



# Health & Safety Policy

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**Policy Details**

Person Responsible for this Policy	<b>Angela Ransby</b>
Policy Author	<b>Angela Ransby</b>
Date to Trust Board	<b>September 2024</b>
Date Ratified	<b>2<sup>nd</sup> October 2024</b>
Review Date	<b>September 2025</b>
Policy displayed on website	<b>YES</b>

CEO Signature	<b>Angela Ransby</b>
Trust Board Signature	<b>Alan Whittaker</b>

<b>Updates Made</b>	<b>Date</b>

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## 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, as far as reasonably practicable, and in compliance with legal requirements and best practice;
- to provide a safe and healthy working environment;
- to promote and embed a positive culture towards health, safety and welfare issues;
- ensure that all staff have access to appropriate training and resources to enable them to play an active part in achieving a safe and healthy working environment;
- have an effective system for communicating and consulting on health and safety matters;
- effectively plan, implement, monitor and review the arrangements in place to ensure we have a safe and healthy working environment;
- continuously improve the Trust's health and safety performance.

### 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 Trust.
- The CEO, has principal duty in the Trust 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 H&S advisors. These are Watson & Watson and Safety Boss. 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 Trust, and we expect all employees and students to play their part in achieving this goal.

The Trustees and the CEO will discharge their responsibilities by:

- Leading by example on all matters relating to health, safety and welfare,
- Promoting and following this Health and Safety Policy,
- Dedicating budget to the health and safety provision within the Trust,
- Communicating effectively with parents, staff and students,
- Monitoring and reviewing health and safety procedures and practice.

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 Trust.

This policy will be reviewed after any significant changes to workplace, working practices or staffing and after any form of notice has been served as well as the annual review.

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## 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, so far as is reasonably practicable, 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, so far as is reasonably practicable, 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, so far as is reasonably practicable.
- 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 Trust 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 Trust 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.

## Responsibilities

The CEO has the overall responsibility in the Trust. The Head Teacher 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 the Trust and assist in the identification, control and management of risk.

The Chief Financial Officer monitors health and safety performance and recommends appropriate actions should this function appear or prove to be unsatisfactory. The Chief Financial Officer will seek advice and help from competent external Health and Safety consultants (Watson & Watson and Safety Boss).

### Pupils

While Trust staff carry the main responsibility for health and safety provision, and the correct implementation of policy and procedure, it is vital that pupils understand their role and responsibilities when it comes to whole-Trust and personal health and safety in order for staff to be able to carry out their roles effectively. As members of the Trust community, and allowing for their age and aptitude, pupils are expected to:

- Take personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene

- Observe all the health and safety rules of the Trust and in particular the instructions of staff given in an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety
- Behave sensibly around the academy site and when using any equipment
- Report health and safety concerns or incidents to a member of staff immediately
- Act in line with the Trust code of conduct / school behaviour policy.

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 Trust to fulfil our statutory duties and to adhere to safety guidance given to help maintain standards of health and safety within the Trust.

### Contractors

All contractors working on Trust premises, or elsewhere on their behalf, are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on Trust premises or elsewhere on the Trust's behalf, the safety of their workforce and for ensuring that their work does not endanger the safety or health of others. Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement.

No person shall intentionally interfere with, misuse or willfully 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**

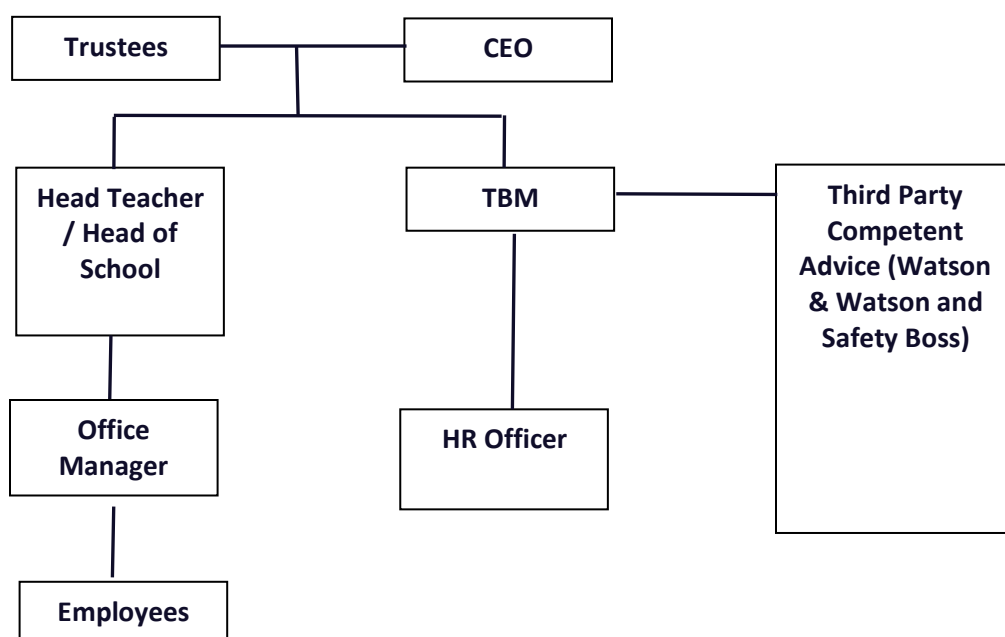
The CEO has the overall responsibility in the Trust. The Head Teacher has responsibility for day to day management of health and safety (H&S) issues and is known as the Responsible Person.

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:

<b>Task</b>	<b>Job title of person responsible</b>
H&S Policy review	Trust Board
Emergency plan implementation	Head Teacher
H&S Induction Training (as detailed in the induction programme)	Chief Financial Officer
Personal safety procedures (also Schoolsafe)	Head Teacher
Planned checks (procedures) (Health and safety manual has details)	Head Teacher

Planned checks (equipment) (Health and safety manual has details)	Head Teacher
Planned checks (premises) (Health and safety manual has details)	Head Teacher
Incident reporting/investigation	Head Teacher
Riddor Reporting	Chief Financial Officer
Coordination of risk assessment work	Head Teacher
Fire procedures including personal emergency evacuation plans	Head Teacher
Locally organised premises maintenance, repair and improvement	Head Teacher
First Aid (training and equipment)	Head Teacher
Educational visits coordinator (EVC)	Head Teacher
Stress and Wellbeing	Head Teacher
School Minibus/Transport (Health and safety manual has details)	Head Teacher
Child Protection Co-ordinator	Head Teacher
Supporting pupils with medical needs	Head Teacher
Premises Security	Head Teacher
Contractors on site	Head Teacher
Outside/offsite lettings	Head Teacher



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## 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 so far as is reasonably practicable:

- (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:
- (h) Health and Safety policy
  - (i) All other relevant health and safety matters



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(j)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, 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

(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 so far as is reasonably practicable

(c)Ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities so far as is reasonably practicable

(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 so far as is reasonably practicable

(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

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(p) Lead by example

### The Duties of the Chief Financial Officer

As well as the general duties which all members of staff have, the Chief Financial Officer has responsibility for the maintenance and development of safe working practices and conditions for their area of control and all related activities.

In particular, the Chief Financial Officer will be responsible for:

- Providing 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
- As per the RT Accountability Framework, Health & Safety Notes of Visit are conducted to ensure 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 ensuring that all staff and pupils are aware of their health and safety responsibilities, including what to do in case of a fire, emergency, or medical emergency, and that all those taking part in any given activity are given proper training and health and safety briefing
- 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, Watson & Watson and Safety Boss

- They are deemed to be the competent advisors to the Trust and schools.
- They provide competent telephone advice and audits if required
- Qualifications and relevant training are evidenced by the Trust.

### The Duties of employees

- Ensure that they are familiar and up to date with the Trust's health and safety policy and standard procedures
- 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
- Cooperate fully with the employer to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance
- Ensure that any equipment used is properly cared for and in the proper working order. Any defects should be immediately reported to a senior manager and that piece of equipment should not be used.

All employees and staff are required to as part of the Health and Safety at Work Act 1974:

- take reasonable care for the health and safety of him/herself and others who may be affected by his/her acts of omissions
- co-operate with his/her employer in matters relating to health and safety to enable the employer to comply with requirements
- not misuse or interfere with anything provided in the interests of health and safety or welfare (not restricted to employees).

## **Arrangements**

### Health and Safety Policy Review

- The Health & Safety Policy will be reviewed, updated and adopted by the Trustees on an annual basis and:

- if significant organizational changes have taken place,
  - if there have been changes in key personnel
  - if new work methods have been introduced
  - if there have been alterations to working arrangements and/or processes
  - If there have been changes following consultation with employees
  - If the monitoring of risk assessments or accident/incident investigations indicates that the Health & Safety Policy is no longer effective,
  - If information from manufactures has been received,
  - If the advice from an insurance company has been received,
  - If the findings of an external Health & Safety Audit has been received,
  - If enforcement action has been taken by the HSE or Local Authority (LA).
- 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 CEO 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.
- Safety representatives of trade unions recognised by the Trust will be consulted on all matters of health and safety that may affect staff and on the provision of health and safety information and training. Non-union staff will also be consulted directly.
- All members of the academy community are encouraged to report any health and safety issues or concerns to their teachers, line managers, Head Teachers or to the Board itself. Before making any decisions which could have health and safety consequences for staff, the Trustees will inform safety representatives about the proposed course of action and give them an opportunity to express their views.

#### 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 an 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.
- In the case of an emergency situation, the Trust will work closely with emergency services to do everything practicably possible to reduce the health and safety risk to those in the Trust. In some cases, such as extreme weather, major power failure, or flooding, emergency situations cannot be avoided. In these circumstances the academy will carry out its emergency procedures which include:
  - Raise the alarm,
  - Evacuate,
  - Identify a place of safety,
  - Nominate competent, responsible people to take control,
  - Have appropriate equipment / first aid supplies available,
  - Communicate and regularly update key individuals.

There are a number of mechanisms in place to ensure that parents, staff, and pupils can be made aware of an emergency situation and remain informed. The Trust advises that in addition to the provision outlined below, parents and their children have their own individual arrangement planned for communicating in the case of an emergency. We ask that parents follow these emergency communication guidelines and do not call the academy

during a school emergency, but wait to be contacted, as it is important that school telephone lines are kept free for use by the academy itself.

It is important that parents inform the academy immediately of any changes in phone number or address as it is vital that these are accurate in the academy records in case of an emergency.

How the Trust communicates with parents/families/carers during an emergency

- Telephone call to home number of parent/s
- Telephone call to emergency contact
- Text message
- Email

The Trust will take proactive measures to prevent emergencies, and the academy’s health and safety provision outlined in this policy is designed with this in mind.

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

Security, restricted areas and equipment	Head Teacher
Manual lifting and handling – general advice and risk assessment	Head Teacher
Schoolsafe Training	Head Teacher
Training identified for individual roles. All staff to complete Fire Awareness, Working at Height and Manual Handling. Head Teacher, Chief Financial Officer, HR Officer & Office Manager to also complete Premises Responsible, Fire Warden, Asbestos Awareness, Legionella Awareness, Other identified staff to complete Food Safety, First Aid, and Administration of Medicine	Head Teacher

#### 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 Trust 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 Trust 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 RT Lone Working Policy*

#### Planned Safety Checks – Procedures, Equipment, Premises

All equipment used within the Trust 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.

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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.

#### 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.

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.

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 (RED 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 the Trust's Management Information System at each site. Reports are generated electronically to CEO, Head Teachers and Chief Financial Officer 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 MIS via the accident slip. This will generate an electronic report to CEO, Head Teachers and Chief Financial Officer to review and close.

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

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

The 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 MIS as soon after the accident/incident occurs by the member of staff or first aider who deals with it
- If the accident requires further investigation, we will use the template in Appendix 2
- 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 MIS will be retained by the Trust 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 Chief Financial Officer 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 Chief Financial Officer 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
- 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 Head Teacher 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 Trust's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.



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The CEO will also notify the Local Authority of any serious accident or injury to, or the death of, a pupil while in the Trust'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 Teache. All persons undertaking risk assessments will be suitably trained and competent.

Each Academy has a site based register for risk assessments that 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 Trust without a permit.

#### Locally Organised Building Repairs and Alterations

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

The Asbestos Survey (RED FOLDER) 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 Trust. Training records are kept and maintained by the Head teacher 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 reviews the minor injury log and the incident report forms and investigates further where necessary. These are also reviewed by the Chief Financial Officer and CEO.

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

#### Well Being Procedures



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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 Trust 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 Chief Financial Officer 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 Trust 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.

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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.

#### 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. The Trust will make provision for any staff that have either visual or hearing problems.

The Head Teacher 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.

#### Pandemics

In the event of pandemics RT will follow government and PHE guidance to ensure the health and safety of staff, pupils and visitors and update this policy with further appendices.

#### Monitoring, Reporting and Supervision

- (a) Monitoring and reporting are vital parts of a health and safety culture. Management systems must allow the board to receive both specific (e.g. incident-led) and routine reports on the performance of the health and safety policy. Only a strong system of monitoring can ensure that the formal review can proceed as planned – and that relevant events in the interim are brought to the board's attention.
- (b) The Board / CEO will ensure that:
  - appropriate weight is given to reporting both preventive information (such as progress of training and maintenance programmes) and incident data (such as accident and sickness absence rates);
  - periodic audits of the effectiveness of management structures and risk controls for health and safety are carried out;
  - the impact of changes such as the introduction of new procedures, work processes or products, or any major health and safety failure, is reported as soon as possible to the board;
  - there are procedures to implement new and changed legal requirements and to consider other external developments and events;
  - sickness absence and workplace health will be monitored effectively to identify any underlying problems that could damage performance or result in accidents and long-term illness;
  - workplace health and safety data is collected and reviewed to allow benchmarking against other organisations in the sector;

- contractor performance is reported and reviewed;
- supervisory and line management arrangements are assessed, clearly defined and appropriately allocated – relevant individuals have the necessary skills and training.

#### Display Screen Equipment (DSE)

- (i) The Trust recognises the importance of taking into consideration the health and safety surrounding the use of DSE and operate in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992. Some of the potential health problems associated with incorrect use of DSE are:
- Upper Limb Disorders (ULD) (e.g., upper limb aches and pains caused by poor posture)
  - backache
  - fatigue and stress
  - temporary eye strain.
- (ii) The Trust adopts the following precautions to ensure a safe system of work for any staff, pupils, volunteers and visitors to the academy:
- Work areas are risk assessed and arranged to enable safe practices to be carried out.
  - Staff and pupils are trained in the safe use of Display Screen Equipment and the risks of working for a prolonged period of time.
  - Regular breaks are taken when working with DSE.
  - The Trust encourages that staff, pupils, and volunteers or visitors report to their manager or superior any symptoms of discomfort or ill health that they believe may be related to the use of DSE.
- (iii) The Trust promotes good DSE health and safety by encouraging pupils to use the checklist below when using such equipment, and by displaying this checklist around the academy and in classrooms where DSE is in use.

<b>Workstation</b>	<ul style="list-style-type: none"> <li>• Adjust screen height to suit seating height – generally eyes level with top of screen.</li> <li>• Keep an organised work surface to facilitate workflow.</li> <li>• Avoid clutter under the workstation.</li> <li>• Ensure an appropriate mobile, stable base chair.</li> <li>• Seat back, arm rests and back rest to be height adjustable.</li> <li>• 2-3” of space in front of the keyboard</li> <li>• Be familiar with software in order to customise screen colours, etc.</li> </ul>
<b>Environment</b>	<ul style="list-style-type: none"> <li>• Adjust screen to reduce reflection and glare.</li> <li>• Clean screen and equipment regularly.</li> <li>• Ideally sit sideways to windows.</li> <li>• Maintain safe surroundings, i.e. free from tripping and electrical hazards.</li> <li>• Avoid excessive noise and uncomfortable temperatures.</li> </ul>
<b>Healthcare</b>	<ul style="list-style-type: none"> <li>• Plan work to include regular changes of activity to move around and change posture.</li> <li>• Rest eyes during work break and carry out eye care exercises.</li> <li>• Have eyes tested regularly.</li> <li>• Report any health-related symptoms that concern you.</li> </ul>
<b>Job Design</b>	<ul style="list-style-type: none"> <li>• Break up work with informal postures and different tasks.</li> <li>• Combine different work tasks.</li> </ul>

	<ul style="list-style-type: none"> <li>• Take regular breaks away from screen.</li> <li>• Ensure you have training in software and in know how to set up a safe workstation.</li> </ul>
<p style="text-align: center;"><b>Posture</b></p>	<ul style="list-style-type: none"> <li>• Adjust seat height to ensure thighs and forearms are horizontal.</li> <li>• Desk just below elbow height.</li> <li>• Align hands with forearms. Minimal deviation of wrists.</li> <li>• Adjust your backrest to support the lower back.</li> <li>• Sit right back in the chair to maintain good lumbar support.</li> <li>• Keep head in natural upright position.</li> <li>• Do not slouch. Maintain upright position.</li> <li>• Head, neck, shoulders and hips to be in alignment.</li> <li>• Use a footrest if feet do not touch the floor.</li> <li>• Rest arms and hands whenever routine allows.</li> <li>• Space under desk for postural change, no obstacles</li> <li>• Top of screen at eye level.</li> </ul>

Link to HSE DSE checklist can also be used <https://www.hse.gov.uk/pubns/ck1.htm>

#### Violence in the workplace

The Health and Safety Executive (HSE) defines work-related violence as, ‘any incident in which a person is abused, threatened or assaulted in circumstances relating to their work’. This can include verbal abuse or threats as well as physical attacks.

The Trust is committed to ensuring the safety and welfare of its employees. It will identify any violence related issues by effective reporting of any such incidents. A risk assessment will be conducted and reviewed and appropriate action will be taken if necessary.

#### Vehicle and pedestrian segregation

Where possible vehicle movement e.g. car parking / deliveries, will be away from footpaths, crossings, gates and doorways.

Traffic entering academy premises will be controlled and monitored to ensure that vehicle movement is, where possible, reduced and managed.

Where taxi companies are required to collect / drop off children, the Trust will follow its selecting and managing contractor’s policy. Specifically the Trust will take reasonable steps to ensure that taxi companies operators have the appropriate Operator’s licence, are insured, MOT’d and drivers have been DBS checked.

Students, staff and visitors are reminded to be extra vigilant when crossing roads near to the academy at the start of and at the end of the school day due to the large numbers of vehicles and pedestrians around at that time. In particular, students are reminded that distractions such as wearing headphones, texting or otherwise using a mobile phone should not be engaged in.

#### Off-site visits

School trips, off-site visits, residential visits, and any school-led adventure activities are carried out as part of an enriched curriculum and to support the learning and development of our pupils. Before any activity is allowed to take place the board of trustees will ensure that:

- the objective of the visit is clear
- the visit has been planned effectively, and risks have been assessed and are minimised as far as is reasonably practicable
- they are informed well in advance about less routine visits

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- the Head Teacher or group leader has shown how the plans for the visit comply with regulations and guidelines and with the Trust's health and safety policy
  - in the case of adventurous activities (e.g., water sports or climbing), the group leader and/or other supervisors are competent to lead or instruct pupils
  - it assesses proposals for certain types of visit, e.g., those involving an overnight stay or overseas travel, and submits these to the LA if appropriate
  - a sufficient level of insurance is in place
  - the Head Teacher or group leader reports back after the visit.

Off-site visits are carefully planned and detailed information obtained in relation to:

- responsibilities for off-site visits
- parental consent
- transport
- supervision
- emergencies
- adventure activities
- work experience placements
- work experience health and safety
- off-site risk assessments
- safeguarding

#### Food Safety and Hygiene including Allergens

The Trust engages in a range of activities involving food, therefore it has responsibility for ensuring that food hygiene standards are met. This includes:

- personal hygiene
- opening and closing checks
- clear and clean
- chilled storage
- separating foods
- training and supervision

A number of items of equipment used in school kitchen areas or food technology rooms pose potential risks to users. We will therefore ensure that appropriate information and training at the outset is provided.

In accordance with the Gas Safety (Installation and Use) Regulations 1998, gas appliances will be properly installed by someone registered with the Gas Safe Register. They will also be fully serviced by a Gas Safe registered engineer, and will be sited where there is adequate ventilation. It is unlawful to use any gas appliance which is known, or suspected, to be unsafe.

Wherever food is prepared or served, safe and adequate cleaning routines need to be established to ensure compliance with health and safety requirements. Whether these duties are carried out by pupils, teachers, caretakers, canteen workers, lunchtime supervisors or cleaning staff, it is vital that all involved are aware of these routines and that they are followed at all times. For example:

- hands should be washed before and after cleaning routines, and consideration given to the wearing of protective gloves in certain circumstances (note that certain types of rubber gloves can cause anaphylactic shock where the user has an allergy or sensitivity)
- cross-contamination issues should be addressed, eg different cloths for different surfaces
- an appropriate slip hazard warning sign should be used when mopping floors
- tasks involving the carrying of trays, equipment, buckets etc should not incur any manual handling risks
- any corrosive or irritant cleaning substances, eg bleach, are subject to a Control of Substances Hazardous to Health (COSHH) assessment and appropriate measures taken to avoid harm.

The Trust takes all allergies seriously and it is important that parents inform the academy immediately of any

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allergies and medications that might be required in an emergency so that a separate risk assessment can be undertaken.

Natasha's Law – As of 1 October 2021 the Trust will ensure that where required all food will be provided with a full ingredients list with clear allergen labelling on prepacked food. (This does not include any food that is not in packaging or is packaged after it has been ordered. Allergen information must still be provided but this can be done through other means, including verbally).

#### Medicines

Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

We will ensure that we consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

#### 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 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 – Accident Investigation Record Template

Accident Investigation Record			
Details of the Incident:			
Reported By:		Date and Time of Incident:	
Name of Injured Person:		Names of Witnesses:	
First Aid Required:	Y / N	Hospital Required:	Y / N
Type of Incident:	Near Miss	/	Accident / RIDDOR
Brief Details (e.g. what, where, when, who and action taken):			
Investigation Findings:			
Question		Answer	
1	Where did the incident happen?		
2	Who was injured/suffered ill health, and who else was involved?		
3	What happened?		
4	What activity was taking place at the time of the incident?		
5	Was anything unusual about the circumstances at the time of the incident?		
6	Were adequate procedures in place and were they followed?		
7	What is the nature of the ill health / injury?		
8	Was the hazard / risk known?		
9	Did the arrangement and organisation of the work contribute, if yes how?		
10	Was maintenance or cleaning adequate? If not, why not?		
11	Were people involved trained / experienced?		
12	Did the workplace layout contribute, if so how?		