

# Health and Safety Policy

## Adoption Arrangements

All statutory policies in the Trust are ultimately the responsibility of the Trust Board. To enable it to discharge this responsibility appropriately and in collaboration with the constituent schools, the Trust Board will

1. set a full Trust wide policy,
2. set a 'policy principles' document (a framework within which Headteachers develop a full and appropriately customised policy),
3. or delegate to Headteachers or LGBs the power to develop their own policy.

<b>Approval Body:</b>	<b>Board of Trustees</b>
<b>Adopted:</b>	<b>16/05/19</b>
<b>Leadership Grp Responsibility:</b>	<b>CFO</b>
<b>Review period:</b>	<b>1 year</b>
<b>Date of next review:</b>	<b>May 2020</b>

## This is a Level 1 Policy against the Trust Governance Plan.

This policy was adopted by the Trust Board, for implementation in Tenax Schools Trust on the date above and supercedes any previous policy on Health and Safety.

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<b>School H&amp;S Co-ordinator (s)</b>		

## Appendices

1. Contractor checklist
2. Fire Log Book and inspection checklist
3. Play equipment inspection checklist
4. Pro forma risk assessment
5. List of standard risk assessments
6. Healthy Work/Life Balance documents
7. Site Checklist
8. Lettings procedure
9. H&S Audit template
10. Accident Reporting guidance
11. Critical Incident Plan guidance and template
12. Portable electrical equipment testing guidance

Other risk assessments, inspections and templates available on request from H&S Lead.

## **1. General Policy Statement**

The Tenax Schools Trust (hereafter referred to as 'the Trust') is committed to ensuring the health and safety of everyone who works for the Trust, and of everyone who may be affected by the Trust's activities, including pupils, visitors, clients, volunteers, contractors, and the general public.

This policy sets out the arrangements that are necessary to achieve the above while complying with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other applicable legislation.

The Trust will ensure, so far as is reasonably practicable, that:

- Safe equipment is provided and safe systems of work are devised and implemented
- Adequate arrangements are in place for the safe use, handling, storage and transport of materials, substances and equipment
- Sufficient information, instruction, training and supervision is given to ensure the health and safety of employees/pupils and others affected by their actions
- A safe workplace, including a safe means of entering and leaving workplaces, is provided and maintained
- The working environment is without risks to health and adequate welfare facilities are provided
- Health and safety procedures are embedded within the curriculum at all levels where appropriate

It is Trust policy to consult with employees on health and safety issues before updating or modifying any part of the health and safety policy and to provide training and information, as appropriate. The Trust will do as much as is reasonably practicable to ensure that health and safety arrangements are adequately resourced at all times, and to provide the necessary resources in terms of finance, labour, resources and time to meet the requirements of this policy.

This policy can only be successful with the active co-operation of employees who have responsibility for taking care of themselves and others, following safe working procedures and reporting any safety issues as soon as possible to line manager, Headteacher or Health and Safety Co-ordinator.

This policy will be reviewed annually and revised as necessary in response to changes in legislation or methods of working.

The effectiveness of this policy will be monitored to ensure that health and safety arrangements are being followed, and that the roles outlined in the policy are being fulfilled.

## **2. Objectives for managing Health, Safety and the Environment**

- To establish and maintain effective systems and plans for managing the health, safety and welfare of all Trust stakeholders and, in addition, the environmental impact of our operations to ensure that all risks are properly assessed and controlled so far as is reasonably practicable
- To establish and maintain clear written standards and procedures to control the risk to health, safety and the environment and to ensure that they are adhered to
- To ensure that all Trust employees are competent and able to perform their tasks safely, through the provision of adequate training, information and supervision
- To record and investigate all accidents, ensure appropriate corrective actions are taken to prevent recurrence and to continually improve the accident record year on year
- To promote an increased awareness of safety and a responsibility for the environment amongst all employees and pupils
- To maintain an effective system of monitoring and reviewing health and safety performance

## **3. Responsibilities in the Management of Health and Safety**

### **The Tenax Trust Board of Trustees**

The Tenax Trust Board in its role as controller of premises/employer will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, pupils, visitors) in accordance with the Health & Safety at Work Act 1974.

In order to discharge this responsibility, the Tenax Trust Board will:

- Ensure that the HSE's standards and advice is complemented by the Trust's Health and Safety Policy, that procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and pupils are aware of and comply with its contents
- ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the Trust
- ensure that there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare
- receive annual updates on the Trust development plan for health and safety in order to monitor the adequacy of arrangements and take any action necessary; and more frequently should there be the need
- to consider information, statistics and reports relating to health, safety and welfare matters
- to consider and make recommendations regarding individual health and safety issues which have not been resolved at management level

As an employer, the Tenax Trust must appoint one or more competent persons to help them implement the measures they need to take to comply with the legal requirements. The Board has appointed the CFO as the competent person for H&S and will seek external advice and support where needed.

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## **The Chief Executive Officer**

The Chief Executive Officer (CEO) of the Trust is ultimately responsible for everyone's health, safety and welfare at work (including the public) and responsible for ensuring that:

- Adequate and effective arrangements for planning, organisation, control and monitoring for safety are implemented in accordance with relevant legislation
- Sufficient financial, labour resources and time are available to meet statutory requirements
- All employees receive adequate instruction, information, training and supervision to achieve the requirements of this policy
- Suitable equipment, procedures and other control measures are to be provided to prevent or reduce risks to health and safety
- Employees are fully aware of this policy and their duties in relation to health and safety
- Employees are consulted and their views considered prior to implementing changes that may affect their health and safety
- All reported health and safety issues are reviewed, and remedial action applied when necessary
- Competent health and safety advice and support is available

The CEO also has Health and Safety responsibilities as an employee.

The CEO of the Trust may delegate Health and Safety responsibility to individual school Headteachers.

## **School Headteachers**

Headteachers will ensure there are effective arrangements, planning, organisation, control and monitoring for safety within their school and that preventative measures are maintained, and legal requirements met. Health and Safety duties as Headteacher include:

- Supporting the CEO in their general duty to ensure the health and safety and welfare of employees and others
- Acting on reports from employees and others on matters of health and safety and reporting back to the CEO
- Ensuring that health and safety is taken fully into account in all dealings with the Trust and using the competent advice available

Headteachers may delegate Health and Safety responsibility to a competent person (or divide responsibilities between competent persons) within their school (for example, School Business Manager, Site Manager, administrators). This responsibility is referred to as the School Health and

Safety Coordinator(s). Each school will be clear that the School Health and Safety Coordinator(s) are responsible for:

- Ensuring compliance with the Trust health and safety policy and relevant regulations
- Identifying employee training needs in respect of health and safety, arranging health and safety training and keeping suitable records
- Ensuring new employees and contractors receive suitable and adequate induction training
- Ensuring suitable health and safety information is provided to employees and contractors
- Ensuring there are adequate first aid provisions in the School
- Ensuring all accidents are logged appropriately to the School accident reporting procedure
- Reporting accidents and dangerous occurrences at work to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Planning, organising and co-ordinating site work to ensure minimum risk to the health and safety of employees or anyone who may be affected by the Trust's activities
- Ensuring that all types of risk assessments are prepared for site and activities
- Ensuring risk assessments, method statements and safe systems of work are issued, adhered to and all registers and records are kept up to date
- Undertaking safety monitoring on site
- Ensuring that equipment procured or hired by the Trust is suitable for the intended task, complies with statutory safety standards and is CE marked
- Ensuring plant and equipment is regularly inspected and maintained
- Co-operating with statutory authorities (ie HSE Inspector)
- Carrying out investigations on dangerous occurrences and serious accidents
- Setting a good example of behaviour with regard to health, hygiene and safety
- Listening to employees and agency staff concerns in relation to health and safety and acting accordingly
- Ensuring risk assessments, method statements and safe systems of work are in place, hazardous substances are stored safely and comply with statutory requirements
- Maintaining a tidy site with safe access and egress
- Ensuring that relevant health and safety matters are taken into account when submitting tenders, including establishing emergency procedures, protection of the public etc
- Ensuring that contractors are competent through a H&S evaluation process and provide the necessary information relating to the management of Health and Safety at Work

Headteachers also have responsibilities as employees.

### **Health and Safety Lead**

The Trust's nominated Health and Safety Lead will:

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- Meet with the CEO, Headteacher or delegated managers as required to review/audit the Trust's health & safety management system
- Ensure the Trust H&S Policy reflects the Trust's operations and organisation and is compliant with current legislation
- Assist the Trust in preparing general risk assessments, method statements and construction phase plans as required
- Identify H&S training requirements as part of the review process and provide H&S training as required
- Provide health and safety advice and support as required
- Assist in accident investigations and preparing accident reports, as required
- Report on the Trust's Health and Safety position at any given time to the CEO or Trustees as required
- Ensure an annual audit is conducted for each school to assess health and safety standards

### **Employees and Contractors**

All employees have a duty to co-operate with the employer under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other related regulations.

Contractors will comply with all aspects of this policy as though they were employees.

All employees and contractors will therefore:

- Comply with the Trust Health and Safety Policy, risk assessments and other documented procedures
- Co-operate with management and follow reasonable instructions in the interests of health and safety
- Use, operate or maintain any equipment as instructed and not misuse it in any way
- Report any accident, dangerous occurrence or health and safety concerns to a manager
- Take all reasonable steps to ensure the safety of themselves and of others
- Avoid improvised arrangements and suggest safe ways of reducing risks, where appropriate
- Observe all warning notices and follow instructions
- Not interfere with or misuse anything provided for them in the interests of health, safety and welfare
- Wear appropriate clothing, footwear and PPE conducive to the work undertaken
- Report immediately any defective equipment and not use it until safe to do so
- Inform their manager if they suffer from any allergy, health problem or are receiving medication likely to affect their work or ability to do manual handling tasks
- Ensure that any guards or covers are in position whilst equipment is in use
- Keep plant, equipment and PPE in good condition and report defects

Any breach of these requirements will be treated as a breach of contract and subject to the necessary investigation, appropriate disciplinary action may be taken. The taking of any reasonable action to safeguard the health, safety and welfare of themselves and others will not result in any form of disciplinary action.

## **The Educational Visits Co-ordinator (EVC)**

The role of co-ordinating visits may be delegated by the Headteacher to another member of staff and where appointed the Educational Visits Co-ordinator will:

- be involved in educational visit management in order to ensure that Off-site Activities and Educational Visits, Regulations and Guidelines are followed
- ensure there are school procedures for visits
- work with group leaders to ensure that the aims of the educational visit are achievable and in line with those of the establishment
- after discussion with the Headteacher, either approve or decline proposals for trips and visits and confirm with relevant staff
- confirm that adequate risk assessments have been carried out
- ensure there are administrative audit trails for trips and visits
- support the Headteacher in the management of and evaluation of educational visits
- confirm the leadership of the group is appropriate, this to include accompanying staff and volunteers
- organize training and induction of visit/activity leaders and assistant leaders
- ensure systems and procedures are reviewed annually

## **Managers within Departments**

Each manager is responsible to his/her line manager for the provision of safe conditions for staff, pupils and visitors and in particular:

- attend to defect reports and recommendations from the Headteacher, staff, Trust Health and Safety Lead, and School Health and Safety Co-ordinator
- conduct regular inspections of his/her area of responsibility and rectify hazards identified from those inspections
- budget for safety equipment for his/her area of responsibility
- instigate and ensure that safety procedures are developed for operations carried out within his/her area of responsibility
- ensure that risk assessments, including manual handling, noise, COSHH, and visual display unit assessments are undertaken and documented, and that appropriate action is carried out
- undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis; (see appendix 12)
- ensure all accidents within the area of responsibility are recorded in line with this policy
- ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place

## **Subject Leaders**

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Each subject leader is responsible for:

- developing procedures for their specialist area with this policy in mind
- updating colleagues within the school in any change in practice
- issuing safety guidance for their curriculum area
- carrying out risk assessments for their specialist areas

## **Teachers**

Teachers are responsible for the immediate safety of the pupils in his/her classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Additionally, each teacher will:

- follow safe working procedures personally
- give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required
- ensure that special working procedures, protective clothing and equipment, etc are provided and used where necessary
- ensure that clear instructions and warnings are given to pupils verbally as often as necessary
- ensure that the classroom and other areas are tidy and good housekeeping procedures are followed
- undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis
- report defects and make recommendations to their line manager where necessary
- ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy

## **Teaching Assistants**

The teaching assistant is immediately responsible to the teacher whilst the class is in session; otherwise his/her line manager as designated at the start of employment.

With respect to health and safety, teaching assistants will:

- follow safe working procedures personally
- be familiar with the general and particular safety rules that apply to his/her area of work
- ensure that the classroom and other areas are tidy and good housekeeping procedures are followed
- undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis
- report defects to his/her line manager
- ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy



## **First Aid Co-ordinator**

The First Aid Co-ordinator, when on duty, is responsible for supporting health and welfare issues within the school and in particular:

- to be responsible for attending to and monitoring student or visitor illness/injury and to refer pupils to their own doctor or hospital as appropriate
- to maintain the school medical room and equipment
- to monitor student health records prior to entry and to report/advise the Headteacher or delegate of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy)
- to assist in the monitoring of first aid equipment and boxes on school site
- to assist in the development and health promotion activities at the School
- ensure adequate numbers of staff are trained in first aid procedures and to co-ordinate the work of the First Aiders
- to ensure the necessary records are maintained relating to accidents associated with the work of the School

## **The Site Manager/Caretaker**

The Site Manager/caretaker is responsible for:

- ensuring reports on health and safety matters with respect to the school buildings and grounds are prepared
- ensuring safety procedures are developed and adhered to for operations carried out within the school by his/her staff and by outside contractors under his/her control
- keeping records of hazards identified on site by staff and the remedial action taken and when
- assuming the duties of Contracts Manager as required
- the provision and maintenance of all 'fire' equipment and for the preparation and review of Fire Risk Assessments
- ensuring all accidents within the area of responsibility are recorded in line with the school policy
- ensuring that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken
- ensuring that premises safety inspections are undertaken e.g. weekly, bi-termly, and keep records of any faults identified (if appropriate)
- attending to defect reports and recommendations from the Headteacher, staff, and School Health and Safety Co-ordinator
- ensuring that all portable electrical equipment is tested on an annual basis
- ensuring all accidents within the area of responsibility are recorded in line with the school policy
- ensuring equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.

## **Members of Staff Generally**

Each member of staff is responsible for his or her personal safety and that of other persons in the school by the proper observation of school rules and procedures (e.g. by ensuring visitors report to the Reception Area on arrival at the School).

Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8 viz.:

*'It shall be the duty of every employee while at work*

- a) to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and,*
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'*

*'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions,'*

Failure to adhere to the Trust's Health and Safety policy shall constitute a disciplinary offence as it places health, safety and well-being of colleagues, pupils and visitors at risk.

## **Trade Union Safety Representatives**

In accordance with the Safety Representatives and Safety Committee Regulations the TU safety representatives will, where appointed:

- represent the employees in consultation with the employer and with his/her representative
- investigate potential hazards and dangerous occurrences at the workplace and examine the causes of accidents at the workplace
- investigate complaints by any employee he/she represents relating to health and safety and welfare at work
- represent employees in consultations with inspectors of the Health and Safety Executive and of any other enforcing authority;
- receive information from Enforcement Inspectors
- attend meetings of safety committees to which he/she is elected
- inspect the workplace if they have given the employer or his/her representative reasonable notice in writing of their intention to do so and have not inspected it in the previous three months. He/she may carry out additional inspections where there are substantial changes in work conditions.

## **Pupils**

Pupils also play a part in overall Health and Safety and are expected to:

- Follow school rules and policies
- Use equipment only in accordance with instruction and their training
- Refrain from using anything which may harm any other persons or themselves, including not using equipment on which they have not been trained
- Report any issues to the person leading the activity in which they are participating (secondary students) or tell an adult if they see anything they think looks dangerous (primary pupils)

#### **4. Information and training for employees**

All new employees will be signposted to this policy and other Trust health and safety documentation.

Employees will also receive information when:

- There are changes to work procedures or working patterns
- New machinery, tools and equipment are being procured
- There are changes as a result of new or revised legislation

All new employees should be given induction training in the following:

- Fire and emergency evacuation procedures on the site
- Arrangements for First Aid
- Procedures for reporting hazards, accidents, dangerous occurrences, incidents of violence, occupational ill-health and problems in safety arrangements

The person responsible for giving inductions will be delegated by the School Headteacher (for School based staff) or the Health and Safety Lead (for non-school based Trust staff).

The School Health and Safety Co-ordinator or HR Manager will be responsible for retaining the induction records of school staff. Tenax's central staff records will be kept by the Health and Safety Lead.

All employees should be trained in safe working practices and procedures prior to being allocated any new role.

Employees will be encouraged to bring to the attention of management any training courses or training needs which they think might be appropriate.

The School Health and Safety Co-ordinator will carry out a formal review of training needs annually in consultation with the management team and employees.

Refresher training will be provided when a) required legally or b) when recommended by the respective training provider (ie as recommended on the certificate) or c) following a health and safety training review.

All employees will be trained and updated in health and safety and the specific hazards of their work on a regular basis. Special training will be given for specialist roles/tasks e.g. first aid/swimming pool maintenance.

Records of training will be filed in Personnel Files in the Office by the School Health & Safety Co-ordinator.

## **5. Managing Contractors**

The Trust uses the services of Contractors. Under the Construction (Design and Management) Regulations 2015 (CDM Regulations) the Trust is responsible for ensuring that the work undertaken by the Subcontractor is carried out safely and without risk to employees or others affected by the Subcontractor's activities.

The Trust will ensure that contractors are competent before any work is started. To achieve this, the subcontractor checklist has been designed (appendix 1), and some or all of the following information will be requested from the Subcontractor depending on the size of the Subcontractor and the size/nature of the work.

- Health & Safety Policy
- Copies of risk assessments, method statements and any documented safe systems of work
- Copies of Insurance Policies
- Details of competence of key employees (i.e. qualifications, experience, training)
- Details of membership of professional or trade bodies

The information will be obtained and reviewed by the Contracts / Site Managers.

All contractors are required to co-operate with, and to follow, any reasonable instructions given by the Trust in the interests of health and safety.

The Contracts Manager and/or Site Manager will bring to the attention of the contractor any specific hazards, specific requirements for safe working and site rules or provide any specific health and safety guidance, training or information.

### **Staff Liaising with contractors**

Staff liaising with contractors carrying out work at the school should bear in mind that they have a responsibility to take appropriate action if they observe the contractor or his employees using any working practice or item of equipment which the member of staff considers to be dangerous or

potentially dangerous. Such action could include reporting the matter to the Health & Safety Co-ordinator/Site Manager for him/her to rectify, or the Headteacher.

Staff must ensure that a contractor arriving at site report to Reception and a nominated person ensures that the contractors are informed of any hazards on the school site e.g. asbestos. Approval must also be gained by the contractor to start work. Only those staff nominated by the Headteacher to liaise with the contractors must undertake this activity (usually the School Business Manager/Bursar or Premises Coordinator/Site Manager, who will be referred to for this particular delegated responsibility as the Contracts Manager for the duration of the contractors work with the School.

## **6. Monitoring and Review of Health & Safety Policy**

The Trustees will review the Policy annually to ensure that all parts of the Policy are still valid. Advice will be obtained from the Health and Safety Lead to ensure that the Policy remains compliant with legislation. Any updates or amendments will be brought to the attention of the employees, and information, instruction and training provided where necessary.

## **7. Auditing**

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed a health and safety audit will be completed annually. The action points identified through the audit should form part of the school development plan.

## **8. Inspection and Monitoring – Premises**

The School Health & Safety Coordinator will delegate a schedule of inspections (usually to a member of site staff) as described below in order to identify and resolve any unsafe conditions or working practices.

Daily

Fire inspection – appendix 2

Play equipment – appendix 3

Site Inspections:

Weekly

Monthly

Quarterly

6 Monthly

Annually

The inspection reports will be filed in the Health & Safety File on site.

## **9. Risk Assessments**

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It is the policy of the Trust to comply with the statutory requirement for risk assessment as required by the Management of Health & Safety at Work Regulations.

All members of staff with responsibility for an activity or premises area are responsible for ensuring that risks are identified, and appropriate assessments and control measures are made. In order to do so, members of staff must be competent to carry out appropriate risk assessments. The Headteacher is responsible for ensuring that all staff who complete risk assessments are suitably qualified and competent, although this task may be delegated to the School Health & Safety Coordinator who must then report progress, issues and concerns to the Headteacher.

The Trust has an agreed risk assessment pro forma (see Appendix 4) which should be used by all staff. Completed risk assessments must be sent to the School Health and Safety Coordinator and retained, and should be accessible to all relevant staff.

The government advises that written risk assessments are not required for every activity delivered within the curriculum within standard school hours. Staff should assume they only need to write down a risk assessment in exceptional circumstances, for example when something out of the ordinary is planned in what would otherwise be a standard lesson.

The government advises that some activities, especially those happening away from the School, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out.

Academies will carry out suitable risk assessments for the premises and activities carried out by the school and significant risks will be identified, documented and risks reduced to the lowest level, so far as is reasonably practicable.

The risk assessment documentation will include a detailed explanation of the risk evaluation criteria used for establishing high, medium or low risk, and the difference between hazard and risk.

Risk assessments will be reviewed:

- at an agreed review date, normally annually
- when there are any changes to equipment or procedures
- when there are changes as a result of new or revised legislation
- following any accident or incident

Copies of the risk assessments will be held in the health & safety file in hard copy in the school site, and on the server.

Appendix 5 provides a comprehensive list of required Risk Assessments. Appendix 4 provides pro formas for all required risk assessments.

## **10. Safe Systems of Work / Method Statements**

All employees, pupils and visitors should be trained/supervised/informed/briefed about the safe systems of work required on projects/curriculum work.

Site specific method statements will be prepared by the Site Managers/contractors for all significantly hazardous activities such as work at height, excavations, minor demolition etc. The Trust will generally not prepare method statements for routine work.

Teachers will prepare method statements as part of lesson planning for hazardous activities within the curriculum, such as use of potentially dangerous tools in technology. This will include adequate training to ensure pupils are aware of the dangers and have adequate training to safely operate the equipment.

Method statements will include, as a minimum, the following information:

description of work; sequence of operations; supervisors; plant and equipment used; PPE required; First Aid requirements; emergency procedures; safety of third parties and waste disposal.

The Trust will request and review method statements from contractors before they commence work on site.

Site Managers will be responsible for ensuring that operatives read and comply with the method statements.

## **11. First Aid**

It is the policy of the Trust to comply with the Health & Safety (First Aid) Regulations. Each School should have an up-to-date First Aid policy, which should be adhered to by all staff, pupils, visitors and contractors.

Selected staff will be trained in First Aid at Work or Emergency First Aid at Work.

All first aiders will receive refresher training at least once every 3 years.

Suitable first aid kit(s) will be situated where appropriate (as designated by the School First Aid Coordinator).

Employees will be informed about first aid arrangements during induction.

The School First Aid Coordinator will be responsible for regularly checking and restocking the first aid kits on site.

The named first aiders for the school should be published in school.

Parents will be expected to inform the school if their child has an allergy and a list of any such children will be kept and displayed.

Each school should have a clear policy and procedure for the management of pupil first aid. In the event of an accident, if the parents (and their nominated contacts) are unavailable, it may be considered wise to send a pupil to hospital. In these cases the pupil will be accompanied by a member of staff.

## **12. Accident/Incident Procedures and Investigation**

In the event of an accident the following procedure must be followed:

- render any equipment inoperative.
- summon assistance.
- if the injury is of a minor nature ensure follow-up treatment is carried out by reporting to the qualified First Aider.
- if the injury is of a major nature then an ambulance should be summoned immediately without undue delay attempting to contact parents or guardians.
- if the injured is mobile then he/she should be taken for emergency treatment to the Hospital. The Headteacher is responsible for arranging for a member of staff to transport the student/staff to hospital.

The member of staff taking the injured person should:

- stay with the injured person and return with them; or
- stay with the injured person until the parent/guardian arrives at the hospital and return to school.

All staff will be informed about the requirement to report accidents and incidents (near misses) on site during induction.

Accidents/incidents (near misses) should be recorded and reported to the School Health and Safety Co-ordinator.

The School Health and Safety Co-ordinator will ensure that all accidents/reports are filed securely in the accident record file in the office.

The Trust views accident investigation as a valuable tool in the prevention of future accidents/incidents. In the event of an accident resulting in any injury other than a minor injury, or a significant incident which may otherwise could have resulted in a serious injury, the accident will be investigated by the School Health and Safety Co-ordinator and/or Health and Safety Lead with the following information:

- The circumstances of the accident/incident including photographs and diagrams whenever possible
- The nature and severity of the injury sustained, where applicable
- The identity of any eyewitnesses



- The time and location of the incident
- The date of the report

All eyewitness accounts will be collected as near to the time of the accident/incident as reasonably practicable. Any person required to give an official statement has the right to have a lawyer or other representative present.

The completed report will then be analysed by the School Health and Safety Co-ordinator to discover the underlying or root causes and what action should be taken to prevent a recurrence.

A follow up report will be completed after a reasonable time examining the effectiveness of any new measures adopted.

Tenax guidance for reporting accidents must be followed (Appendix 10)

### **13. Critical Incidents**

A critical incident management team has been set up to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious accident. A separate Critical Incident Plan guidance and template has been developed by the Trust (Appendix 11).

### **14. General Emergency Procedures**

#### **Emergency Services**

The summoning of emergency services is usually via the office administrator and the Headteacher. In the event of a major disaster the Critical Incident Management Team must be alerted.

#### **Fire Procedures**

Each School should have its own written fire procedures, as well as an updated fire risk assessment and defined fire related site checks.

The Headteacher will organise practice fire evacuations as appropriate, but at least three times per year, monitor for effectiveness and records will be kept within the fire log book. The fire alarm will be tested weekly.

The extinguishers will be serviced and maintained as part of an annual contract. This contract will be monitored via the premises inspection. Any faults must be reported to the Headteacher for immediate remedial action. Emergency evacuation notices are displayed in all classrooms. The Headteacher will ensure that these notices are displayed in a prominent position as part of the premises inspection.

Any pupil with special needs must be given special consideration by their class teacher as to whether or not a Personal Emergency Evacuation Plan (PEEP) is required. This will need to be devised with the Headteacher, if the class teacher or SENCO identify a particular problem.

A fire risk assessment must be completed for each school premises and will be reviewed on an annual regular basis or when any changes occur.

### **Bomb Incident Management**

Unlike fire evacuations it is difficult to define clear, mandatory guidelines that must be followed. Some decisions must be made at the time in question depending upon the actual circumstances. Therefore the Critical Incident Management Team will liaise with Police and the Fire and Rescue Service and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, pupils, visitors, etc by an appropriate means.

Any member of staff who receives information regarding a bomb on-site must immediately inform the Headteacher or a member of senior management in their absence.

## **15. Health Issues**

### **Smoking**

Tenax Schools Trust schools/premises are no smoking sites. The same applies to vaping (the use of electronic cigarettes).

### **Alcohol and Drug Misuse**

Staff attending work while under the influence of alcohol or drugs create an unprofessional image of the Trust and increases the risk of accidents both to themselves, to colleagues and to pupils. To minimise the probability of accidents from alcohol or drug misuse, staff whose judgment is impaired will be excluded from work and may be subject to disciplinary procedures.

If you are feeling depressed or anxious about either your work or social situation, the use of alcohol or drugs will not provide a long-term solution. Staff do have access to counselling and should seek advice from a member of their school Senior Leadership Team.

Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when taking any medication, please inform your line manager so that additional arrangements may be made to safeguard you, and others while at work.

### **Staff Wellbeing**

Stress is defined by the Health and Safety Executive as “the adverse reaction people have to excessive pressures or other types of demands placed on them.” This distinguishes stress from the pressures or challenges that provide the motivation for everyday living. Being under pressure can often improve performance but when demands and pressures become excessive, they can lead to stress.

People respond to pressure in different and individual ways. Much will depend on an employee’s personality, experience, motivation and the support available from managers, colleagues, family and friends. Difficulties faced outside of work can also have an impact on someone’s ability to cope or function well at work.

If stress is intense and sustained it can lead to mental and physical ill-health and contributes to employee ill-health and sickness absence. It is important that all staff are aware of the factors that can give rise to stress (stressors) so that where possible their causes can be foreseen and appropriately managed before damage/harm is done. The Headteacher will liaise with staff in identifying the individual stressors and, where practicable, steps will be taken to minimise/eliminate these stressors.

Please speak with a member of the school Senior Leadership Team and also refer to the Guide to Wellbeing for Staff and Managers, and the Trust’s Flexible Working Policy. (appendix 6 ). Workloads and stressors will be monitored on an on-going basis as part of 1:1 reviews.

### **Expectant Mothers**

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and will return to work while they are still breast feeding. Some hazards in the workplace may affect the health and safety of new and expectant mothers and of their children. The policy sets out some of the main known risks to new and expectant mothers and gives advice on what needs to be done to comply with the law.

#### **Procedure**

- Staff (full and part-time) are required to inform their Line Manager and the Personnel Officer as soon as possible and in writing when pregnancy has been confirmed.
- Pregnant women and those living in the same household as a pregnant woman should seek medical advice on specific risks that may apply to the pregnancy and notify the Headteacher as soon as possible
- The Line Manager or delegate will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the Risk Assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alter in any way.
- Staff should advise the Line Manager or delegate of any specific risks identified by their medical professional as soon as possible so that these can be included in the assessment
- The Health and Safety Lead is available to give advice at any stage of the process, but

the general principles of common risk assessment will apply.

- Where specific or individual risks apply, the Trust may seek further advice from its Occupational Health Provider.

## **16. Specific Hazards**

Tenax Schools Trust School's are not generally considered as dangerous places to work in, but they can still create risk of injury or to health. The hazards relevant to schools within the Trust are detailed below along with the safety procedures put in place to manage the risk.

### **Asbestos**

It is the policy of the Trust to ensure that, as far as is reasonably practicable, no persons are exposed to risks to their health due to the exposure of any ACM that may be present within the premises. This includes pupils, teachers, staff, parents, visitors, contractors and others who are reasonably expected to be present on the premises. The school's Asbestos Policy conforms with the Health and Safety at Work etc Act 1974, the Asbestos (Licensing) Regulations 1983 and the Control of Asbestos at Work Regulations 2006. The policy and procedures will apply to all buildings and all individuals therein, without exception. The policy will ensure a commitment to comply with all relevant asbestos legislation, Approved Codes of Practice, Health and Safety Guidance Notes, and to commit to the safe disposal of any asbestos waste in accordance with the appropriate legislation.

Each school must have an external asbestos survey completed for the premises and staff will be informed of the locality of any asbestos containing materials (ACM) within the school and should record that this has been undertaken.

The Trust recognises and accepts its responsibilities to ensure the effective and safe management of ACM within its premises in accordance with current Health and Safety (H&S) legislation.

Schools will make use of information gathered from the asbestos survey that identifies the location, type and condition of ACM within the premises. Such information will be recorded on a register and will be relayed to employees, contractors and occupiers as necessary to ensure the Health, Safety and Welfare of all persons who may be affected by work that may present a risk of asbestos fibre release.

Only persons who have received adequate information, instruction and training will be authorised to carry out sampling, encapsulation and removal work involving ACM.

Where the presence of ACM is found or strongly suspected, a hierarchy of control measures will be followed;

- Any asbestos products that are undamaged (as determined by a suitably qualified person on an individual basis), such as roofing sheets, guttering and flue pipes, which do not constitute a hazard, may remain in place but their condition must be monitored on a regular basis by the person(s) nominated as responsible for the building.
- If the material is slightly damaged, but otherwise in a sound condition (as determined by a suitably qualified person on an individual basis) or located in such a position that it may present a future risk to health if it is left untreated, it may be repaired and/or sealed by an approved method and periodically re-inspected to ensure its condition has not deteriorated. All work carried out must be recorded in the register.

- If the material is in such a condition that it presents a risk to health, or may be disturbed by maintenance work, it should be removed by an approved method. All work involving such materials will be subject to a Permit to Work system to ensure all necessary precautions are taken and qualified persons carry out the work.

## **Legionella**

Man-made water systems can be a potential source for legionella bacteria growth. Legionellosis is the collective name given to the pneumonia-like illness caused by legionella bacteria. This includes the most serious Legionnaire's disease, as well as the similar but less serious conditions of Pontiac fever and Lochgoilhead fever.

It is Tenax policy that each school should determine whether to arrange for external testing or to train appropriate school staff. The School Health and Safety Coordinator is responsible for ensuring that:

- arrangements are in place for checking the safety of water in the School;
- any control measures identified in surveys are put in place;
- regular inspections in line with HSE recommendations are carried out;
- appropriate remedial work is carried out to prevent contamination, and prevent stagnant water gathering in dead legs of pipework etc;
- staff are kept informed of any incidence of legionella bacteria; and
- an inspection record is kept on the management system.

The risk of contracting Legionellosis from our water system is low, but a managed approach to the condition and use of water systems is vital to manage risk, raise awareness of standards and ensure compliance with specific statutory requirements. Therefore a Legionella risk assessment of water systems must be conducted, and reviewed on a bi-annual basis, or where there has been a physical change to the water distribution system, along with the regular monitoring undertaken by the Site Manager or delegate (see appendix 7 for Site Checks).

## **Display Screen Equipment (DSE)**

The legal requirement placed on the Trust is to provide a safe and healthy working environment for employees and is instigated by trustees, teachers and staff, including particular measures to protect their health and safety when they are working with Display Screen Equipment (DSE) as laid out by the requirements under the Health and Safety (Display Screen Equipment) Regulations 1992 as Amended.

The Trust will fulfil its obligation through:

- The provision of suitable work equipment.
- The provision of information and awareness training for Workstation Operators, through a computer based assessment package and other DSE Assessment documentation.
- The staff self assessment of workstations and the task(s) being undertaken using DSE Assessment documentation.

- The School Health and Safety Co-ordinator who will review the DSE self assessment undertaken by each Workstation Operator.
- Arrangements will be put in place to ensure Workstation Operators take regular breaks from DSE activities, this is suggested to be 5-10 minutes for every hour of concentrated DSE work.
- The provision of eye and eyesight tests for users, and the provision of spectacles where these are required specifically for DSE work.
- The proof of 'user' is the responsibility of the School, once an issue has been raised.

All staff that use PCs should complete the Workstation self assessment Checklist to be returned to the School Health and Safety Co-ordinator.

DSE 'users' are entitled, if they wish, to an eyesight test, particularly if they are experiencing visual difficulties associated with the use of DSE, and if they request it. The optician's fee for the eyesight test will be reimbursed by the School. The standard letter must be completed by the employee prior to the eye test, and taken to the optician. The employee must return the completed form to the School Health and Safety Co-ordinator after the test.

If the optician confirms that a user requires new visual correction specifically for work with DSE, the school will pay a contribution towards the cost. It should be noted that some users who already wear glasses may or may not need special glasses for display screen work.

### **Electrical Equipment**

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

Tenax guidance on Portable Appliances testing should be conducted on all electrical equipment (Appendix 12)

The Headteacher should be aware of and approve the use of any item being brought into schools by a member of staff, volunteer or a pupil. The Headteacher must be aware of and approve the arrangements for temporary electrical extensions required, for example drama productions, Christmas decorations.

### **Machinery and Equipment**

An inventory of all equipment should be kept by the Site Manager. The hand tools available are to be used under strict guidance and close supervision of teacher or teaching assistant, when used by pupils. Such equipment – even simple items such as scissors – must be put away before a wet playtime where there is a chance that an accident might occur due to a lower level of supervision.

### **Moving and Handling**

The Trust intends to reduce the risk of manual handling injuries and to provide guidance on the measures that should be taken to ensure manual handling tasks are carried out safely.

This policy will apply to all work activities involving manual handling across the Trust. Individual classes or activities may need to supplement this policy with specific guidance relating to their areas of service provision, particularly those who are involved in known high risk activities such as the manual handling of people or machinery.

The Trust recognises its responsibility both to provide access for pupils and to ensure the health, safety and welfare of its employees as so far as is reasonably practicable, when having to: lift, support a load (carrying), pushing, pulling, setting down as well as turning, twisting and reaching.

No identified Manual Handling tasks should be undertaken without appropriate training, information, and, where needed supervision. If there are any issues with a Manual Handling task, clarification must be sought prior to the task being attempted.

- Avoid any hazardous manual handling as far as is reasonably practicable.
- Assess fully all potentially hazardous manual handling where it has been impossible to eliminate it.
- Reduce any risks that are identified to the lowest level.
- Review all the handling procedures and risk assessments annually, quarterly with the H&S advisor, or sooner if a significant change occurs.
- Provide such information, instruction, training and supervision as is necessary to ensure the health, safety and welfare at work of all employees.
- Ensure full access to the school for pupils with disabilities.

Any children with mobility issues must have an assessment carried out to identify the following:

- How best they can move around the School.
- If manual handling is required the number of times this will be carried out, daily, and by which staff, and the number of staff required.
- The manual handling equipment required.
- Arrange training for staff required to move pupils around the school with manual handling aids.

Training in 'Safe Handling' will be offered to relevant staff.

Manual Handling tasks identified are risk assessed by either the School Health and Safety Co-ordinator, the Site Manager, Teacher, or other member of staff. Risk assessments are to be reviewed annually.

Appropriate resources/equipment are provided for moving and handling. Responsibility for maintaining an inventory of all moving and handling equipment to include maintenance and inspection records, is with the School Health and Safety Co-ordinator.

## **17. Housekeeping**

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The Site Manager will undertake an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc. The Site Manager will report all hazards, obstructions, defects or maintenance requirements to the School Health and Safety Co-ordinators. It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these should be dealt with immediately.

The school will be cleaned as per the cleaning schedule and will be monitored by the Headteacher. All waste will be disposed of according to appropriate health and safety guidelines.

## **18. Violence at Work**

All staff must report to their line manager/Headteacher any incident of aggression or violence (or near misses) directed to themselves from any source. All incidents of violence should be reported appropriately.

## **19. Off-site Visits**

The Trust has a separate policy and procedures on Off-site visits. Staff must ensure that prior to planning or accompanying an off-site visit, that they are aware of the school and Trust's Policy on Off-site Visits.

## **20. Work Experience Placements**

The Trust works in partnership to provide work placements. Any proposed placement should be discussed with the relevant member of school staff as delegated by the Headteacher.

As the placement provider, risk assessments should be undertaken as soon as the placement details have been agreed in conjunction with the secondary school or college and **before** the student takes up the work placement.

Providers should be informed in advance about any individual pupils who may be at greater risk, for example because of any specific medical needs/behavioral needs or learning difficulties.



Teaching staff must be aware of the risk assessment in order to ensure the safety of the work experience student whilst in the care of the School.

## **21. Hazardous Substances**

The school will keep an inventory of all hazardous substances on site and this will be kept up to date by the Site Manager. Inspections will take place to:

- Identify all substances used;
- Assess the level of risk to health;
- Eliminate the use of substances or substitute a safer alternative;
- Introduce and monitor control measures to prevent risk.

## **22. Noise at Work**

All members of staff need to be aware of “nuisance noise” and respect the needs of others in the School. Common sense and courtesy by all members of staff, pupils and visitors to the school will prevent problems arising.

Any member of staff, or visitor detecting a potential problem will report immediately to Site Manager.

## **23. Lettings**

If the school is let, the Headteacher must be satisfied that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement should be completed and copies kept. Each School should have their own written Lettings Agreement, which should be reviewed annually.

## **24. Administration of Medicines**

The school has a separate policy on the local arrangements for the administration of medicines and staff should make themselves familiar with the content of that document.

As a summary, **the Lead First Aider will oversee the administration of** medicines and keep a record that they have been given. Pupils should not attend school/college if they are unwell and if at all possible, pupils should receive their medication at home.

For all medicines to be administered parents should complete a consent form. Each time there is a variation in the pattern of dosage a new form should be completed. A new form should be completed for each medicine to be administered.

The smallest practicable dose should be brought into school in individual original containers, which should be clearly labelled with the pupil’s name and dosage instructions. It is recommended that a primary school pupil should never carry medicine to and from school and medicines should be handed to the office administrator by the parent on arrival at school.

## **Complex Health Needs**

The school has a separate policy on the local arrangements for supporting children and young people with complex health needs and staff should make themselves familiar with the content of that document.

Complex health needs may include the following:

- Restricted mobility;
- Difficulty in breathing;
- Problems with eating or drinking;
- Continence problems;
- Medical conditions e.g. diabetes, epilepsy;
- Susceptibility to infection.