



# Health and Safety Policy

Date policy agreed	21st March 2023
Date of next review	March 2024
Approved by	Trustees
Source of policy	LBE Health and Safety Policy (v4 Sept 2022)
Updates from previous policy	<ul style="list-style-type: none"><li>● COVID-19 – reference removed</li><li>● Added no vaping to the section about no smoking on site</li><li>● Personnel and role details updated</li></ul>

## Principles

This policy lays down the organisation and arrangements established by the Trustees for Health and Safety in each school within Attigo Academy Trust. This policy applies to all sites within the Trust.

The trust will do all that is reasonably practicable to ensure the health, safety and wellbeing of staff, pupils and visitors, including contractors, and others who may be affected by the school's activities. To this end, we believe in achieving our aims in partnership with all interested parties. We are committed to complying as a minimum with our legal responsibilities, but we are seeking to continually improve our health and safety performance in line with best practice. We will maintain and continually review an effective health and safety management system, which we consider to be an essential part of a high performing school.

## Trustees' responsibilities

The scope of the Trustee's responsibilities encompasses:

- a safe and healthy working environment with adequate control of health and safety risks arising out of the school's activities
- effective organisation at both school and Trust level to implement the policy
- full consultation with staff on matters affecting their health and safety
- effective communication throughout the Trust and each school on health and safety matters
- provision of information, instruction and supervision
- staff are competent to carry out their work and meet their health and safety responsibilities; and the provision of adequate training and development
- obtaining competent advice when that is not available within the Trust or school
- undertaking risk assessments and implementing the necessary controls
- ensuring each school has implemented effective systems for the management of contractors
- effective monitoring and review of the implementation of the policy and health and safety performance
- adequate resources to implement this policy

### Lead Trustee - Health and Safety

The Lead Trustee for health and safety who is on the Board of Trustees will:

- a. Ensure consistency of the policy adoption for all schools within the Trust
- b. Receive reports from Local Governing Boards (LGBs), Health and Safety Links and report back to Trust Board on key issues
- c. Review this health and safety policy on an annual basis

### Health and Safety Link – Local Governing Board (LGB)

Each school will have a health and safety link on its LGB. They will:

- a. Ensure the school is providing a safe environment for children by monitoring compliance with this health and safety policy
- b. Ensure that school based inspections are carried out
- c. Link with the Health and Safety Co-ordinator in the school
- d. Undertake necessary health and safety training as and when required
- e. Make regular reports to the Lead Trustee

LGBs will be supported with guidance additional guidance to fulfil their role

### Chief Executive Officer (CEO)

The CEO is responsible for the overall implementation of this policy throughout the Trust and will:

- a. Nominate the CFO as health and safety co-ordinator at Trust level
- b. Ensure leads within each school meet their health and safety responsibilities

### **Chief Financial Officer (CFO)**

The CFO is responsible for ensuring compliance of the policy across the Trust on behalf of the CEO and will:

- a. Be the executive health and safety lead for the Trust
- b. Liaise with the lead Trustee for health and safety
- c. Monitor implementation of the policy throughout the Trust
- d. Oversee the work of the Health and Safety Co-ordinator in each school
- e. Ensure health and safety monitoring is undertaken at each school as detailed in the Head teacher responsibilities
- f. Report health and safety issues that cannot be resolved to the Trust Board
- g. Co-ordinate all aspects of health, safety and wellbeing policy and practice
- h. Disseminate health and safety information
- i. Liaise with safety representatives
- j. Ensure health and safety matters raised by staff are dealt with appropriately
- k. Ensure risk assessments are carried out at Trust level and are reviewed at least annually
- l. Ensure school level health and safety compliance
- m. Report 'reportable' incidents to the Health and Safety Executive
- n. Manage the school's annual monitoring checklist
- o. Make recommendations to the Head teacher about an independent audit

### **Headteacher (HT)**

Each HT is responsible for the overall implementation of this policy and their own school policy throughout their school. This includes day-to-day responsibility for maintenance and development of safe working practices and conditions for all staff, pupils, visitors and any other person using the premises or undertaking activities under the school's control. In particular, the HT will:

- a. nominate a named person as health and safety co-ordinator at school level
- b. ensure line managers meet their health and safety responsibilities
- c. ensure the arrangements for consultation with staff are implemented
- d. ensure effective communication of health and safety matters
- e. ensure requirements with regard to staff competence are met
- f. ensure health and safety standards, Trust health and safety procedures/codes of practice are implemented, ensure risk assessments are carried out at school level and reviewed at least annually
- g. undertake risk assessments in relation to directly managed staff (e.g. stress risk assessments)
- h. ensure health and safety monitoring is undertaken, including:
  - (i) incident reporting and investigation
  - (ii) specific equipment & premises inspections
  - (iii) termly inspections
  - (iv) ensuring that the termly inspection report is presented to the LGB
  - (v) monitoring of health safety action plans
  - (vi) make recommendations to the LGB in relation to external independent audits
  - (vii) report to the Health and safety Trustee of any health and safety issues that cannot be resolved.

### **Health and Safety Co-ordinator**

They are responsible for the overall co-ordination of health and safety throughout the school on behalf of the HT. Responsibilities include:

- a. co-ordinating all aspects of health, safety and wellbeing policy and practice within the school
- b. liaising with safety representatives
- c. disseminating health and safety information
- d. co-ordinating accident reporting procedures, including accident monitoring
- e. co-ordinating emergency evacuation procedures
- f. ensuring health and safety matters raised by staff are dealt with
- g. maintaining a central school file of health and safety procedures and other relevant information

Monitoring implementation of the policy by:

- a. ensuring termly inspections are undertaken
- b. ensuring incidents are investigated
- c. managing the school's annual monitoring checklist
- d. making recommendations to the HT about an independent audit
- e. reporting health and safety issues that cannot be resolved to the Health and safety Trustee

### **All Members of Staff**

All members of staff are responsible for:

- a. Taking care of their own health and safety and the health and safety of others affected by their actions
- b. Co-operating with the Board of Trustees by following the school's safe working procedures and meeting responsibilities laid down in this policy
- c. Reporting health and safety hazards and any inadequacies they identify in health and safety procedures to their line manager or the school health and safety co-ordinator
- d. Undertaking any health and safety training/development identified as necessary
- e. Using work equipment in accordance with safe working procedures, instructions and training
- f. Not making unauthorised or improper use of equipment
- g. Ensuring a risk assessment is undertaken when carrying out projects or new activities
- h. Reporting health and safety incidents, and near misses, in accordance with the school's reporting procedures.

**Safety Representatives (Union Representatives):** Safety representatives do not have responsibilities under this policy. However, they have functions as laid down in the Safety Representatives and Safety Committees Regulations 1977 (SI 1977 No. 500). Reasonable time will be provided to enable safety representatives to carry out their functions subject to the exigencies of the service. This should be arranged with their line manager and the health and safety co-ordinator.

Where no union representation for safety is available under the Safety Representatives and Safety Committees Regulations 1977, the Health and Safety (Consultation with Employees) Regulations 1996 will apply and employees will be consulted directly as individuals, or through elected health and safety representatives (known as "representatives of employee safety" in the Regulations), or a combination of the two.

### **Arrangements for implementing this policy**

#### **Enfield Local Authority Health and Safety Committee**

There is an established Enfield Local Authority Health and Safety committee for Schools and Children's Services, which meets termly. It is chaired by the Chief Education Officer, and includes management representatives and safety representatives elected by the staff. The committee facilitates consultation on schools' issues, such as policy, strategy and guidance. It is also a forum where safety representatives can raise issues concerning health and safety and where unresolved issues can be addressed. Attigo Academy Trust has a Service Level Agreement with the Enfield Schools Health and Safety Department.

#### **Health and Safety Procedures**

The Local Authority Schools Health and Safety Team has drawn up health and safety procedures and arrangements covering school-wide issues. These include the Health and Safety Framework Policy, Health and Safety Policies and health and safety guidance and procedures as found in the Health and Safety section on the LA online system, Fire Log Book, and Responsible Persons Premises Log. Further procedures following required control measures for the school are drawn up locally following risk assessment.

#### **Educational Visits**

The role of the educational visits co-ordinator: arrangements for seeking approval - both within the school and where appropriate from the Local Authority, planning and safety during the visit, pre-visits, staff ratios, etc is covered in the 'Guidance for off-site Visits and Related Activities with EVOLVE, issued by the LA. Each school has an SLA for the use of EVOLVE.

#### **Fire Prevention and Emergency Evacuation**

Clearly written procedures for the evacuation of the premises in the event of a fire have been drawn up and displayed in all rooms. It is the responsibility of every employee to familiarise themselves with these procedures. An evacuation drill will be carried out each term.

Fire drills will be recorded. All staff on duty should have knowledge of what they need to do if the alarm should be activated during the lunch period. The alarm will be tested on a regular basis by the Site Manager in each school and is checked twice a year by an authorised company. Staff should be familiar with the position of fire alarms and extinguishers. If a fire is discovered then the fire alarm should be activated and the emergency services should be called. Fire Exits should be clear at all times. The roles of all staff; how the evacuation will be conducted; arrangements for ensuring everyone has left the building etc are derived from risk assessment and follow from guidance in the Fire Log Book.

### **Risk Assessments**

The health and safety procedures referred to above were drawn up on the basis of an assessment of the risks. Some require further detailed assessment of the activity (e.g. display screen equipment, educational visits); in these cases, the relevant member of staff must undertake the assessment. Others are generic risk assessments and where activities comply with the assessment there is no need to record a separate assessment. Where an activity differs from the generic assessment, the person responsible for the activity must ensure there is a re-assessment to account for these variations. Where this is minor it may be no more than adding a simple local variation to the generic assessment. Line managers are responsible for ensuring risk assessments are drawn up and implemented for activities carried out under their area of control. For many such activities, line managers should arrange for a departmental health and safety procedure to be drawn up as a generic assessment, although, again, local variations may be needed when it is necessary to deviate from the generic assessment. The CFO will provide formats for general risk assessments. The SENCo in each school will have proformas for individual pupil risk assessments. It is the responsibility of the Health and Safety Co-ordinator to ensure the risks associated with workplace hazards are assessed. Concerns regarding hazards and risks are raised and recorded.

Any employee who is concerned about a particular hazard or risk must report it immediately to the Site Manager or Health and Safety Co-ordinator within the school who will take appropriate action, eg removal of object, risk assessment. If a risk assessment does need completing it should be retained for future reference and reviewed annually as part of the Annual Health and Safety Inspection.

### **Aggression at Work**

All employees should take reasonable precautions to ensure that they are not putting themselves unduly at risk. Further guidance is given in the Local Authorities pack entitled Violence and Abuse at Work, a copy is available within each school.

The Site Manager locks and secures the building and ensures all staff are safely escorted from the building. If any member of staff needs to remain beyond this time they must inform the Site Manager to ensure their Health and Safety is not compromised. All visitors must report to the school office to verify their identity and purpose of the visit. They will be required to sign in and out using the schools individual system. They will also need to wear a visitor's badge.

### **Violence and Abuse**

If a member of staff is abused which results in injury details of the injury should be entered in the Accident Book and reported to the Health and Safety Co-ordinator for appropriate action.

### **Stress and Mental Health**

It will be the responsibility of the Senior Management Team to assess the risk to staff. If it becomes apparent that an employee is suffering from stress, this will be brought to the attention of the CFO and CEO. The Headteacher will offer a referral to the Occupational Health Service if appropriate. Staff well-being must be a priority in all schools and further support can be provided through Employee Assistance Programme (EAP). Further guidance can be found on the HSE website where a tool kit is available to support conversations about stress.

### **Health Surveillance**

All employees must have undertaken pre-employment screening prior to taking up a post. The Senior Management Team, together with each individual employee concerned, is responsible for monitoring their health during their employment, through the use of attendance statistics and interview. The Headteacher will monitor the health related absences of staff and report these to the relevant committee.

### **Smoking/vaping**

Smoking or vaping is not permitted anywhere on the school premises at any time.

### **Working at or Visiting other Premises**

The aim and purpose of their visit will be agreed prior to the event. It is the responsibility of the individual to ensure they follow the Establishment's Health and Safety procedures e.g. signing visitors' books in and out, first aid report.

### **Home Visits**

All Home visits need to be agreed with a member of the Senior Management Team.

Visits should be clearly recorded, stating the purpose of their visit, the time expected to be off site and the time they expect to return. Any school equipment used off site should be recorded in the appropriate book. All home visits need to be recorded on a weekly timetable sheet. The appropriateness of a home visit with regards to health and safety would be agreed with the Headteacher. Consideration may need to be given to visiting with a colleague, ensuring the availability of a mobile phone and terminating the visit if necessary. If at the time of the visit no parent/carer is present then it would not be appropriate to enter the premises until a parent/carer arrives.

If a member of staff has been asked to take a child home, the child must be handed to a named adult. If the adult is not in, the staff member must not enter the premises and should phone the school for further instructions. No member of staff should use a vehicle for school business unless they have "business use" on their car insurance.

### **Visitors to the School**

All visitors must report to the office on their arrival to sign in using inventory and collect a visitor's badge/sticker. If a large number of visitors are on the premises e.g. on a training course, Health and Safety procedures will be explained. All employees are responsible for asking any visitors without a badge, who they are and why they are on the premises. If concerns arise about a visitor's presence on the premises, then a Senior Member of Staff should be informed immediately. All visitors must receive information about what to do in the event of a fire and safeguarding information.

### **Contractors Working on the Premises**

The Site Manager, prior to the commencement of work, must inform all contractors that they are obliged to comply with Enfield's Health and Safety regulations. All work carried out on the premises must meet the approval of Enfield's Health and Safety Officer. Work on the premises can be ceased at any time if the work poses a Health and Safety risk to pupils, staff, visitors or contractors.

The Headteacher should inform all employees and visitors of any contractors working on the premises and advise them of any Health and Safety issues. A record of contractors work on site will be recorded in the contractor's book. The updating of this record is the responsibility of the Site Manager. All contractors working on site should sign the asbestos sheet to ensure they have checked the area they are working is free of asbestos material.

### **Cleaning**

Schools contract out the cleaning to a third party service provider. As part of the contract the Senior Supervisor will ensure that the cleaning staff on site are familiar with good Health and Safety practice. All Health and Safety concerns should be reported to the Site Manager immediately. The Site Manager and Cleaning contractors are responsible for ordering appropriate materials and for using and storing them safely. It is the Site Manager's responsibility to ensure the cleaners on site are aware of Health and Safety Procedures in the school. It is the Headteacher's and Health and Safety co-ordinator's responsibility to ensure that the Site Manager complies with the Health and Safety Policy.

## **Maintenance**

The Site Manager is responsible for ensuring that any necessary inspections are carried out effectively and by a qualified and competent person. Maintenance records must be updated after equipment has been inspected. The Site Manager should ensure that the Safety Check Schedule is followed carefully. Any gaps in safety checks should be reported to the Headteacher. Any equipment deemed to be a risk should be immediately taken out of operation and reported to the Site Manager.

Wherever possible equipment needing repair should be taken out of service and stored until repairs have been carried out. If this is not possible then a clear warning sign should be affixed to the equipment.

## **Electrical Safety**

The school is responsible for the inspection and testing of the electrical installations and equipment. An electrical inspection is contracted by the school to an outside contractor. Portable electrical equipment will be checked on an annual basis. Faulty electrical equipment should be reported to the Site Manager immediately. All staff should take care that there are no trailing leads, which could cause an accident. The use of extension leads should be limited and only used as a temporary short-term measure. The use of 'adapters is not permitted under any circumstances. Employees are not allowed to bring electrical equipment into school. Only those who have attended and gained a Certificate in plug wiring are competent to fit plug tops and change fuses. All faults and defects should be reported the Site Manager or Health and Safety Co-ordinator immediately.

## **First Aid**

During school hours the school have qualified staff to give first-aid. Accidents and medical treatment given must be recorded and parents/carers informed where appropriate. A record of those trained in First Aid should be displayed in the staffroom and a copy is available in the Health and Safety File. Arrangements are made within each school to dispose of medical waste appropriately.

## **School Security**

The gates are closed during the school day and any visitors are managed by the office staff. Visitors should report to the main office. All visitors on site must sign in and out on inventory.

## **Lone working conditions**

Risk assessments should be in place to secure the lone working conditions of the site manager. The assessments should follow the guidance set out in the Schools Health & Safety Audit. Employees must take care of their own health and safety and that of others who may be harmed by their actions at work. All employees must cooperate with your employers and other workers to help everyone meet their duties under the law.

## **Monitoring and Review**

This document will be reviewed and updated by the CFO/CFO in consultation with the Health and Safety Representatives on a yearly basis. All employees will be notified of any changes and opportunities to discuss this where relevant.

## **Protective Clothing and Equipment**

It is each member of staff's responsibility to wear suitable clothing and foot wear for the building and the task being undertaken. It is each staff member's responsibility to ensure that they are wearing the appropriate protective clothing for any potentially hazardous activity.

### School Specific Responsibility and Documentation List

Responsibility	Alma	Houndsfield	Keys Meadow	Worcesters
Headteacher	Helen Thomas	Robert Jenkins	Mandy Lawrence	Frances Ward
Senior Team	Maria Christofi, Victoria Brown, Theo La Frenais Amy Henderson	Alex Jones Noreen Hines Denise Wynter Katie King	Jedidah Potiakey Steph Sorrentino Cema Fethi Aimee Kew	Dan Ching Guller Kazim Marina Smith Sevin Ali Jack Plumb
Health & Safety co-ord	Sarah Terzoli	Marianne Mwangi	Przemyslaw Taczkowski	Eren Ali
Safety representative	Charley Needham	Janice Lillis	Lara Bloomfield	Jenny Mangin
First aiders	Sarah Terzoli, Vivienne Orosun-Gunleka, Paul Smith All Support Staff	<b>First Aid at Work</b> Camenney Basdeo Welfare Marianne Mwangi Shantelle Lloyd <b>Basic First Aid</b> All other LSAs <b>Paediatric First Aid</b> Cristina Danacica Jackie Lerner Tracie Hanberger	Natalie Mason Welfare  School office has an updated list of those trained to deliver first aid	Amanda Warn Welfare Sue Mallaburn Welfare School office has an updated list of those trained to deliver first aid
Location of first-aid boxes	Main Office, Medical Room, Every Classroom	Welfare, Park Suite Staffroom, Terrific Two Kitchen, Early Years Classrooms and outside toilet	Welfare room and all First-Aiders have first aid bag in classrooms	Medical Room, Nursery, Reception Classes,
Name, address and telephone number of nearest hospital	North Middlesex Hospital, Sterling Way, N18 1QX 020 8887 2000	North Middlesex Hospital, Sterling Way, N18 1QX 020 8887 2000	North Middlesex Hospital, Sterling Way, N18 1QX 020 8887 2000	Barnet Hospital Wellhouse Lane Barnet EN5 3DJ 02082164600
Fire Safety officer	Paul Smith	Luisito DeLeon	Przemyslaw Taczkowski	Eren Ali
Location of fire log	Office	Site Manager Office	Site Manager Office	Site Managers Office
Fire assembly point	KS2 Playground by John Grove Nursery	Main playground, Field (PS & Y1/2)	MUGA and EY Playground	KS1 playground – far end by grass
Time of weekly fire alarm tests	Friday 5.00pm	Friday 4.00 pm	Friday 10.00am	Wednesday 7am
Asbestos- trained person	Paul Smith	Marianne Mwangi	N/A	Sam Hill
Legionella trained person	Paul Smith	Ahmet Debreli & Luis de Leon	Przemyslaw Taczkowski	Sam Hill
Premises Manager	Paul Smith	Ahmet Debreli & Luis de Leon	Przemyslaw Taczkowski	Eren Ali & Sam Hill



Document	Location			
	Alma	Houndsfield	Keys Meadow	Worcesters
Fire Log Book	Main Office	Site Manager Office	Site Manager Office	Site Manager Office
School Policies	Main Office	On system/SBM	Main Office	Office
Asbestos Register	Main Office	Office	N/A	Site Manager Office
SH&ST Training Progr	Main Office	Office	Main Office	Main Office
First Aid Book	Medical Room	Medical Room	MIS Scholarpack	Welfare Room
COSHH Assessments Accident /Incident Reporting Guide Risk Assessments Educational visits guide Responsible Persons Premises Log Legionella Risk Assessment	Main Office	SBM & Site Manager	Site Manager Office	Site Manager Office
Accident /Incident Reporting Guide	Main Office	Welfare Room	Welfare Room	Welfare Room
Risk Assessments	Main Office	SBM	Main Office	Office
Educational visits guide	Main Office	Office	Main Office	Office
Responsible Persons Premises Log	Main Office	SBM	Main Office	Office

## ORGANISATION FOR IMPLEMENTING THE POLICY

### Responsibilities

#### Head

The Head is responsible for the overall implementation of this policy throughout the school. This includes day-to-day responsibility for maintenance and development of safe working practices and conditions for all staff, pupils, visitors and any other person using the premises or undertaking activities under the school's control. In particular, the Head will:

- (a) nominate a senior manager as health and safety co-ordinator
- (b) ensure subordinate managers meet their health and safety responsibilities
- (c) ensure the arrangements for consultation with staff are implemented
- (d) ensure effective communication of health and safety matters
- (e) ensure requirements with regard to staff competence are met

- (f) ensure health and safety standards, school health and safety procedures/codes of practice are implemented
- (g) ensure risk assessments are carried out
- (h) undertake risk assessments in relation to directly managed staff (e.g. stress risk assessments)
- (i) ensure health and safety monitoring is undertaken, including:
  - (i) incident reporting and investigation
  - (ii) specific equipment and premises inspections
  - (iii) termly inspections
  - (iv) implementing the school's annual monitoring checklist
  - (v) health and safety in staff appraisals
  - (vi) ensuring an annual report is provided to the governing body
- (j) make recommendations to the governing body in relation to external independent audits
- (k) report to the local governing board any health and safety issues that cannot be resolved.

### Senior Management Team

The senior management team will support the Head with regard to the overall management of health and safety in the school. This includes:

- (a) providing leadership by ensuring health and safety is considered as part of every decision
- (b) considering the health and safety impact of new initiatives informing the Head about any health and safety issues that affect the school
- (c) agreeing strategic health and safety initiatives
- (d) monitoring the overall implementation of the school's health and safety policy in their areas of control and agreeing the annual health and safety report.

### School Health and Safety Co-ordinator

The Health and Safety Co-ordinator is responsible for the overall co-ordination of health and safety throughout the school on behalf of the Head. Responsibilities include:

- (a) co-ordinating all aspects of health, safety policy and practice
- (b) liaising with senior leaders about health and safety issues
- (c) disseminating health and safety information
- (d) co-ordinating accident reporting procedures
- (e) co-ordinating emergency evacuation procedures
- (f) ensuring health and safety matters raised by staff are dealt with
- (g) maintaining a central file of health and safety procedures and other relevant information;
- (h) monitoring implementation of the policy by:
  - (i) ensuring termly inspections are undertaken
  - (ii) ensuring incidents are investigated
  - (iii) reporting 'reportable' incidents to the Health and Safety Executive.
  - (iv) managing the school's annual monitoring checklist
  - (v) making recommendations to the Headteacher about an independent audit
  - (vi) reporting health and safety issues that cannot be resolved to the Head/LGB.

### Other Leaders/Managers

*(Including Phase Leaders, Managers of Non-Teaching Staff.)*

**Note:** Some managers may not be directly responsible for managing staff - e.g. the manager responsible for school premises - but may have responsibility for a particular aspect of health and safety throughout the entire school; they should be identified in the appendix.

Leaders/Managers are responsible for implementing this policy in their area of control. This includes:

- (a) ensuring staff meet their health and safety responsibilities
- (b) consulting with staff on matters affecting their health and safety
- (c) communicating health and safety information to staff
- (d) assessing staff competence and ensuring appropriate training and development
- (e) ensuring school-wide health and safety standards, and school health and safety procedures/codes of practice, are implemented
- (f) ensuring risk assessments are carried out
- (g) ensuring safe working procedures and codes of practice are prepared for activities under their control
- (h) undertaking risk assessments in relation to staff  
implementing monitoring arrangements, such as:
  - (i) incident reporting and investigation
  - (ii) specific equipment/premises inspections
  - (iii) termly inspections
  - (iv) the school's annual monitoring checklist
  - (v) including health and safety in staff appraisals
  - (vi) reporting any health and safety issues which cannot be resolved to the health and safety co-ordinator/Head.

### **All Staff**

All members of staff are responsible for:

- (a) taking care of their own health and safety and the health and safety of others affected by their actions
- (b) co-operating with the LGB by following the schools safe working procedures and meeting responsibilities laid down in this policy
- (c) reporting health and safety hazards and any inadequacies they identify in health and safety procedures to their line manager or the school health and safety co-ordinator
- (d) undertaking any health and safety training/development identified as necessary
- (e) using work equipment in accordance with safe working procedures, instructions and training
- (f) not making unauthorised or improper use of equipment
- (g) ensuring a risk assessment is undertaken when carrying out projects or new activities
- (h) reporting health and safety incidents, and near misses, in accordance with the schools reporting procedures.

### **Safety Representatives**

Safety representatives do not have responsibilities under this policy. However, they have functions as laid down in the Safety Representatives and Safety Committees Regulations 1977 (SI 1977 No. 500). Reasonable time will be provided to enable safety representatives to carry out their functions subject to the exigencies of the service. This should be arranged with their line manager and the health and safety co-ordinator.

Where no union representation for safety is available under the Safety Representatives and Safety Committees Regulations 1977, the Health and Safety (Consultation with Employees) Regulations 1996 will apply and employees will be consulted directly as individuals, or through **elected** health and safety representatives (known as "representatives of employee safety" in the Regulations), or a combination of the two.

### **ARRANGEMENTS FOR IMPLEMENTING THE POLICY**

## **Consultation with Staff**

### **Health and Safety**

Consultation with staff will take place on school-wide issues. All staff are encouraged to raise issues concerning health and safety and where they feel unresolved issues are a concern.

Health and Safety co-ordinators will consult directly with staff on health and safety issues relevant to a particular issue or work area.

Trustees have a Health and safety lead who reports to the Board. They will ensure that consultation of school-wide issues takes place as required.

### **Health and Safety Procedures**

Use the appropriate terminology for the school, e.g. "code of practice", "health and safety manual", etc.

The school has drawn up health and safety procedures and arrangements covering school-wide issues. These were drawn up on the basis of a risk assessment and include the following required control measures.

### **Display Screen Equipment**

Only staff trained to undertake display screen equipment assessments will be able to carry out this out. They will follow the guidance set out in the Local Authority Health and Safety Manuals.

### **Educational visits**

Each school completes a risk assessment before an educational visit takes place. The risk assessment has to be approved by a senior leader. Extended school journeys take place using EVOLVE which is an essential tool for planning and managing educational visits. Each school has an educational visits policy which sets out the process, ratios, planning and managing the process.

### **Traffic management**

Risk assessments are in place for each site where separation of pedestrians and vehicles is required. These are shared with staff on duty.

### **Management of contractors**

The Trust has a list of competent, trusted contractors for schools to use. All contractors provide evidence that staff employed by them have a DBS clearance. All contractors are signed in as visitors and are accompanied where necessary by site staff. Maintenance contracts are managed by School Smart ensuring that risk assessment and method statements are in place.

### **First aid**

All schools keep a list of training staff have received for first aid. They also ensuring that update training is available and that first aiders training does not lapse. Location of first-aid boxes are detailed under the school specific information section on pages 8-9.

### **Fire and emergency procedures**

Within each this should form the basis of the evacuation procedures posted throughout the school. It will also include the role of the person in charge - normally the Head but it should include the arrangements when he/she is not on site; the roles of all staff; how the evacuation will be conducted; arrangements for ensuring everyone has left the building - either a roll call or a "sweep" of the building by nominated members of staff, action on discovering a fire or other incident, etc.

### **Risk Assessments**

The health and safety procedures referred to above were drawn up on the basis of an assessment of the risks. Some require further detailed assessment of the activity (eg display screen equipment, educational visits); in these cases the relevant member of staff must undertake the assessment. Others are generic risk assessments

and where activities comply with the assessment there is no need to record a separate assessment. Where an activity differs from the generic assessment, the person responsible for the activity must ensure there is a re-assessment to account for these variations. Where this is minor it may be no more than adding a simple local variation to the generic assessment. Heads of department and other line managers are responsible for ensuring risk assessments are drawn up and implemented for activities carried out under their area of control. For many such activities, line managers should arrange for a departmental health and safety procedure to be drawn up as a generic assessment, although, again, local variations may be needed when it is necessary to deviate from the generic assessment.

### **Fire and emergency procedures**

This should form the basis of the evacuation procedures posted throughout the school. It will also include the role of the person in charge - normally the Head but it should include the arrangements when he/she is not on site; the roles of all staff; how the evacuation will be conducted; arrangements for ensuring everyone has left the building - either a roll call or a "sweep" of the building by nominated members of staff, action on discovering a fire or other incident, etc.