



HEALTH & SAFETY POLICY

Reviewed and Adopted by VALT Board

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Responsible Officer: Estate Manager

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1. Health and Safety Policy Statement

- 1.1** This Health and Safety policy statement is consistent with the Vision Academies Learning Trust commitment to providing and maintaining a comfortable, stimulating and safe educational environment.
- 1.2** We will manage our activities on and off site so as to protect the health and safety of our staff and students whilst showing due regard for the health of others and respect for the environment.
- 1.3** We will endeavour to protect the health and safety of all visitors and contractors on site extending to them the provisions for health and safety which we share.
- 1.4** We will comply with the principles and guidelines relating to health and safety issues circulated to us by statutory bodies including those received from an external H&S advisor.
- 1.5** All Vision Academies Learning Trust employees will be made aware of our commitment and have access to all received literature relating to Health and Safety issues. Relevant information will be highlighted and made available to staff, students and parents in a readily understandable form.
- 1.6** Each Academy Health and Safety Committee, the H&S advisor and Vision Academies Learning Trust will meet on a regular basis to monitor school health and safety issues.
- 1.7** Training and guidance will be given to staff and students in matters of health and safety to ensure effective implementation of the policy. All new or temporary members of staff, including maintenance and building contractors will receive an induction and information appropriate to carrying out their role safely.
- 1.8** Achievement of a healthy and safe working environment will be a key measure of our performance both collectively and individually.

2. Legislation

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

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings.
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees.
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept.
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test.

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- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff.
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height.

The school follows national guidance published by Public Health England when responding to infection control issues.

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

3. Organisation

3.1 Board of Directors

The Board of Directors are responsible for approving and monitoring the whole H&S Policy.

Delegating the following duties to the Local Governing Bodies:-

- Review individual Department & Whole School Procedure for maintaining equipment:- inc Premises. ICT. Science. DT. PE. Admin. (2:1 vi)
- Agree level of record keeping for maintenance issues. (2:1 iv & v)
- Review current management of clear access / exit routes. (2:1 vii)
- Follow up on annual check of boilers — normally undertaken during summer. Discuss future options & check condition of Boiler Houses. (2:1 viii)
- Review the displaying of Safety Rules. (2:1 x)
- Review how we ensure "Safe Working Practices" are adopted by everyone. (2:1 xi)

3.2 The Health and Safety Committee

The Trust Health & Safety Committee is responsible to the Board of Directors for:

- Monitoring the organisation of health and safety at each academy.
- Ensuring that health and safety standards at each academy are of a practicable high standard.
- Monitoring the effectiveness of each academy's health and safety standards.
- Ensuring that the policies are fully implemented and the procedures are followed.
- Reviewing the health and safety training needs of each academy.

3.3 The Head Teachers

The Board of Directors recognise that the Health and Safety at Work Act 1974 places duties on all managers to ensure that the work of all employees under their control is carried out as safely as is reasonably practicable. In order to achieve this objective, the Head Teachers, following consultation and agreement with the Board of Directors, has responsibility for the organisation of health and safety in each academy which includes the following:

- Setting the health and safety standards within the academy in consultation with the Board of Directors, academy H&S Committee and External H&S advisor.
- Monitoring the implementation of the Trust and school health and safety standards.
- Ensuring that all health and safety policies and procedures are fully implemented by all staff.
- Reporting to the Board of Directors on the progress being made towards achieving the health and safety standards which have been set and the implementation of policies and procedures in the academy.
- An awareness of the risks identified by the risk assessments carried out and the measures necessary to reduce or remove such risks.
- Ensuring that members of staff receive all information, instructions and guidance relating to health and safety.
- Ensuring that members of academy staff are trained, retrained and supervised in order for them to take reasonable care for their own health and safety and for the health and safety of other employees, pupils and other persons.
- Providing training for all staff within the academy on the implications of new health and safety legislation.
- Nominating, as and when appropriate, members of staff to be responsible for specific aspects of health and safety and ensuring that all staff are made aware of any such delegation.
- Providing sufficient risk assessors of suitable knowledge and experience.
- Providing a local mechanism for carrying out risk assessment on any new, or modified work, before the work commences.
- Providing a local mechanism managed by each curriculum area for reviewing all assessments at periodic intervals (maximum period 12 months).
- Ensuring that procedures for reporting accidents, dangerous occurrences, near misses and potential hazards are followed and an investigation takes place on all accidents with a view to introducing preventative action.
- Ensuring that adequate arrangements exist for safety procedures in the case of fire, that all staff and pupils are aware of such arrangements and that regular fire drills are carried out.
- Ensuring that adequate arrangements exist for carrying out of first aid and for transporting injured staff and pupils to hospital and that all are aware of such arrangements.
- Ensuring that only appropriately trained and qualified staff supervise the use of potentially hazardous equipment or machinery, chemicals and substances.

- Ensuring that contractors employed within the school site do not endanger the health and safety of staff, pupils or members of the general public who may be present on the school site by their work activities.

It is recognised that the duties outlined in paragraphs in 3.3 above, can be delegated to Senior Staff including the Estate Manager and Finance Director. The overall responsibility for ensuring these duties are carried out belongs to the Head Teacher.

3.4 Finance Director

The Finance Director is responsible for:

- Ensuring suitable external contracts and service level agreements for the scheduled servicing and maintenance of facilities, structures, grounds and fire safety management are in place.
- Undertaking training and periodic retraining, in order to take reasonable care for their own health and safety and the health and safety of other members of staff, pupils and other persons.
- In consultation with the Estate Director, provide the resources required to address and rectify any issue which may affect the health and safety of the academy and all personnel therein.
- Ensure that all new staff, regardless of department, receive a full and comprehensive induction prior to, or as early into their employment as possible.

3.5 The Estate Director — in their role as Trust Health & Safety Coordinator — is responsible for:

- Ensuring that the premises health and safety standards which have been set by the Board of Directors and Head Teachers are being met throughout the schools.
- Monitoring all health and safety policies pertaining to the Trust, reporting to the Board of Directors & Head Teachers on the implementation of the policies and reporting any problems and difficulties which have been found.
- Reporting on the progress being made towards achieving the health and safety standards of the Trust and the implementation of Trust health & safety policies and procedures.
- Organising and coordinating the health and safety training and re-training of all premises staff and ensuring that the training provided is appropriate to the needs of the Trust and members of staff in consultation with the Head Teachers and Finance Director.
- Ensuring that procedures for the investigation and reporting of accidents, dangerous occurrences, near misses and potential hazards are followed.

3.6 The Facilities & Estate Manager is responsible for:

- In consultation with the Head Teacher, setting the health and safety standards for their area of responsibility.
- Undertake training and periodic retraining, in order to take reasonable care for their own health and safety and the health and safety of other members of staff, pupils and other persons.
- Carrying out risk assessments in their area of responsibility and review these risk assessments at least annually or if there is a significant change to the building, procedure or staff.
- Reporting on the progress being made towards achieving the health and safety standards of the academy and the implementation of policies and procedures by colleagues and departments.
- Ensuring that all members of staff receive information, instruction and guidance relating to health and safety.
- Ensuring that any equipment or machinery under their control known to need repair is not used until the necessary repairs have been carried out.
- Ensuring that first aid policies and procedures are implemented in the school and that the school has appropriate first aid cover at all times.
- The security, lighting and heating of the premises and ensuring that the premises are open for use as and when required.
- The cleanliness and hygiene of the school premises.

3.7 Heads of Department

It is the policy of Vision Academies Learning Trust, that employer's duties are in part delegated to managers who are responsible for work activities under their direct control. In order to achieve this objective, the responsibility of staff with management responsibilities includes the following:

- In consultation with the Head Teacher and the Trust Site Manager, setting the health and safety standards for their area of responsibility.
- Ensuring that all health and safety departmental policies of Vision Academies Learning Trust are fully implemented and the procedures are followed by all staff (including all new colleagues and staff who are allocated new duties within the department).
- Ensuring that all members of staff receive the health and safety induction, instructions and guidance relating to their work.
- Ensuring that all academy staff acting under their directions are aware of the health and safety precautions to be taken when undertaking potentially hazardous procedures.
- Ensuring that any curriculum or other activities under their control include instructions on the correct and safe methods of carrying out potentially hazardous procedures.
- Ensuring that all members of academy staff in their area of responsibility are trained, periodically re-trained and supervised in order for them to take reasonable care of their own health and safety and the health and safety of other members of staff, pupils and other persons.

- In consultation with the Head Teacher and the Facilities & Estates Manager, ensuring that sufficient risk assessments and training on the implications of risk assessment is provided for all staff.
- Ensuring that all risk assessments are carried out on new and modified work before the work commences.
- Ensuring that all risk assessments are reviewed at least annually, or if there are major changes.
- Ensuring that curriculum or other activities under their control do not involve staff and pupils in procedures likely to cause accidents.
- Ensuring that reporting procedures for accidents, dangerous occurrences and near misses are followed and that all accidents, dangerous occurrences, potential hazards to safety and near misses are reported to the Head Teacher and/or the Facilities & Estates Manager.
- Ensuring that any equipment or machinery under their control known to need repair is not used until the necessary repairs have been carried out.
- Ensuring that first aid procedures are implemented in the area of responsibility and first aid cover is maintained at all times.

3.8 Teaching and Support staff

The Health and Safety at Work Act 1974 places duties on all staff to ensure the health and safety of themselves and others affected by their work activities. In order to achieve this objective at Vision Academies Learning Trust, all members of staff are responsible for:

- Participating in setting the health and safety standards for their work in consultation with the Head Teacher or Head of Department and the Trust Site Manager.
- Complying with all health and safety policies, instructions and procedures for their work.
- Fully implementing and following all health and safety policies, instructions and procedures which have been issued to them by the Head Teacher, Head of Department, Supervisor or the Estate Director / Facilities & Estates Manager.
- Observing all health and safety rules relating to the use of specific machinery.
- Ensuring that any faulty equipment or machinery under their control is not used until the necessary repairs have been carried out.
- Participating in training in order for them to take reasonable care for their own health and safety and the health and safety of other members of staff, pupils and other persons on site.
- Ensuring risk assessments are carried out on activities, all employees are made aware of the findings following the recommendations of the assessment.
- Ensuring that where an employee is aware of a risk assessment or a procedure which is not correct or presents a more significant hazard than that stated in the assessment, then the employee is required to notify the Head Teacher / Head of Department of this fact.
- Following reporting procedures for all accidents, dangerous occurrences, potential hazards to health and safety and near misses to their supervisor.
- Following the fire safety procedures for the academy and their work area.

3.9 Students and Visitors

Students and visitors are expected to:

- Follow the fire safety procedures for the Academy and their own work areas.
- Understand and exercise personal responsibility for safety of themselves and others.
- Observe standards of dress consistent with safety and hygiene (e.g. suitable footwear, and the preclusion of unsuitable jewellery).
- Understand and observe the safety rules of the academy and in particular the instructions of staff given in an emergency.
- Not deliberately misuse, neglect or interfere with items provided for safety

3.10 Contractors

Contractors will agree health and safety practices with the headteacher/ Facilities & Estate Manager before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

The Trust operate a procedure for managing contractors on our sites. It is the responsibility of each Academy to ensure this procedure is fully implemented. This includes the completion of an authorisation to work form before work commences.

4. Site Security

The Site staff are responsible for the security of the school site during school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Local Council Surveillance Centre Staff are key holders and will respond to an emergency out of school hours.

4.1 Security

4.1.1 The academy has in place reasonable measures to provide a safe and secure environment for staff, pupils and visitors through a combination of CCTV, electronically controlled doors, gates and fences, visitor sign in and escort procedures, visible identity badges, DBS checks, restricted access areas, intruder alarms and staff and pupil diligence.

4.1.2 Maintenance for security measures will be through SLA with approved providers and internal checks by on site staff. Staff should politely ask to see identification of unescorted visitors that they do not recognise or if they suspect confrontation, note the presence and report it immediately to reception in order to confirm identification or facilitate an intruder being escorted from the premises. Staff must not put themselves in danger to ascertain identification of a suspected intruder.

5. Arrangements

5.1 Introduction

5.1.1 The Trust recognise that like any work activity, health and safety has to be managed proactively in each academy. The ultimate aim is to reduce the incidence of work-related accidents, and ill health that may otherwise affect employees and visitors. The health and safety of children is particularly important given their inexperience and different perception of risk.

5.1.2 Apart from the moral and legal duties, failure to do so results in civil claims costs for accidents and ill health against the Academy. The majority of these costs may not be met by our insurance.

5.1.3 All staff are responsible for contributing to this proactive culture by applying the principles of this Policy. Heads of Department have responsibility for coordinating health and safety information, including risk assessments, with staff under their immediate control.

5.2 Staff Induction

5.2.1 All new or temporary staff including contractors will receive a H&S induction.

5.2.2 The H&S policy will be made available and direction to electronic and or hard copies provided on request. Acknowledgement of compliance will be signed by each staff member and the file kept in the school office.

5.2.3 The induction will also include emergency evacuation procedures and routes, a tour of the premises noting, out of bounds or restricted access areas, expected standards of behaviour, first aid arrangements etc.

5.2.4 Heads of departments must also give an appropriate department induction covering working practices, use of equipment, risk assessments etc. All staff who receive an induction must be given the opportunity to ask questions and make suggestions appropriate to their role.

5.2.5 Contractors will be inducted by site staff and will be presented with the asbestos folder where appropriate. Contractors will complete an authorisation to work form. Accident prevention must be included, falling from height and injuries from manual handling are prevalent occurrences, therefore each inductee will acknowledge that they will not attempt a WAH or MH task unless they have been trained and appropriately equipped.

5.3 Accident reporting

5.3.1 Accidents or injuries to any person, including contractors, must be reported to the Academy Health and Safety Coordinator or Line Manager by those persons involved in the accident.

5.3.2 An accident reporting form must also be completed as soon as possible after the incident occurs by the member of staff or first aider who deals with it. As much detail as possible will be supplied when reporting an incident. Accidents which may be reportable under the criteria set out by EDIS 1 to the HSE should be reported to the Facilities & Estates Manager / H&S advisor for investigation.

5.3.3 The H&S advisor /Estate Director may be called upon to provide advice regarding accident and incident investigations, including near misses.

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

5.4 Reporting to the Health and Safety Executive

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

The Facilities & Estates Manager, through the Trust's Health & Safety Adviser / Estate Director , 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>

5.5 Notifying parents (Early Years Foundation Stage)

The Academies 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.

5.6 Reporting to Ofsted and child protection agencies (Early Years Foundation Stage)

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

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

6. First Aid

6.1 First aid posts are established in the academies, in accordance with the Health and Safety (First Aid) Regulations 1981, so as to be reasonably accessible to all employees and students. They are suitably stocked at all times.

6.2 The names, workplaces and telephone numbers of those persons responsible for first aid boxes and/or qualified in first aid are displayed at each post, office or work site together with clear instructions for summoning outside medical facilities. Nominated staff members are responsible for the first aid boxes and will ensure, where reasonably practicable, that it is fully equipped at all times.

6.3 The Academy injury record book will be maintained and is to be made available to any authorized person whenever requested. It must be secured when not in use in order to comply with the GDPR.

6.4 Only qualified persons are to carry out first aid treatment. To this end training courses will be held as required to ensure that there are sufficient persons qualified to meet the school's needs and satisfy the legal requirements of the Health and Safety (First Aid) Regulations 1981. Serious cases of injury must receive qualified medical attention.

7. Administering of Student Medicines

7.1 Students will, whenever possible administer their own medication. Only trained staff will administer medication to a student, having received written instructions from a parent or guardian.

7.2 Medication held on the premises will be signed into the medications log book on receipt, and out when administered or returned to the parent or guardian.

7.3 Parents and Guardians are responsible for notifying the academy of any changes to the medication, tablet strength and frequency, however administering staff must diligently check details on the medication label and the medications log book before ever administering medication.

7.4 No medication is to be held on site during weekends or school holidays unless it is impractical.

7.5 Medications are to be securely and correctly secured at all times with access strictly controlled. A locked cabinet within an occupied or lockable room or office inside a securable building.

8. Blood Borne Viruses prevention and Sharps Disposal

8.1 Blood borne infections may be transferred to a person if they come into contact with infected needles, sharp objects while in the external grounds of the school, or by accident while administering medication to a pupil. In either case, the person **MUST** seek immediate first aid and sanitise the area of the wound and then **MUST** attend A&E for an examination.

8.2 A medical sharps box should be provided for spent needle administered medication applicators and suitable disposal arrangements in place. If suspected drug apparatus is discovered within the external grounds, then the immediate area should be cordoned off and an appropriate means of collection and disposal arranged with an approved agent.

9. Control of Substances Hazardous to Health (COSHH)

9.1 COSHH Regulations 2002 require the academy to ensure that substances (including purchased proprietary chemicals and non-proprietary substances such as effluents and byproducts of processes) which can cause harm are stored, moved and used or handled in a manner which is safe and without risk to anyone's health. The academy will do this by:

9.2 Identifying hazardous substances, assessing the nature of their hazards and the associated likelihood and severity of harm.

9.3 Providing suitable precautions to protect persons against the hazards, including refresher training at least once every 3 years, for all staff who regularly use such substances in their day to day activities; Giving adequate written and verbal information about the hazardous substances to all persons who may be harmed by them. Guidance must be sought from the Safety Data Sheet provided with the substance and a COSHH risk assessment produced when necessary.

9.4 Storing hazardous substances in correctly labelled containers that have been deemed as adequate for the held substance. Such substances must be stored in appropriate secure facilities; and in some cases exposure to hazardous substances is controlled by means of appliances such as fume cupboards and dust extraction equipment. As required by law the academy will arrange for such appliances to be tested and examined.

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

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

9.7 Personal Protective Clothing (PPE) is the lowest form of protection and as far as reasonably practicable risks will be lowered to a minimum or totally where possible. If PPE is required while using a COSHH product, it must be serviceable and fit for purpose.

10. Gas safety

In accordance with the Trust Gas Safety Procedures:

- 10.1** Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.
- 10.2** Gas pipework, appliances and flues are regularly maintained
- 10.3** All rooms with gas appliances are checked to ensure that they have adequate ventilation

11. Legionella Prevention

The risks from legionella are mitigated by the following

- 11.1** To prevent the build-up of Legionella organisms in its water systems. The Estate Director / Facilities & Estates Manager must ensure that the designated water supply checks and maintenance tasks are carried out by a competent contractor under the terms of contract and are recorded.
- 11.2** Caretaking and Premises Staff are required to flush both little used and all outlets as part of their maintenance duties, monitor and maintain records of monthly temperature checks whether carried out internally or by contractor.
- 11.3** Shower heads will be disinfected or replaced quarterly and recorded. A legionella risk assessment is carried out at least every 2 years unless there is a significant change to the water supply system or building footprint.

12. Asbestos

- 12.1** A copy of the Asbestos Register is held by each academy and staff may consult it for further information. Annual visual inspections are undertaken to ensure that there is no material in such a condition that it presents a risk to health.
- 12.2** Staff must not disturb materials containing asbestos (where applicable) in the academy and if you have any concerns you should report these to the Head Teacher or Estate Director. Any contractor or any other person carrying out work in the premises must consult the Asbestos Register and act in accordance with the procedures therein before commencing work, and also have signed the control of contractors form to confirm that they have read and understood the content and that where applicable their work will not disturb any known asbestos containing materials.
- 12.3** All work involving asbestos must be carried out under the oversight of the Council Asbestos Management Officer / Estate Director and comply fully with the Trust's Asbestos management policy.

13. Risk Assessment

13.1 Risk assessments must be produced, amended and reviewed at least annually for all activities where a risk to health and safety exists.

13.2 Risk assessments should where possible be produced in consultation with those who will sanction, carry out the work or will be required to supervise an activity for which the risk assessment applies. They must reflect accurately the risks and hazards of the work and activity, and not be generic.

13.3 External contractors and lettings risk assessments must be checked by the member of staff arranging the work / activities, to ensure that they are fit for purpose and will not cause a risk to the academy.

13.4 Staff requiring a risk assessment should approach the Head of Department or Head Teacher, who can request the assistance of appropriate staff including the Estate Director and the H&S advisor.

14. Equipment

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

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

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

14.2 Electrical equipment

In accordance with the Trust Electrical Safety Procedures:

14.2.1 All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely

14.2.2 Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them

14.2.3 Any potential hazards will be reported to the Head teacher, Head of Department or Site staff immediately

14.2.4 Only trained staff members can check plugs

14.2.5 Where necessary a portable appliance test (PAT) will be carried out by a competent person

14.2.6 All isolators switches are clearly marked to identify their machine

14.2.7 Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions

14.2.8 Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

14.3 Display screen equipment

14.3.1 All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. "Significant" is taken to be continuous/ near continuous spells of an hour or more at a time.

14.3.2 Reasonable measures will be put in place to ensure a comfortable working environment is provided with the provision of suitable equipment and furniture.

14.3.3 If your role requires a DSE assessment, you may be entitled to a free eye test through the trust voucher scheme. Staff who feel that they may be eligible for an eye test, should contact the HR department who will issue an eye test voucher if applicable. Outside of the voucher scheme, the Trust will not make a contribution to cost of glasses.

14.3.4 DSE assessments are not required by staff members whose role requires only partial or infrequent use of IT.

14.4 Internal Sports and PE equipment

14.4.1 Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely

14.4.2 All internal play and sports equipment will be maintained in a safe and serviceable condition through a series of SLA with qualified maintenance and inspection contractors and pre use checks by academy staff. Any concerns about the condition of the gym floor or other apparatus will be reported to the Head teacher or Head of Department and measures put in place to prevent use until the item has been repaired or replaced.

14.5 Specialist equipment

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

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

15. Educational Visits

15.1 Any proposed educational visit must first be cleared through the Head Teacher. In liaison with the Educational Visits Coordinator a strict analysis of the proposed visit must be satisfied before agreement is given.

15.2 This will include assessment of the suitability of the Trip Provider, according to the current good practice advice on selecting suitable providers set out in the DfE's guidance. Suitability of the location and activities according to the competency of supervision and abilities of students attending. The submitted risk assessments for all activities to be undertaken, and any other provision are decided by the Head Teacher.

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

- Risk assessments will be completed where off-site visits and activities require them

- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details

Schools without Early Years Foundation Stage provision:

There will always be at least one first aider on school trips and visits Schools with Early Years Foundation Stage provision :

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

16. H&S Communication

16.1 All staff will be provided with access to this H&S Policy document either electronically or hard copy including updates and changes. Directors through Head Teachers and academy Heads of Department will ensure every member of staff will receive information relating to H&S in a timely fashion and where information is safety critical, a signature of acknowledgment and compliance may be required.

16.2 All staff members at every level have a duty to raise any H&S issues as soon as they are recognised and follow them through and ensure as far as practical, their concerns are being addressed at the appropriate level and degree of priority.

16.3 Contractors must be provided adequate information in order that their work does not inadvertently endanger the academy staff or pupils. They must be afforded such information to ensure their own safety such as access to the asbestos file prior to commencing work.

16.4 Any staff member can raise an issue through the Head of Department, Facilities & Estate Manager and Head teacher. H&S should be included at committee meetings from trust Level to department team talks.

17. Training

17.1 It is the responsibility of the Head Teacher to ensure that the academy has the correct level of H&S trained personnel to cover the duties required for a safely run academy. Where training details are held on staff personal records they must be entered onto a H&S training database, spreadsheet, or chart in order that timely refresher training or initial training can be arranged to maintain continuity of required staff levels. These include first aid, fire wardens, manual handling and working at height.

17.2 Staff members who are aware that a competency is near expiration or due refreshing have a duty to inform their Head of Department or the Head Teacher so that appropriate arrangements can be made. Where a training competency has run out, or there has been no training, that staff member must not undertake that role until training has been delivered. All training must be suitable to the task to be undertaken, especially where specific equipment or practices are concerned. Any staff member who considers his or her training to be insufficient to carry out a requested task must not attempt the work and inform the Head of Department or Head Teacher.

18. Fire Prevention and Safety Management

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

Building Fire risk assessments are reviewed annually, or earlier when any changes occur which could affect the existing assessment.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell

Fire alarm testing will take place once a week

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

18.1 In the event of a fire:

18.1.1 The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately

18.1.2 Fire extinguishers will only be used by staff and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk

18.1.3 Staff and pupils will congregate at the assembly points. These are clearly displayed across the school sites.

18.1.4 Form tutors/class teachers will take a register of pupils, which will then be checked against the attendance register of that day

18.1.5 Delegated individuals will take a register of all staff, pupils and site visitors.

18.1.6 Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter or the SLT have ascertained there is no fire.

18.1.7 The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

18.2 Fire Preparedness

18.2.1 Staff must ensure that fire escape routes and final exit doors are kept clear at all times. Displayed materials should not cover emergency signage or fire alarm call points.

18.2.2 The Facilities & Estate Manager / Head Teacher will organise and monitor a fire drill every term. Key issues will be fed back to through to the Head Teacher. Each academy has Fire Emergency Procedures that are updated regularly and displayed in every classroom.

18.2.3 All staff will familiarise themselves with evacuation routes and notices. Any difficulties with fire doors must be reported to the Facilities & Estate Manager / Head Teacher as soon as possible. Notices outlining the evacuation procedures will be displayed throughout the Academies.

18.2.4 All staff are required to register in and out of the building. In an emergency, pupils will evacuate the building and assemble in the designated area. A member of office staff will collect

necessary documentation to confirm who is on site and report back to the Fire and Emergency Coordinator.

18.2.5 The Facilities & Estate Manager / Designated person will oversee internal weekly call point and monthly emergency lighting and fire extinguisher tamper checks are carried out and logged. The Facilities & Estate Manager / Estate Director will ensure appropriate SLAs are in place for external contractor maintenance visits.

18.2.6 The H&S advisor will conduct an annual Fire Safety Risk Assessment and communicate the findings back to the Head Teacher, Estate Director or Facilities & Estate Manager. A fire safety checklist can be found in appendix 1.

19. No Smoking Policy

19.1 The Trust complies with smoke-free legislation, which requires that at least one "No smoking" sign is displayed in each smoke-free building and vehicle, stating that smoking within the premises is forbidden at all times.

19.2 The Trust's No Smoking Policy applies to all sites and for all personnel on site. This includes a ban on the use of electronic cigarettes.

19.3 This policy is extended to cover students engaged in off-site activities, when accompanied by teaching staff.

19.4 Adults and students who do smoke must not do so anywhere on school site.

Through our No Smoking Policy we aim to

- a. discourage smoking of both tobacco products and electronic cigarettes, at all times
- b. ensure that visitors and contractors appreciate that a No Smoking ethos operates at all Trust sites
- c. to educate students of risk and associated risks of smoking
- d. ensure parents are fully aware of this policy operating for the benefit of all students.

Any individual found to be in breach of the No Smoking Policy may be subject to disciplinary action in line with school procedures.

It is recognised that it would not be appropriate to totally exclude cigarette breaks, or to put a restrictive number in place. However, it is expected that smokers should limit their cigarette breaks to designated break times, or smoke outside of their normal working hours.

20. Drugs and Alcohol

20.1 The Trust and its academies must provide a safe and healthy working environment. It recognises that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationships at work. The policy, which applies to all employees, aims to:

- Promote the health and well-being of employees and to minimise problems at work arising from the effects of alcohol or drugs
- Identify employees with possible problems relating to the effects of alcohol or drugs at an early stage.
- Offer employees known to have alcohol or drug-related problems affecting their work referral to an appropriate source for diagnosis and treatment if necessary.
- The policy does not apply to an employee who commits gross misconduct through a clear breach of Trust policy due to inappropriate use of alcohol on one or more occasions. In these cases, action will be taken under the disciplinary procedure as appropriate.
- The Board of directors through the Head Teachers is responsible for implementing this policy and must have the support of every employee to be successful.
- Employees who may have alcohol or drug-related problems which affect their work must discuss their issues with their Head of Department and, where appropriate, agree to an occupational health assessment.
- Under the terms of this policy, employees may be subject to disciplinary action for refusal to accept help and their future employment if treatment proves to be unsuccessful may be reviewed and even terminated.
- All cases will be subject to medical confidentiality.
- Where a member of staff has sought professional help and where there is evidence that they are making an effort to deal with their alcohol or drug problems, they should be granted leave to undergo treatment and such absence for treatment and rehabilitation should be regarded as sick leave.
- The Trust will provide sufficient information, instruction and training as is necessary to ensure that all employees have the knowledge required to understand the dangers associated with the effects of alcohol or drugs at work and the policy regarding this. Employees must be educated as to the legal consequences of their actions.
- Managers and supervisors will be given additional training, as necessary, to enable them to deal with any physiological problems that may arise as a result of the effects of alcohol or drugs upon work performance.

20.2 The effects of alcohol or drugs at work can create serious health and safety risks. Therefore, the following rules must be adhered to:

- Do not come to work under the influence of alcohol or drugs
- Do not bring alcohol or non-prescribed drugs on to school premises
- Check with your doctor or pharmacist about the side-effects of prescribed medications
- Never drive or operate machinery if you are affected by alcohol or drugs
- Ask your GP for guidance and advice on sensible limits of alcohol consumption
- Offer support and advice to colleagues who you suspect of suffering from alcohol or drug misuse and report any incidents of drug or alcohol misuse to line management
- Ask for assistance if you feel that matters are beyond your own control

21. Infection prevention and control

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

21.1 Handwashing

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

21.2 Coughing and sneezing

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

21.3 Personal protective equipment

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

21.4 Cleaning of the environment

- Clean the environment frequently and thoroughly, in accordance with the school Cleaning Policy.
- Clean the environment, including toys and equipment, frequently and thoroughly

21.5 Cleaning of blood and body fluid spillages

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

21.6 Laundry

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

21.7 Clinical waste

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

21.8 Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals

- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

21.9 Pupils vulnerable to infection

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

21.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 2.

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action. As required new risk assessments will be compiled and existing risk assessments reviewed to ensure the continued safety of all building users are considered and prioritised.

22. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

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

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

23. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. Whilst most staff might be expected to absorb a certain amount of pressure, it can rise to a level where it constitutes a risk to health.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads. The Trust advises any member of staff who feels under an unacceptable amount of pressure

to raise the issues and concerns with their Head of Department in complete confidence, so that if possible, some early action may be taken

24. Working at Height

24.1 Working at height must be avoided as far as is practicable and where it cannot be avoided, the safest system of work must be adopted. Working at height will only be carried out by trained staff, with the correct type of height gaining equipment which will be checked for serviceability by the user before work commences.

24.2 Unauthorised working at height is a breach of this policy and any injuries incurred as a result will not be covered by insurance.

24.3 Untrained staff members or trained staff using incorrect equipment or dangerous working practices may face disciplinary action. Untrained staff who require working at height assistance must request it through the Head of Department or Headteacher. Training records must be maintained and monitored in order that timely refresher or initial training can be arranged to maintain appropriate working at height cover at each academy.

24.4 Risk assessments must take into account all reasonable hazards and consequences of the work and not be generic. The Trust has a duty of care to prevent avoidable injury, however, each staff member must comply with measures put in place in order to avoid injury, damage and financial and administrative consequences.

24.5 Use of scaffold towers must be by appropriate certified in date PASMA operators without exception. Ladders must be of an approved standard and only used for work lasting 30 minutes or less.

25. Arrest Equipment

Where fall arrest equipment is installed for working at height, it shall be accessed only by trained contractors or staff for the specific purpose for which it was installed. Fall arrest equipment will be serviced and inspected by an approved contractor, usually the installer or an installer approved contractor.

26 Manual Handling

26.1 Manual handling of heavy items by members of staff must be avoided as far as is practicable and where it cannot be avoided, must always be undertaken in accordance with the Trust Manual Handling Policy & Risk Assessment. Manual handling of heavy items will only be carried out by trained staff, with the correct type of equipment which will be checked for serviceability by the user before work commences.

26.2 Unauthorised Manual handling of heavy items is a breach of this policy and any injuries incurred as a result will not be covered by insurance. Untrained staff members or trained staff using incorrect equipment or dangerous working practices may face disciplinary action. Untrained staff who require manual handling of heavy items assistance must request it through the Head of Department, Facilities & Estate Manager or the Head teacher.

26.3 Training records must be maintained and monitored in order that timely refresher or initial training can be arranged to maintain appropriate manual handling cover at each academy.

26.4 All members of staff must make a dynamic risk assessment before carrying out any lifting or handling of potentially heavy or awkward items. Each member of staff will be able to lift carry different weights during their day to day work and must only work to their own tolerance. Staff members must not try to carry several items if it is safer to carry less items at a time.

26.5 Risk assessments must take into account all reasonable hazards and consequences of the work and not be generic.

26.6 All equipment including trolleys and palletisers must only be used for the purpose for which they were designed without exception.

26.7 The Trust has a duty of care to prevent avoidable injury, however, each staff member must comply with measures put in place in order to avoid injury, damage and financial and administrative consequences.

27. Premises Inspections

27.1 It is the duty of every member of staff to assess the environment in which they work for the benefit of themselves and those under their charge

27.2 All faults, structural, electrical, etc, must be reported to the Facilities & Estate Manager or Headteacher at the earliest opportunity. Facilities staff should try to effect a repair if practicable and safe, otherwise external contractual assistance will be utilised

27.3 Scheduled area checks will be carried out by Site Staff and issues will be addressed as they arise

27.4 The H&S advisor will conduct an annual Fire Safety Risk Assessment and communicate the findings back to the Head Teacher, Facilities & Estate Manager & Estate Director.

27.5 The H&S advisor will conduct an annual Premises Inspection and communicate the findings back to the Head Teacher, Facilities & Estate Manager & Estate Director.

28. Site Management

28.1 Facilities including the supply of electricity, gas and water etc will be managed through a programme of Service Level Agreements (SLA). The academy will ensure scheduled servicing and maintenance are carried out by an approved and competent contractor.

28.2 Faults will be addressed as they are identified to maintain efficient and safe facilities throughout the academy. Staff members who identify a fault or dangerous situation must report it immediately to the Facilities & Estate Manager / Head Teacher.

28.3 Portable electrical appliances more than one year old must be Portable Appliance Tested (PAT), certified as safe and labelled with a dated and signed sticker before it can be connected to the academy's electrical supply.

29. External Grounds Management

29.1 External grounds including sports areas and equipment, play equipment, furniture and fencing will be maintained in a clean, safe and serviceable condition by a combination of SLA and internal site management. Faulty or dangerous play or sport apparatus will not be used and will be cordoned off to prevent its use until it is repaired or removed.

29.2 Security fences and gates will be checked for integrity on a regular basis. Trees will be managed in order that branches do not constitute a risk and roots do not undermine pathways contributing to a trip hazard.

29.3 Grounds maintenance is undertaken when staff, pupils and visitors are not on site, or where this is not possible, with due consideration to their welfare & safety. Grounds maintenance equipment will be maintained in a safe and serviceable condition by qualified staff.

29.4 Risk assessments must take into account all reasonable hazards and consequences of the work and not be generic. All staff must report any recognised faults or hazards to the Facilities & Estate Manager / Head Teacher having moved pupils away from the area.

30. Lifts

Lifts will be maintained by SLA through a competent contractor. Lifts will not be used during fire or emergency evacuations.

31. Violence at Work / Pupil Behaviour

31.1 Violence comprises any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to their work. The Trust is committed to protecting staff from violence from any party, as far as possible.

31.2 Should staff be subjected to violence, they must complete a Violence at Work incident report and inform their Head of Department. The circumstances will be treated confidentially and support measures will be provided, if required, to assist in recovering from an incident.

31.3 Potentially all members of staff are vulnerable to violence, but the overall effects of violence can vary and be influenced according to person, time, place and various other factors. Where appropriate, pupils who are subject to behavioural concerns or demonstrate the potential to be aggressive or violent will receive supervision by specially trained staff competent in personal restraint techniques.

31.4 Profiles will be maintained and reviewed in relation to behavioural changes and access to this data will be strictly restricted. Every measure will be taken to ensure that appropriate supervision is provided to reduce as far as practicable, the potential for aggression and violence to staff and pupils.

31.5 Measures will be taken to reduce subject pupils from going into crisis by a combination of trained staff able to recognise triggers and prevent escalation. Where required, an isolation area or quiet room will be utilised to allow the pupil to return to a state of calm in a controlled environment.

32. Use of Machinery

32.1 All members of staff and students involved with the use of Academy machinery have a duty to ensure that it is used correctly, safely and that any defects or unsafe practices are reported to the respective Head of Department, Facilities & Estate Manager or Headteacher.

32.2 In addition, all workshop, kitchen, science, art and outdoor educational equipment must be well maintained, supplied with adequate guards where necessary and receive appropriate statutory inspections. Heads of Department are to ensure that any shortfalls are reported to the Facilities & Estate Manager and Head teacher and the machinery or equipment is removed or put out of bounds, and adequately labelled immediately.

33. Contractors

33.1 Contractors approved to carry out works at the academy will first be subject to due diligence checks to ensure that they have appropriate liability insurance and a proven history for safe and professional conduct. Before work commences, the Facilities & Estate Manager or Site Responsible Person will ensure contractors complete a Contractors Authorisation to Work Form and receive a site briefing to confirm with the contractor the type of work, location, time and relevant hazards in order that staff, pupils and the contracting staff are not put at undue risk.

33.2 Method statements and risk assessments will be checked to ensure they are fit for purpose and any vehicle movement does not take place during busy pupil transit periods.

34. Transport

34.1 All Trust and academy owned vehicles will be serviced and maintained in a safe and roadworthy condition by SLA through an approved provider. Drivers have a duty to check the vehicle before and after each journey and will inform the Finance Manager of any issues, in order to effect timely repair. This will also reduce the potential for avoidable break down which will put pupils and staff at subsequent avoidable risk.

34.2 All drivers will hold the appropriate driving licence category for the vehicle, drive in a safe and defensive manner, taking every reasonable measure to ensure every journey is as safe as possible. Vehicles will be used for Trust or academy business only and never for personal use.

34.3 The Finance Manager will ensure vehicle tax, MOT and insurance are valid and that renewals and testing is carried out to ensure the vehicles are safe and road legal at all time.

35. Traffic Management

35.1 The Trust / School seek to provide a safe environment where staff, pupils and visitors co-exist with vehicles at all sites.

35.2 Drivers will obey traffic signs and marked routes and only park in designated areas. The maximum speed limit is 15mph or as signposted on site and must not be exceeded.

35.3 Parking where it will cause an obstruction to emergency services is absolutely forbidden. Where practicable, vehicle movement will be suspended during busy pupil transit times.

35.4 Pedestrians will use footpaths and not take any other route as far as is practicable.

35.5 Drivers will drive with extreme caution and give way to pedestrians.

35.6 The Facilities & Estate Manager / Head Teacher will make arrangements with contractors to manage vehicle movement whilst on the school site, to control and limit any potential risk.

36. Lone Working

36.1 The Academy will ensure, so far as is reasonably practicable, that staff who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. Through implementing and enforcing the Trust Lone Worker Policy, the academy will ensure that staff understand the risks of working alone, what to do if something goes wrong and that someone else knows the whereabouts of the lone worker and what he or she is doing.

36.2 Members of Staff will be given the necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. Employees will be required to follow the safe working procedures as devised. Information will include the provision of first aid, communication procedures and awareness of emergency procedures. All employees are required to cooperate with these efforts to ensure safe working and to report any concerns to management.

36.3 Special consideration will be given to potential violence or threatening behaviour towards staff, the use of machinery, electrical or other equipment or chemicals, working in remote areas, particularly after dark and outside normal working hours, encountering intruders, working at heights, using ladders and work that involves manual handling.

36.4 All staff working outside of normal school hours must read, understand and abide by the Trust Lone Worker Policy and take appropriate measures to ensure their own safety. All staff working alone in buildings must ensure they have the means to lock themselves in, if necessary. When meeting with parents who might be considered a risk, they must meet in a building occupied by others and during normal school hours. All lone workers must have mobile phones.

36.5 Where possible, outside of normal working hours, staff should arrange to be in school with others.

36.6 Staff must avoid situations that put themselves at risk, inform other staff of their whereabouts if working alone, avoid meeting parents alone where they fear that there may be the possibility of aggression or violence.

36.7 Key holders must inform someone when they are attending an alarm call.

Staff must inform a colleague or someone from home that they are working in school out of normal hours.

37. Lettings

37.1 Lettings and after school hiring will be subject to conditions to ensure all activities are carried out safely. The Finance Manager will ensure that the activity organiser has adequate liability insurance or is covered by the academy's policy. No activities will be permitted that are likely to cause damage to the building or injury to the participants or anyone else on the premises.

37.2 The activity organiser will be provided with all relevant safety information including emergency evacuation procedures. The activity organiser will accept responsibility for the actions and conduct of all participants and will agree to comply with the H&S policy and standards of the academy prior to the letting being agreed.

37.3 First aid cover will be the responsibility of the activity organiser. The activity organiser will be provided with the H&S policy and if required a verbal brief by the onsite staff. The onsite staff member will be responsible for securing the building after receiving confirmation from the activity organiser that no participants remain in the building

38. Personal Protective Equipment (PPE)

The academy will provide suitable protective clothing and equipment for staff and pupils whose work or activity is liable to involve hazardous substances or excessive levels of noise. Those provided with any item of protective clothing or equipment, must use it when necessary and take reasonable care of it. If any item becomes defective through wear or damage, a replacement must be requested and provided before continuing with any activity, which requires it. Should any member of the academy deem that PPE is required for a particular activity, they should raise this concern through their Head of Department or the Head Teacher.

39. Monitoring The Trust H&S Policy

39.1 The Board of directors play a key role in monitoring the effectiveness of the Trust Health and Safety Policy. Monitoring includes ensuring that Academy inspections are taking place regularly so that the hazards and risks of activities carried out within the Academies are being adequately recognised and controlled. Monitoring also makes sure that any deficiencies in health and safety performance are identified and that remedial action is recommended and pursued. The provision of information, instruction and training to all staff and pupils (especially new member's staff) are matters that should also fall within the monitoring exercise.

39.2 Monitoring of any accidents, incidents and instances of ill health occurring is particularly important so that remedial action can be taken to prevent any recurrence. Academy management including the Head Teacher, Finance Manager, Site Manager and Health and Safety Advisor will assist the Board of Directors to monitor all reported accidents, incidents and occupational ill-health. This is in order to determine those events that are legally reportable to the relevant Enforcing Authority, and to identify those which require further investigation and possible notification to others within the school, as well as to set in train appropriate remedial action.

40. Reviewing The Trust H&S Policy

The implementation of this policy will be audited by the Health and Safety advisor and will be reviewed biannually before being agreed by the Board of Trustees. If there are reasonable changes to the structure and major personalities of the Trust the review may be conducted at an earlier period than the agreed annual date.

Appendix 1: Fire Safety Checklist

Issue to check	Yes/No
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

Appendix 2: Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from Public Health England. For each of these infections or complaints, there is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check.

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	<p>Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school.</p> <p>A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.</p>
Cold sores	None.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.

<p>Diarrhoea and/or vomiting (Gastroenteritis)</p>	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
<p>Cryptosporidiosis</p>	<p>Until 48 hours after symptoms have stopped.</p>
<p>E. coli (verocytotoxigenic or VTEC)</p>	<p>The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.</p>
<p>Food poisoning</p>	<p>Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).</p>
<p>Salmonella</p>	<p>Until 48 hours after symptoms have stopped.</p>
<p>Typhoid and Paratyphoid fever</p>	<p>Seek advice from environmental health officers or the local health protection team.</p>
<p>Flu (influenza)</p>	<p>Until recovered.</p>
<p>Tuberculosis (TB)</p>	<p>Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.</p>
<p>Whooping cough (pertussis)</p>	<p>A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.</p>
<p>Conjunctivitis</p>	<p>None.</p>
<p>Giardia</p>	<p>Until 48 hours after symptoms have stopped.</p>
<p>Glandular fever</p>	<p>None (can return once they feel well).</p>
<p>Head lice</p>	<p>None.</p>

Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.