
HEALTH & SAFETY POLICY



RÆDWALD
T · R · U · S · T

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HEALTH & SAFETY POLICY

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1. General

General Statement and Duties

The Health and Safety of all users of the relevant sites is of paramount importance. This Health and Safety Policy deals with those aspects over which the Academy Trust Board along with the CEO has control and covers Health and Safety associated with the building structure, plant, fixed equipment and services. This document describes how these responsibilities are discharged in respect of employees, pupils, visitors and other users of the premises.

The Raedwald Academy Trust Board notes the provisions of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. The Employer is responsible for seeing that the Health & Safety Policy of their school is monitored and reviewed on a regular basis. It is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the academy and is part of the good education of its pupils.

The aim of the Board is, *"To provide a safe, healthy working and learning environment for staff, pupils and visitors."*

The arrangements outlined in this statement and the various other safety provisions made by the Board cannot prevent accidents or ensure safe and healthy working conditions. The Board believes that only the adoption of safety methods of work and good practice by every individual can ensure everyone's personal health and safety. The Board will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the academy premises or while taking part in school-sponsored activities. In their turn, employees have an obligation to:

Take reasonable care of their own and others health and safety.

Co-operate with their employers by following the school's Health & Safety Policy

Carry out their activities in accordance with any training and instruction given.

Inform the Employer of any serious risk in matters of health and safety

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

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- 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 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 Trust 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. Please refer to the Health & Safety section of the Raedwald Trust Staff Handbook for further information.

The Duties of the Trust Board

In the discharge of its duties the Board, in consultation with the CEO will:

- (a) Make itself familiar with the requirements of the Health and Safety at Work, etc. Act 1974 and Local Education Authority's framework for Health and Safety and their structure for meeting the requirements of the Act within the academy and for the academy wherever it operates even if this should be off site. Other major health and safety legislation and codes of practices which are relevant to the work of the academy, in particular the Management of Health and Safety at Work Regulations 1999.
- (b) Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the sites.
- (c) Periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
- (d) Identify and evaluate all risks relating to:
 - (i) incidents
 - (ii) health
 - (iii) school-sponsored activities
- (e) Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others.
- (f) Create and monitor the management structure.

In particular the Trust Board undertakes to provide:

- (a) A safe place for staff and pupils to work including safe means of entry and exit
- (b) Plant, equipment and systems of work which are safe
- (c) Safe arrangements for the handling, storage, transport and use of articles and substances
- (d) Safe and healthy working conditions that take account of all appropriate:
 - (i) statutory requirements
 - (ii) codes of practice
- (e) Supervision, training, instruction and information so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff pupils and others then the Board will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to school-related activities, which they are carrying out. All training will be regularly updated.

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- (f) Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
 - (g) Adequate welfare facilities

So far as is reasonably practicable the Board, through the CEO, will make arrangements for all staff including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- (a) Health and Safety policy
- (b) All other relevant health and safety matters
- (c) The instruction and training that will be given to employees as appropriate to the role and their need so that they may carry out their duties in a safe manner without placing themselves or others at risk.

The Duties of the CEO

As well as the general duties which all members of staff have, the CEO will, through the Head Teacher, have responsibility for the day to day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the academy and will take all reasonably practicable steps to achieve this end through the middle leaders, senior members of staff, teachers and others as appropriate. The CEO may delegate many of the responsibilities to ensure the health and safety of all persons, however, the 'duty under law' cannot be removed.

The CEO is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular, the CEO expects the Head Teacher to:

- (a) Be aware of the basic requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the school
- (b) Ensure at all times, the health, safety and welfare of the staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities
- (c) Ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities
- (d) Ensure safe working practices and procedures throughout the academy including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled

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- (e) Consult with members of staff, including the safety representatives, on health and safety issues
 - (f) Arrange systems of risk assessment to allow the prompt identification of potential hazards
 - (g) Carry out periodic reviews and safety audits on the findings of the risk assessment
 - (h) Identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
 - (i) Encourage staff, pupils and others to promote health and safety
 - (j) Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay
 - (k) Encourage all employees to suggest ways and means of reducing risks
 - (l) Collate accident and incident information and, when necessary, carry out accident and incident investigations, ensure adequate reporting to the HSE
 - (m) Monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others
 - (n) Monitor first aid and welfare provision
 - (o) Monitor the management structure, along with the Board members

The Duties of the Senior Members of Staff

As well as the general duties which all members of staff have, middle leaders, senior members of staff and team leaders have responsibility for the maintenance and development of safe working practices and conditions for their area of control and all related activities.

In particular the senior managers will:

- Provide the CEO and Board members with information on how health and safety issues are being addressed within their area of control
- Ensure risk assessments are completed for all the significant hazards in areas under their control
- Conduct regular inspections of the areas within their control and ensure hazards are removed promptly
- Investigate accidents that occur in areas of their control looking for root causes and what action should be taken to prevent a recurrence
- Disseminate information to all relevant staff and others who are affected by the work undertaken in their area of control

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- Supervise staff to ensure that appropriate health and safety measures are being followed and good practice is being carried out
 - Regularly discuss health and safety issues with staff
 - Identify health and safety training needs for their staff and arrange for them to attend suitable courses
 - Set a personal example

Health and Safety Management

The Health and Safety Management System will ensure that risk assessments are carried out and that we will plan, do, check and act (HSG65) the preventive and protective measures necessary to control risk.

Planning

The CEO will identify and assess the risks from hazards associated with all its work activities with the aim of eliminating or controlling the risks, so far as is reasonably practicable.

The CEO and Trust Board will, so far as is reasonably practicable, allocate sufficient resources to meet the requirements of this Policy. It will set realistic short and long term objectives, decide priorities and establish adequate performance standards. It will also monitor and review such standards to ensure they are being met and maintained.

Health and Safety Assistance

Without detracting from the primary responsibility of managers and teaching staff for ensuring safe conditions of work and in compliance with legislation, the CEO engages competent assistance in applying the provisions of Health and Safety law where it is necessary to assist management in that task. This includes a regular Audit, a review of safety of safety systems, and fire risk assessments, further advice can be accessed when necessary.

Co-operation and Consultation

No Health and Safety Policy is likely to be effective unless it actively involves the employees themselves. The Trust Board recognises the contribution which employees and pupils are able to make towards Health and Safety in their workplace and will co-operate and consult with employees and pupils as necessary.

The Academy will co-operate and consult with properly appointed Safety Representatives to enable them to fulfil their statutory functions.

Co-ordination

The CEO will ensure that arrangements are made to co-ordinate the activities of its own employees and those of outside agencies working on site, such as contractors.

Information to Staff

This Health and Safety Policy and any supplemental Guidance Documents, Codes of Practice etc. will be brought to the attention of all employees of the academy/site and any other persons who may need to be aware of their contents.

Review of Policy

This Health and Safety Policy is a working document which is continually under review.

Supplemental Guidance Documents and Codes of Practice will also be regularly reviewed and where appropriate further guidance notes will be issued relating to particular work activities or changes in Health and Safety legislation.

2. Organisation and Responsibilities

Introduction

Safe and effective management of all locations require senior managers, staff and members of the Trust Board to work together to ensure that health, safety and welfare objectives are achieved.

Teaching and Non-Teaching Staff Holding Positions of Special Responsibility

These staff will:

- a) Have a general responsibility for the application of the academy/site's Health and Safety Policy to their own department or area of work and are directly responsible to the Head Teacher(s) or Head of School for the application of the Health and Safety procedures and arrangements.

- b) Establish and maintain safe working procedures including arrangements for ensuring, so far as is reasonably practicable, the absence of risks to Health and Safety in connection with the use, handling, storage and transport of articles and substances, (e.g. chemicals, boiling water and sharp tools.)

- c) Resolve health, safety and welfare problems, which members of staff may refer to them or refer to the Head Teacher(s) or Head of School, any problems for which they cannot achieve a satisfactory solution within the resources available to them.

d) Carry out regular Health and Safety risk assessments of the activities for which they are responsible and submit reports to the Head Teacher/Head of School.

e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.

f) Ensure that all staff under their control are familiar with the Health and Safety Code of Practice.

g) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own Health and Safety.

h) Where appropriate, ensure relevant advice and guidance on Health and Safety matters is obtained and implemented.

i) Investigate any accidents that occur within their sphere of responsibility.

Special Obligations of Class Teachers

The Health and Safety of pupils in classrooms, laboratories and workshops is the responsibility of class teachers. Risk assessments will need to be completed and adhered to in particular curriculum areas, e.g.; physical education and science, depending on the activities undertaken. If for any reason a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with the Head Teacher(s)/Head of School before allowing work to take place.

Class teachers are expected to:

a) Exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out.

b) Follow the particular Health and Safety measures to be adopted in their own teaching areas, as laid down in the relevant Code of Practice, and to ensure that they are applied.

c) Give clear oral and written instructions and warnings to pupils as often as necessary.

d) Follow safe working procedures personally.

e) Enforce the use of protective clothing and guards where necessary.

f) Make recommendations to the Head Teacher on Health and Safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.

g) Integrate all relevant aspects of safety into the teaching process and, if necessary, give special lessons on Health and Safety.

h) Not introduce personal items of equipment (electrical or mechanical) into the academy/site without prior authorisation.

i) Report all incidents, near misses and potential hazards to the Head teacher.

Hirers, Contractors, Visitors and Others

When the premises are used for purposes not under the direction of the Head Teacher then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

The CEO, Head Teacher or Business Manager will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purpose of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside the employ of the Board, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Board and that they will not without prior consent of the Board:

- (a) Introduce equipment for use on the school premises
- (b) Alter fixed installations
- (c) Remove fire and safety notices or equipment
- (d) Take any action that may create hazards for persons using the premises or the staff or pupils of the school.

All contractors who work on the premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work, etc. Act 1974 and must pay due

regard to the safety of all persons using the premises in accordance with the Health and Safety at Work, etc. Act 1974.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Head Teacher will take such actions as are necessary to prevent persons in his care from risk of injury.

The Board draws attention of all users of the school premises (including hirers and contractors) to s.8 of the Health and Safety at Work, etc. Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Academy/site Health and Safety Representatives

The CEO and Trust Board recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate incidents, near misses and potential hazards, pursue employee complaints and carry out academy/site inspections within directed time, but wherever practicable outside teaching time. They are also entitled to certain information, for example, about incidents, and to paid time off to train for and carry out their Health and Safety functions. However, they are not part of the management structure and are not carrying out the duties on behalf of the CEO(s) or Trust Board.

Obligation of all Employees

Notwithstanding any specific responsibilities that may have been delegated to them, all employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, their fellow employees and other persons.

- b) Observe all instructions on Health and Safety issued by the academy/site or any other person delegated to be responsible for a relevant aspect of Health and Safety.

- c) Take heed of any instruction and/or training received on the use of equipment, machinery, dangerous substance or safety devices.

- d) Use and maintain correctly, in accordance with any instruction and/or training received, all personal protective equipment issued.

- e) Report all incidents, near misses and potential hazards in accordance with current procedure.

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- f) Co-operate with other persons to enable them to carry out their Health and Safety responsibilities.
 - g) Inform their Line Manager of all potential hazards to Health and Safety, in particular those that are of a serious or imminent danger.
 - h) Inform their Line Manager of any shortcomings they consider to be in the academy/site's Health and Safety arrangements.
 - i) Exercise good standards of housekeeping and cleanliness.
 - j) Know and apply the procedures in respect of fire, first aid and other emergencies.
 - k) Co-operate with the appointed trade union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the Health and Safety implications of such work or purchase are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior. Failure to exercise reasonable care for the safety of oneself, fellow employees or members of the public; to co-operate with the department on Health and Safety matters; or the misuse of safety equipment provided may justify disciplinary action being taken against the employee concerned.

Pupils

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

- a) Exercise personal responsibility for the Health and Safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all Health and Safety rules of the academy/site and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for his/her Health and Safety.

3. Procedures and Arrangements

Supervision of Pupils

The academy/site's responsibility for the supervision of pupils extends to the following:

- a) For the duration of the Academy/site Day. Responsibility for pupils on the premises is normally only accepted for ten minutes either side of these times, although in the case of organised activities and in exceptional circumstances this is extended.

- b) Break times and lunch times.

- c) The action of pupils in science laboratories, technology rooms and other practical rooms.

- d) Car parking, including arrangements for disabled persons.

- e) The presence on site of contractors – all contractors to report to reception, sign in and wear identity badges, unless other arrangements are agreed with Head teacher(s) before works commence.

- f) Out of academy/site hours activities and visits.

Provision of First Aid

- a) First aid boxes are provided in the academy/site reception and on each mini-bus.

Each box contains only standard first aid requisites and a guidance card. Supplies shall be audited regularly to observe quantities and dates of expiry.

- b) Qualified personnel

There are qualified personnel within the academy/site at all times.

- c) Medicines, Allergies and Use of Epipens

Medication required by pupils in potentially life-threatening situations is only administered by qualified first-aiders according to the protocol as discussed and agreed with parents. Some pupils carry inhalers or epipens which they are able to use themselves. Assistance in their administration can only be gained from those staff who are willing and competent in their use and only after agreement from the relevant parents.

Medication required for a specific period will be administered by qualified first-aiders according to the form completed by parents and sent in with the medication.

Medication such as pain killers will be administered by qualified first-aiders once parents have given permission. An entry will be made in the pupil's log book.

Emergency Procedures

Illness or Incident

The First Aid Room is to be a clearly designated space within the academy or site. If anyone should become ill or suffer injury as a result of an incident the procedures below should be followed:

a) First aid should be given, but only as far as knowledge and skill permit. The patient should be reassured and, only if absolutely necessary, removed from immediate danger. If circumstances necessitate it, a First Aider should be summoned immediately to tend to the patient.

b) Transport to hospital. If an ambulance is required the emergency '999' service should be used. It may be appropriate in cases of a less severe nature to transport a pupil to a casualty department without using the ambulance service but it should be noted that this should always be on a voluntary basis. *(If a member of staff uses his/her own car for these purposes he/she must ensure that he/she has obtained specific cover from his/her insurance company.)*

No casualty should be allowed to travel to hospital unaccompanied.

c) Reporting Incidents. All incidents must be reported. The person responsible for the recording of incidents is the Head Teacher(s)/Head of School.

The Incident Forms are to be located in the academy/site office. You may also refer to the policy of supporting pupils with medical needs.

Out of School Visits and Activities

All personnel that arrange or actively participate in school visits or out of school activities can find specific sources of information from the National Guidance for the management of outdoor learning, off site visits and learning outside the classroom. Also, further advice, guidance and support can be obtained from the Trust Educational Visits Policy published on our website.

Agreement has to be obtained from the Head teacher/Head of School prior to any trip/visit taking place. See Annex A (H and S Protocol for Trips and Visits) for additional specific advice and guidance.

Safe Working Procedures

Staff must ensure that safe working procedures are developed through:

Assessing the tasks

Identifying the hazards

Defining a safe method

Implementing the system

Monitoring the system

Once developed, safe working procedures must be promulgated to protect all personnel working within their area of responsibility from dangers to their health and safety. They are also to familiarise themselves with any laid down procedures and ensure that personnel under their control are fully conversant with these procedures.

Defective Tools and Equipment

All defects found in hand tools; power tools or any other equipment must be reported immediately to the Health and Safety co-ordinator, who in turn will appraise the Head teacher(s)/Head of School of the details.

The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be re-issued for further use until repair has been affected.

Means of Access

When using access equipment such as ladders, crawling boards, etc. the correct equipment is to be used for the job to be undertaken. Stepladders should always be supported by an assistant.

Always use correct routes of access. Do not use short cuts: they can result in serious accidents.

Machinery

All staff controlling the use of machinery must be familiar and comply with the following legislation:

The factories Act 1961: Safety (General Provisions)

The abrasive Wheels Regulations 1998

Woodworking Machine Regulations 1974

Lifting Plant and Equipment (Records of Test & Examination, etc) Regulations 1998

Provision and Use of Work Equipment Regulations 1998

Health and Safety (Safety Signs & Signals) Regulations 1996

Electrical Equipment (Safety) Regulations 1994

Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of health & safety. Accidents can be prevented by following guidelines listed below.

Keep corridors and passageways unobstructed.

Ensure shelves in storerooms are stacked neatly and not overloaded.

Keep floors clean.

Do not obstruct emergency exits.

Electrical Equipment

Only authorised and fully trained personnel are to install, repair or attempt to repair electrical equipment.

Where 13 amp sockets are in use, only one plug per socket is permitted.

The protective outer sleeve electric cable is to be firmly secured within the electric plugs. Where the outer sleeve is not secure within the plug and the connecting wires are visible, a qualified person is to be tasked to re-wire the plug correctly.

Electrical equipment that is known to be, or suspected of being faulty, must not be used.

If electrical equipment becomes faulty whilst in use it is to be isolated from the source of supply and secured so that it cannot be used until repair has been effected.

Use of Harmful Substances

When using substances, whether they are material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.

No new materials or chemical substances are to be bought into use unless a COSHH (Control of Substances Hazardous to Health Regulations 2002) Assessment has been carried out and clearance given by the safety advisor. The user department is to be in possession of a Safety Data Sheet.

Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the safety advisor. Data sheets will be updated as and when manufacturers conduct a review.

Skin Infections and Hand Care

To reduce the risk of dermatitis, oil acne or skin cancer, staff and students should always;

Avoid unnecessary skin contact with oils and chemicals.

Always wear gloves and protective clothing where necessary.

Use barrier creams before commencing work. These provide a barrier between the skin and harmful chemicals, oils and dirt.

Do not put oily or chemical soiled rags in pockets.

Always change clothing if it has become contaminated with chemicals, flammable liquids or oils.

Smoking

Smoking is not permitted within the school or on school premises. Only if agreed by the CEO, can a dedicated smoking area be used.

Consumption of Food

Food is only to be consumed in recognised rest rooms and dining areas.

Emergency Services

Fire, police or ambulance services can be contacted by dialing 9/999 and asking for the service required.

There is an appointed person with first aid training within the school during working hours.

Noise

Where noise cannot be controlled at source all personnel are to wear ear protection in areas where high noise factors exist. These areas are to be designated with the approved warning signs.

Fire Prevention

'Action to Be Taken In The event Of a Fire' is posted throughout the academy/site, at fire points and each classroom has a printed notice clearly identifying the evacuation route and assembly area to be used.

Personnel are responsible for knowing the location of fire points and fire exists. They should also know the location of the assembly point in the event of a fire.

The most important part of fire control is prevention. It is with this in mind that all personnel are to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked flammable.

Fire evacuation procedures, fire prevention training and fire alarm testing is to be carried out in accordance with current legislation.

Visitors

It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school.

Visitors should not be allowed to enter work areas unaccompanied and where protective clothing is issued for a specific area or task, the same level of protection is to be afforded to any visitor proceeding to that area.

Contractors

Contractors working within the school are required to comply with the working rules as issued by this school. Any breach of these rules is to be reported to the Head Teacher(s)/Head of School.

Use of Vehicles

Only those persons authorised, and in possession of the appropriate license and insurance, are to drive vehicles on school business. Please refer to the Minibus Guidance contained within school policies and procedures.

Legionellosis

The primary aim is to prevent the build-up of the Legionella Pneumophilla organisms in water systems and to prevent inhalation of infected water droplets.

Control measures are as follows:

The water temperature is to be below 20c or above 45c and this is to be checked monthly.

Records are to be maintained of all cleaning and temperature checks carried out.

Water storage tanks are to be covered.

Records are to be maintained of any maintenance, water treatments or disinfection.

Manual Handling of Loads

Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out.

Health and safety information and advice is available on all aspects of health, safety and welfare from the safety advisor.

Additional arrangements will be appended as they are developed out of risk assessments carried out in accordance with this policy.

Health and Safety Training

Staff must be adequately trained to perform the work required of them and to carry out any Health and Safety responsibilities assigned to them.

Health and Safety Monitoring

The following inspections and checks will be carried out.

- Boilers
- PE Equipment

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- Electrical Testing
 - Electrical distribution
 - Legionellosis
 - Fire fighting equipment and warning systems

Risk Assessment

Risk assessment will be carried out throughout each academy/site by the Head Teacher. It will cover:

COSHH

Display Screen Equipment

Fire

Lone Working

Manual Handling

Expectant Mothers

Young Persons (work experience)

Lone Working – Refer to Lone Working Policy

Stress at work

The Raedwald Trust purchases the Employee Assistance Programme which offers:

- **The Health e-hub app and online portal:** a comprehensive library to help staff get through life's challenges.
- **24-hour helpline:** people can share a problem with someone who listens with care before getting structured, actionable advice.
- **Telephone counselling:** employees can work through their problems with a therapist accredited by the British Association for Counselling and Psychotherapy (BACP).
- **Face-to-face counselling sessions:** staff can speak with a local, qualified professional in a private and confidential setting.

The Raedwald Trust also purchases Staff absence insurance through **Schools Advisory Service** which offers a well-being service to include Stress awareness sessions.

Both of these services are highlighted to all staff in staff areas both in schools and online. Staff do not have to contact a line manager to access either service.

Staff all have an open invitation to contact CEO and Trust central team with any concerns which includes stress at work. CEO re enforces this offer to staff at Trust training days and in her

communication with whole Trust. Regular consultation with staff in PDR discussion re concerns/stress/health.

Information about the Arrangements

The CEO will ensure that pupils and staff are familiar with the arrangements set out in this Policy Statement which are relevant to them.

4. Organisation

The CEO through the Head Teachers has responsibility for day-to-day management of health and safety issues.

All staff should have regard to their own health and Safety and that of others including pupils, clients, visitors and colleagues. They should communicate any concerns to the appropriate person(s) (see below) so that hazards can be dealt with quickly.

Individual members of staff are responsible for the particular areas as follows:

Task	Job title of person responsible
H&S Policy review	Trust Board
H&S Induction Training	Head Teacher/Head of School
Personal safety procedures (also Schoolsafe)	Head Teacher/Head of School
Planned checks (procedures)	Head Teacher/Head of School
Planned checks (equipment)	Head Teacher/Head of School
Planned checks (premises)	Head Teacher/Head of School
Incident reporting/investigation	Head Teacher/Head of School
Coordination of risk assessment work	Head Teacher/Head of School
Fire procedures including personal emergency evacuation plans	Head Teacher/Head of School
Locally organised premises maintenance, repair and improvement	Head Teacher/Head of School
First Aid (training and equipment)	Head Teacher/Head of School
Educational visits coordinator (EVC)	Head Teacher/Head of School
Stress and Wellbeing	Head Teacher/Head of School

School Minibus/Transport	Head Teacher/Head of School
Child Protection Co-ordinator	Head Teacher/Head of School
Supporting pupils with medical needs	Head Teacher/Head of School
Premises Security	Head Teacher/Head of School
Contractors on site	Head Teacher/Head of School
Outside/offsite lettings	Head Teacher/Head of School

5. Conclusion

It is the responsibility of everyone to make these arrangements work. This will ensure, so far as is reasonably practicable, that working conditions are safe and the risk of accidents occurring is minimized.

If an improvement or prohibition notice is served by an enforcement officer (e.g. Factories Inspector or Environmental Health Inspector), the CEO should immediately advise the Education Department Health and Safety Officer. If a prohibition notice is issued with immediate effect the activities specified should cease forthwith.

Any member of staff noticing a failure to comply with this Statement of Organisation and Arrangements or other advice/guidance issued by the CEO in pursuance of the Health and Safety Policy, should immediately report the circumstances to a member of the Senior Management team. The Head Teacher/Head of School should then initiate appropriate remedial action.

Suggestions by any member of staff to improve standards of Health and Safety are welcomed by the CEO.

APPENDIX A – HEALTH AND SAFETY PROTOCOL FOR EXTERNAL EDUCATIONAL ACTIVITIES, TRIPS OR VISITS

Introduction

There is a legal duty to ensure so far as is reasonably practicable, the health, safety and welfare of its employees, pupils and anyone who might be affected by activities undertaken. Where visits and activities are arranged, it is therefore necessary to demonstrate that all reasonably practicable steps have been taken to eliminate where possible or minimise risks to everyone taking part. The following information is aimed to assist and be complied with when organising any trip/visit involving pupils and staff.

It is imperative that any trip, visit or off site activity organised by staff at the relevant Raedwald Trust Academy setting is properly planned, supervised and an appropriate and suitable risk assessment is completed to ensure so far as is reasonably practicable, the health, safety and welfare of all participants.

Authorisation of visits, trips and activities

All visits, trips or activities must be approved by the Head Teacher/Academy/site Manager before taking place.

Essential Risk Assessment Procedure

The template risk assessment (appendix 2) highlights some of the likely hazards that must be addressed during the risk assessment process. This is not an exhaustive list and any other significant hazards should be identified and documented along with the measures required to control the risks. Risk assessments must be carried out for all visits to identify and eliminate or control any significant risks. The following points are to be complied with;

-
- a. The risk assessment and check list must be completed prior to any visit or activity taking place and reviewed by the appropriate manager for review and signature. (Appendix 1).
 - b. The member of staff undertaking the risk assessment should consider the capabilities, experience and knowledge of persons taking part. Young persons, children and those with disabilities (staff or pupils) will require specific consideration to ensuring their safety and wellbeing. Young people are more vulnerable to hazards and have significant less awareness of dangers. This needs to be considered as part of the risk assessment process.
 - c. Where a risk assessment indicates an unacceptable level of risk and additional control measures cannot be implemented, the trip/visit should not proceed.
 - d. The findings of the risk assessment should be brought to the attention of all participants before the trip takes place. Where possible, it is good practice to involve young people in the planning and risk benefit assessment process.
 - e. Where possible, a site visit is to be undertaken prior to the trip taking place.
 - f. If a site visit is not possible and where a visit/trip is planned to an area which has not previously been visited, extensive research is required to ensure as many risks as possible are identified and controlled. If once the trip commences the research has not highlighted significant hazards then the risk assessment should be reviewed and amended in situ. If practicable, the responsible person/organiser of the trip should visit the site prior to the planned activity.

Staffing

The responsible person/leader and Head of School are to take responsibility for co-ordination of ALL planning and preparation in relation to the activity/trip and ensure that all plans are in place and communicated to ALL parties involved. This includes fully informing senior managers, parents, staff and pupils and ensuring that all Health and Safety measures as identified within this document and the Health and Safety policy are fully adhered to. If there are areas of concern or if greater understanding is required then advice and guidance is to be sought from a senior manager of the Academy Trust and/or Health and Safety advisor.

The following points will need to be implemented;

- a. Plan and prepare for the visit, taking a lead on risk management. It is good practice to involve all staff in the planning and risk management process to ensure wider understanding. It is also good practice to involve young people in these processes wherever appropriate.
- b. Define the roles and responsibilities of other staff (and young people) to ensure effective supervision, appointing a Head of School wherever possible.
- c. If the staff team includes someone with a close relationship to a member of the group, ensure there are adequate safeguards so that this will not compromise group management.
- d. Ensure that child protection issues are addressed (e.g. good safeguarding practice is followed and adults are appropriately vetted and checked.)
- e. Provide relevant information to supporting staff, including about the nature and location of the visit and about the participants (age, health information, capabilities, special needs, safeguarding and behavioural issues)
- f. Dedicated Health and Safety brief regarding specified risks identified in risk assessment is to be delivered to all staff involved, clarifying how specific risks will be managed accordingly by key personnel and what plan is in place in case of emergencies identifying key contacts and individual responsibilities.

Activities

It is imperative that the following points are addressed during the planning phase;

- a. Activities are appropriate to the aims of the visit and the nature/profile of participants attending. If there is any doubt or concerns regarding the behaviour, state of mind, appropriateness of pupils that may affect the health and safety of the trip, those pupils are not to be allowed to attend or the trip is to be cancelled or postponed.
- b. There is a sufficient amount of suitable equipment.
- c. Make sure there is access to first aid at an appropriate level.
- d. Ensure the activity/visit is effectively supervised.
- e. When working with third-party activity providers it is imperative to avoid 'grey areas', so there should be a clear handover before and after any activity led by a provider. Should a provider run an activity in a way that causes concern, the accompanying staff should consider stopping the activity at the first appropriate moment. Such an intervention should be done with sensitivity and discretion to ensure that it does not result in young people being put at greater risk.

Group

It is vital that the following points are considered and addressed;

- a. Parental consent is in place and up to date medical information and contact details are available and shared with ALL staff participating.
- b. Copies of all planning documentation are to be made and given to the Head Teacher/Head of School prior to the trip taking place.
- c. Young people have been involved in the planning and risk benefit assessment process. Where this is not appropriate, young people have been provided with all required information to know what to do and what is expected of them. ALL pupils are to be informed of expected levels of behaviour and clear boundaries are to be discussed and agreed prior to the trip/activity.
- d. Any child protection issues are to be addressed and advice is to be sought from the Student Pastoral Manager on those pupils participating.
- e. The group size must be kept to a minimum. Careful consideration must be made as to the size of the group especially with reference to the complex needs and behavioural concerns posed.
- f. Consistent and clear consistent instructions are provided to pupils and parents/guardians.
- g. Close monitoring of pupils is required to identify whether individual pupils are in the correct frame of mind to attend the trip/activity. A clear and prompt decision is to be made on pupil suitability, during the planning phase and up until moments before the trip/activity is due to take place.

Supervision

- a. All pupils are to be supervised closely from the time they arrive at the collection point until they are returned to the finish location.
- b. High risk activities, such as rock climbing, will need particular care, and supervising staff must have an appropriate qualification.
- c. During an unsupervised activity (this will be when supervision is impractical) the member of staff responsible for the trip must ensure that all reasonable steps are taken to ensure students'

safety. The member of staff should remind students of their responsibilities and accepted levels of behaviour.

Parental/Guardian Consent

All of the risks identified must be made known to a parent/guardian along with the control measures in place to ensure the student's safety and this must include details of transport arrangements.

A parent/guardian must complete and sign a consent form prior to the student taking part in the trip/activity. In addition, a medical consent form is to be completed prior to any activity, trip or visit being undertaken. The completed forms are located within each individual pupil's personal folder.

Contact Details

A copy of the list of all pupils and staff, attending the visit, trip or activity including contact details, must be completed prior to the visit and one copy must be taken with the activity/trip leader and one copy must be left with the Office Manager (Appendix 3).

Travel/Transport

When travelling by Mini-Bus/Car/People carrier, the driver should advise adults that seat belts should be worn. The responsible adult on the Mini-Bus should enforce the wearing of seat belts for all pupils. Staff driving a minibus must be aware of the hazards of tiredness and take appropriate rest breaks and when taking a break

A seating plan is to be considered, with members of staff seated in most appropriate seating areas to ensure that all areas are adequately supervised.

Insurance

The member of staff responsible for the activity/trip should check that any companies or sites to be visited have Public Liability Insurance.

The member of staff responsible for the activity/trip must satisfy themselves that companies have a Health and Safety Policy and means of ensuring the health, safety and welfare of visitors and gain copies of specific activity/use of equipment risk assessments.

First Aid and Fire Precautions

It is possible that an accident may occur on even the best-planned trip. It is therefore reasonable to expect that the driver, or another passenger, should have received some basic first aid training. The level of first aid provision required should be determined on the risk assessment.

The member of staff responsible for the activity/trip should ensure that First Aid kits carried by the group are stocked with appropriate items for the type of activity.

Where outdoor activities include the use of any portable gas equipment for cooking or lighting, a fire blanket should be available and a portable dry powder fire extinguisher carried on any vehicle transporting such equipment.

For high risk activities the person responsible should ascertain beforehand the location and contact telephone numbers of the emergency services (e.g. nearest hospital, coastguard, mountain rescue).

Incidents

The trip leader must inform the Head Teacher and/or any member of the Senior Leadership Team (SLT) of any incidents resulting in a casualty. Information should be as accurate and clear as possible so that there is no misunderstanding about who is involved or the nature of the problem. It is imperative that all staff and any third party providers have access to emergency contact and emergency procedure details.

The member of staff responsible for the visit/trip should ensure that an emergency plan is in place in case of unforeseen emergencies. In the first instance, a member of staff should contact the relevant Academy setting reception and if possible CEO/Head Teacher/Academy/site Manager and inform them of details of the emergency. If the CEO/Head Teacher or Academy/site Manager are not contactable, a member of the reception team will inform them (or another member of SLT) immediately. This will initiate an emergency plan, co-ordinated by the member of SLT and if required, emergency services will be called. If appropriate, parents/guardians of pupils will also be informed at this time. Further advice may be requested or given by emergency services, depending on the details and severity of the incident. If the emergency involves a member of staff, next of kin will be informed at the appropriate time to do so. The Local Authority will need to be informed of details of any incident that takes place.

Planning

A comprehensive plan is required to ensure that all relevant areas of health and safety regarding the trip are accounted for. It is vital that a pre-trip/activity meeting takes place and that all staff involved have the opportunity to review all arrangements, contribute to the planning and raise any concerns that they may have as to the organisation of the trip. Further, it is good practice that a review meeting takes place at the earliest opportunity after the trip/activity has taken place, to analyse successes and identify areas for development. Minutes of both meetings are to be taken and copies must be shared with any members of staff who are absent. The Head Teacher/Academy/site Manager must be present at both meetings.

“Consider the Variables – SAGE”

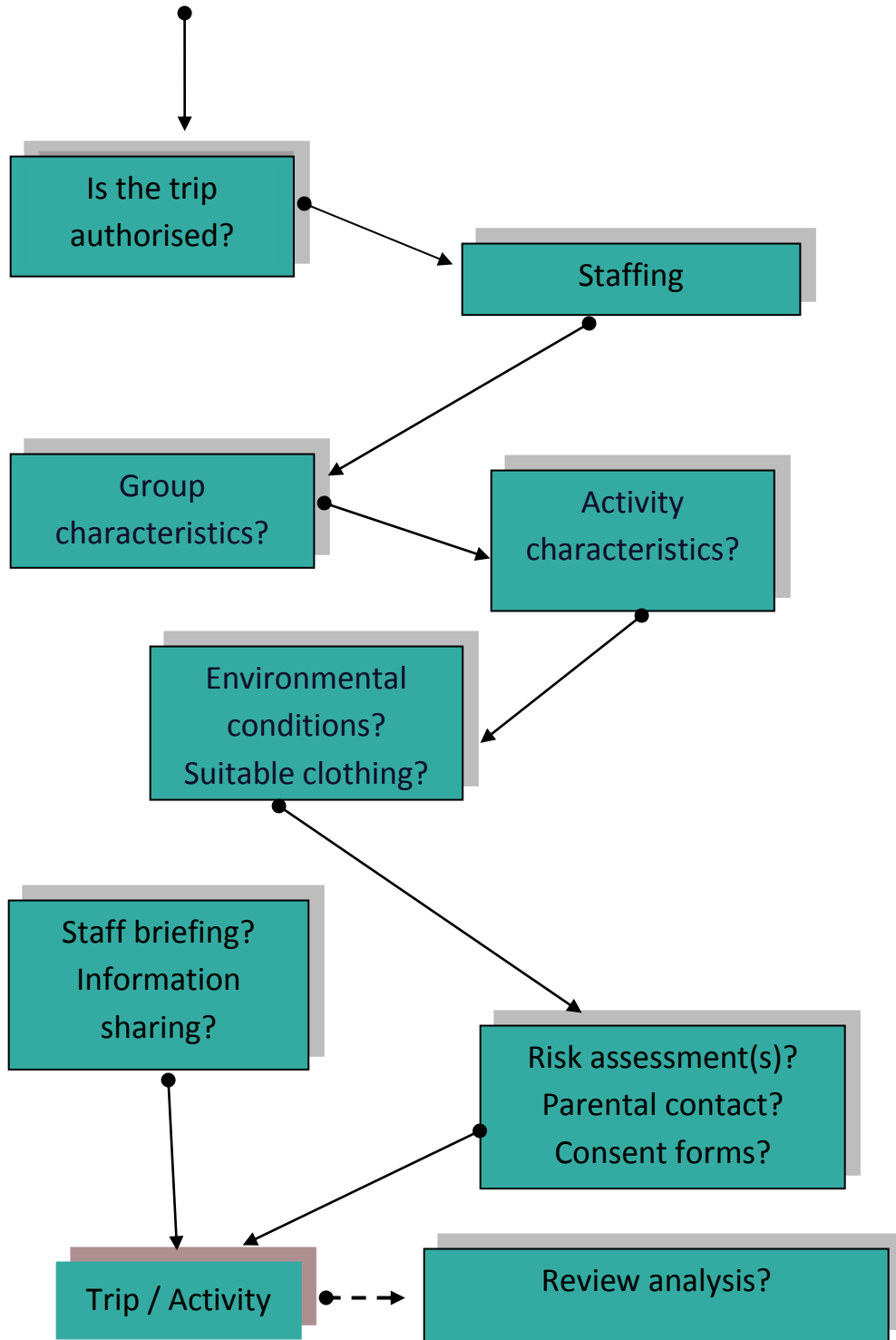
The degree of complexity of a particular plan or policy (along with its supporting procedures) will need to reflect the nature and complexity of several variables that can impact on any given activity. The following list is not exhaustive and further considerations are to be taken into account.

- *Staffing requirements* – Trained? Experienced? Competent? Ratios? Supervision? Fully Informed? First Aider? Nominated staff? Staff responsibilities? Confidence/autonomy to cancel or postpone trip/activity if considered unsafe? Safety first approach? Review and analysis? Planning meetings? Risk assessment? Report any accidents, incidents or near misses? Ensure that informed parental consent has been obtained as necessary? Information to parents and young people? Pre-visit information meetings where appropriate? Staff and any third party providers have access to emergency contact and emergency procedure details? Positive working relationships with pupils? First-hand knowledge of individual pupils?

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- *Activity characteristics* – Specialist? Specific hazards to manage? Liability insurance forecast? Water? Access to restricted areas? Risk assessment(s)?
 - *Group characteristics* – Age? Safeguarding concerns? Prior experience? Ability? Behaviour? Special and medical needs? Risk? Appropriateness? Ongoing concerns? Peer relationships? Bullying? Suitable clothing? Awareness of student wellbeing? Parental consent? Smoking? Illegal activity? Risk assessments?
 - *Environmental conditions, Distance and Support* – Road traffic? Site visit/research? Crowded location? Impact of weather? Weather forecast? Transport? Contact details? Communication? Emergency plan? Fuel? Mobile Phones? Risk Assessment?

Planning an activity/trip

Appendix B



Accident Reporting

Accident record book

- An accident form 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
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.
- Reporting to the Health and Safety Executive

The Trust Business Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Trust Business Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

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- The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

Notifying parents

The Headteacher/Head of School will inform parents 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.

Reporting to Ofsted and child protection agencies

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

The CEO will also notify the Local Authority of any serious accident or injury to, or the death of, a pupil while in the school's care.

Trips and Visits – Young People Check List

1. I know who will be responsible for me on the journey? Y/N
2. I know who will be responsible for me during the visit? Y/N
3. I know how to contact and alert a staff member and/or group leader if I am not happy? Y/N
4. I know what to do if I get lost? Y/N
5. I know what is expected of me with regards to my behavior and the implications of agreeing to the Code of Conduct for the visit/trip? Y/N
6. I understand all necessary road safety issues? Y/N
7. I have been told about any restrictions regarding bringing or using my mobile phone or other electronic devices; taking pictures; internet access; and using games, music, films, social media, etc? Y/N
8. I understand that I must follow instructions from members of staff? Y/N
9. I understand I must not deviate from any routes/paths/tracks I have been informed by staff to follow? Y/N
10. I understand and agree to comply with all staff instructions whilst being transported to the location of the visit and return to academy/site. I agree to wear seatbelts and not behave in any way that will impact with the safety of the vehicle. I agree not to interfere with the driver or any equipment on the transport, unless instructed by a member of staff. Y/N

Name:.....

Signature:.....

Date:.....