

# Health and Safety Policy

**Date: November 2017**

The Brentwood Academies Trust  
A limited company registered in England and Wales 07638800



## BRENTWOOD ACADEMIES TRUST

### HEALTH AND SAFETY POLICY

#### 1. PREFACE

- 1.1 This policy statement was approved by the - Brentwood Academies Trust on **7 December 2017.**
- 1.2 This policy makes an unequivocal commitment to high standards of health and safety. Although the Headteacher has ultimate responsibility for implementing the policy all employees have an important part to play in the success of this.
- 1.3 Every Manager and Supervisor is responsible for implementing the policy in their area of activity. Every employee must comply with the policy and co-operate with colleagues to achieve high standards of health and safety.
- 1.4 Responsibilities of staff are outlined in this document. Included are arrangements (health & safety procedures) for ensuring our policy objectives are met.
- 1.5 This Policy is required under the Health and Safety at Work Act 1974. Employees are reminded that they have duties under the Act and breach of these duties could lead to prosecution of the Brentwood Academies Trust, Local Governing Body or individual employees. Failure to comply with safety requirements could also lead to disciplinary action.

Signed: .....

Chair of Governors

Date:

This policy was last reviewed by the Finance & Premises Committee on 23<sup>rd</sup> of November 2015

## **2. STATEMENT OF INTENT**

- 2.1 The St Martin's School Local Governing Body will do all that is reasonably practicable to establish and maintain high standards of health, safety and welfare for all its employees, visitors and contractors.
- 2.2 The Local Governing Body will ensure, so far as is reasonably practicable, that the health and safety of pupils and other non-employees who may be affected by its work activities is not endangered.
- 2.3 The responsibility for implementing this policy lies directly and personally with line management from the Headteacher and Heads of Department through to every employee.
- 2.4 Copies of the Local Organisational & Arrangements Notice (Appendix 1) will be displayed on the Health & Safety notice board in the staff room.

## **3. OBJECTIVES**

To implement the policy our objectives are:

- 3.1 To ensure that all activities are being carried out safely without risk to health, so far as is reasonably practicable.
- 3.2 To ensure there is an effective management system that is in line with Health and Safety Executive Guidance Document Managing for Health and Safety (HSG65) and is integrated with our other operating procedures and processes.
- 3.3 To ensure there is an effective system of risk assessment throughout all areas of the school, and that these assessments are monitored and updated appropriately.
- 3.4 To ensure there are Codes of Practice and effective safety procedures covering work activities.
- 3.5 To ensure all staff are aware of their own personal responsibilities.
- 3.6 To ensure that all new employees are aware of our health and safety policy and the appropriate health and safety procedures to implement it.
- 3.7 To ensure all visitors, contractors and suppliers of goods and services comply with relevant health and safety requirements.
- 3.8 To ensure that there are effective means for staff consultation on all health and safety issues.
- 3.9 To provide specialist professional support to managers on all health and safety matters.
- 3.10 To have access to specialist help and advice where necessary, including ongoing advice on changes that may be required to our safety management standards resulting from legislation, Approved Codes of Practice or British Standards.

- 3.11 To have and make readily available detailed health and safety information, which may be required about substances, materials, articles, processes, plant and equipment employed by the school.
- 3.12 To monitor the implementation of the Health and Safety Policy.
- 3.13 To ensure the policy is reviewed as required and at least annually.

#### **4. ORGANISATION AND RESPONSIBILITIES**

##### **4.1 Headteacher**

The Headteacher is accountable to the Local Governing Body for the implementation of the health and safety policy. He will also discharge the Trust's overall duty as employer. The discharge of these duties will be through line managers. The Head Teacher will be responsible in particular, for putting systems in place to ensure that:

- (a) The Health and Safety Policy is brought to the attention of all staff and made readily accessible.
- (b) Codes of Practice (ie School Policies) are available for each work activity carried out in the school.
- (c) Adequate first aid procedures exist, including the provision of sufficient first aiders and appointed persons, and that all staff are aware of the arrangements. This should include times when staff are present outside the normal hours of the establishment.
- (d) Accidents are reported using the established procedures and investigated to prevent recurrence.
- (e) Ensuring there are effective systems for communication and consultation with staff and safety representatives on health and safety matters and reasonable time and facilities are provided for representatives to undertake their function.
- (f) Training needs are identified and appropriate arrangements and resources are made for training.
- (g) Risk assessments are undertaken throughout all areas and activities of the school, and that the significant findings are recorded and managed accordingly.
- (h) New employees receive appropriate health and safety information and induction training and ongoing health and safety training as is relevant to their role.
- (i) A proactive system is in place for ongoing monitoring of health and safety procedures.
- (j) Emergency procedures are identified, developed, maintained and practiced throughout the school.

- (k) Arrangements are in place for ensuring an effective vetting, selection and management process of contractors.
- (l) Health and safety matters which cannot be resolved appropriately are raised with the Local Governing Body.
- (m) High standards of health and safety are demonstrated by the Head Teacher and Senior Leadership Team

#### 4.2 Deputy Headteacher's

Of the three Deputy Headteacher's, one of these is designated to become the acting Head Teacher in the case of any unplanned or extended absence of the Head Teacher. The name of the Deputy Headteacher will be made known to the Chair of Governors at the beginning of the academic year. The two other Deputy Headteacher's are designated acting Headteacher in alternate years in the case of any planned absence of the Headteacher.

The Deputy Headteacher's have the following specific responsibilities;

- (a) Ensuring that all accidents are recorded in accordance with School policy.
- (b) Ensuring that any incident that comes within RIDDOR is duly reported and investigated, with a record kept.
- (c) By liaising with the Headteacher and Trust Estate Manager, to ensure that emergency procedures are made known to all staff and pupils, and are practiced on a routine basis in accordance with the frequencies identified in each specific procedure.

#### 4.3 Trust Estate Manager

The Trust Estate Manager will act as the School Safety Co-ordinator. Specific duties will include:

- (a) Establishing arrangements for dealing with health and safety matters such as:
  - The dissemination of health and safety information to all staff.
  - Ensuring accidents are investigated, when requested by senior staff.
  - Ensuring that health and safety matters raised by staff are dealt with, or referred to senior management as necessary.
  - Maintaining a central file of Codes of Practice (health and safety procedures).
  - Maintaining school security.
- (b) Co-ordinating and monitoring all aspects of Health and Safety Policy and practice, and informing the Headteacher of the findings.
- (c) Ensuring premises defects (which affect health and safety) and other health and safety matters are dealt with or, if this is not possible within her authority /budgetary control, ensuring they are raised with the Headteacher/Local Governing Body.

- (d) To attend regular meetings with the Governor having responsibility for health & safety.
- (e) Liaising with the Lettings Officer for overseeing arrangements for lettings.
- (f) Ensuring that all contractors appointed for premises activities are suitably vetted and selected on H&S grounds, and for liaising with contractors (including catering, cleaning, grounds maintenance, equipment maintenance and building work) to ensure safe working practices are agreed before work commences, and are implemented when the work commences.
- (g) All reasonable steps are taken to inform contractors of risks to their employees arising out of or in connection with the operation of the school; and contractors are aware of any special risks to children which might arise out of their work.
- (h) Liaising with any external consultant that the school may wish to appoint from time to time.
- (i) Ensuring the Health and Safety Policy is implemented in areas and activities for which the Trust Estate Manager is responsible.
- (j) Liaising with the Head of Leisure & Arts Faculty with regard to the operation of the sports facilities (including the swimming pool) in accordance with the Code of Practice.
- (k) Ensuring that premises defects are dealt with and where issues involving capital expenditure are needed to notify the Headteacher accordingly.
- (l) Maintaining an asbestos register and ensuring that the asbestos surveys are regularly reviewed and updated.
- (m) Ensuring an annual inspection programme of asbestos as per the asbestos register findings.
- (n) Ensuring the fire risk assessment and other significant premises related risk assessments are completed, addressed and monitored.
- (o) Ensuring legionella and water assessments are completed, and that safe working and maintenance procedures are in place to ensure sufficient risk management.
- (p) Ensuring that emergency procedures are identified recorded and practiced (including fire drills).
- (q) Maintaining and testing the fire alarm system and recording the results in the Fire Register.

#### **4.4 In addition the Trust Estate Manager will**

- (a) Ensure that the school is compliant with its legal obligations in respect to H&S.
- (b) Support the H&S Co-ordinator, Managers, Heads of Departments and individual members of staff in achieving their responsibilities in respect to H&S.

- (c) Undertake accident investigation and prevention and make recommendations to the H&S Committee.
- (d) Identify H&S training needs and arrange/undertake these as appropriate.
- (e) Assess the work environment on a regular basis and report to the H&S committee.
- (f) Undertake proactive monitoring, prepare and co-ordinate H&S audits and monitor safety performance by internal audits.
- (g) Review the Health & Safety policy at least annually.

#### 4.4 Heads of Faculty

Heads of Faculty are responsible, so far as is reasonably practical, for implementing the safety policy within their Faculty.

In particular they are responsible for ensuring:

- (a) That so far as is reasonably practical, activities under their control are carried out safely and without risk to health.
- (b) Ensuring that risk assessments are duly completed for all their areas and activities, recorded and the safety measures are implemented accordingly.
- (c) The implementation of the safety policy is properly monitored in their area of responsibility; carrying out inspections of the workplace and equipment.
- (d) Staff are consulted on health and safety issues.
- (e) Training needs are identified for employees under their control and arrangements are put in place to ensure they are adequately trained, informed, instructed and supervised.
- (f) Codes of Practice appropriate to the Curriculum Area are brought to the attention of all staff in the Area.
- (g) Codes of Practice are complied with and appropriate safety signs or notices are displayed.
- (h) All accidents occurring in the area are reported and an accident report form is completed as per the Accident Reporting Policy.
- (i) Reasonable arrangements for allowing safety representatives to carry out their functions are complied with.
- (j) Staff are made aware of fire and other relevant safety and emergency procedures.
- (k) New employees receive all appropriate health and safety information/training including departmental safety procedures.
- (l) Risk assessments are completed, recorded, actioned and shared with staff.

## 4.5 Class Teachers

The safety of students in classrooms, laboratories and workshops is the responsibility of the class teacher. This also applies to student teachers who must be made aware of their responsibilities by the Heads of Faculty.

A class teacher is expected to:

- (a) Know the emergency procedures in respect of fire and first-aid and the special safety measures to be adopted in his/her own teaching areas and to ensure that they are applied.
- (b) Integrate all relevant aspects of safety into the teaching process and if necessary give special lessons on safety.
- (c) Exercise effective supervision of pupils and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area; this includes ensuring the pupils' care plans are read and implemented where they have special educational, medical, physical or emotional needs.
- (d) Give clear instructions and warnings as often as necessary (notices, posters, hand-outs are not enough).
- (e) Ensure that students' coats, bags, cases etc. are safely stowed away and not left in walkways.
- (f) Identify and arrange for protective clothing, guards, special safe working procedures etc. when necessary.
- (g) Be familiar with risk assessments appropriate to the work activity and the consequent protective and preventive measures. If there is no risk assessment for work activities where there is a risk to anyone's health and safety, the teacher must raise the matter with the appropriate Head of Faculty (N.B. In many cases the risk assessment will be implicit in the Codes of Practice).
- (h) Assist in relieving pupil congestion in corridors and stairwells by:-
  - Always attempt to release your class punctually
  - Before releasing the class always check the situation in the corridor/stairwell
  - When clear (not congested) escort your class to the stairwell
  - Remain in the stairwell/corridor areas until congestion is relieved

## 4.6 Mid Day Assistants and Pupil Supervisors

Mid Day Assistants and Pupil Supervisors are responsible for the safety of the pupils during the mid day period. They must exercise effective supervision of pupils and know the procedures in respect of fire and first aid.

#### **4.7 All Line Managers and Supervisors**

All Managers and Supervisors are responsible for ensuring the Health and Safety Policy and that arrangements that have been made are implemented in their areas of activity.

The Managers direct responsibility for Health and Safety is determined by the extent to which they have authority to take executive action. In other words, if they have the responsibility to make the general decision about some aspect of their work, they are responsible for the health and safety implications of that decision.

In addition to ensuring work activities under their control are carried out safely and without risk to health, so far as is reasonably practicable, Managers' and Supervisors' responsibilities include:

- (a) Monitoring the implementation of the Health and Safety Policy in their area of responsibility.
- (b) Carrying out inspections of workplaces and equipment.
- (c) Ensuring accidents are investigated.
- (d) Ensuring individual employees are aware of their responsibilities for health and safety.
- (e) Making suitable arrangements for consultation with employees and safety representatives.
- (f) Ensuring employees under their control are adequately trained, informed, instructed and supervised.

#### **4.8 School Nurse**

To effectively take charge of the day to day health of each child within the school and ensure effective first aid arrangements are in place and operational for the whole school.

- (a) Identifying first aid training needs, personnel and first aid equipment throughout the school, and advising the Headteacher of any resourcing requirement.
- (b) Overseeing the initial response and management of first aid/medical emergencies within the school as required.
- (c) Ensuring effective clinical infection procedures are in place within the medical room to prevent cross contamination.
- (d) Ensuring effective procedures for management of sharps.
- (e) Ensuring effective and safe storage, management, use and disposal of medications when provided by care givers for pupil use.

#### **4.9 All Employees**

All employees have the following responsibilities:

- (a) To take reasonable care of their own health and safety and that of all persons affected by their acts or omissions (things they do or fail to do).
- (b) To co-operate with the school and Local Governing Body so far as is necessary to enable it to meet its responsibilities for health and safety.
- (c) To use work equipment provided correctly in accordance with instructions and training.
- (d) To inform their line manager of any work situations which represent a serious and immediate danger to health and safety, and of any other health and safety situations which are causing them concern. Also to notify their health and safety representative so this can be monitored and raised at the health and safety forum where staff are consulted and informed on health and safety.
- (e) All employees are reminded of the need to report any accidents which occur at work. Failure to do so may lead to difficulties when claiming industrial injury benefit.

## **5. SAFETY REPRESENTATIVES AND CONSULTATION ARRANGEMENTS FOR HEALTH AND SAFETY**

### **Safety Representatives**

The Local Governing Body will ensure via school management for effective joint consultation on health and safety matters with safety representatives. To ensure this, there will be a meeting once per term where the Headteacher, Head of Finance, Trust Estate Manager, and staff representatives will meet to consult and discuss health and safety issues. Ex-officio members may be invited as appropriate (e.g. technical specialists, governors etc).

The following will be discussed as a minimum:

- (a) Accident / incidents and their management, including changes made as a result.
- (b) Fire safety standards and other emergency procedures and drills.
- (c) Risk assessment arrangements / developments.
- (d) Health and safety training requirements / arrangements.
- (e) Changes in health and safety procedures / codes of practice within the school.
- (f) Changes in health and safety legislation / HSE guidance etc and how the school is going to address them.
- (g) Changes in technology / equipment and effects on H&S to staff and pupils.
- (h) Safety planning of school events and trips, and review of such events that have recently occurred.

## 6. HEALTH AND SAFETY ADVICE

Essex County Council Risk Management Consultancy Service has been appointed to assist in undertaking protective and preventive measures.

## 7. GENERAL ARRANGEMENTS FOR HEALTH AND SAFETY

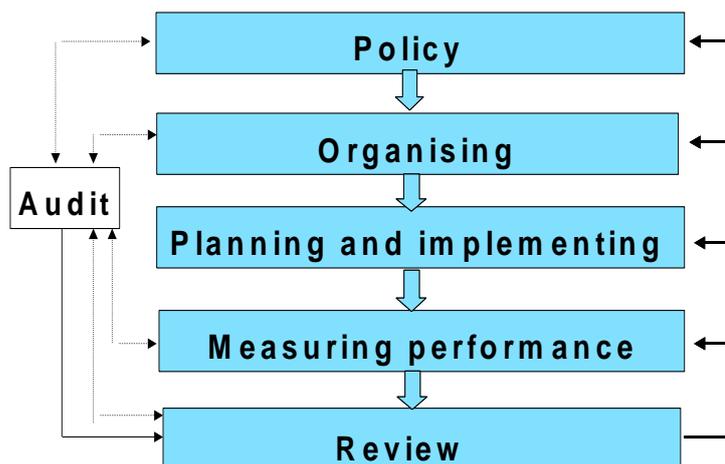
### 7.1 Codes of Practice (health and safety procedures)

Codes of Practice reflect the schools health and safety procedures for implementing the policy objectives. These are derived from specific legal requirements, and guidance from the Health and Safety Executive (HSE), Department of Education and the Essex County Council Risk Management Consultancy Service.

These codes of practice are detailed in the following section. They will be held on the Intranet system and also the Trust Estate Manager's office.

The General Arrangements for managing health and safety have been designed to reflect the HSE Guidance Document HSG65 "Managing for Health and Safety", as per the diagram below:

### Health and Safety Management System - HSG65



Records to demonstrate compliance with our health and safety policy are kept as below:

### 7.2 Accident Reporting and Investigation

Any accident, however minor, should be reported to the Trust Estate Manager and an entry made on the School's Accident/Incident Form. This form is available from the Trust Estate Manager or the Medical Room and can also be downloaded from the Staff Intranet (*All programs - staff - Intranet – Front Page - Accident form*).

Records of all incidents will be kept for a minimum of three years.

### 7.3 Pupil Reporting

Pupils may report accidents / incidents either directly to Reception, their year office or to any available senior member of staff. Any staff member who receives a report of an accident / incident to a pupil must ensure it is recorded on the Incident Form, and then sent to the Trust Estate Manager for review and investigation.

- 7.4 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)  
Any injuries, diseases or dangerous occurrences, which are 'reportable' under RIDDOR, will be done by the Trust Estate Manager

#### Accident Investigation

All accidents will be investigated, as appropriate, to identify any failures in the management of health and safety. Reports will be submitted to the Local Governing Body where necessary. Findings from the investigation will be recorded and actioned by the Trust Estate Manager.

Where significant changes in policy, standard or capital expenditure are required these will be taken to the Executive Committee for consideration.

A representative of the Local Governing Body will meet termly with the Trust Estate Manager with a view to identifying any causes that might be remedied. At the same time, results from termly safety monitoring initiatives will also be reviewed to establish if there is any link that can be identified to improve safety standards.

#### 7.5 Asbestos

In order to meet our duty to manage any asbestos on our premises to prevent exposure, we will ensure the following:

- Ensure that asbestos surveys are completed for all parts of our premises, and records kept (held in the Trust Estate Manager's Office).
- Record where the asbestos or presumed asbestos is located, together with its condition and keep this in an asbestos register (held in the Trust Estate Manager's office).
- Take the appropriate action to ensure any asbestos containing material (ACM) cannot be disturbed (e.g. remove, encapsulate etc).
- Implement a management plan so that the asbestos survey is regularly reviewed (at least yearly) and updated where relevant.
- Contractors or others who may come into contact with an ACM during refurbishment or other works will be handed a copy of the Asbestos Register by the Receptionist / Trust Estate Manager before they commence work.
- Any large capital work will have a Health and Safety Plan in line with the Construction Design & Management Regulations which will identify and manage proactively potential contact with ACMs.

#### 7.6 Communication / Consultation arrangements

The following arrangements are in place to ensure effective consultation and communication on health and safety issues:

- (a) The Local Governing Body will meet termly with the Trust Estate Manager to examine the reports of accidents and incidents with a view to identifying any causes that might be remedied. They will also review the key findings from health and safety monitoring initiatives and provide guidance on forward planning and implementation for safety, in line with HSG65 management model.

- (b) The Trust Estate Manager, School Safety Representative and Governor with responsibility for health & safety will meet termly to review health and safety standards, risk assessments, and agree priorities.
- (c) The School's Health and Safety Committee will meet termly. Its purpose is to ensure an effective mechanism to enable two way communication and consultation with staff on the following issues:
  - H&S legislation, standards and the schools arrangements for implementation.
  - H&S training needs.
  - Accident / incident statistics and ongoing measures to improve performance.
  - School policy review for H&S issues.
  - Changes in systems, technology or equipment that affects health and safety.
  - Risk assessment status, and ongoing plans / targets for assessment.
  - Safety audit / monitoring arrangements, feedback and ongoing plans for improvement.
  - Staff representatives input / feedback on health and safety issues.
- (d) The committee will comprise the following:
  - Headteacher (chair)
  - Trust Estate Manager
  - Head of Finance
  - Staff representatives (including union and non-union representatives).
  - Ex officio members may attend from time to time (e.g. topic specialists, heads of faculty, governors etc).
- (e) Health and safety policies / procedures will be held on our Intranet for easy access to staff. (*All programs - staff - intranet - staff handbook - section K*).
- (f) A health and safety notice board will be displayed in the staff room.

## 7.7 Contractors and Visitors

The School is liable for any actions by its visitors and contractors that affect health and safety on our premises. To ensure that suitable contractors are selected and appointed we will:

- Ensure that all contractors are suitably vetted and selected for the work, which will include details of their health and safety management (via Estates).
  - Large tenders will be vetted via Constructionline / CHAS or other similar system.
- Develop an "Approved Contractor List" of those contractors who have been checked and confirmed as suitable.
- Ensure that all contractors have suitable insurance cover in the event of an accident or incident whilst on our premises. This is administered by the Trust Estate Manager.
- Minimise contractor activities on our premises whilst lessons are in progress.
- Monitor all contractor activities, to ensure acceptable health and safety standards are being maintained.

## 7.8 General Rules

Staff must direct all visitors, including contractors, to the School Reception in the first instance. They will be briefed on the hazards and procedures in the workplace and told of any rules that may affect them in the relevant area(s). These rules are:

- A member of staff must escort visitors around the building, unless they are regular visitors and are familiar with our site rules.
- Contractors are responsible for maintaining their work equipment in safe condition and in safe areas at all times.
- All waste that is produced by contractors on the work premises must be maintained in suitable receptacles, in a safe location, and removed from site by the contractor.
- Any contamination by oil, paint, thinners or other chemicals must be notified to the Trust Estate Manager as soon as possible.
- Contractors carrying out work on the premises will be fully briefed on the hazards and procedures that apply in the applicable work area.
- The contractors must supply a copy of their Health and Safety Policy, and details of any process that could be hazardous to our employees and pupils. When using chemicals or other substances that fall under the *Control of Substances Hazardous to Health Regulations (COSHH)* they must check with the Trust Estate Manager to ensure that these are acceptable for use at the school. All contractors are responsible for completing their own COSHH process assessments.
- If using steps, ladders, scaffolding etc, they must take all proper precautions, including providing enough staff to erect and correctly use such equipment.
- Contractors and visitors to work areas may not smoke under any circumstances anywhere on our premises.

#### 7.9 Disabled Access and Equality

- (a) The school will make reasonable adjustments to allow access to staff and visitors with physical, sensory or mental impairments, e.g. ramps fitted where there are steps, walkways made wide enough for a wheelchair to move, handrails where there are a number of steps or uneven ground etc.
- (b) We will not discriminate during recruitment and ongoing staff development because of impairment. All reasonable adjustments will be made to enable the person to work (e.g. lower desk for a wheelchair user).
- (c) Any employee who has an impairment which is being made more difficult by the work or work environment should report this to their Department Manager so an assessment can be undertaken to identify what adjustments are needed to accommodate individual needs.

#### 7.10 Display Screen Equipment

- (a) Any staff members who use display screen equipment (DSE) as a part of their employment will be deemed a user and will therefore be required to undergo a health and safety workstation assessment. They will also be covered by our policy on eye tests and provision of glasses.
- (b) All DSE users receive a workstation assessment to identify if there are any hazards that could cause or contribute towards discomfort or safety. These

assessments are completed initially with a self-assessment form, which is issued and then reviewed by the Trust Estate Manager and referred to the IT Manager. Problems that are related to provision of equipment and workstation layout will initially be addressed by IT.

- (c) Issues relating to environment and furniture will be forwarded to the Trust Estate Manager. Health issues will be referred initially to the School Nurse who will liaise with the Department Head regarding any ongoing treatment or action.
- (d) The Trust Estate Manager will complete DSE assessments where the initial self-assessment identifies problems and sufficient training will be provided to enable implementation of this role.
- (e) Information and training will be given to staff to help minimise any risks to health, safety and welfare.

#### 7.11 Pupil Safety and Computer Use

- (a) All computer suites will be set up to meet ergonomic recommendations by the IT technicians. We will strive to provide equipment and furniture that enables adjustability to meet EU guidelines for adjustability and ergonomics to enable comfort.
- (b) Pupils will be taught by staff the principles of good posture, comfortable workstation layout and how to plan work so that short and frequent breaks can be incorporated without disrupting workflow or tuition.
- (c) Tuition and guidance on safe use of computer equipment will be included in curricula activities for our pupils.

#### 7.12 Eye Tests

- (a) Any member of staff considered to be a 'user' of display screen equipment (DSE) will be entitled to an eye test at the School's expense.
- (b) Staff members (i.e. not temporary or contract personnel) who require an eye test must obtain authority from the Human Resources Officer before an eye test is arranged. The school will negotiate annually a contract with a local optician for the provision of occupational eye examinations for DSE users.
- (c) A contribution of £40 will be payable to users of DSE, where the occupational eye examination shows glasses are required *specifically* for DSE use (i.e. not general use). Staff should contact the Finance Team to arrange reimbursement on production of their glasses receipt.

#### 7.13 Electrical Equipment

To ensure the safety of our staff, pupils and premises we will ensure that:

- The circuitry is tested in accordance with BS 7671 at least every five years Records will be kept in Estates.
- Any electrical contractors are competent and working to the current standards set by the NICEIC (i.e. 17<sup>th</sup> edition qualified).

- Circuit breakers and other protective devices will be fitted into the electrical system, where relevant. All science and technology rooms will automatically be fitted with this equipment to enable safe use during tuition sessions.
- Portable electrical equipment (i.e. anything with a plug on it) will undergo regular visual inspection and periodic electrical testing arranged by the Estates Department. Items with high portability (e.g. kettles) are tested annually and low portability every 3 years.
- Teachers and technicians will undertake visual checks before issue of any equipment and report problems to Estates.
- Electrical equipment brought into the school conforms to EC standards.
- Personal items of electrical equipment are not permitted unless they have been electrically tested (PAT) and approval has been obtained from Estates Department.

#### 7.14 Fire Precautions

To ensure optimum standards of fire safety we will ensure the following is provided at our school.

- (a) A fire risk assessment is completed, reviewed and updated annually. The Trust Estate Manager will oversee this.
- (b) Fire alarm and detection equipment is put into place where appropriate and maintained to BS 5389.
- (c) Fire fighting equipment is installed and serviced annually.
- (d) All staff are trained in fire safety arrangements for their workplace which includes actions to take in the event of a fire.
- (e) Emergency evacuation procedures are devised, recorded and implemented.
- (f) Fire drills occur at termly intervals in line with our Evacuation Procedure.
- (g) Suitable personnel (i.e. fire marshals) are appointed and trained to coordinate an emergency situation (this is managed by Deputy Head Curricula).
- (h) Fire safety signs are displayed.
- (i) Evacuation procedures include arrangements for disabled personnel and visitors.
- (j) Personal Emergency Evacuation Plans (PEEPS) will be devised for those who require assistance in evacuation/have special needs. This will be achieved by:
  - Admissions identifying those pupils who may need assistance
  - HR during the enrolment/induction process of staff or following a change in an existing employee's health status.

- (k) Fire extinguishers are at convenient places throughout the premises. Their positions are clearly indicated by signs. A competent contractor maintains these regularly.
- (l) Green and white signs incorporating a pictogram of the 'running man' indicate designated fire exits. Staff members should be aware of the location of fire exits and should never block any fire exit doors or passageways at any time.
- (m) Fire safety notices are displayed around the premises. These should be read and understood. Fire drills are conducted at least annually to reinforce these instructions.
- (n) Records of fire drills are kept in the fire register.
- (o) The Fire alarm system is maintained by a specialist contractor, and tested weekly by a caretaker, using a different call point on each occasion. A record is kept in the fire log, which is held in Estates.

#### 7.15 First Aid

- (a) First Aid is the initial management of any injury or illness suffered at work. It does not include giving tablets or medicines to treat illness.
- (b) The purpose is for the first-aider to maintain life in an emergency until professional help is available, and to prevent a health condition or injury from deteriorating.
- (c) We will ensure that there are sufficient first aid trained personnel and equipment throughout the school to deal with a first-aid emergency.
- (d) The School Nurse will oversee all first aid arrangements and ensure:
  - An assessment of first aid need and resource is completed and referred to the Head Teacher
  - Names will be kept updated and posted on the Intranet, and on notice boards in the Staff Room, Medical Room and Reception.
  - First aid boxes / equipment will be kept at strategic places and details posted on notice boards as above. These will be kept up dated by the School Nurse.

7.16 Designated First Aider(s)  
See Appendix 1

7.17 Location of First Aid Boxes  
See Appendix 2

7.18 Nearest Hospitals with a casualty unit  
See Appendix 1

7.19 Hazardous Substances and Processes including Dangerous Substances in Explosive Atmospheres

- (a) The school aims to be fully compliant with the *Control of Substances Hazardous to Health Regulations 2002* and *Dangerous Substances in Explosive Atmosphere Regulations 2002* (DSEAR).
- (b) We will undertake assessments of all processes and working areas that use or store hazardous and explosive substances, and will issue specific procedures and recommendations for a particular work process that involves a degree of risk to individuals.
- (c) COSHH and DSEAR assessments are held in the Trust Estate Manager's Office as a central record and specific departments will also hold their own.
- (d) Assessments for Science Departments will be based upon the CLEAPPS guidance and will be the Head of Faculty's (Science) responsibility to ensure they are completed, kept up to date and implemented.
- (e) Petrol and diesel will be limited to 20 litres storage and be kept in the Caretaker's store in a metal cabinet.
- (f) Assessments for substances used for general cleaning, maintenance etc of the school premises, including the swimming pool, will be completed and managed by the Estates Department.

7.20 Radiation Protection Advice

Head of Faculty (Science) has responsibility for Radiation Protection compliance.

- (a) The School uses radioactive sources at a level which will require the services of the Radiation Protection Service provided through Essex County Council, Health and Safety Advisory Service.
- (b) The RPA will be provided through the County Education Departments' Health and Safety Advisory Service.
- (c) The role of RPS will be provided by a specialist member of the schools' Science Department.

7.21 Safety Signage

Staff members should familiarise themselves with typical safety signage and hazard symbols expected on the products that they handle during the course of their employment. Typical hazard symbols are given below:



Toxic



Corrosive



Flammable

7.22 Spillage

- (a) Do not allow spilled liquids to enter the drainage system. Remove sources of ignition and ventilate the area naturally.

- (b) Contain and collect the spillage with non-combustible absorbent materials.
- (c) Identify the product and report to the Estates Department. The correct method of disposal should be identified and carried out according to the *Environmental Protection (Duty of Care) Regulations 1991*, and *Hazardous Waste Regulations 2005*. The relevant safety data sheet for the product may provide useful advice and guidance following spillage.

#### 7.23 Housekeeping

Poor housekeeping is one of the most common hazards that cause or contribute towards accidents at work. To maintain housekeeping at a high level we will:

- Arrange for the premises to be cleaned daily during term time.
- Deep cleaning will be conducted during term holidays.
- Provide suitable waste receptacles and ensure they are emptied frequently.
- Provide suitable storage areas for waste, including bulk items of waste.
- Undertake a spring clean.
- Undertake safety inspections / risk assessment every term.

#### 7.24 Checking of Equipment:

- (a) All equipment must be carefully checked before use. Defective items must not be used. Any defect must be notified to the Trust Estate Manager who will arrange for investigation and corrective action in liaison with the Department Technician and the Head of Finance (as relevant).
- (b) No employee may climb ladders or stepladders without a helper to provide assistance and stability. Any work over six feet should be preceded by a specific risk assessment completed in liaison with Trust Estate Manager.

#### 7.25 Cleanliness:

All members of staff are responsible for keeping their work area clean and tidy. All waste must be placed in the containers provided and cleared daily.

#### 7.26 Marking and Keeping Clear of Gangways, Exits etc:

All gangways and marked fire exits must be kept clear and ready for use. All vehicles must be correctly parked. Care should be taken not to block emergency exits.

#### 7.27 Safe Stacking and Storage:

If it is necessary to stack any item you must make sure that there is:

- A firm level base.
- The stack is not so high that it becomes unstable.
- The racking is suitable.
- All products must be stored as instructed by the manufacturer.

#### 7.28 Waste Disposal:

- (a) All waste materials must be kept within the specific containers provided. Only licensed waste carriers, selected by the company, may remove waste from the premises. Estates will ensure that carriers are licensed.
- (b) The appropriate method of waste disposal will be used according to the *Environmental Protection (Duty of Care) Regulations 1991*, *Waste Management Regulations 1994* and *Hazardous Waste Regulations 2005*. All waste documentation will be kept for at least three years.
- (c) Wherever possible our waste products will be forwarded to a suitable body for reuse or recycle.

#### 7.29 Lifting Equipment:

- (a) All our lifting equipment that is designed to support people will undergo quarterly servicing and six monthly statutory test and examination.
- (b) All other mechanical/hydraulic lifting equipment will undergo quarterly servicing and annual statutory test and examination.
- (c) All maintenance and testing will be managed by Estates Department.

#### 7.30 Manual Handling:

- (a) In the way we operate, we will seek to eliminate or reduce activities that involve manual handling, when designing our classroom / workplace layouts.
- (b) Where manual handling cannot be eliminated we will identify those activities that involve risk to staff or pupils, and arrange for an assessment to be completed so that suitable safety measures can be put in place. Responsibility for ensuring these assessments are completed are:
  - Curricula areas and activities - Head of Faculty
  - General school premises, furniture movement and deliveries – Estates.
- (c) Training will be given to those who undertake hazardous manual handling activities.

#### 7.31 General Guidance – manual handling

- (a) Anyone undertaking manual handling, whether on a frequent or occasional basis must ensure that they assess any lifting operation according to the following criteria:
  - Task: Twisting, stooping, excessive movements, repetitive movements, frequent movements all increase risk (seek to minimise these, e.g. by redesigning how you do the job).
  - Load: Heavy, bulky, unpredictable, unstable loads can cause you to jolt your back. Check the load before you lift it.
  - Working Environment: Temperature, flooring, lighting, and posture constraints can cause difficulties when moving loads around.
  - Individual Capability: Unusual capability required, pregnant worker, poor health, pre-existing health problem (e.g. bad back). Anyone with

a health concern should not undertake manual handling and should report their health condition to their manager).

- (b) If in doubt, individuals should seek advice from their manager. If there are any problems with any tasks, then these should be reported to the Departmental Manager.
- (c) Do not undertake any manual handling task that you do not feel is safe to complete. NEVER put yourself at risk.
- (d) Make full use of any lifting or carrying equipment that has been provided.

#### 7.32 Monitoring / Inspections for Health and Safety

- (a) Inspections of the school will be carried out termly by the Trust Estate Manager, School Safety Representative and Governor with responsibility for health & safety.
- (b) An internal audit of health and safety arrangements and procedures will be carried out annually by the Trust Estate Manager using a checklist provided by Essex County Council Education Department Health and Safety Advisory Service. A report on the audit will be made to the Local Governing Body by the Headteacher or Governor with responsibility for health & safety so that priorities for improvement, and resources necessary can be identified, agreed and added to the management plan.
- (c) All accidents will be investigated, as appropriate, to identify any failures in the management of health and safety. Where necessary reports will be submitted to the Local Governing Body
- (d) A representative of the Local Governing Body will meet termly with the Trust Estate Manager to examine the reports of accidents and incidents, and other monitoring activities. Relevant staff H&S representatives will be invited.
- (e) In addition to the above, routine inspections of the following equipment are carried out:
  - P.E. equipment.
  - Fire extinguishers.
  - Portable electrical appliances.
  - Fire alarms.
  - Emergency lighting.
  - Lightning conductors.
  - Heating appliances.
  - Hot and cold water systems.
  - Kilns.

Other routine inspections are detailed in specific Codes of Practice e.g. fume cupboards

- (f) The Brentwood Academies Trust has appointed a Trust Estate Manager to monitor premises related matters. The Trust Estate Manager acts on behalf of the Local Governing Body for building work carried out on the premises.

- (g) This involves selecting suitable contractors; ensuring the co-ordination of their work and that of the school; and monitoring compliance with appropriate standards of health and safety.

### 7.33 Noise

- (a) We will monitor noise exposure from equipment and activities throughout our school to ensure that staff are not being exposed to noise levels that are harmful to their health.
- (b) Where we have reason to believe that statutory noise levels are being met or exceeded we will:
  - Arrange for an assessment to be conducted to determine the risk
  - Agree sensible measures to reduce the exposure to staff and pupils so the noise level is below these statutory levels.
- (c) It is recognised that in some classes, it is necessary to produce high levels of noise, but these are likely to be of sufficiently short duration so as not to cause harm to health (e.g. music lessons).
- (d) Responsibility for monitoring noise levels rests with:
  - Curricular areas – Head of Faculty
  - General school – Estates

### 7.34 Pregnant Workers

- (a) We take account of the health, safety and welfare of any new and expectant mothers, by assessing risks in the work activity. This will be arranged on a 1-1 basis, when the employee has notified us in writing of the pregnancy. Full account of confidential requests will be taken.
- (b) The phrase 'new or expectant mother' means a worker who is pregnant, who has given birth within the previous six months, or who is breast feeding.
- (c) The risk assessments for new and expectant mothers must be kept under review during the pregnancy (i.e. following ante-natal visits). Any significant risks will be reduced to a satisfactory level.
- (d) Pregnant worker assessments will be completed by the (is this Deputy HT HR) using the School's template.

### 7.35 Risk Assessment

- (a) We will ensure that risk assessments are completed for all our school's key activities and areas. These assessments will be recorded using the Schools Risk Assessment Template. (Appendix 3).
- (b) All assessments must be reviewed regularly, and at least annually.
- (c) A report of the assessments that have been completed, reviewed or updated must be made to the Trust Estate Manager on a termly basis, for discussion at the Health and Safety Committee.
- (d) Responsibility for ensuring assessments are completed lies with:

School Area	Responsibility
Curricula activities / areas	Head of Faculty
General school premises	Trust Estate Manager
Caretaker / maintenance	Team Leader Site staff
Personal Emergency Evacuation Plans / Safety assessments for pupils with special needs	Senco

- (e) The Trust Estate Manager will undertake a termly review of the status of risk assessment completion and report to the Local Governing Body via the Headteacher.
- (f) The Trust Estate Manager will undertake a termly area inspection using a check list and prepare a report for the Headteacher to present at the H&S Committee.

### 7.36 Smoking

Smoking and use of E cigarettes is NOT permitted anywhere on our premises, at any time.

### 7.37 Staff Induction and Staff H&S Training

- (a) All staff will undergo an induction programme to familiarise them with certain aspects of the company's policies, procedures and work areas. This will be arranged via the Line manager, using the School's Induction Form.
- (b) The department manager in charge of the staff member is responsible for ensuring that a record of induction training is maintained and held in the individuals personnel file.
- (c) Health and safety needs will be identified via:
  - Review of statutory requirements for training
  - Staff appraisals and feedback
  - Via discussions at Health and Safety Committee / Local Governors and other relevant meetings.
- (d) Any member of staff requesting H&S training should contact HR in the first instance.
- (e) H&S training will be included in staff CPD sessions as well as via specific training for individuals, where this is identified.

### 7.38 Vehicle Movements

- (a) Staff should be aware that there are serious risks associated with moving vehicles around the site. The primary hazards are collisions with pedestrians and collisions with other vehicles or property. So as to reduce the risks involved in this activity, staff should observe the following control measures:
  - Vehicle movements should not exceed 10mph whilst on our premises.

We will seek to take all reasonable precautions to separate vehicles from pedestrians, by use of the following:-

- Designated walkways.

- Clearly marked parking bays.
  - Speed limits and speed bumps where appropriate.
  - Notices and warning signs.
- (b) A risk assessment will be undertaken to identify where the hazards exist, and what precautions are necessary. This will be maintained by the Estates Department.

#### 7.39 Work at Height

- (a) Work at height will be avoided wherever possible. Where this is not possible, a visual assessment will be carried out to identify work equipment that can be used, or other measures that can be implemented to prevent falls from height.
- (b) Where the risk of a fall cannot be eliminated, work equipment or other measures will be used to minimise the distance and consequences of a fall, should one occur.
- (c) The Department Manager is responsible for identifying what measures may be needed and for communicating these. Where additional resources are necessary then the Department Manager is responsible for dealing with these or requesting additional resources from the Deputy Head or Trust Estate Manager.
- (d) Any work that would result in a person falling a distance liable to cause personal injury must be subject to a formal and documented assessment.

#### 7.40 Violence at Work

- (a) Violence at work can take many forms. The most obvious example is direct assault upon a member of staff or pupil by a member of the public; however threats, sexual and racial harassment, verbal abuse and malicious damage to property are all forms of violence.
- (b) The law states that employees are entitled to reasonable protection against violence at work. The general framework is contained in the Health & Safety at Work Act 1974 Section 2 (1) which sets out the general responsibility of employers for health & safety at work.

“It shall be the duty of every employer to ensure, so far as it is reasonably practicable, the health and safety at work of all his employees.”

#### 7.41 Security Organisation

- (a) The Local Governing Body will do all that is reasonably practical to establish and maintain high standards of health, safety and welfare for all its employees, pupils and visitors with respect to security.
- (b) The responsibility for implementing this policy lies with all staff, pupils and visitors in line with the areas of responsibility outlined in section 4.
- (c) Pupils and staff will be encouraged to be diligent around the school in respect of intruders

## 7.42 Security Systems

- (a) Staff Training: The school will ensure that members of staff understand the systems that have been adopted through induction and handbooks. Staff are required to provide employers with regular risk assessments and information regarding security hazards using the reporting and monitoring systems described in this policy.
- (c) Close Circuit Television (CCTV) is currently in place at many strategic points around the school. The school will continue to monitor the on-going need for increasing the provision of CCTV.
- (d) The school has placed signs at strategic points to 'advertise' the fact that the premises are monitored by CCTV.
- (e) The school operates a visitor badge identification system. This requires all visitors to the school to sign in and out and wear an official school badge, which identifies them (An example of the pass can be found in Appendix 4).
- (f) The school has a comprehensive 'Emergency Action Plan' that provides contingency arrangements and procedures in the event of 'serious occurrences' within the school premises. A 'serious occurrence' may relate to a security risk or hazard.
- (f) The school will instigate a dedicated 'Incidents Log', which will be used to monitor the levels of risk and evaluate the effectiveness of the security measures in place.

## 8. Health and Safety Management Arrangements for Young Persons

The School acknowledges that young people may need extra supervision and as an employer, we must take into account that these young people are likely to be inexperienced, unaware of Health and safety risks and physically and mentally immature. These arrangements have been produced by following the Health and Safety Executives guidance document INDG364 and other legislation.

Because of:

- Inexperience
- Lack of training
- Unfamiliar surroundings.
- Being too embarrassed to ask questions
- Not being able to recognise an unsafe act or condition
- Physical capability

### 8.1 Definition(S)

A "Young Person" is anyone up to 18 years of age. Consideration should also be given to anyone up to the age of 25 years of age dependent on previous work history, experience and the work activities they are expected to undertake.

A "risk assessment" is simply a careful examination of what, in the work place, could cause harm to people, so that you can decide whether you have taken enough precautions or could do more to prevent harm.

A "Hazard" is anything that has the potential to cause harm.

## 8.2 Manager Responsibilities

Managers at all levels within St Martin's school will ensure that these arrangements are applied consistently within their area of responsibility, ensuring that;

- A suitable and sufficient Risk Assessment is in place prior to any young person starting work, there may be no need to carry out a new risk assessment providing that the current Risk Assessment takes into account the range of characteristics of young people and the work activities which present a risk to their wellbeing and Health and safety.
- The parents/guardians of any student (and Employees) below the minimum school leaving age(16) know the key findings of the risk assessment and the control measures taken **BEFORE** the young person starts work/work experience; this needs to be in writing and can be via the school or Work experience agency.
- All young person's take part in the school induction and also receive a local induction from their Line manager or supervisor.
- Young person's on work experience should receive a local induction and instruction on emergency procedures, an on line training for Slips, Trips and Falls and Manual Handling and if necessary and their work entails working with a computer DSE assessment training.
- Close supervision is provided for young people to ensure they are following training that has been provided and are competent to do the job (a mentor/supervisor should be appointed for young people on work experience).
- Investigate all accidents, incidents or near miss reports made by a young person and review risk assessments, training requirements and supervision arrangements as necessary.

## 8.3 Employees Responsibilities

It is the responsibility of any young person to ensure:

- They attend and follow any training they require to carry out their jobs safely and follow all safe systems of work.
- They familiarise themselves with any significant findings of risk assessments and raise any concerns over control measures with their Line Manager/Supervisor.
- They familiarise themselves with escape routes and the emergency plan for the school in the event of fire or other emergency.
- They report any defects to their Manager/Supervisor regarding any work equipment that has been provided
- They report any accidents/incidents or near misses.
- They follow all signage visible within the work place especially H&S signage.
- Do not interfere with any measures put in place for the health, safety and welfare of themselves or others (including PPE/C).
- They do not use any equipment or carry out any work activity for which they have not been trained.

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