



# Health & Safety Policy

**Approved:**

December 2022

**To be reviewed:**

December 2023

# Health & Safety Policy

## 1. Foreword by Chief Executive Officer

The purpose of Oak Learning Trust's health and safety policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all its staff and pupils. To this end, information, training and supervision are provided as necessary.

The Trust's health and safety policy provides an overview of the organisation, systems, and procedures by which the Trust intends to achieve its health and safety objectives. The Trust will make reasonable resources, both of time and money, available for implementation of its policy. The allocation of safety related duties, the particular arrangements made to implement the policy, and the way in which the policy is monitored is set out in this document.

A copy of this policy will be given to all members of staff, and visitors when requested.

This health and safety policy gives you all the essential guidance required. Many of the actions recommended are required by law and must be observed, but in any case, they are mostly common sense.

Ailsa M. Taylor, CEO

## 2. Health and Safety Policy Statement

The management of Health and Safety is regarded as being of the utmost importance for all pupils, staff and visitors to George Washington Primary School and John F Kennedy Primary School. Therefore, the Schools recognise and accept their responsibility to set standards at least as high as that required by the Health and Safety at Work Act 1974 and supporting regulations, and so far as is reasonably practicable, to achieve zero work related fatalities, as well as an incident and injury free environment. The Schools will accomplish this target, in so far as is reasonably practicable, through adopting an approach to continuous improvement through:

- Providing and maintaining plant and equipment and systems of work that are safe and without risks to health;
- Making arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Providing such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees and pupils and visitors;
- Maintaining any place of work under the School's control in a condition that is safe and without risks to health and to provide and maintain means of access to and egress from it that are safe and without such risks;
- The provision and maintenance of a working environment for employees and pupils that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare at work;

- Providing such protective equipment as is necessary for the health and safety at work of employees and pupils;
- The encouragement of staff to set high standards of health and safety by personal example, in order that pupils leaving the Schools should take with them an attitude of mind which accepts good health and safety practice as normal;
- Striving to monitor the effectiveness of health and safety provisions within the Schools;
- Keeping the Schools health and safety policy under at least annual review in order to support the Trust's policy of continuous improvement and to duly publish any amendments.
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### 3. Organisation

Although health and safety within the schools is a collective responsibility this policy recognises the responsibility that effective and efficient management has towards achieving the Trust's safety objectives. The CEO is responsible to the Trustees for the management of health and safety matters within the Trust. This section outlines the responsibility that each element within the Trust has towards the health, safety and welfare of those connected with the Trust.

#### 3.1 The Trustees

The Trustees of Oak Learning Trust shall ensure that when undertaking the monitoring of the Trust functions, all health and safety implications are taken into account. Their main functions are:

- 3.1.1 Monitoring the Trust's safety performance (including consideration of inspection reports);
- 3.1.2 Prioritising actions where resources are required; Ensuring actions are carried out;
- 3.1.3 Including health and safety on governors' meeting agenda;
- 3.1.4 Ratifying the policy.

#### 3.2 The CEO

The CEO has an overall responsibility for the implementation of this policy.

The CEO has delegated duties to staff members in order to support high standards of health and safety. The CEO will monitor the following:

- Management of all health and safety matters in the Trust in accordance with the health and safety policy;
- Maintenance of risk assessments;
- Provision of information to the Trustees on matters of health and safety;
- Communication of information received on health and safety matters is distributed to appropriate people;

- Accident investigations;
- Health and Safety practices and procedures within the Trust are reviewed as necessary by the Trust's health and safety advisor.
- Staff health and safety training needs are addressed;
- Liaising with Trustees and the Trust's health and safety advisor on policy issues and any problems with health and safety;
- Cooperation with and provision of necessary facilities for trade union safety representatives.
- Appropriate and regular inspections of the schools are conducted and to check the suitability of working practices.
- To ensure that accidents and hazards are recorded and reported as appropriate to the Trust Health and Safety Advisor.

### 3.3 **Trust Business Manager**

The Trust's Business Manager will assist the CEO fulfil her safety responsibilities by performing the following duties:

- Should attempt to resolve daily health and safety problems any member of staff may raise, and refer to the CEO any problem for which there is not a satisfactory solution within the resources available.
- Will ensure that the annual safety inspections are conducted by the Trust's Health and Safety Advisor within the Trust premises and to consider the resource implications of any findings.
- Work with the Facilities and Estates Manager to ensure robust and rigorous programme of checks and monitoring are in place to ensure health and safety of the site, pupils, staff and visitors and monitor that this programme is being implemented and is effective.
- Ensure that the Site Staff conducts a daily safety inspection.
- Arrange for staff training and information so as to avoid hazards and to contribute positively to their own safety and health at work.
- Communicate health and safety information received to appropriate people. This role should also ensure staff receive health and safety induction training.
- Notify the CEO of changes or additions to plant, equipment and machinery.
- Ensure that staff implement control measures and improvements as identified through risk assessments, accident investigations or any type of monitoring conclusion.

### 3.4 **Trust Health and Safety Advisor**

The Trust Health and Safety Advisor will assist the CEO and Business Manager fulfil their health and safety duties by providing the following support

- Reporting of all RIDDOR notifiable accidents to the HSE and conduct the accident investigation.
- Prepare an annual health and safety report for the CEO
- Conduct an annual full premises inspection and prepare an associated report
- Carry out an annual health and safety gap analysis, to provide and to assist with remedial recommendations.
- Monitor statutory inspections and maintenance requirements in all matters of health and safety
- Provide legal updates and best practice advice to the CEO and all staff members as requested.
- Assist staff members with risk assessments for educational visits and classroom activities.

### 3.5 **Facilities & Estates Manager/Site Managers/Facilities assistant**

The Facilities & Estates Manager has key responsibilities with regards the health and safety and security of the Trust's premises and also the safety of staff and pupils under conditions contained within the Workplace Regulations. The Facilities & Estates Manager's/Site Manager's/Facilities Assistant's main health and safety functions include:

- The safety of pupils, staff and visitors in the school
- Prioritising health and safety when responding to staff reports of issues arising around school
- Ensuring that all doors and windows are secure at the end of the school day.
- Ensuring that corridors and pedestrian routes are kept clear of obstructions and trip hazards.
- Ensuring that any COSHH products used are secured and instructions followed as per COSHH storage and disposal instructions.
- Ensuring COSHH records are kept up to date and are available for inspection
- During periods of icy weather that a route not less than 3m wide is gritted from the car park into the school pavement. The pavement will be gritted for its total width.
- The safety duties must take priority over secondary duties and if for any reason cannot be completed it is the responsibility of the member of site staff to ensure delegation is communicated and accepted by whoever is standing in.

### 3.6 Class Teachers

The safety of pupils and visitors on educational visits is the responsibility of the class teacher. Teachers also play a role in monitoring and maintaining health and safety in school Their main functions are:

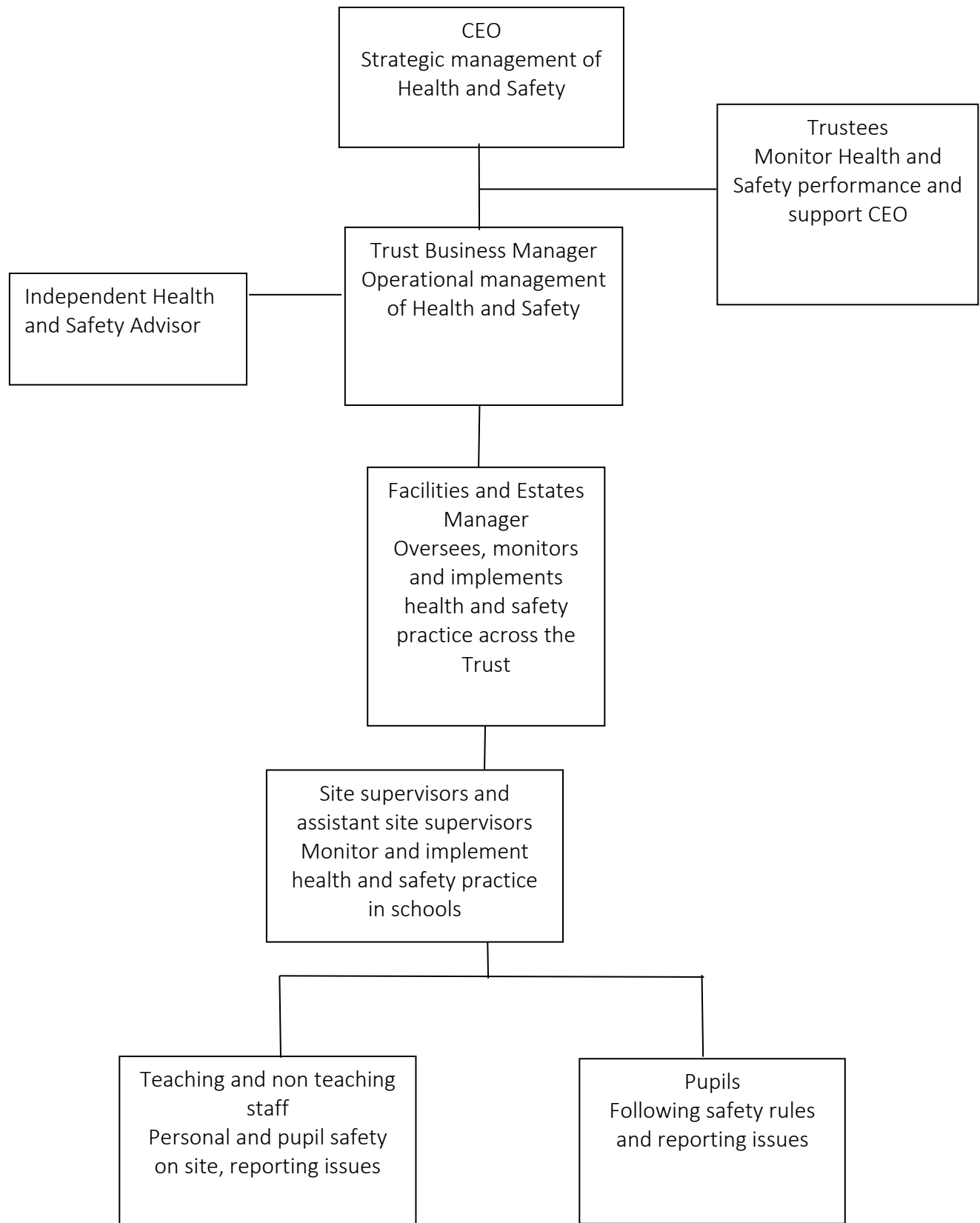
- Day-to-day management of health and safety in accordance with the health and safety policy;
- Checking classrooms/work areas are safe (e.g. No trip hazards etc);
- Checking equipment is safe before use, as well as ensuring equipment is left in a safe condition after use;
- Ensuring safe procedures are followed and that emergency procedures are understood;
- Ensuring protective equipment is available and used, when needed;
- Participating in inspections and supporting health and safety initiatives, if appropriate;
- Bringing problems to the site manager's attention through the jobs request sheets.
- Integrate all relevant aspects of safety into the teaching process and if necessary give specific lessons on safety.
- Reporting any health and safety concerns to the Office or Business Manager as soon as the concern is realised.

### 3.7 Pupils

Pupils are expected to:

- Understand and exercise reasonable personal responsibility for the safety of themselves and others;
- Observe standards of dress consistent with safety and hygiene, (e.g. suitable footwear, and the preclusion of unsuitable jewellery etc).
- Understand and observe the safety rules of the school and in particular the instructions of staff given in an emergency.
- Use, and not deliberately misuse, neglect or interfere with items provided for safety.

## Health and Safety Organisation Flowchart.



## 4. Arrangements

### 4.1 Introduction

This section will offer guidance on how the functions allocated to individuals will be carried out in order to achieve the policy objectives.

### 4.2 Health and Safety Communication

The Trust recognises the importance that effective 2-way communication has to play in achieving high standards of health and safety. Therefore, health and safety may be raised during staff meetings by any staff member. Also, the CEO and Trust Business Manager have an open-door policy for all members of the Trust who wish to discuss health and safety concerns. Where safety issues are considered to be of sufficient concern, the Trust Business Manager will notify the Trustees.

### 4.3 Accident Reporting

The School will follow the guidelines of RIDDOR 2013.

Accidents or injuries to any person, including contractors should be reported to a first aider by those persons involved in the accident. Major accidents or injuries to any person, including contractors, should be reported to the Head of School or Trust Business Manager by those persons involved in the accident. All accidents and injuries receiving first aid will be recorded on an accident report form. These are held in the school office. If deemed necessary, by the First Aiders, an accident report form, which is held in the School office, should be completed and forwarded to the Trust Health and Safety Advisor

All major injuries to employees and hospital attendance by members of the public as a result of an accident also require immediate telephone notification to the Health and Safety Advisor by calling **07789 905393**. Such injuries to pupils also require parent notification.

Major injuries requiring telephone notification include:

Any fracture; amputation; dislocation of the shoulder, hip, knee or spine; serious eye injury; serious burn; loss of consciousness; acute illness from chemicals; or any other injury requiring immediate hospital attendance.

See the Trust's Accident Reporting Procedure for further details.



#### **4.4 Accident Investigation**

Following an accident or near miss situation, the responsible member of staff in charge of the activity should ensure that an accident investigation is carried out. This will be supported by the Trust Business Manager if required or requested by the member of staff. This is to ensure that causes may be identified and measures taken to prevent a recurrence. Investigations such as these are essential so that accidents, damage to equipment and property, and losses are kept to a minimum. If the loss or injury is of a significant nature, then the Trust Health and Safety Advisor should be called to ensure a formal investigation is carried out and documented. Findings from all investigations should be recorded on the accident report form and recommendations actioned by those responsible.

#### **4.5 First Aid**

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

The names, workplaces and telephone numbers of those persons responsible for first aid boxes and/or qualified in first aid will be displayed within the school's premises together with clear instructions for summoning outside medical facilities, on the school's first aid emergency procedure notice.

The person responsible for the first aid box(es) will ensure, where reasonably practicable, that it is fully equipped at all times.

The school's accident report form record book file will be maintained and this record is to be made available to any authorised person whenever requested. It should be secured when not in use in order to comply with the Data Protection Act.

Only qualified persons should 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 should receive qualified medical attention.

#### **4.6 Fire Safety**

Preventative measures against fire are important and form the basis of rules to reduce the likelihood of fires occurring, e.g. restrictions on smoking, special precautions concerning flammable liquids and gases and maintenance of

electrical appliances. To this end the School has employed a no-smoking ban within all areas of the site. Fires on the forest school site will only take place when there are two suitably qualified forest schools leaders in attendance and managing the fire. A fire first aid kit and a large water supply will be kept by the fire pit whenever a fire is lit on the forest site.

As preventative measures can never be fool proof, reactive measures are also important and include:

- a) Physical measures include fire doors, smoke detectors, alarm systems and firefighting equipment. These will be provided, tested and maintained where necessary. The extinguishers will be checked and maintained every 12 months under a service level agreement, the remaining fire precaution measures will be checked and maintained by the Schools Facilities and Estates Manager/Site Manager and recorded in the Fire Log Book.
- b) Detailed information about fire evacuation procedures is provided to regular and temporary members of staff, including supply and trainee teachers in their induction. Details about fire evacuation routes will be displayed throughout both schools. Members of the school should familiarise themselves with such details.

A guide on actions to take on hearing the Fire Alarm is provided in the School Fire Evacuation Plan.

Records will be kept of any tests and examinations of alarm systems and documented in the Fire Log Book. The same applies to all evacuations for whatever reason, including practices and false alarms, so that the effectiveness of each evacuation can be assessed and action can be taken regarding any problems that have occurred.

#### 4.7 **Risk Assessments**

Risk assessments provide the backbone of any safe system of work and therefore all School activities must be assessed for hazard and evaluated for risk. An assessment that identifies a significant hazard should be recorded in writing and the measures needed to control the risk to health and safety should be listed and communicated by the member of staff leading the activity.

For on-going activities, the risk assessment should be reviewed if the circumstances that surround that activity change. Otherwise it is Trust policy that all risk assessments be reviewed on an annual basis.

For all educational visits the school uses the Evolve system for recording risk assessments and visit details. The school has an appointed educational visits officer which is a trained position. This person will always be a qualified teacher and will be available to offer advice on risk assessments of educational visits to other staff in the school.

A full Covid 19 risk assessment has been completed and is reviewed and updated on a regular basis. A Covid 19 risk assessment has also been completed for the re-opening of the swimming pool post lockdown.

#### 4.8 **Electrical Safety**

The following arrangements for electrical safety apply to all electrical equipment used in the School, including personal items.

- a) Only electrical equipment that is properly installed and maintained should be used in the School. The indication that equipment has been properly maintained is that a label is attached to each item bearing a date after which it should no longer be used. Items not bearing such a label, or where the date on the label has been passed, should be withdrawn from use.
- b) All portable appliances will be regularly inspected and, where necessary, subject to an electrical test. All members of the School should routinely check that their electrical appliances are not damaged and that there are no obvious signs of misuses such as damaged or discoloured plug tops and worn cables.
- c) Any item that becomes faulty should be taken out of service and either discarded or sent to the Business Manager.
- d) Equipment and furniture should be sited so as to avoid the need for leads and to trail across floors. Where these cannot be avoided, proprietary rubber strips should be used to reduce the risk of tripping.
- e) Socket adapters should not be used as a general rule. Where they are needed this should be agreed by the trust business manager and only those with their own fused plug and cable (4-way trailing sockets) are permitted.

#### 4.9 **Safety Training**

Training and instruction in routine health and safety matters will be given, as required by the appropriate supervisor or manager. In particular, the Business Manager will arrange for new members of staff and supply teachers in either school- on their first day of joining to receive induction information as required in the School's Code of Practice for Induction Training. This will be delivered by the business manager or the office managers.

Contractors who require an induction, i.e. those not under escort for the duration of their stay on School premises will receive appropriate health and safety advice from the Office managers as designated by the Trust Business Manager. Induction records will be held centrally in the School office and be available for audit when requested.

The School Business Manager or Office Manager will also give a copy of this policy to new members of staff on their first day and ask them to read it and sign to confirm it has been read.

The need for other specialist training should be identified by individual members of staff, and should be directed to the Trust Business Manager. The School Health and Safety Advisor may be consulted with regards health and safety training needs.

Members of the schools will not be expected to undertake any procedure for which they have not been adequately trained.

#### **4.10 Control of Substances Hazardous to Health (COSHH)**

The Control of Substances Hazardous to Health Regulations 2002, often known as the “COSHH” Regulations, require the Schools to ensure that substances (including purchased proprietary chemicals and non-proprietary substances such as effluents and by-products of processes) which can harm staff and others are stored, moved and used or handled in a manner which is safe and without risk to anyone’s health. The School will do this by:

- a) Identifying hazardous substances, assessing the nature of their hazards and the associated likelihood and severity of harm.
- b) Providing suitable precautions to protect persons against the hazards.
- c) Giving adequate written and verbal information about the hazardous substances to all persons who may be harmed by them. Guidance should be sought from the Safety Data Sheet provided with the substance.
- d) Storing hazardous substances in correctly labelled containers that have been deemed as adequate for the held substance. Such substances should be stored in appropriate secure facilities.

See the Trust COSHH Assessment Procedure for further details.

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

Under the Health and Safety (Display Screen Equipment) Regulations 1992 the Schools have obligations to all employees who regularly use visual display units (VDU’s). This includes assessing each VDU and its associated equipment and furniture to ensure that they meet the standards specified by the Regulations.

These include matters such as control over glare and reflection and adjustability of seating and screen in order to avoid postural and other health problems that can be caused by VDU work. Although the Regulations do not strictly apply to pupils, the Schools will aim as far as reasonably practicable to provide pupils who use VDU's with facilities of a standard that match those specified by the Regulations in the interests of education and good practice.

#### 4.12 **Traffic Management**

Authorised staff and visitors may park with care in the designated car parks. It should be noted that the Trust does not take any responsibility for damage to vehicles whilst on school property.

The speed limit of 5mph must be observed at all times and pedestrians have right of way on school property without exception.

#### 4.13 **School Transport**

The use of transport for conveying pupils and others is a potentially high-risk activity. Although the risks can never be totally eliminated, the School will minimise them as far as possible by the use of well-maintained and roadworthy vehicles and ensuring that only competent persons drive them or by using established coach transport companies or public services vehicles.

The CEO advises about arrangements and checks to ensure that transport used by the schools are roadworthy. Members of staff may only drive any hired minibuses if authorised by the CEO. The CEO will also provide other pertinent advice to users about aspects such as supervision of pupils and precautions for prolonged journeys.

#### 4.14 **Safety of Visitors including Contractors**

All visitors of any nature must report to the school reception and sign in. The office staff will notify the visitor's point of contact who will then come to reception and host the visitor(s). It is the responsibility of the host to ensure that the visitor is made aware of the school's emergency procedures and that there is a school safety policy available for them to read. Should the visitors be staying for any reasonable length of time then they should receive an appropriate safety induction brief.

The Trust's health and safety policy should be made available to all contractors working on school premises if requested. Guidelines for contractors are provided at Appendix 1.

Organisations that hire premises from the school are to read and sign the guidance form included at Appendix 2 and return it to the Trust Business Manager.

During the Covid 19 pandemic all visitors to school must read the Covid 19 risk assessment and must complete and return a Covid 19 visitor assessment questionnaire before entering trust buildings.

#### 4.15 **Violence to Staff**

“Violence” as defined by the HSE 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.

Should staff be subjected to violence, they should inform their line manager. The circumstances will be treated confidentially and support measures will be provided, if required, to assist in recovering from an incident. 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. Each school has a copy of the useful HSE/HSC booklet “Violence in the Education Sector” (2nd edition 1997) which is kept in the School office and is available for reference.

#### 4.16 **Stress**

Stress has increasingly become acknowledged as being a significant health issue at work. 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. The Trust advises any member of staff who feels under an unacceptable amount of pressure to raise the issues and concerns with their line manager or head of school in complete confidence, so that if possible some early action may be taken. Staff development training is available in the recognition and control of stress at work. Counselling services are also available for those in stressful situations. Details are available in confidence from the Trust’s Business Manager or the CEO.

#### 4.17 **Manual Handling**

Staff and pupils are not to lift, drag, push or carry heavy/awkward loads unless training has been given and a manual handling assessment carried out. If no assessments have been made for tasks that present a risk of injury, then they should contact the Trust’s business manager who will direct the School Health and Safety Advisor to conduct the necessary assessment.

#### 4.18 **Working at Height**

Staff are only to work at height if using suitable access equipment. Standing on tables, chairs, benches and the like is strictly forbidden. Elephants foot stools and step ladders are available if required. Staff who believe that they work at height on a regular basis are to request training through the Trust Business Manager.

No work at height is to be undertaken without a risk assessment in place. Staff must review the risk assessment before attempting to work at height.

#### 4.19 **Electrical Safety**

All members of staff and pupils involved with the use of School machinery have a duty to ensure that it is used correctly, safely and that any defects or unsafe practices are reported to the Facilities Manager.

In addition, all, kitchen, art and outdoors educational equipment must be well maintained, supplied with adequate guards where necessary and receive appropriate statutory inspections. Staff are to ensure that any shortfalls are reported to the School's Business Manager and the machinery or equipment is removed or put out of bounds, and adequately labelled as so immediately.

#### 4.20 **Legionellosis**

The Trust aims to prevent the buildup of Legionella Pneumophilla organisms in its water systems and to prevent inhalation of infected water droplets. The Trust uses an SLA with Sunderland council for testing and professional advice on legionella. Tests are carried out on a regular basis and the results shared with the facilities and estates manager. The Trust Business Manager must ensure that the designated water supply checks and maintenance tasks are carried out by the contracted provider under the terms of contract and are recorded.

#### 4.21 **School Visits**

Any proposed educational visit must first be cleared through the Head of School whereby a strict analysis of the proposed visit must be satisfied before agreement is given. This will include assessment of:

(a) Suitability of the School Trip Provider.

(b) Suitability of the location and activities according to the competency of supervision and abilities of pupils attending.

(c) The submitted risk assessments for all activities to be undertaken

(d) Any other provision as decided by the Head of School.

Visits are recorded on the Evolve risk management system and the Trust has access to an additional advice and guidance from a specialist educational visits advisor through an SLA with Sunderland Council.

#### 4.22 **Personal Protective Clothing (PPE)**

The Trust will provide suitable protective clothing and equipment and training for staff and pupils whose work is liable to involve hazardous substances or excessive levels of noise. If you are provided with any item of protective clothing or equipment, you must use it when necessary and take reasonable care of it. If any item becomes defective through wear or damage, you should report it and obtain a replacement before continuing with any work, which requires it. Should any member of the School deem that PPE is required for a particular activity, they should raise this concern through the Trust Business Manager.

#### 4.23 **Blood borne infection prevention and sharps disposal**

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. 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.

#### 4.24 **Lone Working**

The Trust 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. The Trust will ensure that the lone worker has full knowledge of 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.

Members of staff will be given all 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.

Special consideration will be given to potential violence or threatening behavior 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.

Teachers and other staff working outside of normal school hours must be aware of the risks 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.

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

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

## 5. Monitoring the Policy

Monitoring the effectiveness of the Trust's policy on health and safety is a responsibility in which the Trustees, CEO and Trust Business Manager play key roles. Monitoring includes ensuring that school inspections are taking place regularly so that the hazards and risks of activities carried out within the school 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 members of the Trust) are matters that should also fall within the monitoring exercise under the Trust Business Manager. The Trust Business Manager will report on her monitoring of health and safety to the Trustees on a termly basis through her written report to the Finance, Estates and Audit committees

Monitoring of any accidents, incidents and instances of occupational ill health occurring at school level is particularly important so that remedial action can be taken to prevent any recurrence. The Trust Business Manager and Trust Health and Safety Advisor will assist the Heads of School to monitor all reported accidents, incidents and occupational ill-health. This will then be reported to the CEO. 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 or Trust, as well as to set in train appropriate remedial action.

## 6. **Reviewing the Policy**

The implementation of this policy will be audited by the Trusts Health and Safety Advisor and will be reviewed at least on an annual basis before being agreed by the 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

### Notes of Guidance for Contractor Working on Site

#### *Purpose of Guidance*

Building or small works such as glazing, heating and ventilation, roof repairs, electrical installations etc. may create risks for those engaged in the work and for staff and pupils.

The purpose of this code of practice is to provide guidance in order that Contractors will use safe working practices according to the Health and Safety at Work Act 1974 and to assist the Contractor in taking all reasonable and practical steps to prevent danger or ill health from details of the work being carried out.

The Trust has legal responsibility to contribute to the safety of the contractor's staff.

For contracts of a larger nature, lasting a few days or more, the Trust Business Manager may appoint a member of staff for "on site" liaison.

For short term work involving educational/teaching areas there must be liaison and agreement between the contractor and the Trust Business Manager before work proceeds.

#### **ALL CONTRACTORS WILL:**

- a) Observe the Trust and school rules and instructions, e.g. fire prevention, first aid, and traffic restriction etc., given by staff for whom the contractor is working.
- b) Not work on the premises until the school rules are accepted.
- c) Ensure that all operations are conducted in such a manner as to prevent injury.
- d) Provide their own plant and equipment unless specified in the contract.
- e) Not leave portable electrical equipment unattended. Larger items should be electrically isolated when left unattended.
- f) Use properly constructed plugs and sockets for any connections to the School electricity supply.
- g) Obey the legal requirements relating to equipment and operations set out in regulations such as:
  - h) 'Lifting Equipment Regulations 1998 (LOLER)'
  - i) 'Provision and Use of Work Equipment Regulations 1998 (PUWER)'

The Trust Business Manager may decide that a contract will name a school staff member who will:

- a) Ensure that the contractor is informed of our emergency procedures, e.g. injury, fire dangerous occurrences and has access to the school safety and emergency policies when requested.

- b) Ensure that the contractor is informed of our working procedures, e.g. head protection, electrical safety, and ladders.
- c) Ensure that the contractor is aware of our general safety requirements, e.g. site traffic, warnings.
- d) Ensure that the contractor is aware of any special safety precautions, e.g. asbestos.
- e) Ensure that the contractor is working safely and is not putting School staff, pupils or property at risk.

#### INFORMATION FOR ON SITE CONTRACTORS

It is your responsibility that a safe system of working is implemented at all times.

Please note that children will be moving around the school and it is your responsibility to ensure their safety at all times. If you expect deliveries or would like to introduce vehicles or plant onto the school site you must clear the timings through the main reception, without exception.

Please ensure that all electrical leads are kept clear of floors whenever possible. If leads must trail across frequently used areas, e.g. corridors, remove them at the above times, or securely tape them to the floor.

Do not leave any equipment unattended; it may not be there when you return. It may also cause injury.

If you know that your working procedure may be hazardous or may take a long period of time let the office know. It may be possible to prevent pupils using the area while you are working. Areas must not be closed off without prior consultation.

If you are driving in the school grounds, observe the speed limit of 5 miles per hour.

All contractors must sign in and out at the office upon entering and leaving the premises and must display the badge issue, prominently.

No smoking on school premises.

If fire alarm is activated (a continuous bell) leave premises immediately and report to office staff at the muster area as agreed during the induction process

In case of queries contact the office.

Please read, then sign and return the slip below.

I have read and understood the information for on site contractors and agree to abide by it.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

On behalf of: (Company name)

\_\_\_\_\_

## Appendix 2

### Health and Safety Guidelines for Hosts of Evening Classes and Hirers

#### **SECURITY**

ID badges are to be worn by staff at all times when on duty

Class Tutor to ensure register is taken at the beginning of the lesson.

#### **FIRE PROCEDURE:**

##### **If you discover a fire:**

Operate the fire alarm.

Leave the building (follow the route indicated on the evacuation plan).

Dial 999 and report the fire.

##### **On hearing the fire bell (continuous ring):**

Leave the building at once (follow the route indicated on the evacuation plan)

Close all doors and windows as you leave

Assemble in the area designated during the Induction process.

Hirer to check the attendance register for their group.

Do not disperse

Do not re-enter the building until instructed to do so by the Duty Fire Officer or the Duty Officer

#### **FIRST AID:**

First aid kits are to be provided by the hirer for their own activities

First aid for all but minor injuries should always be followed by qualified medical treatment

#### **EMERGENCY ACTION IN CASE OF ACCIDENT OR ILLNESS:**

Make arrangements for an ambulance to be sent immediately so that the patient can be taken to hospital by dialing 999

Give precise location of the occurrence and directions for the nearest point of access for the ambulance.

Arrange for the ambulance to be met at the School MAIN ENTRANCE

See that the patient is accompanied whenever possible by a responsible person

Ensure that arrangements are made for the relatives or friends to be advised fully of the situation

Ensure that an accident report form is completed giving the full details of the occurrence together with any action taken. This must be handed to the main reception.

Accident report forms are located in the main reception.

**PARKING:**

All cars are to be parked in the area agreed during the induction process.

Cars parked at the owner's risk.

**SMOKING:**

**The whole of the School site is a no-smoking area. There should be no smoking anywhere on the site**

Please read, then sign and return the slip below.

I have read and understood the information for Hiring agencies and agree to abide by it.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

On behalf of: (Hirer or Company name)

\_\_\_\_\_