**Four Cs
Multi-Academy Trust**

Curiosity Confidence Courage Constancy

POLICY FOR
HEALTH AND SAFETY

Presented to:

**Full Trustees Meeting
5 October 2023**

Date approved:[1]	9 May 2017 (AMVC Property Committee)
Date adopted:	6 July 2017 (Four Cs MAT Trustees)
Date reviewed:[2]	5 October 2023

---

[1] This is the date the policy was approved by the meeting
[2] This is the date the policy was reviewed prior to its approval above
[3] This is the date as set by the policy review clause or the date approved plus one year

- Headteacher also means Head of College and Principal
- School also means College, Academy or Academies
- References to School are taken to mean any school within the Four Cs Multi-Academy Trust

CONTENTS

1.0 **Our Schools**

The Multi-Academy Trust (MAT) is known as the Four Cs. The Schools within the MAT consist of:

- **Arthur Mellows Village College**
- **Discovery Primary Academy**
- **Fulbridge Academy**
- **Hampton Vale Primary Academy**
- **Ken Stimpson Academy**
- **Manor Drive Primary Academy**
- **Manor Drive Secondary Academy**

A N Other school (to be added as other schools join the Four Cs MAT).

1.1 **Introduction to our Health and Safety Management System**

1.2 Our Health and Safety Management System (HSMS) is designed to:

- Promote continuous improvement in the way our school manages safety.
- Fit into the overall management of the school.
- Include the school structure, planning activities, practices, procedures, and resources for developing, implementing, reviewing and maintaining safety, health and welfare.

1.3 The HSMS sets out the issues to be addressed and is a tool to develop improvement programmes and self-audits or assessments. It is based on a document produced by the Health and Safety Executive (HSE), How to Successfully Manage Health and Safety, HSG (65).

1.4 There are five key steps to achieving a successful HSMS. These are shown in Figure 1 below.
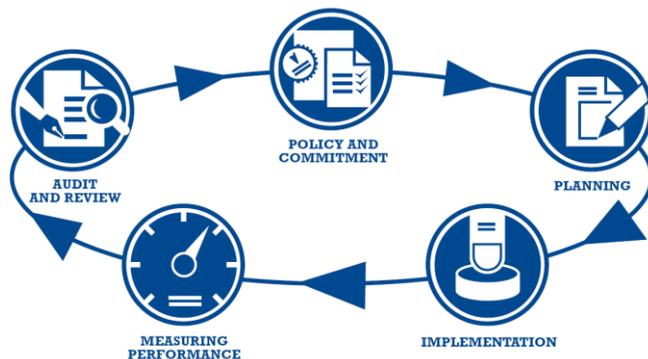
1.5 To facilitate easy referencing, the management system has been divided into several chapters. These are detailed below:

- Chapter 1 - Policy and Commitment, which includes our Statement of Intent, organisation, and arrangements the Headteacher will need to ensure are included in our HSMS.
- Chapter 2 - Planning and Implementing
- Chapter 3 - Measuring Performance
- Chapter 4 - Audit and Review
- Chapter 5 - About our Specific Policies
- Chapter 6 - Policy Review
- Chapter 7 - Glossary
- Chapter 8 - Resources

2.0   **Statement of Intent**

2.1   This is a Statement of Organisation and Arrangements for the Four Cs MAT and all schools within the MAT. In accordance with the Health and Safety at Work etc Act 1974, it is the policy of the Board of Trustees to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect non-employees such as students, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, contractors, visitors, hirers and students of the school.

2.2   The School will, so far as is reasonably practicable:

a)   ensure that adequate resources are made available to ensure the effective implementation of this Policy and to ensure the health and safety of staff and others affected by the School's activities;

b)   ensure that advice is sought from competent persons on legal requirements for health and safety and on current best practice;

c)   ensure that suitable and sufficient assessments are undertaken and recorded of all significant health and safety risks to staff, students, visitors and other third parties, from its work activities and that any control measures adopted are selected using the hierarchical approach to risk control required by the Management of Health and Safety at Work Regulations;

d)   provide and maintain plant and systems of work that are safe and without risks to health;

e)   make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;

f)   maintain any place of work under its control in a condition that is safe and without risks to health;

g)   provide and maintain a working environment for its employees and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work;

h)   provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees, trustees and governors, including temporary staff and visitors, and information on risks for visitors and employees of other organisations who are working in our premises;

i)   provide for the use of its staff, students, visitors and other third parties, such personal protective equipment as is necessary to ensure their health and safety at work;

j)   give special consideration to employees or visitors with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information;

k)   make arrangements for the provision of a suitable occupational health service for staff;

l)   monitor health and safety performance to verify that The School's Health and Safety Policy is being implemented and health and safety standards are being maintained and progressively improved;

m)   develop and maintain a positive and proactive health and safety culture.

2.3   The School will ensure that adequate mechanisms are in place to effectively consult with interested parties and their representatives on health and safety matters.

2.4   The School recognises Health and Safety as an integral element of its organisation, and it will be given equal status alongside other management functions.

2.5   The School will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout The School.

2.6   The School is committed to continuous improvement in health and safety performance and to this end will develop a Health and Safety Action Plan identifying key targets and areas for improvement in health and safety management and risk control. Progress with this plan will be monitored regularly by the Headteacher and the Governing Committee.

2.7   All contractors and consultants working for The School are required to comply with this Policy.

2.8   The School will ensure that procedures are established for appointing and monitoring the competency of contractors.

2.10   The School will ensure that this Policy is effectively communicated to all staff.

2.11   The Trustees are committed to playing an active role in the implementation of this occupational Health and Safety policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

2.12   Failure on the part of any School employee, irrespective of their position, to comply with this Policy, including any safe system of work, may render that employee liable to disciplinary action and could result in criminal/civil proceedings.

3.0   **Organisational Responsibilities for Health and Safety**

3.1   Health and Safety Management of Schools requires School Staff and the Board of Trustees to work together to ensure health, safety and wellbeing objectives are achieved.

3.2   **Organisation Chart**

```
                                                          ┌──────────────────────┐
                                                          │ Staff (Department    │
                                                          │ Heads, Teachers,     │
                                                          │ Teaching Assistants, │
                                                          │ Support Staff)       │
                                                          └──────────────────────┘
                                       ┌──────────────┐
                                       │ Headteachers │
                                       └──────────────┘
                                                          ┌──────────────────────┐
┌──────────────┐  ┌──────────────────┐                    │ Other people at the  │
│ Chair of     │  │ Chief Executive  │                    │ school (cleaners,    │
│ Trustees /   │  │ Officer (in      │                    │ visitors, contractors,│
│ Board of     │  │ control of MAT)  │                    │ outside maintenance  │
│ Trustees     │  │                  │                    │ personnel, students, │
└──────────────┘  └──────────────────┘                    │ members of the       │
                                       ┌──────────────┐    │ public)              │
                                       │ Safety Co-   │    └──────────────────────┘
                                       │ ordinator    │
                                       │ (where       │
                                       │ appointed),  │
                                       │ Safety       │
                                       │ Committee    │
                                       │ including    │
                                       │ Safety       │
                                       │ Representatives│
                                       │ (where elected)│
                                       └──────────────┘
```

3.3   Health and Safety is everyone's responsibility. The above chart reflects a whole school approach to the promotion and development of Health and Safety in schools. Below are those with special responsibilities and their responsibilities under this Policy.

3.4   **The Board of Trustees**. In consultation with the Chief Executive Officer, the Board of Trustees will:

3.4.1   Ensure that suitable resources and strategic direction are available to discharge the School's health and safety responsibilities.

3.4.2   Identify and evaluate all risks relating to accidents, health and school sponsored activities.

3.4.3   Identify and evaluate risk control in order to select the most appropriate means of minimising risk to staff, students and others.

3.4.4   Monitor, via reports, the overall performance of the Schools health and safety management systems.

3.4.5   In particular the Board of Trustees undertakes to provide:

    a. A safe place for staff and students to work, including a safe means of entry and exit.
    b. Plant, equipment and systems of work, which are safe.
    c. Safe arrangements for the handling, storage and transport of substances.
    d. Safe and healthy working conditions which take account of all appropriate:
        i. Statutory requirements
        ii. Codes of practice whether statutory or advisory
        iii. Guidance whether statutory or advisory.

e. Supervision, training and instruction so that all staff and students can perform their school-related activities in a healthy and safe manner. Within the financial resources available, staff will be offered health and safety training appropriate to their duties and responsibilities. Students will receive such training as is appropriate to the school-related activities in which they are involved.

f. Necessary safety and protective equipment and clothing together with accompanying guidance/instruction.

g. Adequate welfare.

3.5 **The Headteacher**. The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the appropriate Headteacher, who will

3.5.1 Implement the requirements of this Policy and for ensuring compliance with all health and safety legislation within the School.

3.5.2 Ensure a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within the School.

3.5.3 Demonstrate a personal commitment to health and safety by providing visible and active leadership and leading by example.

3.5.4 Ensure all School decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully take into account health and safety considerations and that health and safety risks are considered at an early stage during project design and planning.

3.5.5 Ensure that School employees recognise health and safety as an integral element of their work, and that health and safety is given equal status alongside other management functions.

3.5.6 Ensuring the objectives and content of the Health and Safety Policy are fully understood by all and that all staff under their control are made aware of their duties and responsibilities in line with the Policy.

3.5.7 Ensuring that this Policy is brought to the attention of all employees.

3.5.8 Ensuring that health and safety is adequately resourced with both time and finances and that managers make adequate provision in their budgets for managing health and safety, to assist them in achieving the standards laid down by health and safety legislation, Policies, Performance Standards, etc.

3.5.9 Ensuring that the job descriptions of Managers, School Departmental Heads, and Responsible Persons, contain specific areas of responsibility for health and safety management relevant to their Service Area and school function.

3.5.10 Ensuring suitable persons are nominated to undertake key health and safety functions within the School, such as risk assessors, (to carry out Display Screen Equipment, manual handling, Hazardous substances, fire or other risk assessments), fire wardens, first aiders etc. and to ensure these individuals are adequately supported and suitably trained.

3.5.11 When necessary, seek competent advice and guidance from the Site Manager who will facilitate contact with a health and safety specialist where necessary.

3.5.12 Ensuring that within the School, adequate provision is made for consultation with employees and appointed safety representatives, on health and safety matters and within

good time. As a minimum, 'health and safety' should be included as a standing item at Governor and Trustee meetings.

3.5.13   Ensuring school staff attendance at Institution of Occupational Safety and Health (IOSH) Managing Safely training.

3.5.14   The Headteacher will bring to the attention of the Trustee Board any significant health and safety issues, will involve the Trustees in any policy matters and bring to their attention health and safety guidance received from enforcement authorities.

3.6   **Employees**. All School employees are directly responsible for:

3.6.1   Taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and/or omissions.

3.6.2   Co-operating fully with their Manager or Responsible Person on all matters pertaining to their health and safety at work.

3.6.3   Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that has been provided in the interest of their health and safety at work.

3.6.4   Reporting promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related illness.

3.6.5   Report to the relevant manager, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others.

3.6.6   Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.

3.6.7   Observing safety rules, complying with codes of practice, corporate and departmental health and safety policies and guidance, and adhering to safe working procedures at all times.

3.6.8   Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.

3.6.9   Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.

3.6.10   Attending local health and safety induction as soon as reasonably practicable on commencement of employment.

3.6.11   Wearing any authorisation badge/identity card that is issued to them, so that the authorisation badge/identity card is readily visible whilst on school premises.

3.7   **Staff with Special Responsibility**

The following staff have special responsibility:

- Heads of Department
- First Aid Coordinator
- Site Manager
- Special Educational Needs Coordinator
- Support Staff Managers

These job-holders will be responsible for:

3.7.1.   The local arrangements to ensure the effective control of risks within the specific areas under their control.

3.7.2   The local arrangements for the purchase, inspection and maintenance of equipment and its specification.

3.7.3   The coordination of the school's Health and Safety policy in their own department or area of work, directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.

3.7.4   Establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, eg chemicals, hot water, sharp tools, etc.

3.7.5   Resolving health, safety and welfare problems referred to them by members of their staff or referring to the Headteacher or line manager any problems they are unable to resolve within the resources available to them.

3.7.6   Ensuring that risk assessments are carried out when necessary, and on a regular basis within the overall programme for the school, on the activities and equipment for which they are responsible.

3.7.7   Ensuring, as far as is reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and students to avoid hazards and to contribute positively to their own health and safety

3.7.8   Obtaining relevant advice and guidance on health and safety matters.

3.7.9   Shall carry out annual safety audits and inspections of the Department or activities for which they are responsible.

3.8   **Special Obligations of Any Class Teacher**

In addition to the general responsibilities of employees, outlined above, class teachers are expected to:

3.8.1   Raise any health and safety concerns outside their control related to their class area with their immediate line manager.

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

3.8.3   Know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied.

3.8.4   Give clear instructions and warnings to students as often as necessary; (this may be something that overlaps into behaviour policy and, in the event of an accident to a student, may help defend a claim).

3.8.5   Detail safe methods and controls to be followed in their written lesson plans.

3.8.6   Set a good example by following safe working procedures personally.

3.8.7   Ensure the use of protective clothing and guards where necessary.

3.8.8   Avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use.

3.8.9   Build in safety education in curriculum planning.

3.9   **Representatives of Employee Safety**

3.9.1   Any Health and Safety Representatives are voted for by their peers. Where present, these are listed near to the Health and Safety poster in the school's main Reception area.

3.9.2   Under the requirements of the Safety Committee and Safety Representative Regulations 1977, where Safety Representatives are appointed they will be given adequate time and facilities to fulfil their functions.

3.10   **The Students**

All students and parents / carers will be made aware of the contents of this section of the policy through the September welcome letter from the Headteacher to all parents / carers of all Year Groups. The policy is available on the school website.

3.10.1   Students will be reminded that they are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum safety guidelines.
- Observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

3.10.2   Students will be supervised on the College site from 10 minutes before the start of school day until 10 minutes after the school day finishes, unless students are involved in school in an organised after school activity. Supervision is to be carried out by designated duty staff.

3.10.3   At break times and lunch times designated staff will undertake supervision assisted by nominated non-teaching staff. Staff will be assigned general supervisory duties by the Senior Management Team (SMT) member with responsibility for duty teams and a weekly roster published.

3.10.4   Students on school visits using the minibus, hired transport or public transport will always be supervised by appropriate members of staff or other approved person as detailed in the school's Trips and Visits Policy.

3.10.5   Students in Science Laboratories, Food Technology, Technology and other practical rooms including the Sports Hall and Gym, must be made aware of the need to act with due care. Staff must all be fully aware of, and act in accordance with school and Departmental Policy for these areas. Students will not be allowed into these areas unless they are supervised by appropriately qualified members of staff.

3.10.6   Items of heavy equipment must not be lifted by students. Close staff supervision of students lifting any equipment is essential.

3.10.7   Only those students who have gained the authority of the Headteacher to bring vehicles to school may be permitted to do so. The school's rules for parking and vehicle access, access routes and speed limits are to be strictly observed. Users and students

failing to observe these requirements will not be allowed to bring a vehicle onto the school site.

3.11   Contractors

3.11.1   All contractors under local control will be appropriately selected and competent in terms of health and safety

3.11.2   Contractors must be made aware of and abide by the school's health and safety policy and not endanger students, staff or other visitors to the site.

3.11.3   The Site Manager will be responsible for the coordination of contractors' activities on site, bearing in mind the guidance given in our contractor policy.

3.11.4   The Headteacher must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, students and visitors to the premises. This might be achieved by the posting of suitable notices by the Headteacher, delegated to the Site Manager, or by the contractor, in consultation with the Headteacher/Site Manager.

3.11.5   All contractors must report to the Site Manager before any work takes place and prior to each working session. The Site Manager should then inform the contractor of any conditions which may affect his safety and that of others.

3.11.6   See Contractors' Policy for specific detail.

3.12   Visitors and Other Users of the Premises

3.12.1   Where facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and coordinating health, safety and the security policy and procedures with other occupiers, eg community use, catering etc.

3.12.2   The Health and Safety at Work Act etc 1974, Management of Health and Safety at Work Regulations 1999, and Occupiers Liability Act 1984, apply to all visitors to School premises / workplaces.

3.12.3   All visitors to the school must comply with the School's Health and Safety Policy and procedures.

3.12.4   Headteachers, must ensure that a suitable system is implemented whereby visitors are required to record their visit (signing in).

3.12.5   Where applicable, visitors will be required to wear a 'visitors' identification badge that is supplied when signing in.

3.12.6   Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.

3.12.7   Should a fire/emergency occur or the fire alarm activated whilst visitors are on School premises, the person who is accompanying the visitors will take him/her to the fire assembly point.

3.12.8   Should an incident/accident occur involving a visitor this must be reported using the Accident/Incident Reporting Form, and an investigation undertaken as soon as possible by the relevant Responsible Person.

3.12.9   If the incident is of a serious nature or fatal the Headteacher and the enforcement authority must be contacted immediately.

3.12.10 Where applicable, adequate consideration must be given to visitors, contractors and members of the public in risk assessments, including the provision of suitable and sufficient control measures.

3.12.11 Persons 'hosting' visitors must ensure:

a) Visitors are alerted to the establishment's fire procedures.

b) Visitors adhere to the School's 'No Smoking and Vaping' Policy.

c) Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles.

d) Visitors record their presence on the premises in the appropriate log book.

e) Where applicable, visitors are provided with and wear an identification badge.

f) Visitors are accompanied or authorised to enter the premises.

g) Visitors remain within authorised areas and not enter any restricted area unless permission is granted and the person is accompanied.

h) Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised.

i) Visitors report all accidents, incidents and near misses to the host.

j) Visitors wear protective clothing that is supplied, when necessary.

3.13 Lettings

3.13.1 The Headteacher will ensure that the Hirer of the premises, for any event, is aware of his/her obligations under health and safety legislation and the school's health and safety policies and practices where appropriate.

4.0 Arrangements (Systems and Procedures)

It is the responsibility of the Headteacher to ensure so far as is reasonably practicable that the following arrangements are suitable and sufficient, are maintained and that all staff and students are aware of the arrangements as applicable.

4.1 Premises/Site/Workplace/Classroom/Office etc

Staff responsible for the site should ensure that consideration of the following factors are included within their area risk assessments to ensure that any reasonably foreseeable risks are managed effectively:

a) Heating and lighting.

b) Cleanliness of all workplaces, good housekeeping, the removal of waste, storage of materials, books and files etc.

c) All waste must be stored safely.

d) Room dimensions and space.

e) Sanitary provisions (male/female, children's and disabled toilet facilities).

f) Temperature of workplaces, the provision of thermometers.

g) Condition of premises including structural stability, floors etc.

h) Workstations/desks and seating, use of computers etc.

i) Facilities and arrangements for:

- Provision of a wholesome supply of drinking water.

- Canteens/Rest Place.

- Pregnant and Nursing Mothers.

4.2   **Risk Management and Risk/Other Assessments**

When completing assessing and managing risk the following documentation should be used:

a) Health and Safety Executive Guidance on Risk Assessment.

b) Specific Guidance and Codes of Practices.

c) Specific policies

d) Health and Safety Information for activities eg off-site Activities.

e) Previous documentation which includes identification of all significant Hazards and Risks within workplaces and completing the appropriate risk assessment forms.

4.3   **Accident / Incident Reporting**

There are a number of reasons why incidents must be reported:

- To comply with legal requirements.

- **Certain incidents must be reported to the Health and Safety Executive** so that causes can be investigated in order that action can be taken to prevent recurrence. Guidance on which incidents must be reported can be found on the HSE website http://www.hse.gov.uk under the section 'Incident reporting in schools' http://www.hse.gov.uk/pubns/edis1.pdf Examples include serious injuries, physical violence, death or dangerous occurrences.

- In order that statistics can be compiled to help direct the accident prevention effort.

- To ensure that the root cause or accidents can be determined, and additional controls can be implemented if necessary.

Accident reports must be completed promptly.

4.3.1   *Incident Investigation*

The nominated person undertaking the investigation should determine the level of investigation based on the following:

Likelihood of recurrence	Potential worst consequence of adverse event			
	Minor	Serious	Major	Fatal
Certain				
Likely				
Possible				
Unlikely				
Rare				

Key

Risk		Minimal		Low		Medium	High
Investigation level		Minimal level		Low level		Medium level	High level

A minimal investigation and low-level investigation would involve a short investigation into the immediate, underlying and root causes of the incident to learn lessons to prevent recurrence. Where this has a minor consequence this may not need to be recorded unless it involves an employee of the Trust.

A medium investigation will involve more detailed investigation of all those involved in the incident. It will be recorded and will specify actions to be taken to reduce the risk of recurrence. The investigation should be designed to establish the root cause, immediate cause and underlying cause.

A high-level investigation will require advice from a competent person to ensure it is carried out to a suitable standard. The Trust's insurance company should be asked for advice.

- Incidents will be investigated in order to determine what action needs to be taken to prevent a reoccurrence.

- The main aim of an incident investigation is to highlight the root causes of an incident and to take prompt and effective steps to prevent its recurrence. The investigation will look at the immediate causes and the underlying causes. It will consider both 'unsafe acts' and 'unsafe conditions'. Was there adequate supervision? Were the staff adequately trained?

- It should be recorded and the result of the investigation with any actions clearly followed up and also recorded.

4.3.2   All schools must ensure that:

a)   There are suitable accident forms located with first aid facilities and staff are aware of their required use.

b)   Accident/incident report forms are available from either a first aid room or designated first aid treatment point. A form should be completed for every incident, requiring first aid, however minor.

c)   The policy and guidance on Accident/Incident Reporting is communicated and adhered to.

d)   The recording and reporting of all incidents of Violence and Aggression on staff is in place.

e)   Parents are informed of any injury which occurred during school or illness detected which may require monitoring for deterioration or infection.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) are adhered to.

4.4   **First Aid and it's Provision in the Workplace**

This section should be read in conjunction with the First Aid Policy.

Academies will provide and maintain suitable first aid equipment as required by law and ensure that there are sufficient numbers of staff trained in first aid. Each academy should conduct and record a "first Aid needs assessment'. This allows each school to consider its own specific needs and determine the number and training of first aiders and the first aid equipment to be made available. A template is available on the HSE web site at First aid needs assessment - First aid at work - HSE. This will ensure that sufficient qualified staff are available and that appropriate refresher training for existing first aiders is provided periodically. Refresher training should take place at a maximum interval of every 3 years. In addition, it is a statutory requirement that a paediatric first aider is present at all times within any Reception age group and in any Nursery provision.

Location of first aid visit boxes will be in various locations in academies. Each academy must ensure these locations are clear and communicated with staff and have mobile first aid boxes for staff and pupils/students going on off site visits.

The first aid boxes are to be checked regularly and the contents updated and ordered when needed. In the event of any serious injury / accident the first aider must request the assistance of other site first aiders to attend. Members of staff who organise any activities, including sports fixtures, and field trips, which take pupils/students away from academy premises must consider and provide access to appropriate levels of first aid equipment and first aid knowledge.

Following completion of a first aid needs assessment, individual schools must ensure the following:

- Designated First Aiders (listed in First Aid area) are in place.

- Identified location of First Aid Boxes.

- The contents of First Aid Boxes are complete and in date.

- Training of First Aiders and/or Appointed Persons and ensuring that adequate numbers of first aiders or appointed persons are available.

- First Aid Room or specific first aid delivery points are in place and communicated to staff and pupils/students.

- Travelling First Aid Kits are available for off site visits and on site injuries.

4.5 **Fire and Emergency Procedures**

Please see separate School Fire Policy, Fire Risk Assessment, Fire and Emergency Plan and Premises Log Book.

Where pupils/students have pre-existing medical conditions or severe allergies a separate, specific risk assessment must be completed by class teachers which establishes the methods required to ensure emergency medical treatment can be available. The risk assessment must also consider any specific requirements to ensure evacuation in an emergency.

4.6 **Control of Substances Hazardous to Health (COSHH) and their Use/Storage at Work (including Legionella)**

The Control of Substances Hazardous to Health Regulations came into place in 2002 and are in place to protect people from substances which can cause harm or be hazardous to health.

A COSHH assessment will be carried out in order to justify the purchasing and use of any substances hazardous to health. This assessment will include recording findings with regard to application of the following hierarchy:

- Elimination of hazard.

- Substitution of alternative less hazardous materials / substances.

- Risk reduction by using engineering controls.

- Provision of sufficient information, instruction and training.

- Use of personal protective equipment – as a last resort.

The COSHH assessment will have identified the control measures that must be in place and followed. All employees have a duty to ensure their own safety as well as the safety of others, and must apply and follow the control measures required The necessary training and instruction to do this will be provided. A material safety data sheet should be readily to hand for first aiders to ensure that the correct first aid and emergency procedures are undertaken and for site and cleaning staff to ensure the product is used and disposed of safely.

Substances not assessed or authorised must not be brought into or used in any area. All staff responsible for having any chemicals are to ensure they have a safety file with all the safety data sheets. Any member of staff wishing to purchase any chemicals must seek authorisation from the senior leadership team before doing so.

4.6.1 Each school must ensure that:

a) Information of the hazardous substances including cleaning materials used is available to those who may come into contact with it.
b) A list of activities where COSHH might apply eg cleaning products is included within the COSHH assessment
c) Material Safety Data Sheets for all chemicals are held on site and that first aiders and staff using the products are aware of where they are located.
d) Personal Protective Equipment (PPE) and clothing is provided where required.
e) Appropriate secure storage of hazardous substances and suitable signage is in place.

4.6.2 Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) provides hazards to inform of the necessary Risk Assessment procedures for chemicals used in the Science curriculum. This should be used by the Head of Science or Curriculum lead to ensure that COSHH assessments are completed and appropriate.

4.6.3 Once carried out the Risk Assessment will have defined the exact conditions under which the practice of using a hazardous substance is to be carried out. Risk Assessments will provide the necessary evidence that due attention has been given to the hazards of handling chemicals, should an incident occur. However, when following procedures established by a Risk Assessment it is necessary to ensure that any control measures are in place and actually work.

4.6.4 Whilst the Science Department and all other appropriate Departments have established general procedures to ensure that the legal requirements of COSHH are adhered to, it must be pointed out however that ultimately the decisions to use a substance or not in any given circumstances will be subject to the professional knowledge and judgement of the member of staff involved.

4.6.5 The professional advice of the Head of Science or appropriate staff member must be sought by any other Department and/or individual staff member using chemicals to consult the Hazards which are kept by the Science Technicians to assist in the conclusion of a Risk Assessment before use.

4.6.6 To comply with the duties under the Health and Safety at Work 1974 which extends to risks from legionella bacteria, schools should adhere to the Management of Health and Safety at Work Regulations and the broad framework for controlling H&S at work. The Headteacher or delegated persons will be responsible for carrying the duty of the H&S Regulations and therefore take adequate precautions to control the risks of exposure to legionella.

4.7 **Security of Persons and Premises**

Following incidents in other schools, the matter of security is regarded as one of paramount importance for our academies and the Trust is committed to ensuring security on site to protect staff and children.

The following areas should be considered in increasing or reviewing the security of site:

a) Security of Premises through entrance routes.

b) Perimeter Fencing/Exterior lighting.

c) Burglar Alarm (externally monitored).

d) Use of toughened glass and safety glazing.

e) Identification of visitors.

f) Signing In/Out procedures.

g) Control of Access to building.

h) Security personnel on duty.

i) Reception/waiting areas.

j) Security Assessments of premises.

k) Installation, monitoring and use of CCTV.

It is recognised that for our PFI schools, the responsibility for site security is the responsibility of the private consortium and managed by Site Staff.

4.8 **Safety in Kitchens**

Kitchens are hazardous to our students and therefore the areas should be assessed to ensure:

a) The safety of students/employees/kitchen staff.

b) Appropriate food hygiene arrangements.

c) Allocated responsibility for maintenance of premises and equipment.

d) Restricted access to hazardous areas.

e) Appropriate first aid arrangements, including accident/incident reporting.

f) Safe systems of work for specific hazardous tasks.

g) Lifting and handling of heavy and hot loads, liquids etc is controlled.

h) Safe use of machinery, equipment and appliances within the areas.

i) Removal of waste is managed effectively and that licensed contractors are used where required.

j) Effective pest control.

k) Safe use of knives.

l) Safe conditions in the workplace, including floors etc.

4.9 **Contractors and the Construction Design and Management Regulations (CDM)**

A separate school policy and guidelines for the Management of Contractors is available and should be referred to before any contractors commence work on site. This will ensure compliance with the Construction Design Management Regulations 2015. It is recognised however that for our PFI schools, when maintenance work is carried out, it will be the private consortium's responsibility to ensure that the client duties in relation to CDM Regulations 2015 are complied with. Responsibility lies with the Headteacher to ensure this is in place.

4.10 **The Safe Use of Pesticides**

All schools must:

a) Limit the use of pesticides and where possible use environmentally friendly and safer products.

b) Ensure that all pesticides used have been approved and have a recognised product number that has been awarded by Department for Environment, Food and Rural Affairs (DEFRA).

c) Only competent, trained persons, employees etc are allowed to use and apply pesticides and should hold certificates of competence to that effect and be authorised.

d) Safe systems of work should be in place for;

e) Handling and Storage of pesticides.

- Application of Pesticides.

- The use of Personal Protective Clothing and equipment.

- Disposal of surplus and unused pesticides and containers.

- Protection of employees, users, pupils/students, public and others whilst use of pesticides is occurring.

4.11 **Asbestos**

The school's asbestos policy and guidelines must be referred to and followed. This includes:

a) The management of asbestos in the workplace and premises including the identification, communication and marking of known asbestos and its location (asbestos management plan).

b) Monitoring of the condition of known asbestos in the workplace/premises including the

removal or encapsulation of damaged unsealed asbestos etc.

c) When asbestos removals are to take place ensuring that:

- All work is undertaken and carried out by competent persons.
- Using only HSE approved Asbestos Removal Contractors.
- Records of Asbestos to be maintained at the workplace/site.

4.12 **Electricity at Work**

The Electricity at Work Regulations 1989 apply to all our schools and place the duty on the employer to ensure so far is as reasonably practicable that electrical installations and appliances are constructed, maintained and used appropriately.

All schools must ensure that:

a) All portable electrical appliances are maintained in a safe condition and have been tested within a reasonable time period by a competent person eg electrician or trained member of the site team.

b) Logging of all tests on portable electrical appliances in Electrical Appliances Log Book.

c) Testing of fixed installations is undertaken by competent persons within a time frame confirmed with the Trusts insurers.

d) Undertaking visual inspections of electrical appliance before use.

e) Implementation of good cable management so as to prevent slips trips and falls and damage to equipment etc.

f) Providing and using a Residual Current Device (RCD) or suitable protection device where applicable or as identified as a control measure in a risk assessment.

4.13 **Work Equipment**

The Provision of Work Equipment Regulations 1998 (PUWER) which covers the suitability and safe use of work equipment applies to all our schools. Equipment which poses a risk to staff or pupils/students should be used in a way to minimise risk or avoided if possible.

All equipment provided should be:

- Designed for the task, have the capacity to carry out the task and in good condition
- Used in an area or way which is suitable and safe and which does not create multiple hazards known as synergistic risks
- Consideration of the following areas will support compliance with PUWER:
    i. Safeguarding of machines by ensuring that guards are used where necessary.
    ii. Undertaking a machinery/equipment inventory to ensure machines are used and inspected and maintained in accordance with the operating manual.
    iii. Provide work equipment that is safe and properly maintained, following manufacturers operating instructions.
    iv. Safe use of machinery.
    v. Carrying out risk assessments where appropriate.
    vi. Providing adequate training and instruction for employees and pupils/students on equipment, machinery etc.

4.14 **Storage of Flammable Liquids**

To support the arrangements for fire prevention, safe evacuation and protection of emergency service personnel in schools the following should be considered as part of fire risk assessments:

a) Containing and controlling the amount held in storage.

b) Safety and security of storage of flammable liquids and gases.

c) Providing a list of what is in storage to fire service if attending site.

d) Where and how is it stored.

e) Who has access and is access restricted to others eg intruders, students/pupils etc.

f) Providing appropriate signage to ensure people on site are aware of the hazards.

4.15 **Safety Signs**

All signs should be:

a) Displayed where appropriate within the workplace.

b) Comply with current legislation.

c) Recognisable and easy to understand.

4.16 **Swimming Pool**

This section should be read in conjunction with HSE guidance on H&S in swimming pools available at: Health and safety in swimming pools - HSG179 (hse.gov.uk)

a) See normal and emergency operating procedures for the swimming pool as applicable.

b) See swimming pool operating manual as applicable.

4.17 **Sports Facilities and Activities**

Heads of PE and sports leaders must ensure that:

a) Equipment and premises are used safely, have clear written and communicated guidance and procedures.

b) Supervision of activities is appropriate.

c) Rules for staff and other users of sports equipment and facilities are in place.

d) Large PE apparatus is checked for safety annually by a competent person, it is overhauled or removed from use as necessary. Any apparatus which requires pupils/students to work at height must be checked annually and a safe extraction plan for pupils/students communicated with teaching staff.

e) Appropriate training of equipment for staff is in place.

f) Where external providers for sports are used, schools must evidence that sufficient processes are in place to protect pupils/students from harm.

4.18 **Manual Handling and Lifting**

To be read in conjunction with the Four Cs Manual Handling Policy.

Manual handling is the transporting or support of any load by hand or using bodily force so also includes pushing, pulling, lifting, carrying, or moving an object. It is estimated that 11.6 million working days a year are lost due to work related musculoskeletal injury. To reduce likelihood and consequence of injury occurring in our academies, any activity which requires manual handling requires a risk assessment, either dynamic (completed at the point of task by those concerned and not necessarily written down) or a recorded risk assessment (for regular manual handling tasks or hazardous task and should be recorded on our risk assessment template).

When carrying out a manual handling assessment (either dynamic or recorded) staff must consider the following:

a) The task, how it is to be moved? How far is it to be moved? Is it on flat ground, upstairs, placed at height or is it a repetitive lift? Is there lifting equipment such as sack barrow or trolley which could reduce the manual handling?

b) The individual, who will be lifting the object, adult, child including are they able, are they confident and competent, have they any pre-existing medical conditions or injuries that will affect their ability to lift/move safely? Have they been trained if it is a hazardous lift or repetitive load?

c) The load, including what is to be moved (weight, stability, ease of grip) and the ability to reduce its weight through decanting it.

d) The environment, is the area lit well, steep, wet, cold, hot, busy with students or have drops or holes where the carrier could fall from height?

More information can be found at Manual handling at work - Musculoskeletal disorders - HSE

4.19   **Use of Display Screen Equipment (DSE)**

Under the Display Screen Equipment Regulations 1992 (DSE) each academy will ensure that the following is carried out:

- Self-assessments for workstations for designated persons taking into account the DSE, the furniture, the working environment and the worker are carried out. Self-assessment forms are available from the Headteacher.
- Take all necessary measures to remedy any risks found, as a result of the assessment.
- Take steps to incorporate changes of the task within the working day in order to prevent intensive periods of on-screen activity.
- Ensure employees, who habitually use DSE as a significant part of their normal work, have access to eye and eyesight tests.
- Advise existing employees, and all persons applying for work with DSE of the risk to health and how these are to be avoided.
- Consider the risks to student when using display screens for prolonged or regular periods.

More information is available on our DSE policy or from Working safely with display screen equipment: Overview - HSE

4.20   **Safe Use of Vehicles**

To minimise the likelihood and consequences of an incident involving vehicles occurring, the following control should be in place:

a) A safe system of work procedures for use of minibuses and staff owned transport whilst working.
b) Speed restriction signs displayed.
c) One-way traffic system where possible.
d) Segregation of vehicles and pedestrians.
e) Clearly marked parking bays and areas where possible.
f) School minibuses and coaches to be fitted with audible reversing alarms where possible.
g) Care whilst driving especially where pupils/students are present.
h) Vehicles are road worthy, are taxed, insured and have a valid MOT etc.
i) Strictly-enforced rules of travel are applied when using any motor vehicle:
  - Each child is allocated a seat of his/her own.
  - Standing is not permitted when the vehicle is in motion.

- Supervising adults will also be seated.
- There is to be no eating except on a designated refreshment stop.
- No child is permitted to use seats considered to hold a greater risk factor than others, eg the front window seats.

j) Ensure that drivers on school business have a valid driving licence for the categories of vehicle concerned.

4.21 Access Equipment and Working At Heights

When staff or pupils/students are working at height it is considered a higher risk activity and should therefore be managed to minimise the risk to all. Formal inspections of equipment used for working at height will be conducted and/or arranged annually by the site team and staff should conduct a visual inspection of all equipment prior to use to ensure no significant signs of wear, damage or maintenance issues exist. Only staff who have been trained to do so should work at height or construct working at height equipment which includes any scaffolding towers.

Staff are all expected to:

a) Visual inspect steps, ladders and scaffold before use to ensure safety and integrity.
b) Access and work on some areas eg roofs and windows only when a separate risk assessment and method of work statement has been completed.
c) Remember that access to equipment at high levels is to be restricted from unauthorised eg pupils/students and untrained persons.

4.22 Good House Keeping

To ensure that hazards such as slips, trips and falls, vermin infestation and fire are minimised, staff are reminded that:

- Premises should be clean and tidy.
- Maintenance programmes and procedures are in place to deal with repairs, etc.
- Immediate clean-up of spills is required.
- Litter-free zones are identified, bins should be used appropriately and emptied daily.
- External areas, grounds, play areas and equipment are safe for use however they should be checked for hazards before allowing pupils/students to access.
- Hazardous waste should be removed from site at appropriate intervals and stored away from pupil/student access areas.
- Promoting and maintaining a safe and healthy working environment at all times is important to our pupils/students and staff.

4.23 Field Trips

The school's own Trips and Visits Policy is strictly followed. This may include risk assessments. A copy is available on request. It should be noted that:

- The levels of adult supervision are set by the Headteacher dependent on the mix and experience of the group.
- Children must be appropriately dressed for work out of doors. Protective clothing eg plastic gloves should be provided when handling soils, pond water, etc. Hand washing is vital after such activities.
- No child's behaviour should be allowed to present a danger to themselves, their peers or to the adults with them.
- Individual risk assessments or specific mention in trip risk assessments should be completed for pupils/students with additional needs or pre-existing medical requirements.

4.24   **Educational Trips**

The school's own Trips and Visits Policy will be strictly followed. This will include risk assessments. A copy is available on request. It should be noted that:

- The levels of adult supervision are set by the Headteacher dependent on the mix and experience of the group.

- The teacher in charge of an educational visit must take a mobile phone with them in case of emergency. This ensures that contact can be made at all times and help in an emergency can be summoned without delay.

- Individual risk assessments or specific mention in trip risk assessments should be completed for pupils/students with additional needs or pre-existing medical requirements

4.25   **Lone Working Arrangements**

Lone working relates to people on site working alone or in isolation. Pupils/students must never be left unattended whilst on school sites and the level of supervision should be appropriate for the level of risk.

If staff are to work alone or in isolation, they must:

a) Ensure that others are aware of their location and regular contact must be made.

b) Higher level activities must not be undertaken such as working at height.

c) A risk assessment has been completed which identifies hazards and has suitable control measures.

d) Refrain from doing so if they have pre-existing medical conditions which could re-occur, require medical treatment or prevent evacuation in an emergency.

e) Ensure that they are able to hear the alarm and evacuate the building in an emergency.

f) Ensure that the Remote / Lone Working Policy is complied with at all times.

4.26   **Communication**

Staff should be provided with the necessary information relating to Health and Safety at the point of induction, this should be arranged by their line manager. During their employment with the Four Cs there should be information provided by:

- The Health and Safety at Work Act poster which will provide specific legal requirements relating to their work. This will provide employees with information about the general duties

- Training and information on substances, plant, materials, machinery etc. which they may come into contact with.

- Discussing with contractors before they start work on site, how they plan to do their job, whether they need the organisation's equipment to help them, whether they can operate in segregated areas or when the school is closed down and if not what hazards do they create for employees and vice versa.

4.27   **Training**

Staff will be provided with:

- Training for employees, supervisors and managers to enable them to work safely and carry out their health and safety responsibilities.

- Supervision especially for young workers, new employees and employees carrying out unfamiliar tasks.

4.28 **Safety Audits and Inspections**

To ensure continual improvement in relation to Health and Safety:

- Regular checks and inspections of the workplace, machinery, appliance, equipment and working methods etc will be carried out by SLT.
- Health and Safety Advisers will carry out sample health and safety audits of health and safety management systems and workplaces

5.0   **Introduction**

The Board of Trustees requires mechanisms to be in place to provide assurance that policy requirements are being introduced, maintained and effectively implemented to provide high standards of environment and safety performance.

6.0   **Planning to Achieve Performance**

- Managers shall adopt a systematic and planned approach to implementing environment and safety management systems that meet the obligations placed on them. They shall demonstrate high standards of environment and safety performance, based on legislation, the requirements set by the Board of Trustees and the environment and safety objectives and targets set by capability requirements. The steps to achieve this are generic with the degree of rigour and techniques applied, shall be proportionate to the risk.

- Risk management requirements shall be set in accordance with the generic principles below and measured for consistency.

7.0   **Risk Management**

Risk assessments are a key ingredient of a sound Health and Safety policy. The School's approach to environment and safety risk management shall be based on principles of:

- Identification of risk.
- Clear ownership of risk.
- Clear delegation of authority.
- Proportionate risk management and control measures in accordance with a recognised standard.
- Appropriate monitoring, inspection and audit.
- Common policies and standards.
- Transparency of risks.
- Auditable trail of decisions.

8.0   **Environment and Safety Risk Assessments and their Management**

8.1   Environment and safety risk assessments are required by law or by our specific requirements for workplaces, processes and activities. The responsibility for completing assessments and implementing controls falls to managers and teachers as part of their normal duties. Most risk assessments will be straightforward in nature, concerning workplace risk assessment. However, there may be instances of complex risk where it will be necessary to request assistance from our specialist safety advisors. The outcome of the process shall be the identification and implementation of adequate control measures to minimise harm to people and the environment. Significant residual risks, or where adequate control cannot be achieved, shall be fed into the reporting system for action at the appropriate level.

8.2   The degree of rigour applied by duty holders to the management of environment and safety risks shall be proportionate to the magnitude and complexity of the individual situation. Five steps shall be applied by duty holders to ensure effective management:

- **Risk Identification** – A variety of mechanisms exist to identify, at all levels, risks to the achievement of objectives and outputs. There must be a clear description of what the activity leading to the risk is and the threat it poses to the objectives and outputs.
- **Risk Assessment** – Identified risks shall be assessed in terms of likelihood of them occurring and the consequences against objectives and outputs. Consideration shall include the potential people affected or the likely extent of environmental damage. This shall be translated into an indication of the relative importance of the risk to enable consistent comparison and prioritisation.
- **Risk Management** – For effective management of the risk, an owner, with the authority to determine the degree of mitigation they wish to apply to ensure the tolerability of the risk, shall be identified.
- **Risk Reporting** – The risks identified details of the owner and control measures in place shall be compiled on an environment and safety risk register. Risks requiring further mitigation shall be included in relevant task.
- **Risk Review** – Mitigation measures must remain effective; if they become degraded the likelihood of the risk coming to fruition will increase. To prevent this, managers shall assure themselves periodically that mitigation measures remain proportionate and effective.

9.0   **Objectives and Targets**

- Setting of objectives and targets is an integral part of all management systems. Consequently, the School plan contains strategic objectives, including those for environment and safety, together with targets for their implementation. They are directed within the school, in respect of reducing injuries, and with regard to delivering safe equipment and safe systems of work.
- Environment and safety objectives for continuous improvement are aimed at Managers and teachers and shall cascade down the line management chain. In addition to the suite of environment and safety related objectives and targets placed upon them, Managers/teachers shall additionally set objectives and targets to improve environment and safety performance throughout their remit and include them in their management plans. The extent of this shall be driven by review of environment and safety performance data and identified environment and safety risks. There shall be proportionality and linkage of objectives and targets at all levels of the organisation.

10.0   **Action Plans and Tasks**

The achievement of objectives and targets shall be a key indicator of environment and safety performance. There shall be a top down development of action plans cascaded down the line management chain.

10.1   Managers and teachers shall demonstrate that they adopt a planned approach to their achievement. This shall typically be in the form of an environment and safety action plan which includes:

- Measures to be taken to achieve objectives and targets
- Actions to manage risks identified in the risk registers
- Actions to rectify deficiencies identified via performance measurement and audit
- Any additional requirements the duty holder has identified

11.0   **Measuring Performance**

11.1   It is essential that effective mechanisms exist to feed back performance information for review in the continuous improvement cycle. Effective feedback is to be encouraged to ensure that environment and safety policies, standards, arrangements and regulations remain effective and that opportunities for improvement are identified and taken.

11.2   All school departments shall measure how effectively environment and safety requirements have been implemented and risks are controlled across their area of responsibility to contribute to the school picture. This shall include how well the environment and safety culture is being developed and the currency of standards and best practice. There are a wide range of techniques that can be applied to measuring performance. These fall into two broad categories; active and reactive. The techniques outlined below shall be considered as the basic minimum for application.

12.0   **Active Measurement**

12.1   Active Measuring techniques give feedback on performance before accidents, incidents or ill health occur and provide a firm basis for decisions to be made about improvements in risk control and the environment and safety management system. They are aimed at monitoring the design, development, installation and operation of management arrangements, risk control strategies and workplace precautions.

12.2   The key to effective active measuring is the quality of plans, performance standards and specifications that have been established to provide a yardstick against which performance can be measured. Techniques employed shall be proportionate to the department hazard and risk profile. Active measuring techniques employed by the School are to include:

- Routine procedures to monitor achievement of specific objectives and targets contained in management or action plans (eg quarterly or monthly reports or returns).
- Periodic examination of returns and records by the Board of Trustees and specialist Health and Safety advisors to check that systems relating to the promotion of the environment and safety culture are complied with. Other periodic examinations will be through regular review of management performance; risk assessment and recording of training needs and delivery of suitable training.
- The systematic inspection of premises, plant and equipment by teachers, supervisors, maintenance staff, management, safety representatives or other employees to ensure the continued effective operation of workplace precautions and any operating constraints.
- Routine checking the implementation of environment and safety requirements and procedures during all phases of acquisition activities.
- Environmental monitoring and health surveillance to check the effectiveness of health control measures and to detect early signs of harm to health.
- Systematic direct observation of work and behaviour by first line management to assess risk control strategies and associated procedures, rules and constraints, particularly those directly concerned with risk control using observational checklists.
- The operation of audit systems relating to environment and safety.
- Compilation and consideration of regular reports on environment and safety performance by our safety committee, to include progress against the relevant risk registers.
- Environment and safety culture/climate surveys and questionnaires undertaken by specialists when directed to do so by the Board of Trustees or the Headteacher.

13.0   **Reactive Measurement**

13.1   Reactive measuring techniques and systems are triggered after an event and provide opportunities for an organisation to check performance, to learn from mistakes and to improve the environment and safety management system and risk control. Where appropriate, this feedback shall be reported to the relevant regulators. The results of reactive measurement entered on our Accident and Incident Management system shall be used to identify trends, areas of specific weakness and information relevant to claims against the School. Each asset within the school shall evaluate available information and data on accidents, incidents, occupational ill health and other evidence of deficient environment and safety performance.

13.2   Reactive measurement techniques to be employed include:

- Accident and incident reporting and recording to cover all environment and safety related incidents. The only reporting system to be used within the school is controlled by the Board of Trustees.
- Ill health data where related to occupational causes.
- Claims data, including claims settled with payment.
- Reporting the outcomes of accident and incident investigations conducted.
- Inspection reporting
- Details of enforcement action from external regulators, including improvement and prohibition notices and, where relevant, prosecutions

Chapter 4: Audits and Review

14.0   **Audits**

14.1   Audit is an essential part of our environmental and safety management system. A useful definition of audit in this context is "the structured process of collecting independent information on the efficiency, effectiveness and reliability of the total environment and safety management system and drawing up plans for corrective action". It, therefore, involves making judgements about the adequacy of performance. Audit shall aim at establishing that:

- Appropriate management arrangements are in place and effective
- Adequate risk control systems exist, are implemented, and consistent with the hazard profile of the organisation
- Appropriate precautions are in place and effective.

14.2   Audits will be conducted both internally by the Headteacher and Heads of Department using our audit procedures and on request by specialist safety consultants who will conduct a bespoke HSG65 audit.

15.0   **Review**

15.1   Reviewing is the process of making judgements about the adequacy of performance and taking decisions about the nature of the actions necessary to remedy deficiencies and maintain continuous improvement. Internal reviews of performance shall be undertaken at all levels within the school. Information may be taken from the activities undertaken to measure performance, including the outcomes of audits and more informal assurance. Review of performance against targets, objectives and performance indicators must consider how well the organisation is achieving the performance levels that it has set itself at all levels.

15.2　　Review shall also consider progress in management of corporate environmental and safety risks. The feedback of information on successes and failures shall be a continuous process, including identification of remedial actions, shortfalls in policies, standards, arrangements, etc and for revision of objectives and targets.

Chapter 5: Health and Safety Specific Policies

16.0　**Introduction**

The purpose of our subject specific policies is to provide instruction and guidance to Teachers and Managers on the arrangements by which our school ensures the maintenance of acceptable standards of health and safety (H&S).

17.0　**Subject List**

Subjects detailed below have specific policies in addition to arrangements detailed in this policy. This list will be subject to review and additional policies added as the need for them becomes clear.

- Accident Investigation and Accident Reporting Procedures
- Contractors.
- Display Screen Equipment (DSE).
- Manual Handling.
- Swimming Pool.
- Asbestos.
- Fire and Evacuation.
- Trips and Visits Policy.
- Mental Health and Wellbeing Policy

Chapter 6: Policy Review

18.0　The Trustees (or responsible committee) will review this policy in line with the procedure for policy review. Review outcomes must be brought to the attention of all employees (including revisions).

Date for Review - This policy will be updated annually by the Trustees or sooner if a change occurs.

Chapter 7: Glossary of Terms

Accident	An undesired event resulting in death, injury, damage to health, damage to property or other form of loss
Appointed Person	A person who has been nominated to take charge in the event of an accident or illness (and support designated first aiders if present) and has been trained in basic lifesaving first aid techniques (See Designated Person)
Asbestos	Hydrated magnesium silicate in fibrous form
Board of Trustees	The Board of Trustees of the school as employer.
Chronic disorder	Occurring over an extended period of time
CLEAPSS	Consortium of Local Education Authorities for the Provision of Science Services
Code of Practice	Rules established by regulatory bodies or trade associations, which are intended as a guide to acceptable behaviour. As such they do not have the force of law behind them

Competent Person	A person who is appropriately trained, qualified, experienced and skilled to undertake specific health and safety duties without risk to their own safety or that of others
Compliance	The act or process of fulfilling requirements
Control of Substances Hazardous to Health	Regulations promoting safe working with potentially hazardous chemicals
Designated Person	A person who has been designated as a first aider at work and has been trained to have the knowledge and confidence to deal with any first aid emergency (See Appointed Person)
Display Screen Equipment	Any alphanumeric or graphic display screen regardless of the process employed to display the information. Typical examples include computer monitors and microfilm viewers
Fires	**Class A** - Fires in ordinary combustible materials such as wood, cloth, paper, etc.
	Class B - Fires in flammable liquids and liquefiable solids or electrical fires **Class C** - Fires involving gases. **Class D** - Fires involving combustible metals such as potassium or sodium **Class F** - Fires involving cooking oils or fats
Fire Prevention	Precautions designed to avoid an outbreak of fire, reduce the potential for fire to spread and safeguard persons and property in the event of fire
Flammable Gas	Gas that when mixed with air forms a flammable mixture at ambient temperature and pressure
Flammable Liquid	Liquid with a flashpoint below 100°F (37.8°C)
Flammable Solid	Solid that is liable to cause fires through friction, absorption of moisture, etc or which can be readily ignited
Flash Point	The lowest temperature at which a flame will propagate through the vapour of a combustible material
Freezing Point	Temperature at which a liquid becomes a solid, at normal atmospheric pressure
Good Practice	HSE Definition: Those standards for controlling risk which have been judged and recognised by the HSE as satisfying the law when applied to a particular relevant case in an appropriate manner.
Hazard	Potential for harmful effects
Health And Safety Executive	Organisation responsible for proposing safety regulations throughout the UK. It is responsible for enforcing, statute, regulations, approved codes of practice and guidance.
Incident (or near miss)	A generic term for those events that do not cause harm but which might have done so under different circumstances
Manual Handling Operations	Tasks that require a person to exert force in order to lift, lower, push, pull, move, carry, hold or restrain an object
Material Data Safety Sheet	Contain information on the hazards associated with a chemical, along with guidance on its safe use
Near Miss	See "Incident"
Policy	A statement of an organisation's strategy for achieving a safe and healthy working environment and the responsibility, organisation and arrangements for pursuing and implementing the strategy
Preventive Maintenance	Maintenance (including inspection, cleaning, and repair) of equipment on a regular basis that is sufficient to prevent unplanned failure
PUWER	Provision and Use of Work Equipment Regulations 1998
Regulation	A statutory device made under a general provision that is contained in an act of parliament. Regulations themselves are approved by parliament and are generally absolute legal standards.

Residual Current Device	An electrical safety device that constantly monitors the electric current flowing through a circuit. If it senses a loss of current where electricity is being diverted to earth (as might happen if a person touches a live conductor), it rapidly shuts down the power.
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
Risk	A quantifiable expression of the likelihood of injury or harm resulting from a hazard
Risk Assessment	A formal estimation of the likelihood that persons may suffer injury or adverse health effects as a result of identified hazards
Risk Management	The introduction of change or control measures with the intention of eliminating or bringing the level of risk associated with a hazard within acceptable limits
Safe System of Work	A method of working designed to eliminate, if possible, or otherwise reduce risks to health and safety
Safety Culture	A general term for the degree to which the culture of an organisation promotes and cooperates with safe and healthy work practices
Self-Assessment	Assessments performed by individuals (or organisations) to determine how safely they are working and meeting their health and safety responsibilities toward themselves and others
SLT / SMT	Senior Leadership Team / Senior Management Team
Stress	That which might result when an event or situation places increased demand on a person's mental or emotional resources. Sources of stress may arise from domestic or social situations as well as occupational circumstances. The individual's response to such situations can lead to health and safety related problems such as depression, cardiovascular disease, Musculo-skeletal disorders and an increased tendency to be accident-prone.
Workstation	The combination of equipment items that a user requires to fulfil their allotted tasks. In Display Screen Equipment terms, the components might include: desk, chair, computer monitor, keyboard, processing unit and such ancillary equipment as required by the work, such as document holder or telephone.

Organisations	Adventure Activities Licensing Authority
	Health and Safety Executive: education, information sources and guidance - **www.hse.gov.uk**
	Watch your Step in Education - Health and Safety Executive
	Health and Safety Executive link to Guidelines on school trips http://www.hse.gov.uk/services/education/school-trips.pdf
	Health and Safety of Pupils/students on Educational Visits - Department for Education and Skills
	Health and Safety on Educational Excursions: A Good Practice Guide - Scottish Executive
Publications	The Association for Physical Education (UK) **www.afpe.org.uk**
	Safe Practice in Physical Education and School Sport, Association for Physical Activity (PESSPA)
Forms	Risk assessment form attached (Appendix 1)

APPENDIX 1

ACADEMY NAME TO BE ADDED

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

RISK ASSESSMENT

Assessment Date

Name of Assessor 1:   Name of Assessor 2:

Area/Department Assessed: Line Manager:

The assessment should be reviewed periodically and if accidents or near misses occur.   The list given is by no means an exhaustive one.

Review Dates

Signed and Accepted by:

Date	Who By

Hazard	How might people be harmed and who may be injured	Control measures currently in place	WORST CASE OUTCOME	Is the level of risk assessed and managed to a reasonably practicable level	If not, what further controls required and person responsible for embedding them
Policy, communication and competency of staff			n/a	n/a	n/A
Fire					
Electrical equipment					
Burns					

Hazard	How might people be harmed and who may be injured	Control measures currently in place	WORST CASE OUTCOME	Is the level of risk assessed and managed to a reasonably practicable level	If not, what further controls required and person responsible for embedding them
Mental health and safeguarding					
First Aid provision					
Working at height					
Accident/near miss responses					

Hazard	How might people be harmed and who may be injured	Control measures currently in place	WORST CASE OUTCOME	Is the level of risk assessed and managed to a reasonably practicable level	If not, what further controls required and person responsible for embedding them
Housekeeping and waste removal					
Chemical and harmful substances					
Slips, trips and falls					
Asbestos					

Hazard	How might people be harmed and who may be injured	Control measures currently in place	WORST CASE OUTCOME	Is the level of risk assessed and managed to a reasonably practicable level	If not, what further controls required and person responsible for embedding them
Violence and aggression					
COSHH Control of substances hazardous to health					
Lone working					
Manual Handling					

Hazard	How might people be harmed and who may be injured	Control measures currently in place	WORST CASE OUTCOME	Is the level of risk assessed and managed to a reasonably practicable level	If not, what further controls required and person responsible for embedding them
High risk employees (Pregnancy, medical conditions, special needs					
Display Screen Equipment					

How have staff within school been consulted with to ensure that their concerns have been included in the risk assessment?

How have staff been communicated with to ensure they are aware of the expected control risks and hazards in school?