
HEALTH & SAFETY POLICY



RÆDWALD
T · R · U · S · T

RATIFIED BY THE TRUST BOARD ON:
8 SEPTEMBER 2020

NEXT REVIEW DATE: SEPTEMBER 2021

September 2020



HEALTH & SAFETY POLICY

The Health & Safety Manual has an additional section for Covid 19 with checklists for sites

Person responsible for this policy:	Angela Ransby
Policy author:	Angela Ransby
Date to Trust Board:	8 September 2020
Date Ratified:	8 September 2020
Date to be Reviewed:	September 2021
Policy displayed on website:	Yes

CEO Signature:	Angela Ransby
Trust Board Signature:	Roger Fern

Updates made:	Date:
Appendix 1 – Covid 19 arrangements added.	8 th April 2020
Version 3 ratified and implemented	8 th September 2020
Page 21 – table removed	22 nd October 2020

TABLE OF CONTENTS

GENERAL HEALTH AND SAFETY POLICY STATEMENT.....	4
AIMS AND OBJECTIVES.....	5
RESPONSIBILITIES.....	5
ORGANISATION.....	6
ARRANGEMENTS.....	8
APPENDIX 1 - Covid 19 Additions.....	20

GENERAL HEALTH AND SAFETY POLICY STATEMENT

The Trustees and CEO acknowledge that health, safety and welfare are vitally important to the Trust.

We aim to:

- ensure that we conduct all of our activities safely and in compliance with legal requirements and best practice;
- to provide a safe and healthy working environment;
- to promote a positive culture towards health, safety and welfare issues.

Roles and Responsibilities:

- The Trustees and CEO have the prime responsibility for health and safety. They also have responsibilities to support the published policies and aims of the Trust in improving the overall health and safety performance of the school.
- The CEO, has principal duty in the school for ensuring the local implementation of guidance, codes of practice and other advice from Suffolk County Council (SCC). The Trust has access to competent internal and external and H&S advisors. This duty extends to ensuring that working conditions and environment, substances used, equipment provided, and working methods adopted do not impair the well-being of any employee, or any other person including students, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.
- We are firmly committed to ensuring that Raedwald Trust remains a safe and healthy environment for everyone who uses or visits the school, and we expect all employees and students to play their part in achieving this goal.

This policy document has been adopted by the Trust Board and is signed by the Chair of Trustees on its behalf and the CEO as the H&S Co-ordinator for the school.

AIMS AND OBJECTIVES

The objectives of Raedwald Trust's Health, Safety & Welfare Policy are to:

- Provide adequate resources, with the support of competent external advice, to maintain health & safety and to promote high standards of safety, health and welfare in compliance with the Health and Safety at Work etc. Act 1974, other statutory law and approved codes of practice.
- Provide and maintain systems of work which are safe and without risk to health through the arrangements set out in this policy, which are reviewed when appropriate to changing circumstances.
- Carry out risk assessments and review them when necessary (as required under the Management of Health and Safety at Work Regulations 1999).
- Establish arrangements for the use, handling, storage and transport of articles and substances provided for use at work, which are safe and without risk to health.
- Ensure that all machinery, plant and equipment is maintained in a safe condition.
- Carry out health surveillance, where required.
- To ensure adequate training, instruction supervision and information is given to all employees in order that they may work in safety in so far as is reasonably practicable.
- To ensure a healthy working environment for all personnel is provided and that there are sufficient facilities and arrangements for their welfare.
- Keep the workplace safe and ensure that access and egress are safe and without risk.
- Monitor safety performance to maintain agreed standards
- To protect personnel, whether they are employees, students, members of the general public visiting school, or contractors and their employees, from any foreseeable hazard whilst on school premises.
- To ensure that all personnel are aware of their responsibility to take steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate with regard to safety. Raedwald Trust will consult with employees on Health and Safety.

The Target for the next 12 months is to:

- Review the Policies and Procedures across the school regularly
- Review all external audits for action points and make relevant changes
- Review and update risk assessments
- Identify, report and oversee any build defects in materials or workmanship to ensure they are rectified within the warranty period.
- Effectively manage recovery from the COVID-19 pandemic by developing a robust strategy to restore the public's confidence.

RESPONSIBILITIES

The CEO has the overall responsibility in the Trust. The Headteacher or Head of School has responsibility for day to day management of health and safety (H&S) issues for their specific sites and are known as the Responsible Person.

The Trust Board will encourage the CEO in the provision of a positive safety culture within school and assist in the identification, control and management of risk.

Trust Business Managers monitor health and safety performance and recommend appropriate actions should this function appear or prove to be unsatisfactory. Trust Business will seek advice and help from competent external Health and Safety consultants.

Employees and Students have a responsibility to ensure that they take reasonable care of their own health and safety, and that of others who may be affected by their acts or omissions at work. They are required to co-operate with others in the school to fulfil our statutory duties and to adhere to safety guidance given to help maintain standards of health and safety within the school.

Contractors and their employees have responsibility to adhere and comply with the school's rules for contractors.

No person shall intentionally interfere with, misuse or wilfully damage, anything provided in the interest of Health & safety.

To ensure that this policy is effective, we will:

- a) Communicate the policy to staff via the staff intranet, noticeboards and staff induction
- b) Review it annually, or on significant changes in our business or legislation
- c) Make any such changes known to employees and students
- d) Maintain procedures for communication and consultation between all levels of staff and/or students on matters of health, safety and welfare

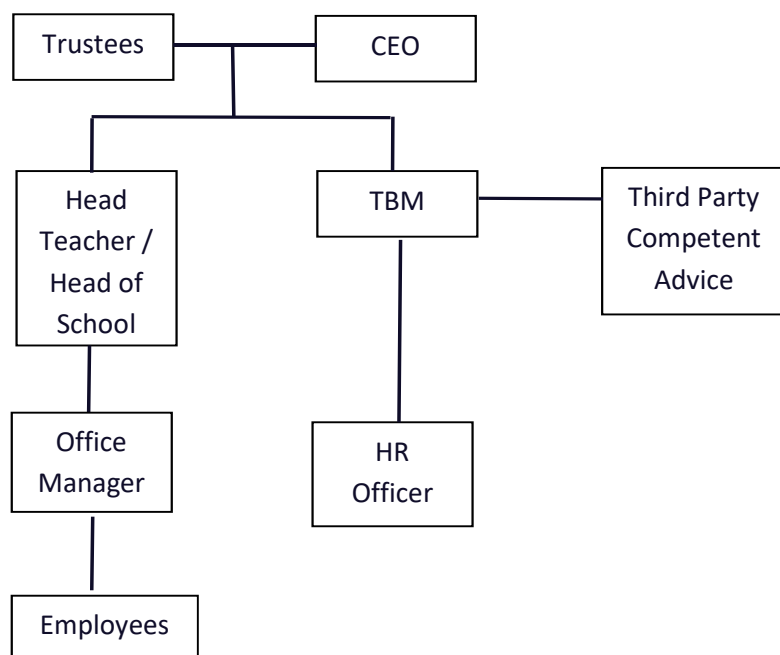
ORGANISATION

The CEO has the overall responsibility in the Trust. The Head Teacher/Head of School has responsibility for day to day management of health and safety (H&S) issues and is known as the Responsible Person.

Further to this all staff should have regard to their own H&S and that of others including students, contractors, visitors and colleagues. They should communicate any concerns to the appropriate person(s) (see below) so that potential hazards can be quickly rectified.

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

Task	Job title of person responsible
H&S Policy review	Trust Board
Emergency plan implementation	Head Teacher/Head of School
H&S Induction Training (as detailed in the induction programme)	Trust Business Manager
Personal safety procedures (also Schoolsafe)	Head Teacher/Head of School
Planned checks (procedures) (Health and	Head Teacher/Head of School
Planned checks (equipment) (Health and safety manual has details)	Head Teacher/Head of School
Planned checks (premises) (Health and safety manual has details)	Head Teacher/Head of School
Incident reporting/investigation	Head Teacher/Head of School
Riddor Reporting	Trust Business Manager
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 (Health and safety manual has details)	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



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.

(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 arrange 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 staff 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/Head of School, have responsibility for the day to day maintenance and development of safe working practices and conditions for all 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. 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.

The Duties of Head Teacher/Head of School

(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

(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 Trust Business Manager/HR Officer

As well as the general duties which all members of staff have, Trust Business Manager 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 Trust Business Manager will be responsible for:

- 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
- 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

The Duties of the Third Party Competent Advice

- They are deemed to be the competent advisors to the trust and schools.
- They provide competent telephone advice and audits if required

The Duties of employees

- Comply with Trust H&S rules and responsibilities
- Comply with CPD requirement and maintain competencies including induction

- Report any hazards/near misses via internal reporting system
- Implement Trust policies and procedures

ARRANGEMENTS

Health and Safety Policy Review

- The Health, Safety & Welfare Policy will be reviewed, updated and adopted by the Trustees on an annual basis.
- It will also be updated as members of staff who are responsible for particular areas change or when there are changes in legislation. At each review the Trustees will formally adopt the new policy.
- The Trustees and Trust Business Managers shall be responsible for this review and drafting any amendments.
- Gas Heating/Heating Systems. 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. Boilers on each site are serviced annually by a competent gas engineer.
- A H&S report is presented to the Trustees by the CEO every term as part of the CEO metrics.

Communication and Information Management

- The school's Health & Safety Policy is available to all staff on the Trust website. All staff will be briefed as to how to access the school's Health & Safety Policy documentation.

Critical Incident Management and temporary staffing absences

- The Trust has arrangements in place to cover the occasional (but foreseeable) absence of key staff so that first aid provision, medical needs and security are maintained. This may be due to planned absence, industrial action or 'emergencies' of any kind. These procedures are local to each site, but have a link back to the central policy.
- Each site has a Academy Emergency Management Team in position, whose responsibility it is to review the procedures for dealing with any critical incidents which occur. ie. Fire, Flood, Bomb Scares, Death or Serious Accident, Attack or Threats etc.

H&S Induction Training

All staff shall receive a formal induction and an appropriate H&S induction pack, including training that is matched to their specific work and responsibilities.

Employees are required to sign for the policy at induction and whenever there are any significant changes to the content, to confirm that they have read, understood and accept the conditions of the policy. The policy will be read annually by staff after induction and recorded centrally.

H&S Induction Checklist	Responsible Person
Overview of the School's Health & Safety Policy and organisational structure - employees to sign to say read, understood and accept the	TBM HR officer

conditions of the policy	
Tour of Premises	Head teacher Head of School
Information on hazards specific to the school, and established controls or precautions	Head teacher Head of School
Safe procedures for use of machines, equipment and/or tools including defect reporting and the correct use of guards	Head teacher Head of School
Materials and substances in use – handling and labelling systems/warning signs. COSHH requirements, risk assessments and H&S data sheets	Head Teacher Head of School
Use and care of PPE (Personal Protective Equipment)	Head Teacher Head of School
Reporting of incidents, hazards, work-related injuries and illnesses and fires	TBM HR officer
For certain staff (CEO, Head Teachers, Head of School) the arrangements for ensuring the duties relating to asbestos management are fulfilled and that the asbestos survey report is available	TBM HR Officer
Trained first aid personnel and first-aid facilities	Head Teacher Head Of School
Fire evacuation and emergency procedures – including location of fire fighting equipment and use	Head Teacher Head of School
Smoking restrictions	TBM HR Officer
General housekeeping and maintenance of access and egress	Head Teacher Head of School
Security, restricted areas and equipment	Head Teacher Head of School
Manual lifting and handling – general advice and risk assessment	Head Teacher/Head of School (advice may be obtained from TBM)
Schoolsafe Training	Head Teacher Head of School

Programmed Routine/Updating Training

- The Head teacher/Head of School shall maintain a record of those staff trained in First Aid and Fire Safety and all health and safety at each site and a record of Trust wide is held centrally

-
- Working at Height and Manual Handling training is provided as required for identified staff.

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.

Personal Safety procedures and Schoolsafe

- All school staff, who may deal with anyone presenting challenging or threatening behaviour, are trained to the Schoolsafe standard.
- Visitors are directed to the main reception by signs.
- All visitors and other persons, including contractors, entering the building are monitored. They sign in at reception and are issued with a visitor's badge. Visitors are expected to read the information sheet on safety on site and child protection before being escorted into the building.
- All staff are expected to challenge any stranger who is not displaying an appropriate badge. If challenging is considered unsafe then staff are expected to contact Reception immediately.
- The school has made arrangements to ensure the safety of lone workers and outreach staff. Such staff may include the caretakers, cleaning and catering staff, and staff who come into school during holiday periods. Specific risk assessments have been carried out for these activities.

Refer to Lone Working Policy

Planned Safety Checks – Procedures, Equipment, Premises

All equipment used within the school shall be maintained in good working order and be in a safe condition for use. If this cannot be achieved, then equipment will be withdrawn from use until it can be deemed safe for use or replaced and disposed of.

A structured programme of inspection is in place for the following areas:

- All indoor and outdoor sports and play equipment.

Legionellosis

The sites water systems, including hygiene, temperature and legionnaires disease checks.

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.
- The Trust uses competent recognised contractors for the formal maintenance checks required and records of these are held on file within each site.

-
- Staff are aware (and are reminded periodically) to undertake a simple and informal visual inspection of any electrical equipment they (or their class) are about to use.

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.

Fixed Electrical Installations are inspected on a 5 yearly basis by an approved contractor. All defects are reported and remedial works for high priority defects is undertaken within the time-scales advised.

Use of Harmful Substances - COSHH

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.

Asbestos

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. Asbestos management plan and folder held at each site and all contractors are shown and sign to say they have reviewed before commencing work.

Incident/Accident Reporting/Investigation

All incidents are reported via Schoolpod at each site. Reports are generated electronically to CEO, Head Teachers/Heads of school and TBM for review and action.

All staff have been briefed on when and how to use the form.

All minor medical incidents are recorded on the schoolpod system via the accident slip. This will generate an electronic report to CEO, Heads and TBM to review and close.

Incidents are investigated where necessary, with a view to preventing recurrence.

The school reviews relevant risk assessments after any incident or near miss.

The school's Trust Board periodically reviews the incident history for the Trust via the CEO metrics and plans actions to reduce the likelihood of future incidents.

Accident/Incident Reporting

- An accident/incident slip will be completed as soon as possible on schoolpod as soon after the accident/incident 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 on schoolpod 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:
 - 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.

Co-ordination of Risk Assessment Work

Risk assessments (RA) are carried out for all significant risks within the Trust to comply with the requirements of the Management at Health & Safety at Work Regulations. The RA must be both specific and meaningful and must be reviewed annually or following any major changes to work equipment or activities.

Risk assessments are usually carried out by the Head Teacher or Head of School. All persons undertaking risk assessments will be suitably trained and competent.

A central register for the Trust risk assessments is held electronically.

Fire Procedures

A fire risk assessment is completed at each site and updated annually or whenever there are any significant changes to the premises – building or grounds – or when there are significant changes to pupil or staff numbers or relevant legislation.

The fire evacuation routes are clearly marked with conventional signage.

Notices detailing the evacuation procedure and assembly points are placed around each site.

Students with mobility problems have been given individual instructions regarding assistance in their evacuation of the building.

Fire drills are carried out at least once per term at each site.

Arrangements are in place to ensure no 'hot work' is undertaken in the school without a permit

Locally Organised Building Repairs and Alterations

Landlords Consent Process (form WF7035) is followed for major alterations and repairs.

The Asbestos Survey is located in Reception at each site and is available to all visitors and contractors. All contractors undertaking work on the premises are expected to sign that they have read the report.

Asbestos removal is dealt with by a qualified contractor and appropriate records kept.

First Aid – Training and equipment

Sufficient persons are trained as appointed persons to cover the needs of the school. Training records are kept and maintained by the Head teachers and Head of School and centrally by the Trust.

First aid equipment is appropriately located in each site.

A named person is responsible for the appropriate stock levels in the first aid kits at each site.

The disposal of clinical waste, including incontinence and sanitary waste, is carried out by a licensed clinical waste collection and disposal company.

The Head teacher and Head of School reviews the minor injury log and the incident report forms and investigates further where necessary. These are also reviewed by the TBM and CEO.

First Aid kits for all educational visits are provided with risk assessments being made in advance.

Well Being Procedures

The Trust has taken positive action to manage stress and well-being issues and a Mental Health First Aider has been appointed.

All staff have access to a free and confidential counselling service and suitable and sufficient stress risk assessments will be undertaken if required.

Stress and workload management issues are discussed and recorded during routine performance review discussions.

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. Work station reviews are carried out for all staff.

Trust Vehicles

The LEA guidelines on the operation and maintenance of school minibuses are followed.

The CEO ensures that the legal requirements relating to the minibuses are fulfilled, such as Insurance, Road Tax, MOT test, Records of Routine checks etc.

All staff who drive the minibuses and cars have undertaken the approved driving tests and driver assessments and records are maintained.

An approved drivers list is maintained by the Trust HR Officer which is updated regularly.

Roadside assistance is provided in case of breakdown emergencies.

Audits

Raedwald Trust undertakes regular internal 'notes of visit' on each academy and engages external expert audit biannually. Recommendations and reports shared with Trustees.

Hirers, Contractors, Visitors and Others

When the premises are used for purposes not under the direction of the Head Teacher then the ceo 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.

Premises Security

The Trust follows The Suffolk Police and SCC guidance for premises security. Each site regularly assesses and monitors all risks.

Suitable arrangements are in place to ensure adequate supervision exists when visitors (including parents and children who are not pupils of the school) are present on site. This includes signing in, visitors' badges and being escorted around the building.

The sites are equipped with an intruder alarm, CCTV on main entrances and many other areas of the building, access control and has security lighting on external areas.

Pandemics

In the event of any pandemics

Contractors on Site

All contractors are required to report to Reception on their arrival, sign in the contractors' book, familiarise themselves with the Site Safety Rules, and Safeguarding information and sign the asbestos form if appropriate. All contractors will display ID Badges and/or a visitor's pass.

Contractors making deliveries to site are informed of the times to avoid. Vehicles which arrive during peak times will either be asked to wait, return or will be assisted by site staff.

Staff will be informed of any restricted areas during building works. Signage will be used to make staff, students and any other persons using the school aware of any restricted areas. Staff such as cleaners, sports centre staff, etc, will be informed of any new access restrictions by the Head teacher or Heda of School. The school will make provision for any staff that have either visual or hearing problems.

The Head teacher and Head of School will be responsible for monitoring contractors' safety performance in order to prevent danger to people other than the contractor's staff; including checking the contractor's site is adequately fenced, materials are stored reasonably safely, and that the contractor is behaving reasonably safely in respect of his/her own staff.

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.

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 1 - Covid 19 Additions

During the Covid 19 pandemic, the following additions apply:

Provision of First Aid

For the period during the current Coronavirus pandemic, first aid support may be reduced to appointed persons who have undertaken emergency first aid at work training. It is not reasonable for the school to provide a qualified first aider at all times. However, due to low numbers of persons involved and the low risk from the activities undertaken, the provision of appointed persons without the presence of a qualified first aider is reasonable in these circumstances. All appointed persons will be added to the First Aid signage on site.

If an incident occurs which is serious the persons in-charge will immediately contact the emergency services before applying first aid to the injured person.

Once the crisis is over the school will revert to having the correct numbers of qualified first aiders.

Medication such as pain relief would normally be administered by trained First Aiders but during this time could be administered by appointed persons that have undertaken emergency first aid at work training and the usual process of obtaining parental permission and recording will apply.

Emergency Procedures

As standard policy except if no trained first aider present then appointed person will be summoned and arrange a call to emergency services if required.

Normal policy states that no casualty will allowed to travel unaccompanied but this may not be possible if COVID 19 regulations prohibit.

Use of Vehicles

In addition to standard procedures all door handles, seats and seat belts will be cleaned/disinfected after passengers disembark. If staff cars are used for transporting students, they will also follow the procedures regarding cleaning/disinfecting door handles, seats and seat belts.

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#taxi-and-private-hire-vehicles>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

Use of PPE during Covid 19

Under current PHE there is no recommendation to use additional PPE in schools but to follow guidance on social distancing where possible and washing hands regularly for 20 seconds and regular cleaning of touch points. Any PPE used such as gloves, in particular with regards to bodily fluids – blood, sickness etc. –, should be disposed of by double bagging and placing in the general waste disposal vessel.

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

Public Health England guidance whilst at school

Raedwald Trust will adhere to current guidance from PHE and display the relevant posters in each site. The PHE guidance can be found on the RT website - <https://www.raedwaldtrust.com/pupils-and-families/coronavirus-dfe-advice-for-schools/>

Raedwald Trust will follow local authority advice to inform them of suspected/confirmed cases of Covid 19 and will use the online form as directed.

Specific guidance on physical distancing

The guidance provides helpful clarity on physical distancing:

- sitting children at desks that are far apart
- ensuring everyone queues and eats further apart than normal
- keeping apart when in the playground or doing any physical exercise
- visiting the toilet one after the other
- staggering break times
- putting guidelines on the floor in corridors
- avoiding unnecessary staff gatherings

Current guidance includes the following:

Limiting spread of coronavirus (COVID-19) in educational settings

Education settings can help reduce the spread of coronavirus (COVID-19) by reminding everyone of the public health advice.

Staff, children, pupils, students and families should be reminded to wash their hands for 20 seconds more frequently than normal.

Frequently clean and disinfect objects and surfaces that are touched regularly, using your standard cleaning products.

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

Additional RIDDOR requirements relating to COVID 19

All staff must report to their line manager as soon as they are able if they believe they have contracted the virus. Line managers that are informed of this must immediately inform CEO and TBMs on the tbm@raewaldtrust.org email. Raedwald Trust will seek professional legal advice regarding actions to be taken. Central team will confirm if additional cleaning is required if staff member has been on site and confirm any further actions required re RIDDOR, informing staff and families and records will be maintained centrally.

<https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm>

HSE has issued details of when and how you should report coronavirus incidents under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

You must make a report under RIDDOR, relating to coronavirus, when;

- An unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.
- A worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.
- A worker dies as a result of occupational exposure to coronavirus.

Informing DfE of the death of a colleague across children's services

Raedwald Trust will ensure it follows guidance from DfE on reporting of deaths due to COVID 19 according to the latest Government update.

https://www.gov.uk/guidance/informing-dfe-of-the-death-of-a-colleague-across-childrens-services?utm_source=545921b1-99f9-49da-b65e-047a50bf4f1d&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

Risk Protections Arrangements (RPA) – guidance in relation to COVID-19

The RPA has published guidance in relation to COVID-19 which can be downloaded from their [website](#). The FAQ poses the following question: as we prepare for the return to school of larger numbers of children can you advise whether the RPA will provide cover should a staff member or pupil contract COVID-19 and brings a claim against the school (or trustees)?

RPA's response is: *"If a claim is brought against the school (or governor) we can confirm that RPA will defend the claim on the school's (or governor's) behalf, the RPA will also indemnify the school to the extent that the school (or governor) is legally liable to pay compensation or damages to the injured person. The relevant sections of the RPA are the Governor's Liability, Employers Liability and Third Party Liability.*

We trust risk assessments will be in place and a review of policies and procedures as a result of official guidance issued by the Department in respect of schools re-opening following the COVID-19 outbreak.”

The RPA’s risk management portal contains guidance and advice in how and when to undertake risk assessments. The RPA has provided a series of workshops for RPA members and there are filmed versions available on the RPA portal as well as via [YouTube](#).