of School and, where appropriate, agree to an occupational health assessment.

Under the terms of this policy, employees may be subject to disciplinary action for refusal to accept help and their future employment if treatment proves to be unsuccessful may be reviewed and even terminated.

All cases will be subject to medical confidentiality.

Where a member of staff has sought professional help and where there is evidence that they are making an effort to deal with their alcohol or drug problems, they should be granted leave to undergo treatment and such absence for treatment and rehabilitation should be regarded as sick leave.

The Trust will provide sufficient information, instruction and training as is necessary to ensure that all employees have the knowledge required to understand the dangers associated with the effects of alcohol or drugs at work.

Employees must be educated as to the legal consequences of their actions.

Managers and supervisors will be given additional training, as necessary, to enable them to deal with any physiological problems that may arise as a result of the effects of alcohol or drugs upon work performance.

The effects of alcohol or drugs at work can create serious health and safety risks, therefore, the following rules must be adhered to:

1. Do not come to work under the influence of alcohol or drugs.

2. Do not bring alcohol or non-prescribed drugs on to school premises.
3. Check with your doctor or pharmacist about the side-effects of prescribed medications.
4. Never drive or operate machinery if you are affected by alcohol or drugs.
5. Ask your GP for guidance and advice on sensible limits of alcohol consumption.
6. Offer support and advice to colleagues who you suspect of suffering from alcohol or drug misuse and report any incidents of drug or alcohol misuse to line management.
7. Ask for assistance if you feel that matters are beyond your own control.

4.12 Premises Inspections

It is the duty of every member of staff to assess the environment in which they work for the benefit of themselves and those under their charge.

All faults, structural, electrical, etc., must be reported to the SBM/Office Manager at the earliest opportunity. The Caretaker should try to effect a repair if practicable and safe, otherwise external contractual assistance will be utilised.

Scheduled area checks will be carried out by Caretaker and issues will be addressed as they arise.

The Avec Partnership H&S advisor will conduct an annual Premises Inspection and communicate the findings back to the Executive Headteacher/Headteacher/Head Teacher.

4.13 Fire Safety

Preventative measures against fire are important and form the basis of rules to reduce the likelihood of fires occurring, e.g. Trust wide ban on smoking at every Trust premises, special precautions concerning flammable liquids and gases and maintenance of electrical appliances.

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

1. Physical measures include fire doors, smoke detectors, alarm systems and fire fighting equipment. These will be provided, tested and maintained where necessary. The extinguishers will be checked and maintained every 12 months under a service level agreement, the remaining fire precaution measures will be

checked and maintained by the school caretaker and recorded in the Fire Log Book.

2. Detailed information about fire evacuation procedures is provided to regular and temporary members of staff, including supply and trainee teachers in their induction. Details about fire evacuation routes will be displayed throughout the school. Members of the schools should familiarise themselves with such details.
3. A guide on actions to take on hearing the Fire Alarm is provided in the school Fire Evacuation Plan.

Records will be kept of any tests and examinations of alarm systems and documented in the Fire Log Book. The same applies to all evacuations for whatever reason, including practices and false alarms, so that the effectiveness of each evacuation can be assessed and action can be taken regarding any problems that have occurred.

Staff must ensure that fire escape routes and final exit doors are kept clear at all times. Displayed materials should not cover emergency signage or fire alarm call points.

The Fire and Emergency Coordinator, as nominated by the Executive Headteacher/Headteacher/Head Teacher will organise and monitor a fire drill every term. Key issues will be fed back to the Executive Headteacher/Headteacher/Head Teacher.

Each academy has Fire Emergency Procedures that are updated regularly and displayed in every classroom.

All staff will familiarise themselves with evacuation routes and notices. Any difficulties with fire doors must be reported to the SBM / Office Manager as soon as possible.

A notice outlining the evacuation procedures will be displayed at the main entrance.

Staff are only to park in designated areas.

All staff are required to register in and out of the building. In an emergency, pupils will evacuate the building and assemble in the designated area. A member of office staff will collect necessary documentation to confirm who is on site and report back to the Fire and Emergency Coordinator.

The Caretaker will carry out and record, weekly call point and monthly emergency lighting, visual smoke detector and fire extinguisher tamper checks.

The SBM/Office Manager will ensure appropriate SLAs are in place for external contractor maintenance visits.

The Avec Partnership H&S advisor will conduct an annual Fire Safety Risk Assessment and communicate the findings back to the Executive Headteacher/Headteacher/Head Teacher.

4.14 Risk Assessments

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

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

Risk assessments should where possible be produced in consultation with those who will sanction, carry out the work or will be required to supervise an activity for which the risk assessment applies. They must reflect accurately the risks and hazards of the work and activity, and not be generic.

External contractors and lettings risk assessments must be checked to ensure that they are fit for purpose and will not cause a risk to the school.

Staff requiring a risk assessment should approach the SBM/Office Manager who can request the assistance of appropriate staff including the Avec Partnership H&S advisor.

See the school risk assessment procedure for further details.

4.15 Electrical Safety

The following arrangements for electrical safety apply to all electrical equipment in use in the School, including personal items:

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

2. All portable appliances will be regularly inspected and, where necessary, subject to an electrical test. All members of the School should routinely check that their electrical appliances are not damaged and that there are no obvious signs of misuses such as damaged or discoloured plug tops and worn cables.
3. The Caretaker will carry out visual inspections of electrical equipment as prescribed via the HSE's advice and record the inspection in the school electrical appliance log book.
4. Any item that becomes faulty should be taken out of service and either discarded or sent to a member of the technical staff.
5. Equipment and furniture should be sited to avoid cables trailing across floors. Where these cannot be avoided, proprietary rubber strips should be used to reduce the risk of tripping.

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

4.16 Facilities Management

Facilities including the supply of electricity, gas and water etc. will be managed by the SBM/Office Manager through a programme of Service Level Agreements (SLAs).

The academy will ensure scheduled servicing and maintenance are carried out by an approved and competent contractor.

Faults will be addressed as they are identified to maintain efficient and safe facilities throughout the academy. Staff members who identify a fault or dangerous situation must report it immediately to the SBM/Office Manager.

Portable electrical appliances more than 1 year old must be Portable Appliance Tested (PAT), certified as safe and labelled with a dated and signed sticker before it can be connected to the academy's electrical supply.

4.17 Safety Training

It is the responsibility of the CEO to ensure that the academy has the correct level of H&S trained personnel to cover the duties required for a safely run academy.

Training and instruction in routine health and safety matters will be given, as required by the appropriate supervisor or manager. In particular, the SBM/Office Manager will

arrange for new members of staff on their first day of joining to receive induction information as required in the School's Code of Practise for Induction Training.

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

The office will also give a copy of this policy to new members of staff on their first day and ask them to read it and sign to confirm it has been read.

The appropriate teacher will inform new pupils about health and safety matters at the beginning of each academic year.

The need for other specialist training should be identified by individual members of staff, and should be directed to the SBM/Office Manager. The School Health and Safety Advisor may be consulted with regards health and safety training needs.

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

Where training details are held on staff personal records they must be entered onto an H&S training database, spreadsheet, or chart in order that timely refresher training or initial training can be arranged to maintain continuity of required staff levels. These include first aid, fire wardens, manual handling and working at height.

Staff members who are aware that a competency is near expiration or due refreshing have a duty to inform their SBM/Office Manager so that appropriate arrangements can be made.

4.18 Control of Substances Hazardous to Health (COSHH)

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

1. Identifying hazardous substances, assessing the nature of their hazards and the associated likelihood and severity of harm.
2. Providing suitable precautions to protect persons against the hazards.

3. Giving adequate written and verbal information about the hazardous substances to all persons who may be harmed by them. Guidance should be sought from the Safety Data Sheet provided with the substance. A COSHH assessment must be produced when specific hazards are identified.
4. Storing hazardous substances in correctly labelled containers that have been deemed as adequate for the held substance. Such substances should be stored in appropriate secure facilities.

In some cases, exposure to hazardous substances is controlled by means of appliances such as fume cupboards and dust extraction equipment.

As required by law the academy will arrange for such appliances to be tested and examined as required.

All products must be entered into a COSHH register, be supported by a Material Safety Data Sheet (MSDS), and where a specific hazard has been identified accompanied by a COSHH Assessment. All redundant documentation should be discarded.

Personal Protective Clothing (PPE) is the lowest form of protection and as far as reasonably practicable risks will be lowered to a minimum or totally where possible. If PPE is required while using a COSHH product, it must be serviceable and fit for purpose.

See the school COSHH Assessment Procedure for further details.

4.19 Display Screen Equipment (DSE)

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

4.20 Traffic Management

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

The speed limit of 10mph must be observed at all times and pedestrians have right of way on school property without exception.

Where practicable, vehicle movement will be suspended during busy pupil transit times. Pedestrians will use footpaths and not take any other route as far as is practicable.

4.21 School Transport

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

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

4.22 Safety of Visitors including Contractors

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

Contractors approved to carry out works at the academy will first be subject to due diligence checks to ensure that they have appropriate liability insurance and a proven history for safe and professional conduct.

Method statements and risk assessments will be checked to ensure they are fit for purpose and any vehicle movement does not take place during busy pupil transit periods. The academy will issue a permit to work detailing all measures required to facilitate a safe working environment for contracting staff, school staff, pupils and visitors.

The school health and safety policy will be made available to all contractors working on school premises

The Caretaker should monitor their day to day activities in order to ensure that safe working practices are not being compromised and presenting a hazard. Furthermore, the

school health and safety policy should be made available to all contractors working on school premises if requested. Guidelines for contractors are provided at Appendix 1.

The caretaker will ensure that contractors receive a site brief and confirm with the contractor the type of work, location, time and relevant hazards in order that staff, pupils and the contracting staff are not put at risk.

If appropriate, the contractor will be presented with the Asbestos File in order that Asbestos Containing Materials (ACMs) will not be disturbed.

The contracting senior member of staff is responsible for the professional and social conduct of the personnel under his charge.

4.23 Violence to Staff & Pupil Behaviour

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

Should a member of staff be subjected to violence, they must complete a Violence at Work Incident Report and inform their Executive Headteacher/Headteacher/Head of School. The circumstances will be treated confidentially and support measures will be provided, if required, to assist in recovering from an incident. Potentially all members of staff are vulnerable to violence, but the overall effects of violence can vary and be influenced according to person, time, place and various other factors.

Where appropriate, pupils who are subject to behavioural concerns or demonstrate the potential to be aggressive or violent, will receive supervision by specially trained staff competent in personal restraint techniques. All incidents must be recorded in a bound numbered book and on CPOMS.

Profiles will be maintained and reviewed in relation to behavioural changes and access to this data will be strictly restricted.

Every measure will be taken to ensure that appropriate supervision is provided to reduce as far as practicable, the potential for aggression and violence to staff and pupils.

Measures will be taken to reduce subject pupils from going into crisis by a combination of trained staff able to recognise triggers and prevent escalation.

Where required, a seclusion area or quiet room will be provided to allow the pupil to return to a state of calm in a controlled environment.

The school has a copy of the useful HSE/HSC booklet "Violence in the Education Sector" (2nd edition 1997) which is held electronically in school and is available for reference.

4.24 Stress

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

4.25 Manual Handling

Manual handling of heavy items by members of staff must be avoided as far as is practicable and where it cannot be avoided, the safest system of work must be adopted.

Manual handling of heavy items will only be carried out by trained staff, with the correct type of equipment which will be checked for serviceability by the user before work commences.

Unauthorised Manual handling of heavy items is a breach of this policy and any injuries incurred as a result may not be covered by insurance.

Untrained staff members or trained staff using incorrect equipment or dangerous working practices may face disciplinary action.

Untrained staff who require manual handling of heavy items assistance must request it through the SBM/Office Manager.

Training records must be maintained and monitored in order that timely refresher or initial training can be arranged to maintain appropriate manual handling cover at each academy.

All members of staff must make a dynamic risk assessment before carrying out any lifting or handling of potentially heavy or awkward items. Each member of staff will be able to lift carry different weights during their day to day work and must only work to their own tolerance.

Staff members must not try to carry several items if it is safer to carry less items at a time.

Risk assessments must take into account all reasonable hazards and consequences of the work and not be generic.

All equipment including trolleys and palletisers etc., must only be used for the purpose for which they were designed without exception.

The Trust has a duty of care to prevent avoidable injury, however, each staff member must comply with measures put in place in order to avoid injury, damage and financial and administrative consequences.

4.26 Working at Height

Working at height must be avoided as far as is practicable and where it cannot be avoided, the safest system of work as must be adopted. Standing on tables, chairs, benches and the like is strictly forbidden.

Elephants foot stools and step ladders are available if required and training has been delivered for their use. Staff who believe that they work at height or use step ladders on a regular basis are to request training through the SBM/Office Manager. The Caretaker may assist with putting displays at height if requested.

Working at height will only be carried out by trained staff, with the correct type of height gaining equipment which will be checked for serviceability by the user before work commences.

Unauthorised working at height is a breach of this policy and any injuries incurred as a result may not be covered by insurance.

Untrained staff members or trained staff using incorrect equipment or dangerous working practices may face disciplinary action.

Untrained staff who require working at height assistance must request it through the SBM/Office Manager.

Training records must be maintained and monitored in order that timely refresher or initial training can be arranged to maintain appropriate working at height cover at each academy.

Risk assessments must take into account all reasonable hazards and consequences of the work and not be generic.

Use of scaffold towers must be by appropriate certified in date PASMA operators without exception. Ladders must be of an approved (BS) standard and only used for work lasting 30 minutes or less.

The Trust has a duty of care to prevent avoidable injury, however, each staff member must comply with measures put in place in order to avoid injury, damage and financial and administrative consequences.

4.27 Machinery and Equipment

All members of staff and pupils involved with the use of school machinery have a duty to ensure that it is used correctly, safely and that any defects or unsafe practises are reported to the school office, who will then notify the SBM/Office Manager.

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

4.28 Legionellosis

To prevent the build-up of Legionella organisms in its water systems, the academy must ensure that the designated water supply checks and maintenance tasks are carried out by a competent person and external contractor under the terms of contract and are recorded.

The Caretaker is required to flush little used outlets weekly. All outlets will be flushed after school holidays.

The Caretaker will monitor and maintain records of monthly temperature checks whether carried out internally or by contractor.

Shower heads will be disinfected or replaced quarterly and recorded.

As best practice a legionella risk assessment should be carried out at least every 2 years unless there is a significant change to the water supply system.

4.29 School Visits

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

(a) Suitability of the School Trip Provider.

(b) Suitability of the location and activities according to the competency of supervision and abilities of pupils attending.

(c) The submitted risk assessments for all activities to be undertaken

(d) Any other provision as decided by the Executive Headteacher/Headteacher/Head of School.

Visits are not to go ahead until the Executive Headteacher/Headteacher/Head of School has given consent.

4.30 Personal Protective Clothing (PPE)

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

4.31 Competent Health and Safety Advice

The Trust recognises its legal duty to have access to competent health and safety advice. The board have commissioned health and safety advice with experience of the education sector through the Avec Partnership. The advisor liaises with the SBM/Office Manager on health and safety matters and advises the school on all legal updates that may affect our activities.

4.32 Staff Induction

All new or temporary staff including contractors will receive an H&S induction.

The H&S policy will be made available and direction to electronic and or hard copies provided on request. Acknowledgement of compliance will be signed by each staff member and the file kept in the school office.

The induction will also include emergency evacuation procedures and routes, a tour of the premises noting, out of bounds or restricted access areas, expected standards of behaviour. First aid arrangements etc.

All staff who receive an induction must be given the opportunity to ask questions and make suggestions appropriate to their role.

Contractors will be inducted by site staff and will be presented with the asbestos folder where appropriate.

On receipt of the induction, the inductee will sign an acknowledgement of compliance file which will be held in the school office.

Accident prevention must be included, falling from height and injuries from manual handling are prevalent occurrences, therefore each inductee will acknowledge that they will not attempt a WAH or MH task unless they have been trained and appropriately equipped.

4.33 External Grounds Management

External grounds including sports areas and equipment, play equipment, furniture and fencing will be maintained in a clean, safe and serviceable condition by a combination of SLA and internal site management.

Faulty or dangerous play or sport apparatus will not be used and will be cordoned off to prevent its use until it is repaired or removed.

Security fences and gates will be checked for integrity on a regular basis.

Trees will be managed in order that branches do not constitute a risk and roots do not undermine pathways contributing to a trip hazard.

Grounds maintenance will be undertaken when staff, pupils and visitors are not on site, or where this is not possible, with due consideration to their welfare & safety.

Grounds maintenance equipment will be maintained in a safe and serviceable condition by qualified staff or contractor.

Risk assessments must take into account all reasonable hazards and consequences of the work and not be generic.

All staff must report any recognised faults or hazards to the SBM/Office Manager having moved pupils away from the area.

4.34 Internal Sports and Play Equipment

All internal play and sports equipment will be maintained in a safe and serviceable condition through a series of SLA with qualified maintenance and inspection contractors and pre use checks by academy staff.

Faults and concerns must be reported to the SBM/Office Manager and measures put in place to prevent use until the item has been repaired or replaced.

4.35 Lifts and Stair lifts

Lifts and stair lifts will be maintained by SLA through a competent contractor.

Lifts will not be used during fire or emergency evacuations.

4.36 Security

Each academy will put in place reasonable measures to provide a safe and secure environment for staff, pupils and visitors through a combination of the following:

1. CCTV.
2. Electronically controlled doors.
3. Secure gates and fences.
4. Visitor sign in and escort procedures.
5. Visible identity badges.
6. DBS checks.
7. Restricted access areas.
8. Intruder alarms and staff and pupil diligence.

Maintenance for security measures will be through SLA with approved providers and internal checks by on site staff.

Staff should politely ask to see identification of unescorted visitors that they do not recognise or if they suspect it confrontational, note the presence and report it immediately to reception in order to confirm identification or facilitate an intruder being escorted from the premises.

Staff must not put themselves in danger to ascertain identification of a suspected intruder.

4.37 Lone Working

The Trust will ensure, so far as is reasonably practicable, that staff who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

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

Members of Staff will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Employees will be required to follow the safe working procedures as devised. Information will include the provision of first aid, communication procedures and

awareness of emergency procedures. All employees are required to cooperate with these efforts to ensure safe working and to report any concerns to management.

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

Teachers and other staff working outside of normal school hours must be aware of the risks and take appropriate measures to ensure their own safety. All staff working alone in buildings must ensure they have the means to lock themselves in if necessary.

When meeting with parents who might be considered a risk, they must meet in a building occupied by others and during normal school hours. All lone workers must have mobile phones.

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

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

Staff must inform a colleague or someone from home that they are working in school out of normal hours.

4.38 Lettings

Lettings and after school hiring will be subject to conditions to ensure all activities are carried out safely.

The SBM/Office Manager will ensure that the activity organiser has adequate liability insurance or is covered by the Trust's policy.

No activities will be permitted that are likely to cause damage to the building or injury to the participants or anyone else on the premises.

The activity organiser will be provided with all relevant safety information including emergency evacuation procedures.

No activity will take place without a staff member being present in the building, who on his or her discretion may initiate emergency drills at any time during the activity and must stop the activity if health and safety is considered a realistic factor.

The activity organiser will accept responsibility for the actions and conduct of all participants and will agree to comply with the H&S policy and standards of the academy prior to the letting being agreed.

First aid cover will be the responsibility of the activity organiser.

The activity organiser will be provided with the H&S policy and if required a verbal brief by the on site staff.

The on site staff member will be responsible for securing the building after receiving confirmation from the activity organiser that no participants remain in the building

5. Monitoring the Policy

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

Monitoring of any accidents, incidents and instances of occupational ill health occurring at school level is particularly important so that remedial action can be taken to prevent any recurrence. The School Business Manager/Office Manager and Health and Safety Advisor will assist the Executive Headteacher, Headteacher Head of School to monitor all reported accidents, incidents and occupational ill-health. This is in order to determine those events that are legally reportable to the relevant Enforcing Authority, and to identify those which require further investigation and possible notification to others within the school, as well as to set in train appropriate remedial action.

6. Reviewing the Policy

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

Review Autumn 2017

Notes of Guidance for Contractor Working On Site

Purpose of Guidance

Building or small works such as glazing, heating and ventilation, roof repairs, electrical installations etc. may create risks for those engaged in the work and for staff and pupils. The purpose of this code of practice is to provide guidance in order that Contractors will use safe working practices according to the Health and Safety at Work Act 1974 and to assist the Contractor in taking all reasonable and practical steps to prevent danger or ill health from details of the work being carried out.

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

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

For short term work involving educational/teaching areas there must be liaison and agreement between the Contractor and the Executive Headteacher, Headteacher, Head of School before work proceeds.

ALL CONTRACTORS WILL:

- i) Observe the Trust rules and instructions, e.g. fire prevention, first aid, and traffic restriction etc., given by staff for whom the contractor is working.
- ii) Not work on the premises until the Trust rules are accepted.
- iii) Ensure that all operations are conducted in such a manner as to prevent injury.
- iv) Provide their own plant and equipment unless specified in the contract.
- v) Not leave portable electrical equipment unattended. Larger items should be electrically isolated when left unattended.
- vi) Use properly constructed plugs and sockets for any connections to the schools' electricity supply.
- vii) Obey the legal requirements relating to equipment and operations set out in regulations such as:
 - 'Lifting Equipment Regulations 1998 (LOLER)'
 - 'Provision and Use of Work Equipment Regulations 1998 (PUWER)'

Each contract may name a school official who will:

- i) Ensure that the contractor is informed of our emergency procedures, e.g. injury, fire dangerous occurrences and has access to the school safety and emergency policies when requested.
- ii) Ensure that the contractor is informed of our working procedures, e.g. head protection, electrical safety, and ladders.
- iii) Ensure that the contractor is aware of our general safety requirements, e.g. site traffic, warnings.

- iv) Ensure that the contractor is aware of any special safety precautions, e.g. asbestos.
- v) Ensure that the contractor is working safely and is not putting Trust staff, pupils or property at risk.

INFORMATION FOR ON SITE CONTRACTORS

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

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

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

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

If you are driving in the school grounds, observe the speed limit of 10 miles per hour.

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

No smoking on school premises.

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

In case of queries contact the office.

Please read, then sign and return the slip below.

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

Signed: _____ Date: _____

On behalf of: (Company name) _____

Health and Safety Guidelines for Hosts of Evening Classes and Hirers

SECURITY

- ID badges are to be worn by staff at all times when on duty
- Class Tutor to ensure register is taken at the beginning of the lesson.

FIRE PROCEDURE:

If you discover a fire:

- Operate the fire alarm.
- Leave the building (follow the route indicated on the evacuation plan).
- Dial 999 and report the fire.

On hearing the fire bell (continuous ring):

- Leave the building at once (follow the route indicated on the evacuation plan)
- Close all doors and windows as you leave
- Assemble in the area designated during the Induction process.
- Hirer to check the attendance register for their group.
- Do not disperse
- Do not re-enter the building until instructed to do so by the Duty Fire Officer or the Duty Officer

FIRST AID:

- First aid kits are to be provided by the hirer for their own activities
- First aid for all but minor injuries should always be followed by qualified medical treatment

EMERGENCY ACTION IN CASE OF ACCIDENT OR ILLNESS:

- Telephone is located in the Main reception
- Make arrangements for an ambulance to be sent immediately so that the patient can be taken to hospital by dialing 999
- Give precise location of the occurrence and directions for the nearest point of access for the ambulance.
- Arrange for the ambulance to be met at the school MAIN ENTRANCE
- See that the patient is accompanied whenever possible by a responsible person
- Ensure that arrangements are made for the relatives or friends to be advised fully of the situation
- Ensure that an accident report form is completed giving the full details of the occurrence together with any action taken. This must be handed to the school office.
- Accident report forms are located in the school office.

PARKING:

- All cars are to be parked in the area agreed during the induction process.
- Cars parked at the owner's risk.

SMOKING:

The whole of the school sites are a no-smoking area. There should be no smoking anywhere on the sites

Please read, then sign and return the slip below.

I have read and understood the information for Hiring agencies and agree to abide by it.

Signed: _____

Date: _____

On behalf of: (Hirer or Company name) _____