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Health & Safety Policy

AMBITION | INTEGRITY | INCLUSIVITY | ENDEAVOUR | RESILIENCE

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Purpose of this policy

The health and safety policy is in place:

- To promote an effective safety culture throughout the trust
- To ensure that non-employees e.g. pupils, parents, visitors etc., are not exposed to a risk to their health and safety so far as reasonably practicable
- To consult with our employees on matters affecting their health and safety
- To provide information, instruction, training and supervision for employees
- To ensure all employees are 'competent' to carry out their activities
- To provide adequate welfare facilities for employees and pupils
- To monitor the standards of health and safety performance and ensure continuous improvement in the management of health and safety
- To review the systems in place that manage health and safety and to revise it as necessary on an annual basis

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

This policy has been brought to the attention of all employees and is kept readily available for employees on the Trust website.

General Data Protection Regulations



This policy has been reviewed in accordance with the General Data Protection Regulation (GDPR) which will replace the Data Protection Act 1998 from 25th May 2018. The introduction of GDPR has resulted in changes to many existing data protection rules and regulations that educational establishments adhere to. The Evolve Trust has undertaken a full data protection audit and have ensured that appropriate changes that have been made to data protection rules and regulations have been adhered to in full. The Evolve Trust has carried out all additional compliance requirements and fully accepts their duty of care to ensure individuals' data is kept safe and secure, resulting in increased compliance in our systems, processes and policies.

Duties of the Academy Trust

The ultimate responsibility for health and safety rests with the employer although some functions under the Health and Safety at Work etc. Act 1974 are delegated to Head Teachers (detailed below).

The Trust will:

- Establish mandatory health and safety policies/outcomes that academies follow/achieve.
- Monitor academies' compliance with legislation and policies.
- Monitor academies' health and safety performance.
- Provide direction/s as necessary to academy management in the interests of health and safety
- Ensure academy management are appropriately trained in health and safety principles.
- Ensure any trust-wide purchasing and contracting procedures and arrangements that are in place consider health and safety compliance and performance.
- Consult with employees on matters affecting their health and safety according to the Safety Committees Regulations 1977 and Health and Safety (Consultation with Employees) Regulations 1996.

Responsibility of the Chief Executive Officer

The Chief Executive will:

- Ensure Health and safety regularly appears on the agenda for board meetings.
- Appoint a "health and safety trustee" to demonstrate its strategic importance.
- For the purpose of maintaining health and safety legal compliance and/or complying with Trust health and safety aims and objectives direct an academy to take compulsory action.
- Ensuring that competent health and advice available according to Regulation 7 of the Management of Health and Safety at Work Regulations 1999 is provided.

The management of Health and Safety is delegated by the Chief Executive Officer to the Finance Director.

Responsibility of Academy Governing Bodies

Governing Bodies are responsible for:

- Taking reasonable steps to make sure that the academy is following the employer's policy and procedures e.g. through regular discussion at governance meetings.
- Receiving reports on staff training that enable them to carry out their responsibilities.
- Promote a sensible approach to health and safety, making use of competent health and safety advice when required.
- Work in close partnership with the Head Teacher and senior management team to support sensible health and safety management and to challenge as appropriate.
- Integration of good health and safety management into business decisions
- Approving academy specific plans, procedures and policies that relate to health and safety.
- Carrying out and recording a formal health and safety inspection of all parts of the buildings and site on at least an annual basis.
- Ensuring that adequate health and safety resources are made available to meet health and safety requirements
- Ensuring health and safety is a fixed agenda item on Governor meetings
- Considering immediate reviews in the light of major shortcomings or events.

Responsibilities of Head Teachers

The Head Teachers are responsible for:

- Demonstrating visible, active commitment to health and safety improvement.
- The overall maintenance and development of safe working practices and conditions for all employees, pupils and other non-employees on site.
- Ensuring that the requirements of all relevant legislation, codes of practice and Trust/academy policies are met at all times.
- Ensuring safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others.
- Consulting with employees, and safety representatives, on local health and safety issues.
- Ensuring effective means of communication with staff on health, safety and welfare issues.
- Ensuring that risk assessments are undertaken and reviewed annually or as necessary.
- Identify the training needs of employees and ensure that they are 'competent' to carry out their activities.
- Ensuring that arrangements are made for defects in the premises, its plant, equipment or facilities are reported and made safe.
- Ensuring that accident, work-related ill health and violent incidents are reported and investigated as necessary.
- Monitoring the standard of health and safety throughout the academy.
- Ensuring that emergency procedures are in place.
- Ensure that staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy and have access to it.
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.
- Authorise all Off-Site Visits; inform Governors of all non-routine Off-Site Visits.

In the Head Teacher's absence, the Business Manager (or equivalent) assumes the above responsibilities.

Responsibilities of the Finance Director

The Finance Director is responsible for:

- Reviewing termly health and safety reports from the Site Managers and discussing remedial action as required;
- Termly meetings with the Site leads to discuss health and safety matters;
- Ensuring that information received on health and safety matters is passed to the appropriate people including reporting to the Board of Trustees;
- Seeking specialist advice on health and safety matters where appropriate;
- Liaising with appropriate regulatory bodies e.g. HSE should the need arise;
- Keeping staff health and safety training records up to date through liaison with HR;
- Promoting health and safety matters throughout the Trust;
- Attending appropriate Health and Safety Training Courses to enable him/her to discharge his/her duties effectively.

Responsibilities of the Site Manager

Each Trust Site Manager is responsible for:

- Ensuring that termly health and safety inspections are carried out and a copy of the report is provided to the Finance Director;
- Ensuring that remedial action is taken following health and safety inspections;
- Ensuring that all statutory inspections are completed and records kept with a details of any remedial action provided to the Finance Director;
- Ensuring that risk assessments are made and recorded of all the sites work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- For COSHH risk assessments, ensuring that these are circulated to employees who work with hazardous substances and that suitable protective equipment is used;
- Liaising with designated staff to ensure that all up-to-date departmental and area risk assessments are in place, including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that the annual Fire Risk Assessment is carried out
- Ensuring that an annual review of the Academy's Emergency Plan is carried out and making relevant parties aware of their role in it;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;
- Ensuring that Health and Safety Manuals and associated Logs (fire, asbestos, legionella etc) are kept up to date;
- Ensuring only competent, approved contractors are engaged, and monitoring whilst on site, inducting them in the schools site health & safety rules and ensuring they consult the asbestos log.
- Drawing up an annual health and safety action plan;
- Ensuring that the Health and Safety Notice Board is kept up to date in all Trust sites;
- Providing health and safety induction training for all staff and attending appropriate training to ensure they can discharge their duties;
- Ensuring that the correct accident reporting procedures are followed and investigated.

Responsibilities of Area Leads

Area leads include Directors of Learning / Subject Co-ordinators / Support staff leaders

Area leads are responsible and accountable to the Chief Executive Officer and delegated staff identified within this policy for all matters relating to health, safety and welfare within their area.

In the exercise of this responsibility Leaders must ensure that:

- All staff under their control receive instruction in their duties, regarding health and safety matters;
- All staff under their control are adequately trained to carry out their duties efficiently and effectively;

This is extremely important for staff who operate, use or instruct in the use of plant, machinery, equipment or staff who use, handle and store hazardous substances/chemicals

- Must be aware of regulations, codes of practice and guidance notes appropriate to their specialist areas;
- Are responsible for ensuring all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace. This will include arrangements for facilities such as first aid equipment, protective clothing/equipment (PPE), registers, log books etc.
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least once annually). Priorities must be given to plant, machinery, equipment, electrical appliances and use of substances (See Policies section of the Portal for latest Risk assessment templates);

Risk assessments must be completed for all activities and reviewed annually.

- Under Section 6 of the Health and Safety at Work Act Leaders are responsible for ensuring that everything received from suppliers – machinery, equipment, substances etc – is accompanied by adequate information and instruction prior to use (NB “Use of Manufacturers’ Data Sheets”);
- Carrying out regular health and safety monitoring inspections of the area and making reports to the Site lead or Trust Finance Director where appropriate;
- Ensuring follow up and remedial action is taken following health and safety inspections
- Arranging for the appropriate area specific health and safety training to be provided to all staff within the area;
- Must ensure that a copy of the Fire Drill regulations and assembly points are prominently displayed in all rooms and areas for which they are responsible;
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports from above and below in the hierarchy;
- Ensuring appropriate procedures for authorisation of school visits is followed;
- Ensuring that all the necessary risk assessments are in place for school visits;
- Ensuring that all statutory inspections are completed and records kept;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness.

Responsibilities of employees

All employees are instructed to:

- Take reasonable care for the health and safety of themselves and others when undertaking their work;
- Model safe and hygienic practice for pupils;
- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe working procedures are followed;
- Co-operating with the Local Authority / Trust Board of Trustees / CEO and senior designated staff on all matters relating to health and safety by complying with the health and safety policy;
- Not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare;
- Reporting immediately to their senior designated staff/Line Manager any serious or immediate danger;
- Reporting to their senior designated staff/Line Manager any shortcomings in the arrangements for health and safety;
- Ensure that they only use equipment or machinery which they are competent to use or have been trained to use;
- Participating in health and safety inspections and the health and safety committee where appropriate;
- Understand emergency evacuation procedures and feel confident in implementing them.

Responsibilities of pupils and parents

Pupils and parents are responsible for following the Trust's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Responsibilities of contractors

Contractors will agree health and safety practices with the Site Manager / Head Teacher / Finance Director before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

Trust Arrangements

Health and Safety Policy

All academies will follow the Trust policy which will be reviewed on at least a 2-yearly basis or in the event of a significant change. It will be approved by the Board of Trustees and made available on the Trust website with a link from each academy website.

Accident Reporting and Investigation

Accidents to employees will be reported and recorded locally using the online system and a hard copy will also be kept. Accidents to pupils and other non-employees are recorded as laid down in the academy's guidance and flowchart documents. Accident recording will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. As much detail as possible will be supplied when reporting an accident. Information about injuries will also be kept in the pupil's educational record.

Accidents are investigated locally. Reported accidents are monitored termly and a report is presented to the Board of Trustees.

The Head Teacher is responsible for ensuring specified serious accidents to both employees and non-employees are reported to the Health and Safety Executive as legally required by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations. The Chief Executive Officer and Finance Director must be informed and consulted before any reports are submitted to the Health and Safety Executive.

Parents will be informed of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

The Trust will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the Trust's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Trust will also notify the relevant child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

The academies / trust will use the Nottingham City Council Health and Safety advisers to support them with ensuring adequate accident reporting.



All information recorded in accident reports as required by legislation, which includes personal data such as names and contact details, will be held securely and disposed of in line with the Trust's Information and Retentions Policy.

Asbestos Management

If asbestos containing materials pose a serious risk to the health of persons using the academy, the materials shall be removed as safely and as soon as possible.

Management surveys will be undertaken by a surveyor on a 5 yearly basis for all academies built prior to 2000. The academy will organise any work required as a result of the survey with the assistance of the Finance Director.

Where asbestos containing materials are present, and do not pose a serious risk, the academy will take the opportunity to remove them progressively when it is safe and cost effective to do so. Whilst asbestos containing materials remain *in situ* the academy will ensure that they are managed in such a manner so that the risk to the health of our employees, contractors, visitors and other people using our premises is minimised.

All specified work on asbestos containing materials shall be carried out in accordance with the current legal standards using the best working practices by licensed contractors.

The condition of known asbestos in the building will be monitored by the Site Manager on a monthly basis and recorded in the Asbestos logbook.

No destructive or potentially destructive work (however minor) will be undertaken in the academy without first reference to the asbestos survey and logbook.

The academy will identify areas that are not covered by an asbestos survey and thus may not be accessed without further sampling/air tests and areas are considered out of bounds.

The Asbestos Survey and logbook will be held in the academy and is made available to any contractors prior to their carrying out work within the premises.

Staff are briefed on the hazards of asbestos, the location of any asbestos in the respective academy and the action to take if they suspect they have disturbed it.

Condition surveys

Condition surveys will be undertaken on a five-yearly basis.

Construction work

All construction work is carefully monitored on a local level.

Consultation with Employees

Policies, procedures and risk assessments created using the model versions from the Nottingham City Council Safety Manual will be subject to local consultation with members of staff.

Contractors

The academy recognises the shared responsibility that any work is undertaken contractors is done so in a safe manner. The contractors' health and safety compliance and performance are considered as awarding factors for the tendering of all locally managed contract work.

Contractor work is managed locally on site where proper induction procedures and monitoring is in place.

Curriculum

Risk assessments will be undertaken on all lesson activities where there is a significant risk of injury/ill health. Precautions will be included in lesson plans as necessary.

Specialist guidance will be provided by:

- Physical Education through The **Association for Physical Education (afPE)**
- Science through the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) (subscription through the Schools H&S Team)
- Science and Technology (ages 3-12) - "Be Safe!" Association for Science Education.

Display Screen Equipment

Risks are managed locally. Risk assessments will be completed for designated users of Display Screen Equipment (i.e. office staff)

Electrical Safety

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

Further details of health and safety regarding equipment is as follows:

Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely;
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them;
- Any potential hazards will be reported to the academy Premises Site Lead immediately;
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed;
- Only trained staff members can check plugs;
- Where necessary a portable appliance test (PAT) will be carried out by a competent person;
- All isolators switches are clearly marked to identify their machine;
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions;
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely;
- Any concerns about the condition of the gym floor or other apparatus will be reported to the respective academy Premises Site Lead.

Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out by the Systems Team periodically. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time;
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).



Any personal information obtained as part of these assessments is retained for the required period as set out in our Information and Records Retention Policy, and is appropriately secured in line with our Data Security Policy.

Specialist equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

Oxygen cylinders are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders.

All portable electrical appliances in each academy are checked by a 'competent' person appointed by the academy on an annual or bi-annual basis. Records of PAT testing are held on site.

All employees will be instructed to carry out a visual inspection of electrical equipment, prior to use for signs of damage or charring, to report defects to the Site Manager so that action can be taken to take the equipment out of use.

The electrical installation will be inspected at 5 yearly intervals by a competent person i.e. electrical engineer. Remedial action/s from the report will be undertaken by the academy.

Emergency Procedures

Each academy will complete an emergency plan. Copies will be shared with the Trust.

Finger Guards

Each academy will complete a risk assessment.

Fire Safety

Managed locally. Inspections and testing will be recorded manually in a dedicated fire logbook.

Each academy must carry out and regularly review a fire risk assessment of the premises. This will identify what we need to do to prevent fire and keep people safe. A written record of the fire risk assessment must be kept.

Academies will put together their own respective fire and emergency plans that set out the key procedures including evacuations and frequency of fire alarm testing.

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of all premises will be reviewed regularly.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately;
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk;
- Staff and pupils will congregate at the assembly points (these are site specific therefore details are available from the respective academy);
- Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day;
- The nominated individual at each respective academy will take a register of all staff and visitors;

- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.

The academies have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities. These are detailed in their respective site specific evacuation plans.

First Aid

First Aid provision is managed locally following the Trust First Aid Policy. Each academy will complete a first aid needs risk assessment.

Gas equipment and appliances

All gas boilers / appliances are inspected annually by a 'competent' contractor from the Gas Safe Register™.

Hazardous Substances

Managed locally. Risk assessments completed as required.

Academies are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Completion of Control of Substances Hazardous to Health (COSHH) risk assessments are the responsibility of the Premises Site Lead and are circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Hazardous products are stored and access restricted to staff and pupils as set out in the risk assessments carried out at a local level.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

Gas safety

We will ensure that:

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer;
- Gas pipework, appliances and flues are regularly maintained;

- All rooms with gas appliances are checked to ensure that they have adequate ventilation

Legionella

The respective academy Site Manager is responsible for ensuring that a water risk assessment has been completed in accordance with legislation and that the identified operational controls are conducted and recorded in the academy's water log book.

This risk assessment will be reviewed every two years and when significant changes have occurred to the water system and/or building footprint.

The risks from legionella at each academy are mitigated by a system of monitoring and checks that are outsourced to Second Element.

Health and Safety Advice

Competent advice, guidance, generic risk assessments and training is provided through:

- Nottingham City Council's Schools Health and Safety Team ☎ (0115) 87 64608/9.

Housekeeping

Managed locally.

Infection prevention and control

We follow national guidance published by Public Health England (PHE) when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

Cleaning of the environment

- Clean the environment, including toys and equipment, frequently and thoroughly

Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment

- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

Laundry

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The academy will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. Advise these children to have additional immunisations, for example for pneumococcal and influenza.



Any personal information that is retained with regards to vulnerable children is retained for the required period as set out in our Information and Records Retention Policy, and is appropriately secured in line with our Data Security Policy.

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England.

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

Information

All employees are given adequate information on health and safety matters in relation to their work activities, i.e. as identified in the relevant risk assessments.

A Health and Safety Executive (HSE) poster will be displayed in each academy. Details will be entered of the name of the H&S Governor, contact details for the H&S advisor and where to obtain details of the union safety representatives (where applicable).

Inspections- H&S

Academies will have an annual walkabout inspection undertaken by Nottingham City Council's Schools Health and Safety Team; this may include a representative from the Governing Body.

Lettings / Use Premises Out of Hours

Academies will obtain legal and insurance advice regarding any lettings. Trust approved contracts with conditions of hire will be completed, signed and approved as necessary.

Lone Working

Managed locally. Risk assessments undertaken as necessary.

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

Maintenance and servicing of plant and equipment

Inspection/servicing contracts will be arranged by each individual academy as necessary. These may include some or all of the following:

| Type | Frequency |
|--|--|
| Air conditioning | 6 Monthly |
| Catering equipment | As required by risk assessment, recommended by manufacturer |
| Electrical installation | Five Yearly |
| Electric powered doors / gates | 6 Monthly |
| Gas boilers + pressure sets | Annual |
| Gas cookers | Annual |
| Emergency lighting (discharge) | 6 Monthly |
| Evac Chair | Annual |
| Fire alarm | Quarterly or 6 Monthly |
| Fire extinguishers | Annual |
| Fire shutters | Annual |
| Gas detectors | Annual |
| Hall dividers | Annual |
| Hoists | 6 Monthly |
| Indoor and outdoor play equipment | Annual |
| Intruder alarm | 6 Monthly |
| Lightning conductors | 11 Monthly |
| Passenger lifts (including disabled) examination | 6 Monthly |
| Passenger lifts (including disabled) service | Monthly |
| Portable electrical appliances | Annual or two yearly |
| Power tools | As required by risk assessment / recommended by manufacturer |
| Pressure sets | Annual |
| Sprinklers | Frequency depends on the type of system in use. |
| Stage lighting | Annual |
| Tree inspection | Every 3 years |

Manual Handling

Risks managed locally.

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The academy will ensure that proper mechanical aids and lifting equipment are available, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help;

- Take the more direct route that is clear from obstruction and is as flat as possible;
- Ensure the area where you plan to offload the load is clear;
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

Medical Conditions- management of

Managed locally. Each academy will complete a risk assessment and have a local policy/procedure.

New and expectant mothers

Risk assessments are carried out locally as soon as the Head Teacher is made aware by the employee and reviewed as necessary.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly



Any personal information obtained as part of these assessments is retained for the required period as set out in our Information and Records Retention Policy, and is appropriately secured in line with our Data Security Policy.

Off-Site Educational visits

Each academy will have an appointed Off Site Visits co-ordinator. The OVC is responsible to the Head Teacher for ensuring health and safety issues have been addressed and that all relevant risk assessments are completed.

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details

For academies without Early Years Foundation Stage provision:

- There will always be at least one first aider on school trips and visits

For academies with Early Years Foundation Stage provision:

- There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.



Any personal information that is retained with regards to off-site visits is retained for the required period as set out in our Information and Records Retention Policy, and is appropriately secured in line with our Data Security Policy.

Advice and guidance is provided by the SOLAR Outdoor and Environmental Development Manager, Sports, Health and Outdoor Education Team.

Personal Protective Equipment (PPE)

The need for PPE will be assessed by the completion of local risk assessments.

Positive Handling / De-escalation

The need for de-escalation and positive handling training will be assessed locally. The academy will record instances of handling.

Reporting of defects, hazards and near misses

All employees have been instructed to report defects, hazards, near misses via a recorded local procedure or verbally to the Site Manager (if urgent) who will ensure that appropriate action is taken to avoid accident / injury.

Risk Assessments

Academies will complete necessary risk assessments from a set that they have been provided via the Nottingham City Council Schools Health and Safety Team. Academies will review risk assessments as necessary and on at least an annual basis. Further risk assessments will be undertaken as required. Please refer to the Risk Assessment policy.

Safety Representatives

Under legislation academy employees who have been appointed as Safety Representatives have legal rights and functions e.g.:

- to represent employees
- to investigate hazards and complaints
- to carry out inspections of the workplace
- to attend safety committees

Security

The Site Management staff are responsible for maintaining the physical security of the site, e.g. locks, self-closers, gates, fences, etc.

Arrangements are in place to prevent unauthorised access, so far as is reasonably practicable, and also to ensure that pupils are prevented from absconding or accessing restricted parts of the site.

The response to alarm activation is covered in the lone working procedures.

Academies will complete a security risk assessment and establish their own security policy.

Key holders are specific to each site, details can be obtained direct from the academy in question. The key holders will respond to an emergency.

Site Inspections

Arrangements are in place for a joint inspection to be carried out of the building and site, at least annually, by the Head Teacher, Site Manager and Governors.

Slips, trips and falls

The risks associated with slip, trip or fall hazards are managed locally.

Smoking

Smoking is not permitted anywhere on the academy premises.

Stress, Work Related

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the Trust for responding to individual concerns and monitoring staff workloads.

Sun Protection

Risks managed locally.

Supervision

Decisions made locally.

Training

All employees are given adequate health and safety training, which includes basic skills training, specific on the job training and training in health and safety or emergency procedures.

New, temporary and supply staff are given basic induction training on health and safety, including the arrangements for first aid, fire, evacuation, security and reporting of concerns. This is recorded and kept of the employee's personal file. New employees are adequately supervised, as required.

Site Management staff will attend general H&S training on at least a five yearly basis.

Other training needs will be identified by the locally completed risk assessments.



Any personal information obtained as part of training logs for staff, will be retained as set out in our Information and Records Retention Policy, and is appropriately secured in line with our Data Security Policy.

Vehicles, Use of

Managed locally.

Violence

The Trust has adopted the Health & Safety Executive's (HSE) definition of violence: 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'.

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.



Any personal information that is retained with regards to such incidents is retained for the required period as set out in our Information and Records Retention Policy, and is appropriately secured in line with our Data Security Policy.

Water Management / Control of Legionella

Academies will comply with the requirements of the legionella Approved Code of Practice (L8). Academies will employ a contractor to undertake and then review a legionella risk assessment on a five yearly basis. Regular tasks as required by the legionella risk assessment are managed locally.

Welfare facilities

Managed locally.

Work Equipment

Managed locally. Risk assessments undertaken as required. Training organised as necessary.

Workplace Transport Safety

Managed locally. Risk assessments undertaken as required

Working at Height

Managed locally. Risk assessments undertaken as required. Training organised as necessary with co-ordination by the Site Manager with the Finance Director / HR Director.

In addition:

- The respective academy Site Manager retains ladders for working at height;
- Pupils are prohibited from using ladders;
- Staff will wear appropriate footwear and clothing when using ladders;
- Contractors are expected to provide their own ladders for working at height;
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety;
- Access to high levels, such as roofs, is only permitted by trained persons.

Access equipment will be inspected on a termly basis by the Site Manager and recorded locally.

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

Other matters

Consultation

The establishment of a Trust Health and Safety Committee will be considered if requested to do so by at least two safety representatives. Trust and model academy policies with H&S implications will be subject to consultation with staff and union representatives, where appropriate.

Induction

The respective Site Managers and / or HR will undertake inductions for all new starters, covering building security, safeguarding arrangements, first aid arrangements, individual health matters, fire procedures and welfare provision.

Meetings

Fortnightly Headship Institute and One to One meetings are held between the Head Teachers and the Trust / Chief Executive Officer. At this meeting there is the opportunity for Head Teachers to raise any health and safety matters that they need to be escalate. Alternatively the Head Teachers, Site Managers or Business Managers (or equivalent) must contact the Finance Director to discuss Health and Safety matters.

Each academy must ensure that staff are given the opportunity at meetings on at least a monthly basis to raise and discuss any health and safety concerns.

Equality Act 2010 (Amendment) Order 2012 Impact Assessment

| | |
|----------------------------------|-------------|
| Name of Policy: | Policy Name |
| Date Analysis Undertaken: | Date |

| General Duty | Current Provision | Task to be completed / Undertaken | Support needed / Date for action / Lead |
|--|---|--|---|
| Eliminate unlawful discrimination, victimisation and harassment and other prohibited conduct. | Current policies around Acceptable Use, Data Security, Data Protection Clear Screen and Desk policy | Ensure Policy agreed by Leadership and Directors and then shared with all stakeholders. Ensure policy reviewed regularly | Keep abreast of statutory requirements. Ongoing BS/DPa/TC |
| Advance equality of opportunity between people who share a protected characteristic and those who do not | Helps to ensure compliance | As above. | As above. |
| Foster good relations between people who share a protected characteristic and those who do not | N/A: Policy is Neutral impact against protected characteristics. | | |

Template for self-assessment and action planning: Equality Act 2010 (Amendment) Order 2012

| Protected Characteristic | Positive Impact | Negative Impact | Neutral Impact | Engagement undertaken | Evidence and action taken/Outcome |
|------------------------------|-----------------|-----------------|----------------|-----------------------|-----------------------------------|
| Race | | | ✓ | | |
| Religion or Belief | | | ✓ | | |
| Gender / Gender Reassignment | | | ✓ | | |
| Sexual Orientation | | | ✓ | | |
| Disability | | | ✓ | | |
| Age | | | ✓ | | |
| Other (please specify) | | | ✓ | | |
| Summary: | | | | | |

| | |
|--|--|
| Undertaken by: (PRINT NAME) | |
| Signature | |
| Date: | |