



EMMANUEL SCHOOLS FOUNDATION

HEALTH AND SAFETY POLICY



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REVIEW PROCEDURES

The Health and Safety Policy for Emmanuel Schools Foundation (the “Trust”) will be reviewed regularly and revised as necessary.

Any amendments required to be made to the policy as a result of a review will be presented to the Board of Trustees for acceptance.

HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

EMMANUEL SCHOOLS FOUNDATION

The Trust recognises that people are a key resource within the organisation and therefore fully accepts its responsibilities as an employer with regard to the health, safety and well-being of its staff, students, visitors to its premises, and others who could be affected by its actions.

The Trust will provide and maintain, so far as is reasonably practicable, working and where appropriate learning environments and systems of work, which are safe, without risks to health, and as a minimum satisfy the Health and Safety at Work etc Act 1974 and associated legislation.

Whilst appreciating that ultimate responsibility rests with the Trust as employer, all Directors, Governors, Principals, Managers and Staff have to work together in the creation and promotion of a positive health and safety culture.

In recognising that staff have an important and beneficial contributory role to play in the management of health and safety arrangements, their participation in the consultation process will form an integral part in the planning and development of the safety management system. To assist in this process, effective arrangements for the communication of appropriate information will be formulated.

It is accepted that the control of health and safety is a management function with each level accountable to the one above and responsible for the one below.

Risks will be minimised by forward planning using competent staff trained and resourced to an appropriate extent whilst working to attainable standards.

The Trust recognises that the effective management of health and safety plays an important role in its overall performance by the reduction in injuries and ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities. The Trust further recognises that ensuring the health and safety of staff, students and visitors is essential to the success of the Trust.

Health and safety performance will be subject to regular and routine monitoring, the results of which will be reviewed on an annual basis in order to maintain and improve where necessary the required standards.

The Organisation section of this document defines the duties and responsibilities of both management and staff who will implement this Policy in the manner detailed in the Arrangements.

The Trust requires each member of staff and visitor to exercise their individual responsibility under health and safety legislation, to ensure their acts or omissions do not affect themselves or others, and to co-operate fully with the Trust and its management.

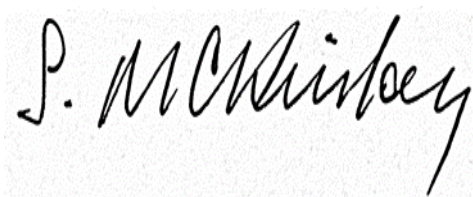
Without affecting the generality of the above statement, the Trust will pay particular attention to the implementation of the requirements of the Health and Safety at Work Etc Act 1974 and associated legislation in so far as;

1. The provision and maintenance of plant, systems and schemes of work, which are safe, and without risks to health.
2. The production of arrangements in connection with the handling storage and use of any article or substance to ensure safety and an absence of risk to health.
3. The provision of suitable and sufficient information training and supervision necessary for health and safety purposes.
4. The provision and maintenance of workplaces and teaching spaces, which are safe, and without risk to health.
5. The provision and maintenance of safe and secure working and learning environments and adequate arrangements for welfare.

The Trust is committed to:

- Providing a safe and healthy working and learning environment.
- Preventing accidents and work related ill health.
- Meeting its legal responsibilities under health and safety legislation as a minimum.
- Assessing all risks to anyone who could be affected by its curriculum and non-curriculum activities and putting in place measures to control these risks.
- Ensuring safe working methods and providing safe work equipment.
- Providing effective information, instruction, training and supervision.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout each Trust school.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

This policy will be subject to review on an annual basis so as to ensure it continues to lead the development of standards of health and safety, which reflect the needs, and aspirations of the Trust.



Signed _

Date 27 February 2020

ORGANISATION

1.0 INTRODUCTION

- 1.1 The following section details how the Trust is organised for the management of health and safety by the establishment of responsibilities and relationships which are designed to promote a positive health and safety culture. It will thus ensure that all within the organisation are committed to the continued development of the safety management system and thereby the health, safety and well-being of all staff, visitors and where appropriate pupils and students in its associated schools.
- 1.2 This will be achieved by setting expectations and the allocation of responsibilities, accountabilities and duties with regard to the management of health and safety to individuals or groups.
- 1.3 In order to achieve compliance with the Statement of Intent the Trust's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for H&S Management is attached at Appendix 1.¹

2.0 THE TRUST BOARD

- 2.1 The Trust Board has a responsibility as an employer to ensure that:
- The Trust produces a Health and Safety Policy that is appropriate to its activities, and that this Policy is reviewed annually;
 - An effective organisation is created for the management of health and safety;
 - The Trust devises appropriate arrangements for addressing health and safety at Foundation level and within the Educational establishments it sponsors;
 - The Trust promotes the correct attitude towards health and safety in staff and where appropriate visitors to its premises;
 - The Trust manages, plan and implement the Health and Safety Policy;
 - The Trust establishes appropriate financing arrangements to cover the cost of implementing the Health and Safety Policy;
 - Targets for improving The Trust's health and safety performance together with health and safety audits and fire risk assessment action plans are set annually by the health and safety consultant;

¹ School to insert organisation chart

- The Trust will monitor and evaluate health and safety performance by appointing two directors/trustees with specific responsibility for health and safety.

3.0 CHIEF EXECUTIVE OFFICER

3.1 The CEO has overall strategic responsibility to the Trust for ensuring the planning and implementation of safety policies and associated management system.

3.2 S/He will ensure that a suitable organisation is created to establish arrangements for satisfying the Health and Safety Policy and thereby the aims and objectives of the Board.

3.3 In particular S/He or the designated trustee(s) who have health and safety responsibility is to:

- In conjunction with managers, and advisers, devise the Health and Safety Policy and produce the Trust's general statement of intent;
- Identify the means by which the policy will be planned, measured, audited and reviewed;
- Establish strategies to implement the policy and integrate these into the Trust's activities;
- Ensuring that all relevant Directors, Governors, Executive Principals, Principals and Senior Managers are capable and competent in their given roles and provided with suitable and sufficient training, information and instruction;
- Ensuring that all relevant Directors, Governors, Executive Principals, Principals and Senior Managers understand and accept their responsibilities for Health and Safety;
- Regularly liaise with those who advise the organisation in conjunction with the Executive Principals and Finance Director;
- Establish in conjunction with the Executive Principals and Finance Director organisational management arrangements, risk control measures, workplace standards, together with associated performance standards, and thereby assist directors, governors, principals, managers and staff to carry out their duties and satisfy their responsibilities.

4.0 THE GOVERNING BODY

4.1 While the Board of Directors has overall responsibilities as employer the Governing Body is responsible for ensuring that:

- The health and safety policy statement is clearly written and it promotes a positive attitude towards safety in staff and students.
- The Head/Principal is aware of his/her health and safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
- Clear procedures are created to assess any significant risks and ensure that safe working

practices are adopted.

- Sufficient funds are set aside with which to operate safe working practices.
- Health and safety performance is monitored, failures in Health and Safety Policy or implementation recognized, and policy and procedure revised as necessary.

5.0 Executive Principals

5.1 The Executive Principals are responsible to the CEO for ensuring the implementation of the Health and Safety Policy and all associated arrangements where relevant to the delivery of the curriculum and general school management are implemented throughout the Trust's educational establishments, this will be achieved by:

- Establishing strategies to implement this Policy and integrate these into the school's activities;
- Ensuring that all relevant Principals are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that all relevant Principals understand and accept their responsibilities for health and safety;
- Regularly liaising with the Principals responsible for day to day management of their School and the Trust's Advisers on matters of health and safety;
- Provide timely feedback on their respective schools to the CEO and Board on matters relevant to health and safety matters.

6.0 THE HEAD/PRINCIPAL

6.1 Reporting to the Governing Body, the Head/Principal has the overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and that proper resources are made available in order to achieve this.

- He/she will plan ahead as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.
- He/she provides the final authority on matters concerning health and safety at work.
- Identify the means by which the policy will be planned, measured, audited and reviewed;
- Establish strategies to implement the policy and integrate these into the school's activities;
- Ensure that all relevant Senior Managers are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensure that all relevant Senior Managers understand and accept their responsibilities for health and safety;

- Regularly liaise with the Vice Principal responsible for day to day management of health and safety and the Trust’s advisers on matters of health and safety;
- Establish in conjunction with the Senior Management and relevant Advisers organisational management arrangements, risk control measures, workplace standards, together with associated performance standards, and thereby assist managers and staff to carry out their duties and satisfy their responsibilities.
- The Head/Principal will make decisions on health and safety issues based on a proper assessment of any risks to health and safety and will ensure the control of those risks in an appropriate manner.
- The Head/Principal delegates specific responsibility for the implementation and monitoring of the Health and Safety Policy to the Health and Safety Co-ordinator (or by whatever title they may use) at the respective Trust School.

7.0 **DIRECTOR OF FINANCE AND SUPPORT SERVICES**

7.1 The Finance Director is responsible to the CEO for the implementation of the policy and all associated arrangements and has routine responsibility for ensuring that the Trust Health and Safety Policy and associated arrangements are implemented throughout the Trust.

7.2 S/He will achieve this by:

- The provision of the necessary physical and human resources;
- Ensuring the effective flow of information relevant to health and safety;
- The provision of the necessary means of supervision and control of staff;
- Ensuring that all relevant Directors, Governors, Principals and Senior Managers for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that all relevant Directors, Governors, Principals and Senior Managers understand and accept their responsibilities for Health and Safety;
- Arranging Audits, Inspections, Investigations as necessary to enable a suitable and sufficient appraisal of the health and safety standards are being provided and maintained.
- Providing timely feedback to the Board on the performance of the plans, targets, standards, procedures, personnel and systems appropriate to the operation of the Foundation;

8.0 **PROJECT AND FACILITIES DIRECTOR**

8.1 The Project and Facilities Director is responsible to the Director of Finance and Support Services for the implementation of the Trust’s Health and Safety Policy under their areas of control and has specific responsibility for:

- Ensuring that the Trust's building stock is properly designed, modified and maintained so that it is suitable for its use and provides a safe working and learning environment without risks to health;
- Planning and coordinating the work of any contractors in accordance with the Construction Design and Management Regulations 2015 and Management of Health and Safety at Work Regulations 1999;
- Ensuring all statutory inspections and registers are completed, for example, electrical, gas, lifting equipment (including passenger lifts), boilers, compressors, fire and asbestos;
- Ensuring suitable and sufficient arrangements are established with regard to any contracts entered into, to ensure that effective arrangements for cooperation between the parties and coordination of the work;
- Developing in conjunction with the Trust Board and the Trust's H&S advisor the Safety Management System;
- Assisting in the implementation of the arrangements contained in the Health and Safety Policy by the provision of appropriate advice and guidance to the Trust and its educational establishments;
- Monitoring the Trust's performance with regard to the implementation of the Safety Management System by arranging the annual Safety Audit and Inspection of the Trust and its educational establishments and report findings to the Director of Finance and Support Services;
- The provision of the necessary means of supervision and control of premises management staff;
- Ensuring that all managers and staff for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that all managers and staff for which they are responsible understand and accept their responsibilities for Health and Safety;
- Arranging Audits, Inspections, Investigations as necessary to enable a suitable and sufficient appraisal of the premises management related health and safety standards are being provided and maintained.
- Providing timely feedback to the Director of Finance and Support Services on the performance of the plans, targets, standards, procedures, personnel and systems appropriate to the operation of the premises management team;
- Liaising with and coordinating the work of the Trust's H&S advisor.

9.0 Head of Human Resources

- 9.1 The Head of Human Resources is responsible to the Director of Finance and Support Services for the implementation of the Trust's Health and Safety Policy under her/his areas of control

and has specific responsibility for:

- Establishing effective strategies for the selection and recruitment of staff to the Trust and its educational establishments which are designed to ensure a suitable level of physical and mental competence and capability is maintained;
- Ensuring that appropriate arrangements are planned and implemented for addressing the Occupational Health and Welfare needs of the Trust and its educational establishments staff and ensuring the effective management of sickness absence;
- Establishing effective strategies for ensuring suitable levels of competence of employees are maintained by planning and maintaining suitable and sufficient training by the use of organisational wide risk assessments and training needs analysis;
- The provision of the necessary means of supervision and control of staff;
- Ensuring that all staff for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that all HR staff understand and accept their responsibilities for Health and Safety;
- Arranging Audits, Inspections, Investigations as necessary to enable a suitable and sufficient appraisal of the HR related health and safety standards are being provided and maintained.
- Providing timely feedback to the Director of Finance and Support Services on the performance of the plans, targets, standards, procedures, personnel and systems appropriate to the operation of the HR team;

10.0 CONSULTANT FOR INFORMATION TECHNOLOGY

10.1 The consultant for Information Technology is responsible to the Director of Finance and Support Services for the implementation of the Trust's Health and Safety Policy under his areas of control and has specific responsibility for:

- Ensuring that appropriate arrangements are planned and implemented for addressing the provision and use of display screen equipment in accordance with the appropriate legislation and required standards;
- Establishing effective strategies for ensuring suitable levels of training of employees are provided and maintained sufficient to equip them with an understanding of the correct use of display screen equipment and their workstation.
- The provision of the necessary means of supervision and control of IT staff;
- Ensuring that all staff for which they are responsible are capable and competent in their given roles and provided with suitable and sufficient information and instruction;
- Ensuring that all IT staff understand and accept their responsibilities for Health and Safety;
- Arranging Audits, Inspections, Investigations as necessary to enable a suitable and sufficient appraisal of the IT related health and safety standards are being provided and maintained.

- Providing timely feedback to the Director of Finance and Support Services on the performance of the plans, targets, standards, procedures, personnel and systems appropriate to the operation of the IT team;

11.0 Company Secretary

11.1 The Company Secretary is responsible to the Director of Finance and Support Services for the implementation of the Trust's Health and Safety Policy under their areas of control and has specific responsibility for:

- Ensuring, in conjunction with the schools Principals, that suitable and sufficient policies and procedures are planned and published in accordance with DfE and other relevant Governmental Department requirements;
- Providing timely feedback to the Director of Finance and Support Services on the performance of the plans, targets, standards, procedures, personnel and systems appropriate to the operation of the Governing Bodies;

12.0 COMPLIANCE OFFICER

12.1 The Compliance Officer is responsible to the Project and Facilities Director for the implementation of the Trust's Health and Safety Policy under their areas of control and has specific responsibility for:

- Liaising with school Site/Facilities managers to ensure all statutory inspections and registers are completed, for example, electrical, gas, lifting equipment (including passenger lifts), boilers, compressors, water hygiene, fire and asbestos;
- Ensuring suitable and sufficient arrangements are established with regard to any contracts entered into, to ensure that effective arrangements for cooperation between the parties and coordination of the work;
- Assisting in the implementation of the arrangements contained in the Safety Policy by the provision of appropriate advice and guidance to the Trust and its educational establishments;
- Liaising with the Trust's Health and Safety advisor.

13.0 THE HEALTH AND SAFETY CO-ORDINATOR RESPONSIBLE FOR HEALTH AND SAFETY

13.1 The Health and Safety Co-ordinator (or by whatever title they may use) working in conjunction with the Trust's Health & Safety advisors, and the respective school's Health & Safety Committee, will advise the Head/Principal on health and safety policy. Acting for and on behalf of the Head/Principal, he/she has the responsibility for implementing and monitoring the policy, principally through the Heads of Department.

The Health and Safety Co-ordinator achieves this by ensuring that:

- This Policy is clearly communicated to all relevant persons.

- Appropriate information on significant risks is given to visitors and contractors.
- Appropriate consultation arrangements are in place for staff and their safety representatives.
- All staff are provided with adequate information, instruction and training on health and safety issues.
- Additional responsibilities for health, safety and welfare are allocated to specific individuals and they are informed of their responsibilities and have sufficient experience, knowledge and training to undertake them.
- Risk assessments of the premises and working practices are undertaken.
- Safe systems of work are in place as identified from risk assessments.
- Emergency procedures are in place.
- Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Arrangements are in place to inspect the premises and monitor performance.
- Accidents are investigated and any remedial actions required are taken or requested.
- The activities of contractors are adequately monitored and controlled.
- A report to the Governing Body on the health and safety performance of the school is completed termly.

14.0 TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY

14.1 This includes the Senior Management Team, Heads of Departments, Early Years Manager, Curriculum Co-ordinators, School office manager/Secretary, and Premises Manager. They must:

- Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Head/Principal for the application of the health and safety procedures and arrangements.
- Develop policies and procedures which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
- Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Head/Principal.
- Ensure that all staff under their management are familiar with the health and safety

procedures for their area of work.

- Resolve health, safety and welfare problems that members of staff refer to them, and refer to the Head/Principal any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that 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 all accidents are investigated appropriately.
- Include health and safety in the annual report for the Head/Principal.

15.0 SPECIAL OBLIGATIONS OF CLASS TEACHERS

Class teachers are expected to:

- Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the health and safety procedures applicable to their area of work.
- Give clear oral and written health and safety instructions and warnings to students as often as necessary.
- Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Head/Principal or Curriculum Leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- Regularly check their classrooms for potential hazards and report any observed to the Premises manager.
- Report all accidents, defects and dangerous occurrences to the Head/Principal or Premises Manager.

16.0 OBLIGATIONS OF THE KITCHEN MANAGER

The Kitchen Manager is responsible for the safe operation of the catering facilities and must:

- Be familiar with the school Health and Safety Policy.
- Prepare risk assessments for all catering activities.
- Ensure that all kitchen staff are instructed and informed to work in accordance with these documents.
- Inform the Premises Manager or Head/Principal of any potential hazards or defects.
- Be familiar with the current Food Safety legislation and the implications so far as the school is concerned.

School staff must not use the catering facilities and equipment without the prior agreement of the Head/Principal and Kitchen Manager.

17.0 HEALTH AND SAFETY COMMITTEE

- 17.1 The Trust's Health & Safety Committee provides a forum for joint employer/employee discussions of health & safety matters. This Committee will meet once per term as a minimum. All employees are encouraged to bring health & safety concerns to this Committee either directly or through their safety representative
- 17.2 The Committee will review all health, safety and security matters, including a review of policy at least annually.
- 17.3 The Committee will advise the Head/Principal and/or the manager responsible for health and safety, of any current issues in respect of Health, Safety and Security.
- 17.4 The Health and Safety Committee will comprise (e.g. the Principal/Head, Finance Manager, Site Manager etc.)
- 17.5 Safety Representatives, whether appointed by a recognized trade union or elected by the workforce, are automatically members of this Committee.

18.0 OBLIGATIONS OF ALL EMPLOYEES

18.1 All employees must:

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- Observe all instructions on health and safety issued by the Trust, the Governing Body, the School or any other person delegated to be responsible for a relevant aspect of health and safety.
- Act in accordance with any specific H&S training received.
- Report all accidents and near misses in accordance with current procedure.
- Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- Co-operate with other persons to enable them to carry out their health and safety

responsibilities.

- Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- Inform their Line Manager of any shortcomings they identify in the School's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Co-operate with the any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive.
- When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

19.0 OBLIGATIONS OF CONTRACTORS

- 19.1 When the premises are used for purposes not under the direction of the Head/Principal e.g. the provision of school meals, then, ***subject to the explicit agreement of the Governing Body***, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.
- 19.2 All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Head/Principal of any risks that may affect the school staff, students and visitors.
- 19.3 All contractors must be aware of the Trust's/the School's Health and Safety Policy and emergency procedures and comply with these at all times.
- 19.4 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head/Principal or their representative will take such actions as are necessary to protect the safety of school staff, students and visitors.

20.0 STUDENTS

20.1 Students, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

PROCEDURES AND ARRANGEMENTS

Introduction

The following procedures and arrangements have been established within the Trust to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

The list provides a brief summary of all the key health and safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management File for the school.

Monitoring

To ensure the effectiveness of the Health and Safety Policy in providing and maintaining environments and systems of work which are safe and without risk to health and where appropriate to the Environment, the following procedures for monitoring have been established.

- The Director of Finance and Support Services will present an annual Health, Safety and Environment report to the Board detailing the levels of compliance achieved on the standards set by their Policies.
- On behalf of the Principals of each Educational Establishments an annual Health, Safety and Environment report detailing the levels of compliance achieved on the standards set by their Policies and accompanying arrangements will be presented to the Board by the Trust's Health and Safety advisor.
- Annually the Trust's premises and its activities will be audited to confirm that the overall organisation and its systems are effective with regard to the planning and implementation of its Safety Management System.
- Annually the Trust's premises and its activities will be inspected to confirm that Managers and Staff are satisfying their operational responsibilities and duties.
- All managers are required to routinely and regularly carry out safety tours and inspect the areas within their control and where appropriate carry out operational risk assessments on the hazards identified.
- All staff are required to routinely and regularly inspect the areas in which they are working and report any health and safety concern to their line manager.
- Records of incidents and accidents are routinely assessed to assist in the risk assessment process and in the setting of priorities, where appropriate the manager responsible or the the Trust's Health and Safety Advisor will carry out suitable and sufficient investigations to determine the cause/s and any remedial measures necessary.
- The Trust's Project and Facilities Director will in conjunction with the Trust's Health and Safety advisor analyse the accident/incident data and prepare statistical information to assist the annual review.

- This Health and Safety Policy and the accompanying school's policy will be reviewed annually to ensure it continues to satisfy the aims and objectives of the Board.

Consultation Machinery

Within the Trust Directors and Senior Managers will routinely liaise with and consult with staff directly on matters relevant to health and safety in accordance with the Consultation with Employees Regulations 1996.

Within the Trust's schools Committees will meet regularly in accordance with the Safety Representatives and Safety Committees Regulations 1977 and the Consultation with Employees Regulations 1996 to provide a forum for joint consultation on health and safety matters.

Membership will comprise of appropriate senior management and representatives of the staff.

Health and Safety Committees, as well as fulfilling the statutory requirements, will:

- Monitor and review the general working arrangements for Health and Safety including the Health and Safety Policy;
- Act as a focus for joint participation in the prevention of accidents, incidents and occupational ill-health;
- Assist in the development of safety procedures and systems;
- Monitor the effectiveness of Health and Safety training, communication and publicity;
- Consider reports and information from the enforcement agencies;
- Consider accident statistics and trends;
- Consider the circumstances of individual accidents and causes of reportable diseases;
- Examine Safety Audit reports and inspections.

Accident and Incident Reporting

All staff are required to ensure that all accidents are reported to the Head/Principal (or designated responsible person) who will ensure that the accident is investigated and reported to the Governing Body and the Health and Safety Executive as appropriate.

All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated and appropriate steps taken to prevent a more serious reoccurrence.

Asbestos - if applicable

The Premises Manager is responsible for ensuring that the school Asbestos Log is read and signed by all contractors prior to starting any work on the premises.

Staff must not affix anything to walls, ceilings etc. without first obtaining approval from the Head/Principal/Premises Manager.

Staff must report any damage to asbestos materials immediately to the Head/Principal.

Where damage to asbestos material has occurred the area must be evacuated and secured. The Head/Principal will immediately notify: the Local Authority Property Department (*Community school*)/the Head of the Governing Body (*school*) by telephone.

Contractors

All contractors working for any ESF site will be pre-approved by the Projects and Facilities Director and / or the Area Facilities Manager.

The Premises Manager is responsible for the management of contractors on-site in accordance with the Trust's Managing Contractors Policy.

Curriculum Safety (*including out of school learning activities*)

All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and students.

The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS, AfPE, DATA (Design and Technology Association) and other lead bodies should be adopted as appropriate.

Display Screen Equipment

The Head/Principal and/or the health and safety lead per school is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.

Regular laptop users will be provided with docking stations.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

Educational Visits and Journeys

The Head/Principal and the EVC are responsible for ensuring that all school trips are managed in accordance with the Trusts Educational Visits Policy and the school's procedures which all teachers must be familiar with.

Electrical Safety

The Premises Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.

The Premises Manager will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive.

All staff must be familiar with school procedures and report any problems to the Premises Manager. Staff are reminded that they must not bring electrical equipment into school without the permission of the Head/Principal.

Fire Precautions and Emergency Procedures

The Head/Principal is responsible for ensuring:

- a) That a Fire Risk Assessment is completed and reviewed annually.
- b) That the school emergency plan and evacuation procedures are regularly reviewed.

- c) The provision of fire awareness training to all staff.
- d) That an emergency fire drill is undertaken every half term.
- e) The preparation of specific evacuation arrangements for staff and/or students with special needs.

The Premises Manager is responsible for:

- a) The formal maintenance and regular testing of the fire alarm and emergency lighting.
- b) The maintenance and inspection of the fire fighting equipment.
- c) The maintenance of exit/escape routes and signage.
- d) Supervision of contractors undertaking hot work.

All staff must be familiar with the school Fire safety risk assessment, the school emergency plan and evacuation procedures.

First Aid – refer to the school’s First Aid Policy and Procedures

The names of the school’s qualified First Aiders are displayed on the notice board at each school.

First Aid supplies are kept at each school in accordance with the School’s First Aid Policy and it is the responsibility of the school’s first aider to ensure that stocks of supplies are kept up to date.

All staff must be familiar with the school arrangements for First Aid.

Hazardous Substances

The Premises Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used.

The substances must be stored securely in accordance with the manufacturer’s instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Head/Principal. The Premises Manager will complete an assessment for any authorised products.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older students under supervision. These will include such items as:

- Spirit based marker pens
- Corrective fluid
- Aerosol paints

All the above should be used in a well-ventilated area.

Substances used in D&T and science are assessed and used in accordance with the generic assessments and guidance provided by CLEAPSS.

Inclusion

All Trust schools comply with either the Local Authority or the School's policy for Inclusion and all teaching and support staff should be familiar with this policy and supporting guidance.

The Head/Principal is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with SEN.

All teaching and support staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.

The SENCO and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any student with SEN. No student should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

Where it is considered essential to exclude a student from all or part of an activity this exclusion must be authorised by the Head/Principal.

Lettings/shared use of premises/use of Premises outside School Hours

The Head/Principal is responsible for ensuring that any use of the premises outside school hours is managed in accordance with this Health and Safety Policy and Lettings Policy.

The Premises Manager is responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of facilities and equipment.

Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Facilities and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

Any member of staff working after hours must notify the Head/Principal and Premises Manager of their location and intended time of departure.

Lone workers should not undertake any activities which present a significant risk of injury.

Managing Medicines & Drugs

No student is allowed to take medication on the school site without a letter of consent from his/her parent/carer.

Staff must notify the Head/Principal if they believe a student to be carrying any unauthorised medicines/drugs.

The school policy for First Aid and Medicines provides detailed guidance and all staff should be familiar with this policy.

Maintenance and Inspection of Equipment

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Premises Manager.

Where Heads of Department hold budgets for maintenance they must ensure that a schedule of planned preventative maintenance of all equipment is in place and record all maintenance and repair

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All faulty equipment must be taken out of use and reported to the Premises Manager. Staff must not attempt to repair equipment themselves.

Manual Handling and Lifting

The Head/Principal will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Premises Manager for assistance.

Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

Outdoor Play Equipment

The outdoor play equipment and safety surfacing complies with BS/EN standards and is formally inspected annually by a competent contractor.

Facilities undertake weekly checks of the play equipment and play areas

Supervisory staff should make a visual check of all play equipment before it is used.

Risk assessments have been completed for each item of equipment and all staff supervising play activities must be familiar with these assessments. If the supervision levels recommended in the assessment cannot be achieved the equipment should not be used.

Pupils and pupils' siblings are not permitted to use the play equipment after school hours. Any member of staff who observes unauthorised use of the play equipment must report it to the Headteacher or Caretaker immediately

PE Equipment

The Head of Physical Education is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the students.

Risk assessments have been completed for all PE activities and all staff must be familiar with these.

Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.

All PE equipment must be visually checked before lessons and returned to the designated store area

after use.

Students must not use the PE equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the Head of Dept.

Personal Protective Equipment (PPE)

Where the need for PPE has been identified in Risk Assessments, it is the Head/Principal's responsibility to ensure adequate supplies of suitable PPE.

Where a need for PPE has been identified it must be worn by any staff member or student who might be at risk of injury or harm to health.

Any staff member or student who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to the Head/Principal.

Risk Assessments

It is the Head/Principal's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.

The Head/Principal is responsible for undertaking general risk assessments with the exception of the areas listed below.

Heads of Dept will undertake risk assessments for their specialist areas.

The Premises Manager will undertake risk assessments for maintenance and cleaning.

The EVC will ensure that risk assessments are completed by all staff who organise and lead school visits.

Security/Violence

The Premises Manager is responsible for the security of the school site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

The Premises Manager is also responsible for the security of the site during after school use and lettings.

Staff are advised to read the ESF ID Badge Policy.

Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.

If an intruder becomes aggressive staff should seek assistance.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in the reception area of the school where assistance is available. The Head/Principal should be notified in advance of these meetings where possible.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or students must be

reported immediately to the Head/Principal.

Site Maintenance

The Premises Manager is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.

He will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Head/Principal.

All staff are responsible for reporting any damage or unsafe condition to the Premises Manager immediately. His job book is kept in the office and office staff will contact him by mobile if the matter is urgent.

Smoking – refer to the ESF Employee Handbook

It is illegal to smoke anywhere on the school premises.

Staff Training & Development

The Head/Principal is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

All new staff will receive specific information and training as part of the school induction process.

All staff will receive fire awareness training on an annual basis.

Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for staff meetings and on the September INSET day in each new school year.

Stress – refer to the ESF Employee Handbook

The school governors and Head/Principal are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.

Swimming

Each venue is visited by the leader and individually risk assessed with advice from the operators. A plan of the pool area, emergency alarms and fire exits will be prepared and issued to relevant teachers with the facility Normal Operating Procedures.

Deep and shallow ends are clearly marked and ideally divided by a rope wherever possible. Lifesaving devices are located around the poolside. All teachers and students are made aware of facility Emergency Evacuation Procedures. This is refreshed following any change in teachers or students.

Children are instructed by ASA Qualified Instructors who are police vetted and health checked. The programmes take place in local authority pools and Sports Centres and are subject to the Swimming Programme Service Specification.

All staff must ensure that they are familiar with the local authority swimming guidance before accompanying any swimming groups.

Visitors – please refer to the Visitors Code of Conduct

All visitors must sign in and out at the school reception desk. This includes parents and peripatetic teachers/specialists. A badge will be issued which must be worn at all times in school.

Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant. Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.

Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.

Working at Height

The Premises Manager is responsible for the purchase and maintenance of all ladders in the school.

All ladders conform to BS/EN standards as appropriate.

The Premises Manager is also responsible for completing risk assessments for all working at height tasks in the school.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor.

If you need to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.

Do not work at height when you are alone. If you are planning to use a step ladder ask the Premises Manager to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.

Your knees should be no higher than the top platform of the ladder.

Never overreach. Try always to keep one hand free on the ladder to steady yourself.

Policies to be read in conjunction with this Health and Safety Policy are: -

- ESF Asbestos Management Policy
- ESF Control of Infections Policy
- ESF Driving Policy
- ESF Educational Visits Policy
- ESF Managing Contractors Policy
- ES Fire Safety Management Policy
- ESF Lettings Policy

Standalone ESF Policies

- ESF Employee Handbook
- ESF ID Badge Policy
- ESF Parent Code of Conduct

- ESF Visitors Code of Conduct
- ESF Workforce Code of Conduct

Individual School Policies

- Behaviour and Discipline Policy
- Fire Safety Policy
- First Aid and Medicine Policy and Procedures
- Critical Incident Plan
- First Aid and Medicine Policy