



POLICIES AND PROCEDURES

HEALTH AND SAFETY POLICY

OCTOBER 2019

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Signature of Chair:	
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Health and Safety Policy

Table of Contents

Section 1	Policy Statement	4
Section 2	Responsibilities	5
	The Trust Board.....	5
	The CEO	6
	Trust Health and Safety Lead	7
	Compliance Officer	7
	Headteachers	8
	Trade Union Safety Representatives	9
	Health and Safety Committee (if appropriate).....	10
	Site Manager.....	10
	Teaching Staff	11
	All Staff.....	12
	Students	13
Section 3	Arrangements	13
3.1	Staff Health and Safety Training including Assessment of Risk	13
3.2	Recording and Reporting of Accidents/Incidents	14
3.3	Off-site Visits including Residential Visits	15
3.4	Dealing with Health and Safety Emergencies.....	15
3.5	First Aid for Staff and Students	16
3.6	Occupational Health Services and Stress	16
3.7	Monitoring the Policy	16
3.8	Safe Plant and Equipment	17
3.9	Safe Handling and Use of Substances (COSHH)	18
3.10	Emergency Procedures Fire and Evacuation	19
3.11	Asbestos	20
3.12	Legionella	21
3.13	Electricity.....	21
3.14	Gas	21
3.15	Contractors and Safety	22
3.16	Visitors	22
3.17	School Security.....	22
3.18	External Groups/Activities.....	23

3.19	Violence, Behaviour, Bullying and Harassment	23
3.20	Vehicle Movement	23
3.21	New and Expectant Mothers	23
4	<i>Monitoring and Review</i>	24

Section 1 Policy Statement

This is the Health and Safety Policy Statement of Mercia Learning Trust and its schools.

The policy includes our Statement of Intent, our organisational structure of responsibilities and the methods by which we will achieve a safe working environment for staff, students, visitors and other users of our sites.

It is acknowledged in this policy that some of our school's operate under a PFI/BSF contract.

Our statement of general policy/intent is:

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees on matters affecting their health and safety
- To provide and maintain plant, machinery and equipment which is safe, is regularly inspected, tested and maintained as appropriate and that offers protection from danger by being suitably guarded (where appropriate). This would include such items as heating and hot water plant, kitchen equipment and appliances e.g. meat slicer, powered cleaning equipment and portable electrical appliances.
- To ensure the safe handling, use, storage and transport of articles and substances
- To provide adequate information, instruction and training to enable staff and students to carry out their activities in a healthy and safe manner and to enable them to contribute positively to their own health and safety and that of others
- To maintain safe and healthy working conditions
- To make arrangements within all our schools for the reporting of all accident/incidents to the Trust Estates Manager
- To make arrangements for fire evacuation, first aid and other emergency situations
- To provide and maintain safe, healthy buildings with safe access and egress, paying particular attention to the structure of the buildings, the electrical installation, draining, glazing, maintenance of floors, corridors, playgrounds, steps, doorways, fire escape routes and security arrangements
- To provide and maintain a safe, healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes, noise, cleanliness and food hygiene and adequate protection against occupational disease and infestation

- To provide and maintain adequate welfare arrangements such as eating, washing and toilet facilities
- To create and update a central file containing relevant health and safety information
- To review and revise this policy as necessary and at regular intervals

Section 2 Responsibilities

Overall and ultimate responsibility for health and safety in schools is that of the employer, Mercia Learning Trust.

Day to day responsibility for ensuring this policy is put into practice is delegated to school Headteachers.

General Responsibilities

The Trust Board

To comply with the Trust's Statement of Intent the following responsibilities have been assigned.

The Trust Board has responsibility for ensuring that suitable and adequate organisation and arrangements are in place for the management and control of health and safety within the Trust. In particular, we will ensure that:

- A written policy statement is created and communicated which promotes a positive attitude towards health and safety for staff and students
- Responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities
- A lead director for health and safety is nominated
- People have sufficient experience, knowledge and training to perform the tasks required of them
- Clear procedures are created which assess the risk from hazards and produce safe systems of work
- **Sufficient funds are set aside with which to operate safe systems of work**
- **Adequate time and resources are given to individuals to fulfil their roles as defined by this policy**

- Health and Safety performance is monitored and targets for improvement are set
- The Trust's Health and Safety Policy is reviewed annually
- The management of health and safety considers the needs of anyone with a protected characteristic under the Equalities Act

The CEO

The CEO will be responsible for all staff and activities under their control and will ensure that the requirements of relevant safety policies and procedures are implemented and complied with. In particular they will:

- Be fully committed to the Trust's Policy Statement for health and safety ensuring that a positive health and safety culture is actively demonstrated and promoted through their own leadership
- Appoint a Trust Health and Safety Lead to ensure so far as is reasonably practicable that safety management systems are planned, implemented and reviewed
- Ensure the Health and Safety policy is current, relevant, updated and agreed at Board level
- Ensure that risk assessments are undertaken as appropriate by competent persons and that adequate control measures are taken on a risk basis to reasonably minimise the health and safety risks to staff and any other people who may be affected by the Trust/School's activities
- Set a personal example by including health and safety management in daily management practice and demonstrating safe personal working practices
- Ensure prompt action is taken to resolve any situations that may adversely affect the health and safety of staff or other people
- Will ensure so far as is reasonably practicable the health, safety and welfare of all staff
- Will ensure so far as is reasonably practicable the health and safety of students in schools and on off-site visits
- Will ensure so far as is reasonably practicable the health and safety of visitors to schools and volunteers involved in any school activity
- Will guide and monitor Head teachers to ensure he/she keeps health and safety as a high priority in the day to day management of the school

Trust Health and Safety Lead

The Trust Health and Safety Lead (Director of Finance and Operations) is responsible for ensuring the robust auditing of the safety management systems in each school, providing support and challenge to the schools regarding health and safety matters and providing information to the Board. Specifically, the Trust Health and Safety Lead shall:

- Be fully committed to the Trust's Policy Statement for health and safety ensuring that a positive health and safety culture is actively demonstrated and promoted through their own leadership
- To provide support and challenge to the CEO in fulfilling their health and safety responsibilities
- Ensure all schools undertake and Health and Safety Audit on an annual basis with follow up actions
- Ensure all members of staff know, understand and accept their health and safety duties and responsibilities
- Ensure health and safety is given a high profile across all schools, at Trust Leadership Team and at Trust Board level
- Ensure accidents/incidents are recorded and where necessary, investigated and reported to the Business Manager and, Estates Manager as soon as possible. In the event of major injury, the CEO and Chair of Board shall also be informed. To ensure report is made to the HSE as necessary.
- Ensure fire procedures are in place at each school and a fire risk assessment is in place and actioned. PFI schools will also have their own policy and arrangements
- Ensure site safety tours and inspections occur on a regular basis
- Ensure risk assessments are undertaken in each school
- Support the Head teachers and key academy staff to ensure the safety management system is effective and the safety culture is a positive one

Compliance Officer

The Compliance Officer (Trust Facilities Manager) acts as the competent person as defined by Regulation 7, Management of Health and Safety at Work Regulations 1999. The Compliance Officer will advise, consult, support and liaise with the Health and Safety Lead for the development and co-ordination of safe conditions for the premises and activities associated with the Trust. To do this, the Compliance Office, in cooperation with school leadership will:

- Make recommendations to Trust Board on matters of Health, Safety and Welfare in compliance with new and modified legislation
- Liaise with outside bodies concerned with health and safety e.g. HSE and emergency services
- Collate accident and incident information and when necessary, carry out accident and incident investigations
- Co-ordinate general workplace monitoring inspections
- Keep records of all health and safety related activities and make an annual report, in conjunction with the Trust Health and Safety Lead, on safety matters
- Establish robust risk assessments process to allow prompt identification of potential hazards
- Ensure staff are adequately instructed in health, safety and welfare matters in connection with their specific work place and the school generally
- Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of children, staff and others are made safe without delay
- Ensure compliance with action plans resulting from audits
- Manage any health and safety related contracts when necessary

Headteachers

The Headteacher is responsible for the management of the school and shall so far as is reasonably practicable:

- Ensure the Health and Safety Policy is implemented and adhered to at all times
- Ensure all members of staff know, understand and accept their health and safety duties and responsibilities
- Ensure adequate resources are allocated to facilitate healthy and safe working and teaching practices
- Ensure the Trust is advised of health and safety implications when undertaking the management of the school budget

- Ensure all employees, students and visitors receive adequate information, instruction, training and supervision, both within the school and on school trips as appropriate
- Ensure all machinery, appliances and equipment purchased by or used within school conforms to a British, European or International Standard, is used in the manner that it was designed for and is periodically examined, tested and maintained as appropriate. PFI schools FM providers manage the purchase and maintenance inspections for all equipment owned by them
- Ensure only approved chemicals and substances are used at the school and ensure that the appropriate safety information and risk assessment is available to the user
- Ensure suitable and appropriate protective clothing is provided for staff and students who require it and ensure it is worn when necessary
- Ensure adequate first aid treatment is available by the provision of a First Aider and ensure the first aid boxes are kept adequately stocked
- Ensure accidents/incidents are recorded and reported to Trust Business Manager and Trust Facilities Manager as soon as possible for investigation where necessary. In the event of a major injury, the CEO and Chair of Trust Board shall also be informed.
- Ensure fire procedures are planned and rehearsed at least once per term
- Ensure periodic safety inspections of the school are carried out
- Ensure that there is consultation with the staff safety representative on matters of health, safety and welfare
- Ensure in his/her absence, health and safety duties are delegated as appropriate
- Ensure risk assessments are undertaken and reviewed as appropriate
- Participate in the review of the policy as appropriate

Trade Union Safety Representatives

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

- Represent the employees in consultation with the employer and Trust Facilities Manager or his/her representative, investigate potential hazards and dangerous occurrences at the school and examine the causes of accidents at the workplace

- Investigate complaints by any employee he/she represents relating to health and safety and welfare at work
- Receive information from enforcement inspectors and represent employees in consultations with inspectors of the Health and Safety Executive and of any other enforcing authority
- Attend meetings of safety committees to which he/she is elected
- Inspect the workplace if they have given the employer or his/her representative reasonable notice in writing of their intention to do so and have not inspected it in the previous three months. He/she may carry out additional inspections where there are substantial changes in work conditions.

Health and Safety Committee (if appropriate)

The Health, Safety and Welfare Committee representing the various schools within the Trust to provide effective communication and consultation between management and employees

- To ensure that the health and safety policy is properly maintained and developed
- The committee to comprise of, as a minimum:
 - Compliance Officer (Trust Facilities Manager)
 - Head teacher
 - Head of Department (Science, DT, PE)
 - School Health and Safety Leads
 - School/Office Manager
 - Union Safety Representative (1 from each of the recognised staff unions)
 - Site Manager

Where possible, efforts must be made to ensure as wide a spread of curriculum and support areas of the school are represented.

Where a health and safety committee is not in place, consultation arrangements must be put in place by the school.

Site Manager

The Site Manager is responsible for ensuring the site is safe and secure at all times, conducting ongoing inspections and maintenance to ensure, as far as is reasonably practicable, the health and safety of everyone on site.

- Ensure that premises safety inspections are undertaken e.g. weekly, termly, and keep records of any faults identified (as appropriate). This includes:
 - Water management routines

- Fire alarm call point testing
 - Fire exit routes remain clear
 - Fire evacuation
 - Health and safety walks
 - Electrical safety checks
 - Gas safety checks
 - Security of premises
- Ensure that risk assessments are in place for any ongoing maintenance and minor repair work he/she is undertaking, including working at height and COSHH, and that it's conducted in a safe and timely fashion.
 - Ensure risk assessments for communal site areas are in place (in conjunction with School/Office Manager)
 - Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place
 - Record details of checks and report any defects to Head teacher, Trust Facilities Manager, School/Office Manager as appropriate
 - The Site Manager will liaise with contractors and will ensure that contractors are undertaking their work in a safe manner through inspection of paperwork and supervision of work being undertaken
 - The Site Manager will ensure health and safety is given a high priority at all times and that everyone is following the procedures in place

Teaching Staff

Teaching staff are expected to:

- Ensure that they are fully aware of their roles and responsibilities, co-operate with the Trust and school policies and procedures and follow any guidance, policies and procedures
- Exercise effective supervision of their students, to know the procedures for fire, first aid and other emergencies and to carry them out
- Give clear oral and written instructions and warnings to students when necessary
- Ensure all students know the fire procedures and are evacuated safely
- Ensure equipment used at the school is safe and presents no risk to health and ensure that any defects are reported immediately to the Head teacher/Site

Manager/Managed Service Provider so that the equipment can either be repaired or disposed of

- Ensure all classroom-based activities are carried out in a safe and healthy manner
- Ensure playground activities are supervised as appropriate
- Ensure students are adequately supervised during social times
- Ensure that, whilst students are playing for a sports team, provision has been made for dealing with injuries and other emergencies
- Ensure that when undertaking educational visits, sufficient research, planning, precautions and supervision are undertaken as laid down in the Trust policy or Evolve guidance
- Ensure that students do not bring in to the school any potentially dangerous article or hazardous substance without the express permission of the Head teacher
- Take appropriate action to make safe any dangerous condition caused by wet or icy weather
- Ensure any agreed security provisions are carried out
- Cooperate with the Head teacher on all aspects of health, safety and welfare, and
- Report to the Head teacher any problems they feel that they cannot deal with themselves

All Staff

All staff have individual responsibility to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, they must:

- Comply with the Trust's health and safety policy and procedures at all times
- Cooperate with managers in complying with relevant health and safety safe systems of work and procedures
- Use all work equipment and substances in accordance with instruction, training and information received
- Wear, use, store, maintain and replace personal protective equipment as appropriate

- Not intentionally misuse anything provided in the interests of health, safety and welfare
- Take part in and contribute to health and safety inspections, risk assessments etc. as appropriate
- Report all accidents (personal injury and vehicle), ill health, incidents of violence and aggression, near misses, hazardous situations, general health and safety concerns, defective equipment or premises
- Attend all training relevant to their role

Students

Students, allowing for their age and aptitude, are expected to:

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

Section 3 Arrangements

These are the general Trust arrangements. Those specific to the individual school are given separately where applicable.

3.1 Staff Health and Safety Training including Assessment of Risk

Competency for Tasks and Training

Health and Safety Induction Training will be provided for all employees in liaison with the Trust Facilities Manager

Job specific training will be provided by SLT / Compliance Officer (Trust Facilities Manager)

Specific jobs requiring special health and safety training are: Site Manager, SEN TA, fire marshals

Health and Safety Training records are kept by the School/Office Manager

Risk Assessments

The Trust is committed to implementing risk assessment procedures in order to comply with the Management of Health and Safety at Work Regulations 1999.

Health and Safety is managed through an ongoing process of risk assessment. Specific risk assessments are required for activities involving fire, manual handling, substances, use of display screen equipment, educational visits and pregnancy while more general risk assessments must be completed for those activities where specific risk assessments have not been carried out.

Although risk assessments relating to most activities of the school will have been or will be completed on behalf of the staff, all staff have a responsibility to make themselves familiar with the risk assessments relating to their area of work. All staff are responsible for ensuring the action required is implemented and that safe working practices are adhered to.

The CEO will ensure that any implemented actions have removed/reduced the risks (although this is likely to be delegated to staff as highlighted in Responsibilities above but overall accountability remains with the CEO).

Risk assessments will be undertaken by all competent staff appropriate to their roles and responsibilities in school as requested by the Head teacher or Health and Safety Lead. Staff who may complete risk assessments are:

Premises – Site Manager/Trust Facilities Manager/Health and Safety Lead
Curriculum – Head of Department/ staff
Educational Visits – Group Leader (using EVOLVE)
Individual – specific line manager

Staff must have received at least basic risk assessment training prior to undertaking risk assessments.

Risks will be assessed annually, on the introduction of any new process/equipment, if there is a significant change or an accident/incident whichever is soonest.

All risk assessments are recorded.

Various codes of Safe Working Practice and guidance issued by the Department for Education are available by accessing the gov.uk website. Appropriate information is also held at departmental level. All new and existing staff should be aware of the contents relevant to them.

3.2 Recording and Reporting of Accidents/Incidents

All accidents are to be recorded on the Trust Accident and Near Miss Reporting Form and submitted to the Trust Business Manager for recording.

Accident forms that require investigation should be reported to SLT and the Compliance Officer (Trust Facilities Manager). Investigations are to be carried out by the Headteacher and Compliance Officer. Where necessary, the school's Health and Safety representative will provide assistance in the investigation and preparation of reports.

Where necessary, the accident/incident/ill-health will be reported to the Health and Safety Executive (HSE) in line with the Reporting of Injuries, Diseases and Dangerous occurrences Regulations (RIDDOR) 2012 by the Trust Business Manager in liaison with the Compliance Officer?

3.3 Off-site Visits including Residential Visits

The Trust complies with the Local Authority guidance on educational visits.

All educational visits must be authorised by the Head teacher in advance.

Schools will ensure that, before embarking on any visit or journey, the necessary risk assessments are carried out and appropriate control measures are in place. We currently use the EVOLVE system.

The Educational Visit Coordinator has received EVOLVE training and are responsible for:

- Supporting the Head teacher when approving educational visits
- Assessing the competency of leaders and other adults on the visit
- Ensuring that all members of staff receive training in the schools process for educational visits
- Helping and supporting members of the staff with the planning of educational visits including help with risk assessments

3.4 Dealing with Health and Safety Emergencies

The Trust recognises that an emergency situation can arise at any time and that being prepared and having practiced routines in place is crucial. Emergencies can be from a lockdown situation to a fire where there is the potential to loss of life, injury or damage to property.

The trust ensures that each school has its own procedures for each eventuality and a robust warning system and plan that is practised.

Head teachers are responsible for having emergency procedures in place.

All incidents should be reported to the Trust Business Manager and Trust Facilities Manager who will escalate as necessary

3.5 First Aid for Staff and Students

Schools will follow the statutory requirements and provide first aid services and facilities to at least the minimum requirements of the Health and Safety at Work (First Aid) Regulations 1981.

The Trust will ensure that risk assessments are carried out and that the appropriate number of first aiders are appointed in schools as determined by the risk assessment.

First aid boxes will be readily accessible in all schools.

Defibrillators are available to use at King Egbert, Newfield and Mercia schools.

See separate policy for further information on First Aid.

3.6 Occupational Health Services and Stress

The Trust is committed to protecting the health and wellbeing of its employees and will undertake to protect the workers from factors adverse to their health. It therefore provides an Occupational Health service for all staff.

Occupational Health services are provided by an external organisation.

The Trust will ensure that the occupational health service it engages is responsible for providing adequate health surveillance provisions as required by the Management of Health and Safety at Work Regulations (1999) and other specific legislation to those employees who are exposed to hazards such as noise, asbestos, hazardous substances and vibration.

Any individual requiring their services will be referred in the first instance to the Trust's central HR team. The central team will then pass on details of the case to Occupational Health who will contact the individual concerned directly.

Any member of staff who feels they would benefit from this service can self-refer in consultation with the Head teacher.

The Trust will ensure that necessary and sufficient actions are undertaken for any member of staff suffering with work related stress in line with the Health and Safety Executive's Stress Management Standards.

3.7 Monitoring the Policy

To check our working conditions and ensure our safe working practices are being followed, we will:

- Carry out spot checks regularly (Head teachers, School/Office Managers, Site Manager, Trust Facilities Manager, Trust Health and Safety Lead)
- Conduct workplace inspections at a frequency of:
 - Daily (Site Manager)
 - Half termly (Site Manager and School/Office Manager)
 - Termly (Compliance Officer (Trust Facilities Manager), Site Manager and Head teacher)
- Submit Health and Safety reports to Trust Board at a frequency of termly? – see what Charlotte thinks (Site Manager to report to Trust Facilities Manager who will collate an overall Trust report)
- Conduct Health and Safety audits annually (Trust Health and Safety Lead to ensure this process is in place)
- Head teacher/SLT and Compliance Officer are responsible for investigating accidents
- Head teacher/Trust HR Director are responsible for investigating causes of work related causes of sickness absence
- Head teacher/SLT are responsible for acting on investigation findings to prevent a reoccurrence

3.8 Safe Plant and Equipment

The trust is committed to ensuring that all plant equipment is fully maintained and is legally compliant. All equipment is maintained to SFG 20 guidelines.

No unauthorised electrical equipment is to be used on school premises.

Maintenance inspections are carried out as follows:

- Fixed wire testing 5 years
- PAT annually
- Gas boilers annually
- Air Handling units 6 monthly
- Gas safety annually
- RPA insurance inspections annually
- Water management as per risk assessment
- Water heaters annually
- Pressure systems annually

3.9 Safe Handling and Use of Substances (COSHH)

The Trust is committed to protecting the health, safety, welfare and well-being, of the staff employed in its schools, for the students attending the schools and for visitors and contractors, who may be affected by the Trust's undertakings. It is essential therefore that everyone who works for or undertakes work on behalf of the Trust and its schools adheres to the requirements of this policy to ensure that all health and safety issues relating to the Control of Substances Hazardous to Health (COSHH) are adequately managed and controlled. The trusts Control of Substances Hazardous to Health (COSHH) policy content will ensure that:

- The use of hazardous substances is avoided as far as is reasonably practicable.
- The risks to health arising from work activities involving hazardous substance are assessed.
- The exposure to hazardous substances is prevented or reduced by implementing adequate control measures.
- COSHH assessment and controls are monitored and adequately reviewed.
- Employees are provided with appropriate information, instruction and training.
- All relevant statutory requirements and, where reasonably practicable, best practice guidance is adhered to.

A Hazardous substance is defined as a substance with the potential to cause harm if inhaled, ingested, injected or absorbed through the skin or released into the environment. Common substances such as cleaning materials, chemicals used in a process, construction dust, and products that are identified on labelling and packaging with warning are examples. The Trust will ensure the provision of and access to competent Health and Safety advice is available to schools. The school Head Teacher has overall responsibility for managing and controlling substances Hazardous to Health by:

- Ensuring that the COSHH Policy is implemented across the school
- Ensuring the policy and its procedures are regularly monitored and any deficiencies are highlighted and reported to the Trust Facilities Manager
- Supporting and encouraging staff to manage hazardous substances safely.
- Providing adequate resources to ensure compliance with legislative requirements.
- Ensuring that safe working practices are used and reviewed to minimise risk.

- Implementing new or changed practices where appropriate.
- Providing suitable COSHH awareness and risk assessment training for all relevant staff.
- Ensuring correct disposal of hazardous substances.
- Encouraging staff to be proactive in protecting students and visitors to the school from the effects of hazardous substances.

PFI facilities management contract will ensure that the contract provider is fulfilling its statutory duty to manage COSHH within the facilities under its management and maintenance control. Responsibility for the safe management and control of PFI maintained facilities staff, products and materials falls with the PFI facilities management provider

The control of substances hazardous to health regulations 2002 (COSHH) require an assessment to be made of the work processes that involve the use substances hazardous to health.

The COSHH regulations do not apply solely to cleaning products. Other substances used in decoration, maintenance works, science, design and technology is to be considered

An inventory is held on each site of all hazardous substances

Heads of Department are responsible for keeping inventories up to date, specifically science, technology and art and ensuring that appropriate staff are informed and trained when handling hazardous substances.

Data sheets are available on site for all hazardous substances that are being used. Additionally separate risk assessment and method statements are carried out for the work processes

3.10 Emergency Procedures Fire and Evacuation

The Trust acknowledges its responsibility under the Regulatory Reform (Fire Safety) Order 2005 (RRFSO) and will ensure that suitable fire risk assessments are carried out on all trust premises, to determine the general fire precautions and preventative and protective measures needed to comply with the requirements imposed under the Order.

Within the scope of this policy, the Trust has overall responsibility for:

- Ensuring that the Schools comply with all legislative requirements for Fire Safety.

- Ensuring Schools and PFI Facilities Management, where applicable, allocate sufficient resources to ensure that this policy and its procedures are implemented and Fire Safety is effectively managed within the school.
- Ensuring the policy and its procedures are regularly monitored and any deficiencies are highlighted and reported back to the Trust.
- Ensuring that a suitable and sufficient Fire Risk Assessment of the premises is carried out and any significant findings are properly addressed and suitable control measures implemented.
- The provision of adequate fire safety training and instruction for all staff, students and visitors.
- Ensuring sufficient numbers of persons are appointed as Fire Wardens/Marshall.
- Ensuring that Fire Evacuation Drills are carried out once a term as a minimum.
- Ensuring that suitable fire evacuation procedures are produced, implemented and tested on a regular basis.

The Headteacher is the Responsible Person for the building.

The Trust Health and Safety Lead is responsible for ensuring the fire risk assessment is undertaken in Trust Schools* and the Compliance Officer ensures it is being implemented.

* The Managed Service provider at King Egbert School and Newfield School are responsible for ensuring fire risk assessment is carried out.

A fire risk assessment is undertaken by a suitably qualified person and any findings acted upon in a timely manner. The fire risk assessment will be reviewed every year in both Trust managed schools and those with a managed service provider.

3.11 Asbestos

The Trust recognises the health hazards arising from exposure to asbestos and is committed to ensuring that an effective strategy and associated policies and procedures are in place in order to manage the risks to employees, students, visitors and other people working on trust sites.

The Trust is committed to fulfilling its legislative obligations under the Control of Asbestos Regulations (2012) everyone who needs to know about the presence of asbestos will be informed. No one will be allowed to start work that could disturb asbestos unless the correct procedures are followed. The Asbestos risk assessment

has been carried out in the relevant schools and complies with statutory best practice.

3.12 Legionella

The Health and Safety at work act 1974 sets out the broad legal requirements for health, safety and welfare of students, employees and others (including visitors, contractors and the general public)

The HSE's Approved Code of Practice and Guidance Document L8 – (ACOP) "Legionnaires' disease: the control of Legionella bacteria in water systems" (ACOP) L8, is taken as the main source of guidance on matters relating to legionella risk management.

Each schools policy is to resolve to meet the requirements of the relevant ACOP L8 guidance, and to comply with these procedures so far as is reasonably practicable.

3.13 Electricity

Electricity has the potential to cause serious harm, or even death and is treated as a priority with regards to maintenance and repair. The Electricity at work regulations 1989 requires that all electrical installations and appliances are periodically inspected and maintained.

The Trust recognises its obligation to ensure that all electrical installations are safe.

Fixed installations i.e. sockets, light fittings and general wiring throughout the school buildings are tested at least every five years by a competent electrician

Portable electrical equipment is inspected, tested and maintained annually by a competent person.

Personal electrical equipment will need to be tested before use.

Primary phase schools are completed by LA leaf package

PFI schools completed by service providers

Mercia completed by HE Barnes

3.14 Gas

Under the gas (installation and use) regulations 1994, there is a requirement for all gas appliances (central heating boilers, gas water heaters, calorifiers, etc.) to be checked serviced and maintained by a competent safeguard registered contractor.

Primary phase schools are completed by LA leaf package

PFI schools completed by service providers

Mercia completed by HE Barnes

3.15 Contractors and Safety

The Trust recognises its obligations under the Health and Safety at Work act 1974, to ensure that outside contractors are competent and safe to work on our sites.

The trust contractor management policy must be adhered to, basics below

Prior to any works being carried out on our sites this procedure will be followed:

- Risk assessments and method statements provided, checked and signed
- Site induction carried out, including confirmation of DBS status
- PPE checked and any electrical equipment checked for PAT
- Permit to work issued
- Once work completed site manager checks and confirms completion and work area left clean and tidy

All accidents or near misses should be reported

3.16 Visitors

- On entering the school, visitors must report to reception and sign-in
- All visitors will be issued with a visitor's badge which is to be worn for the duration of their visit
- Visitors will be provided with information regarding fire evacuation, security arrangements and welfare facilities
- On departure, visitors must sign out
- Any visitors that will be unsupervised during their visit, must be DBS checked

3.17 School Security

Refer also to arrangements for visitors

Security of the school is maintained by:

	Yes	No
Perimeter Fencing	Yes	
Electronic Gates/Barrier	Some	
External doors being locked during school hours	Some	
CCTV	Some	

Signposting	Yes	
Security lighting		
Other security measures	Intruder alarm Key fobs	

3.18 External Groups/Activities

External groups currently using school premises vary according to the school.

Particulars of the health and safety policy and other health and safety information (escape routes, fire exits, alarm call points etc.) will be communicated to external group representatives by Site Manager.

All extra-curricular groups using Trust premises must abide by Trust Health and Safety rules.

Groups that use Trust premises to hold functions will be asked to produce evidence of having carried out the necessary risk assessments implementing appropriate control measures to reduce any risks identified.

3.19 Violence, Behaviour, Bullying and Harassment

Efforts will be made to train all staff in how to handle violent and aggressive situations.

The schools will address bad behaviour, bullying and harassment involving students by implementing the agreed behaviour policy.

3.20 Vehicle Movement

Staff and visitors must park their vehicles in the designated car park where applicable. In some of our schools where the car park has multiple uses, vehicular access will not be permitted when children are on lunch or entering/leaving school

Designated pathways should be used by pedestrians at all times

3.21 New and Expectant Mothers

The Trust recognises the increased risks to new and expectant mothers and will extend existing risk assessments to cover new and expectant mothers and implement control measures as appropriate to reduce the risks. Women will be informed of any additional risks they may face as a new and expectant mother.

Risk assessments will be carried out when a woman notifies her manager of her pregnancy and revised where necessary.

4 **Monitoring and Review**

This policy will be monitored and reviewed on a regular basis in order for us to implement any improvements made in our practice. We will therefore review this policy every year or earlier if necessary.