

Sacred Heart Catholic Voluntary Academy Local Health and Safety Policy



What Would Jesus Do?

Do What Jesus Did?

Mission Statement

To make good choices in all areas of our lives using Jesus as a role model.

The Academy is part of [Our Lady of Lourdes Multi-Academy Trust](#). This policy is subordinate to the Trust Policy which can be found at [this location on the Estates Portal](#)

This Policy was approved and adopted by the Academy on:	1 st November 2019
Policy Review date:	31 st October 2020
Reviewer:	Dave Burrough / Karen Taylor

Health and Safety Policy Statement

Sacred Heart Catholic Voluntary Academy

Our statement of general policy is as follows:

- To promote an effective safety culture throughout the school
- To maintain safe and healthy place of work for employees with safe access and egress
- To ensure that non-employees e.g. pupils, parents, visitors etc., are not exposed to a risk to their health and safety
- To promote effective risk management within play and sport so that an appropriate challenge is provided with an acceptable level of risk
- To provide adequate control of the health and safety risks arising from school activities, including educational off-site visits
- To consult with our employees on matters affecting their health and safety
- To provide safe plant and equipment
- To ensure safe use, handling and storage of substances
- To provide information, instruction, training and supervision for employees
- To ensure all employees are 'competent' to carry out their activities
- To provide adequate welfare facilities for employees and pupils
- To monitor the standards of health and safety performance and ensure continuous improvement in the management of health and safety
- To review the systems in place that manage health and safety and to revise it as necessary on an annual basis

This policy will be brought to the attention of all employees and is kept readily available for employees in the *Head Teacher's office / main office* and is available on the [Trust Estates Portal](#) >> Local Policy.

RESPONSIBILITIES OF THE TRUST

The Trust, through their Health & Safety Policy, acknowledge that as employer, have corporate responsibility for health and safety in the Academy. The Trust will:

- Lead an effective health and safety culture
- Integrate good health and safety management with business decisions
- Ensure that there is an effective and enforceable policy for the provision of health, safety and welfare, and that it is reviewed annually
- Ensure that schools have access to competent health and safety advice
- Employees or their representatives are involved in decisions that affect their health and safety.
- Carry out and record a formal health and safety inspection of all parts of the premises and site at least annually
- Ensure a safe place of work for employees and pupils, including safe means of access and egress
- Ensure that adequate health and safety resources are available to meet health and safety requirements
- Have procurement standards in place for goods, equipment and services to help prevent the introduction of expensive health and safety hazards

RESPONSIBILITY OF THE HEAD TEACHER

- Day-to-day management of Health & Safety at the school in line with Trust policies and procedures
- Demonstrating visible, active commitment to health and safety improvement
- The overall maintenance and development of safe working practices and conditions for all employees, pupils and other non-employees on site
- Ensuring that the requirements of all relevant legislation, codes of practice and school policies are met at all times
- Ensuring safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others
- Consulting with employees, and safety representatives, on health and safety issues
- Ensuring effective means of communication with staff on health, safety and welfare issues
- Ensuring that risk assessments are undertaken and reviewed annually
- Identify the training needs of employees and ensure that they are 'competent' to carry out their activities
- Ensuring that arrangements are made for defects in the premises, its plant, equipment or facilities are reported and made safe
- Ensuring that accident, work-related ill health and violent incidents are reported and investigated as necessary
- Monitoring the standard of health and safety throughout the school
- Ensuring that emergency procedures are in place
- Ensure that staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy and have access to it.
- Authorise Off-Site Visits

- Ensure that health and safety appears regularly on the agenda for Governor meetings
- Consider immediate reviews in the light of major shortcomings or events

DUTIES OF THE TRUST DIRECTOR OF ESTATES AND FACILITIES

- Act as the Trusts Health & Safety Coordinator, Asbestos Management Officer, Legionella Control Officer and advisor
- Ensure that Trust policies and procedures are implemented at school level
- Monitor accidents and near-misses at school level, analysing data and enforcing improvements to systems, working practices and facilities where required

DUTIES OF SENIOR STAFF AND LINE MANAGERS

- Day to day responsibility for the health, safety and welfare of employees and pupils within their designated work area(s).
- Ensuring risk assessments are carried out for activities as required
- Ensuring safe working conditions and safe working practices in accordance with legislation, Trust and school policies
- Ensuring employees are 'competent' to carry out their activities
- Ensuring new employees are inducted in the safe working practices
- Ensuring safety inspections are carried out at least termly
- Ensuring all faculty plant, machinery and equipment is inspected and maintained in safe working order
- Ensuring all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment
- Ensuring appropriate personal protective equipment and first aid facilities are provided and readily available
- Ensuring that employees and pupils are aware of the emergency procedures
- Ensuring that hazardous substances are correctly used, stored and labelled
- Ensuring that relevant health and safety warning signs are displayed
- Ensuring effective means of communication with employees and pupils
- Reporting any health and safety concerns to the Head Teacher

DUTIES OF THE SITE MANAGER

- Coordinating and cooperating with the Trust Director of Estates and Facilities to ensure that statutory compliance is maintained at all times
- Keeping the building and site in good order and repair and free of waste / litter
- Monitoring the maintenance of plant and equipment e.g. heating boilers, electrical equipment, local exhaust ventilation equipment, pressure systems, gas appliances, lifting equipment, passenger / goods lifts, fire alarm system, intruder alarms etc.
- Monitoring the provision and safe use of main services i.e. water, gas and electricity
- Monitoring and carrying out inspections and maintenance of plant and equipment - including access equipment i.e. step ladders, ladders, mobile towers etc.
- Monitoring and maintaining effective security arrangements
- Maintaining safe storage of chemicals, hazardous substances and equipment

- Dealing with reported damage and defects
- Monitoring the condition of known asbestos containing materials
- Assisting the Head Teacher and Governors with the annual health and safety inspection
- Undertaking duties in accordance with legionella management requirements
- Uploading the required data to the Trust Estates Portal and interacting with any other digital system implemented as a hazard intensification or abatement system

DUTIES OF THE LOCAL HEALTH & SAFETY CO-ORDINATOR (LHSC)

- Coordinate and monitor local training and report requirements to the head teacher
- Ensure that risk assessments are updated as required
- Coordinating and cooperating with the Trust Direct of Estates and Facilities to ensure that statutory compliance and a safe working environment is maintained at all times
- Reporting accidents via the [Trust Accident Reporting System](#)

DUTIES OF THE EDUCATIONAL VISIT CO-ORDINATOR (EVC)

- Follows the Educational Off-Site Visits Policy where their full responsibilities are outlined

DUTIES OF ALL EMPLOYEES

All employees are instructed to:

- Take reasonable care of their own health and safety and of others who might be affected by their actions or lack of action
- Co-operate with the Head Teacher, Senior member of staff, Health & Safety Coordinator and Line Manager on health and safety matters
- Not to interfere with anything provided to safeguard their health and safety
- Report all health and safety concerns to their Line Manager
- Report all hazards or defects immediately using the local system provided

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Arrangements

Accident Reporting and Investigation

Accidents to pupils and other non-employees are recorded as laid down in [Appendix 4](#).

All accidents are investigated by: **Karen Taylor**

Reported accidents are monitored termly to identify any trends, e.g. same pupil or accident in the same location.

The Trust is responsible for ensuring certain more serious accidents to both employees and non-employees are reported to the Health and Safety Executive as legally required by the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations.

Administration of Medicines

Include the school's specific policy regarding medicines. e.g. any medicines allowed, life threatening only, prevent non-attendance, prescription only. You may wish to create a stand alone Medicine /Management of child illnesses Policy and simply cross-reference here.

All medication will only be administered with written parental consent.

The following members of staff have volunteered to administer medicine:

Name: Janet Timewell & Karen Taylor. Lisa Smith ELSA Mental Health First Aid Trained

Type/s of medicine: **Prescribed non-emergency medication**

Medication will be suitably labelled with the contents, dosage, frequency of administration, duration of course, date of prescription and pupil's name, according to policy.

Records are kept of all administration of medication.

Training on the administration of specific medicines is provided by:

Subject: **Epipen, Diabetes Training**

Trainer: **[insert training provider here]**

Asbestos Management

It is the law that asbestos-containing materials shall not be introduced into our school. If asbestos containing materials pose a serious risk to the health of persons using our premises the materials shall be removed as safely and as soon as possible.

Where asbestos containing materials are present, and do not pose a serious risk, we shall take the opportunity to remove them progressively from our property, when it is safe and cost effective to do so. Whilst asbestos containing materials remain *in situ* we shall ensure that they are managed in such a manner so that the risk to the health of our employees, contractors, visitors and other people using our premises is minimised.

All work on asbestos containing materials shall be carried out in accordance with the current legal standards using the best working practices by licensed contractors.

The condition of asbestos in the building is monitored by the Site Manager on a monthly basis and recorded in the Asbestos logbook.

No destructive or potentially destructive work (however minor) will be undertaken in the school without first reference to the asbestos survey and logbook.

The following areas are not covered by an asbestos survey and thus may not be accessed without further sampling/air tests: N/A

The following areas are considered out of bounds: N/A

The Asbestos Survey is held on the Trust Estates Portal <https://ololcmat.sharepoint.com/sites/EstatesPortal> and a hard copy is made available to any contractors carrying out work within the school.

The school has a Local Asbestos management Plan (LAMP) detailing how asbestos will be managed day-to-day and in an emergency.

Communication

Effective communication between the Head Teacher and employees is undertaken either face to face or through regular staff meetings and the staff notice board.

Construction work

All construction work is managed by the Director of Estates and Facilities.

Consultation with Employees

Health and safety is a standing item on the agenda of staff meetings. Minutes are taken of such meetings and action taken as required.

Employees are encouraged to report any health, safety or welfare concerns to the Head Teacher or to a nominated person.

The Academy will consult with employees or safety representatives (where appointed) in good time:

- The introduction of any measure at the workplace which may substantially affect the health and safety of the employees.
- Information they must give their employees on risks to health and safety and preventive measures.
- The planning and organising of any health and safety training.

Control of Contractors

The Site Manager is responsible for day to day control of Contractors, although it is recognised that overall responsibility lies with the Head Teacher. Contractors are controlled using the [Induction and Permit to Work System](#)

Curriculum

Risk assessments are undertaken on all lessons where there is a significant risk of injury/ill health. Precautions are included in lesson plans as necessary.

Specialist guidance is provided by:

- Design and Technology through the Design and Technology Association (DATA).
- Physical Education through The Association for Physical Education (afPE)
- Science through the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS)
- Science and Technology (ages 3-12)- "Be Safe!", Association for Science Education.
- "Make it Safe", NAAIDT

Display Screen Equipment Emergency Contacts

The regulations are applicable to regular 'users' of display screen equipment, e.g. Office Staff in some schools. A workstation risk assessment is carried out for any employee who meets the published criteria of a 'user'.

It is recognised, however, that the guidance should be followed by all individuals who use display screen equipment in order to avoid repetitive strain injury, postural problems and issues which could affect the eyes.

The use of laptops is regarded as use of display screen equipment and the same guidance will be followed.

Emergency Procedures

Detailed in the School's Emergency Plan. Please refer to the latest version on the [Trust Estates Portal](#).

Fire Safety

Refer to the [Trust Estates Portal](#) and the local fire management folder.

First Aid

First aid facilities are provided at all times employees are at work during normal working hours. First Aid Kits are available in the following locations: **All Classrooms, Hygiene Suite, Head Teachers Office**. The kits are kept topped-up by **Lynda Dawes**. All first aid treatments are recorded on the relevant form.

The following arrangements are in place for the dealing with bodily fluids – **School use Dry Powder, Sand etc to deal with bodily fluids**.

The First Aiders are **Jan Timewell & Karen Taylor, Tansin Fulford, Charlie Slawson, Louise Cairns**

The Emergency First Aiders are Karen Taylor & Jan Timewell

The Paediatric trained First Aiders are **Jan Timewell, Karen Taylor, Tansin Fulford, Charlie Slawson, Louise Cairns, Rachel Bowen**

The Midday Supervisor First Aiders are **Jan Timewell**

Hazardous Substances

Where possible the use of hazardous substances is avoided through the substitution of the hazardous substance for a less harmful one.

A (COSHH) risk assessment is carried out for the use of any hazardous substances used / stored on site, e.g. cleaning chemicals bearing a hazard warning symbol (i.e. toxic, corrosive, harmful, irritant). Information / COSHH assessments relating to hazardous substances in school are kept in **School Office**

All chemicals are kept securely under lock and key to prevent unauthorised access.

Health and Safety Advice

Competent advice is provided through the Trust and the H&S Support Team

T: 0115 87 64608 or 0115 87 64609

T; Office Hours Emergency Contact #1 0798 538 1931

T: Out of Hours Emergency Contact #2 0787 046 3388

Housekeeping

All employees are responsible for keeping their own workplace in good order i.e. clean, tidy and free of obstructions and slip / trip hazards. Employees are informed of their responsibilities during their induction.

Information

All employees are given adequate information on health and safety matters in relation to their work activities, i.e. as identified in the relevant risk assessments.

Inspections, Servicing and Buildings Compliance

Inspection, servicing and compliance will be carried out in accordance with the [Trust Estates Policy](#).

Lettings / Use Premises Out of Hours

The school obtain legal and insurance advice regarding any lettings. Contract with conditions of hire has been completed, signed and approved as necessary.

Lone Working

Lone working situations include home visits, interviewing, responding to alarm activations, working late / early or at weekends or during holiday periods.

Risk Assessments for lone working have been carried out and relevant employees, including peripatetic workers e.g. home tutors, have been consulted and informed.

Employees have been instructed to avoid high risk activities whilst lone working e.g. working at height.

Maintenance of plant and equipment

Maintenance will be carried out in accordance with the [Trust Estates Policy](#).

Manual Handling

Employees are instructed to seek assistance when in doubt or where their personal lifting capacity is likely to be exceeded.

Mechanical aids are provided, e.g. trolleys, sack trucks, hoists for disabled pupils, where necessary.

The safe manual handling of pupils, e.g. disabled children, is only carried out by employees who have received specific training provided by a 'competent' provider.

A risk assessment is carried out for manual handling tasks which present a significant hazard, using the [form provided on the Estates portal](#)

Monitoring and Review

Health and Safety issues are monitored through effective communication with employees and regular inspections of facilities and reviews of working practices.

This policy is reviewed annually.

New and expectant mothers

New and Expectant mothers are given special protection by health and safety legislation i.e. Management of Health and Safety at Work Regulations 1999 – regulation 16.

A risk assessment is carried out as soon as the Head Teacher is made aware by the employee and reviewed as necessary.

Educational visits

The Educational Visits Co-ordinator (EVC) is **Jan Timewell**. The EVC is responsible to the Head Teacher for ensuring health and safety issues have been addressed and that all relevant risk assessments are completed. All visits will be logged on the [Educational Visits System](#)

Advice and guidance is provided by:

Andrew Smith, Outdoor Activities Service Manager

Sport, Outdoor Learning, Life Skills, Adventure and Risk Management (SOLAR)

T: 0115 947 6202 (Ext 238)

F: 0115 941 1073

Twitter: @SOLAR_team

E: Andrew.Smith@collegest.org.uk

Playground Safety

The Site Manager is responsible for ensuring that the playground is inspected daily to ensure that harmful items are removed e.g. broken glass etc. Staff should also inspect the playground before allowing children to use it. Any identified defects / concerns directly to the Site Manager or Head Teacher. Play equipment is inspected annually.

Reporting of defects, hazards and near misses

All employees have been instructed to report defects, hazards, near misses to the Head Teacher, Line Manager or Site Manager immediately so that prompt action can be taken to avoid accidents and injury. **Staff inform the office manager.**

Risk Assessments

Risk assessments, as legally required, have been carried out in consultation with employees and are kept centrally in **the Health and Safety folder in the school office and also on the office drive.**

Safety Education

Arrangements are in place for safety education to be included in the curriculum.

Security Arrangements

The Site Manager is responsible for maintaining the security of the site, e.g. locks, self-closers, gates, fences, etc.

Arrangements are in place to prevent unauthorised access, so far as is reasonably practicable, and also to ensure that pupils are prevented from absconding.

The response to alarm activation is covered by an external provider.

Site Inspections

Arrangements are in place for a joint inspection to be carried out of the building and site, at least annually, by the Head Teacher, Site Manager and an external Health & safety advisor. Employees are instructed to report any damage / defects to the Site Manager or Head Teacher.

Slips, trips and falls

Slip, trip or fall hazards e.g. damaged carpets / floor tiles, raised paving slabs etc. are reported to the Site Manager or Head Teacher who will ensure that appropriate action is taken to avoid accident / injury. Access routes and storage areas are kept free of obstruction to minimise the risk of trips and falls.

Storage Arrangements

All employees are responsible for ensuring items are stored safely and to report any hazards to their Line Manager, e.g. unsecured racking, defective lighting in store areas, inappropriate / lack of access equipment, e.g. step ladders. Employees have been advised that 'heavy' items should be stored at approximately waist level to minimise the risk of injury.

Stress, Work Related

The Head Teacher is responsible for managing work-related stress within the school.

Sun Protection

Pupils are encouraged to use high-factor sun protection cream, lotion or spray as necessary and / or to wear head / neck protection as provided by parents / carers. Drinking water is provided throughout the year and drinking water containers are taken on any outdoor activities as necessary. In extreme weather conditions the length of time that pupils are exposed to the sun is controlled. Children are encouraged to stay in the shade provided by the trees on the school ground

Supervision

Pupils are supervised during all activities throughout the school day.

Training

All employees are given adequate health and safety training, which includes basic skills training, specific on the job training and training in health and safety or emergency procedures. New, temporary and supply staff are given basic induction training on health and safety, including the arrangements for first aid, fire and evacuation. New employees are adequately supervised, as required.

Use of Vehicles

The use of vehicles for transporting pupils is included in the risk assessment process for off-site educational visits, e.g. the use of taxis, minibuses, buses and coaches. The use employees' own vehicles for the transporting of pupils is only permitted once the employee has registered their vehicle with the Trust. The use of minibuses is detailed in the [Trust Minibus Policy](#).

Violence

Violence, threatening behaviour and abuse against school employees or other members of the school community will not be tolerated. The Trust has adopted the Health & Safety Executive's (HSE) definition of violence:

'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'.

All incidents of violence are reported and investigated as required by Line Manager / Head Teacher.

A poster is displayed in reception areas informing visitors that violence is unacceptable. Training will be provided in de-escalation and positive handling. The main purpose of such training is to avoid / minimise the risk of injury to either employees or pupils.

Further action is taken via the Police or Academy Legal Advisor as required.

Waste / Litter Management

The Site Manager is responsible for the management of waste and litter. Pupils are encouraged to take an active part in the management of litter.

Adequate waste bins are available around school, which are emptied daily. External waste bins are secured away from school buildings to reduce the risk of damage by arson.

Arrangements have been made for the safe storage and collection of clinical waste.

Welfare facilities

Sufficient toilet facilities are available for both employees and pupils, which include adequate hand washing / hand drying facilities. Pupils have access to labelled drinking water taps and / or drinking water bottles throughout the day. There is adequate provision of heating, lighting and ventilation and is monitored and maintained by the Site Manager.

Work Equipment

All work equipment is suitable for intended purpose, obtained from a reputable source, maintained in accordance with the manufacturer's instructions and subject to local inspection prior to use, e.g. for damage and to ensure that safety devices are in place.

A risk assessment is carried out, where applicable, for the use of certain powered equipment, e.g. circular saws, chain saws, abrasive wheels, strimmers, hedge cutters, pressure washers, mowing equipment, etc.

Arrangements are in place for the statutory inspection of plant / equipment, e.g. local exhaust ventilation systems, fume cupboards, gas boilers / heating systems, lifting equipment (e.g. passenger lifts, hoists for disabled children etc.), pressure systems, etc.

Workplace Transport Safety

A risk assessment has been carried out for the control of vehicles on site. One of the main aims is to keep pedestrians and vehicles apart so far as is reasonably practicable.

Arrangements are in place to ensure that there is no vehicular movement on the premises during peak pedestrian traffic times, e.g. when the pupils are arriving and leaving school and lunch times.

Arrangements are in place, so far as is reasonably practicable, to ensure that deliveries are made to avoid peak pedestrian traffic times.

Working at Height

Work at height is defined as 'any work above ground level'. Employees should avoid working at height wherever possible, e.g. by arranging for stored items to be in reach from floor level, or by using contractors e.g. for changing lights in the Hall / Gym, window cleaning, putting up stage lighting etc.

Risk assessments are carried out where working at height cannot be avoided, e.g. for use of step ladders, ladders, access to roof areas by the Site Manager. Employees are instructed not to work at height whilst lone working.

Kick stools and sets of small stepladders have been provided for teaching / office staff to access to items stored at height or to put up displays etc. Employees must not use chairs / desks / tables for this purpose. The larger stepladders are for the use of the Site Manager only and are locked away when not in use.

Appropriate training has been provided in the use of access equipment.

Arrangements are in place for access equipment to be inspected on a termly basis by the Site Manager. Employees are instructed to report damage / defects immediately to the Site Manager / Head Teacher.

Appendix 1 Cross-referenced Policies

- Asbestos
- Bullying
- Child Protection
- E-Safety
- Drugs
- Fire
- Handling
- Medicines
- Off-Site Visits
- Security
- Trust Estates Policy
- Trust Health & Safety Policy
- Trust Minibus Policy

Appendix 2 Emergency Contacts

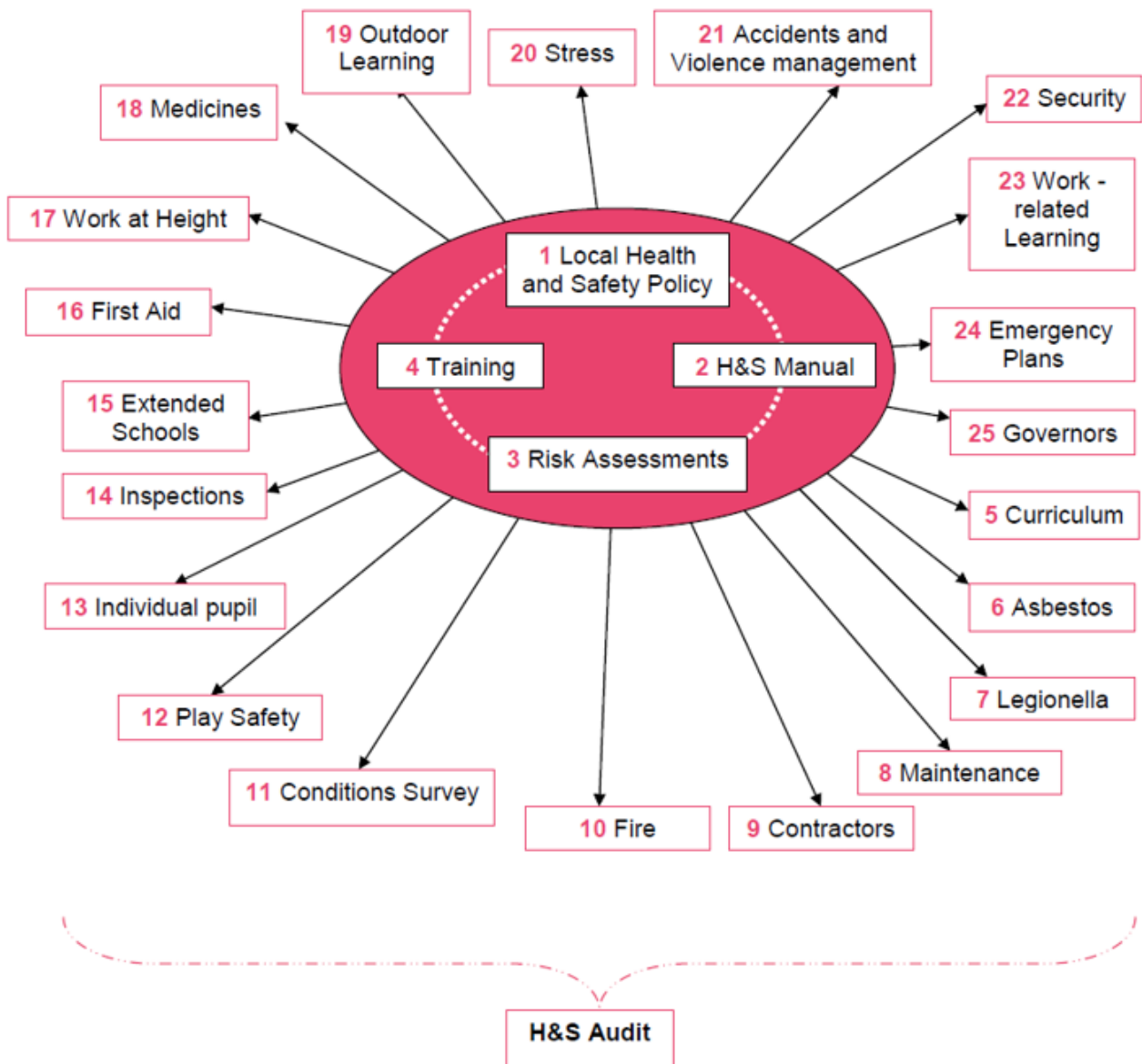
Organisation	Contact number
H&S Team	0115 87 64608 or 0115 87 64609
Office Hours Emergency Contact #1	0798 538 1931
Out of Hours Emergency Contact #2	0787 046 3388
Sport Outdoor Learning & Adventure Services	0115 947 6202
CAHMS (Child and adolescent mental health services)	North Team: 0115 87 62160 Central Team: 0115 91 58900 South Team: 0115 91 52991 Urgent mental health emergencies should be directed to Specialist Child and Adult Mental Health Services- 0115 844 0500.
OLOL HR	0115 851 54 54
OLOL IT	0115 851 54 54
Christ the King IT Support	0115 955 62 62
Catering Services	0115 80 40 426
Emergency building repairs and maintenance	0115 851 54 54
Emergency building repairs and maintenance for out of office hours: OOH (4:00pm- 8:00am)	07858 284 509
Floodline- Flood warnings and alerts	0345 988 1188
Water - Severn Trent Water	0800 783 4444
Gas leaks (National Gas Emergency Service)	0800 111 999
Electricity (Western Power Distribution)	0800 6783 105
Andrews Heat for Hire- Temporary heating	0800 211 611
Public Health England: East Midlands	0344 225 4524
Pest Control: Ashfield District Council	01623 450000
Local radio: BBC Radio Nottingham	0115 955 0500 (this number cannot be not used to alert academy closures, this must be through this website: www.nglerts.co.uk)
Needle Hotline	0115 915 2242
The Samaritans	0115 116 123
Teacher Support Network (trained support and counsellors available 24hrs)	08000 562 561
Academy's usual electrician: KBE	info@kbltd.co.uk Tel. 01159 632 088
Academy's usual plumber: MDB Plumbing	0115 965 42 44 (24 hr) ololcmat@mdbplumbing.co.uk
Academy's usual glazier: Lee Glass	0115 971 75 94
Academy's usual gas boiler repairer: MDB Plumbing	0115 965 42 44 (24 hr) ololcmat@mdbplumbing.co.uk
Fire Alarm: WEC	info@wecalarms.com Daytime No. 0115 9312 656 Emergency engineer No. 0844 335 21 24 EMCS control room No. 0844 80 999 80
Intruder Alarm: WEC	info@wecalarms.com Daytime No. 0115 9312 656 Emergency engineer No. 0844 335 21 24 EMCS control room No. 0844 80 999 80
Local Police	Emergency 999; non-emergency 111



Health & Safety Management

Successful health and safety management in our schools

Schools Health and Safety Framework



1. Local Health & Safety policy

Your local Health & Safety Policy should describe how you locally manage health and safety in your school.

- The statement describes the broad aims of your policy.
- The responsibilities should accurately describe the duties/responsibilities in relation to H&S. Some Head Teachers may delegate more duties than others.
- The arrangements/procedures should briefly describe your local practices and policies. Some schools develop a very short H&S policy and place the “arrangements” section within the staff handbook.

2. Health & Safety Manual

The health and safety manual is available online on the NCC intranet. Hard copies should be disposed of as they are now out of date. The Health and Safety Manual consists Safety Policy and Arrangements (which cover the whole City Council), Schools guidance sheets, generic risk assessments, associated forms, policy packs and toolbox presentations.

3. Risk Assessments

It is a management duty that on-site risk assessments must be undertaken for all activities and areas which may present significant risk.

A set of generic risk assessments has been prepared which suggests hazards associated with a variety of activities and areas and associated control measures.

A checklist is available to help schools decide which risk assessments are required.

A number of actions may follow after completing risk assessments:

- Policies and procedures may be created. Some of these may be included or referenced within your local health and safety policy.
- Training needs may be identified
- Inspection / servicing contracts need to be arranged

Risk assessments should be reviewed on an at least an annual basis, if an incident occurs that is connected to the activity or if circumstances change.

Specific risk assessments are required for:

- Manual Handling (for all handling tasks that involve significant risk)
- Computer Workstation (for all substantial users of computers, e.g. office staff)
- Hazardous Substances (for all chemicals in school which display an orange warning label/red diamond)
- New and Expectant Mothers
- Young Persons at Work (students)
- High profile pupils
- Employees with health conditions/disabilities which may affect their work
- Pupils with health conditions/disabilities which affect their access to the site or parts of the curriculum.

4. Training

Basic safety Induction training should be undertaken on day one. A form is available from the Safety Manual.

H&S Training needs should be identified through risk assessments. The following training courses are recommended:

- Head Teacher Risk Assessment Training
- Site Manager H&S Awareness Training
- Administering specific medication (see 18)
- First Aid (see 16)
- Manual handling (lifting) of pupils
- Fire Awareness (see 10)
- Restrictive Physical Intervention (RPI) (see 13)

Head Teachers and Governors should also ensure that members of their staff are competent to undertake any tasks involved in their teaching role, highlighting training needs as appropriate.

5. Curriculum

A number of resources are available to assist schools in planning safe lessons:

Science

CLEAPSS- School Science (all maintained schools are subscribed to this resource as part of the School H&S service)

Design & Technology

Make it Safe- D&T Key Stage 1 and 2: <https://secure.ase.org.uk/membersarea/shop/layout4.asp>

PE / Sport

Safe Practice in PE and School Sport (book provided to the school by Schools H&S Team) should be adopted as school Policy.

Art and Design

NSEAD- Art & Design: www.nsead.org/primary/education/index.aspx (Primary) A Guide to Safe Practice in Art & Design www.nsead.org/hsg/index.aspx

It is recommended that all lesson plans record whether there are any health and safety precautions required (most lessons won't have any required).

Lessons that may involve significant risk should be subject to formal risk assessment. A number of generic risk assessments are available online at

<http://gossweb.nottinghamcity.gov.uk/nccextranet/index.aspx?articleid=9753>

Log in using the following details:

Username: academies

Password: safetymanual

Advice is also available from the Schools H&S Team on 01158764608 and 01158764609 (office hours) or 07985381931 out of hours or if there is no answer from the office numbers.

6. Asbestos

Asbestos is present in some quantity and in some form in most schools. Each school should have an up-to-date survey which indicates where asbestos is present and whether action is required to remove, replace or seal the material. Head Teachers have the duty to organise this task and update the survey accordingly. The remaining asbestos in the school should be monitored on a monthly basis by Site Management staff and recorded in the asbestos logbook. Site Management staff must have received training to do this.

Any contractor or staff member whose work is likely to damage the fabric of the building must hold a Permit-to-Work prior to work commencing. There may be areas in the school that are not covered by the survey e.g. ceiling voids and ducting. Unless management are absolutely certain that no asbestos could be present in these areas access should be restricted until such time that sampling can take place. In practice, this means that only building built after 1999 can be considered to be free of asbestos.

7. Legionella

Schools should have a legionella risk assessment undertaken by an approved contractor. This is co-ordinated by the Trust Estates Department and is updated on a two-yearly basis. Schools are responsible for actioning the recommendations from the risk assessment. These will consist of ongoing management tasks and remedial actions. The ongoing management tasks such as temperature profiling is undertaken by a Trust-approved contractor. Flushing the water system is the responsibility of site management. Non-compliance and temperatures that are “out of range” need to be actioned and the Estates Department will work with schools as necessary.

8. Maintenance

The Head Teacher and Governing Body are responsible for maintaining the school to ensure that it is a safe place to work, learn and visit. A number of maintenance contracts will be organised by the Trust Estates Department. These include 5 yearly electrical inspections, 2 yearly legionella risk assessments, annual gas boiler and gas soundness certification, fire alarm and emergency lighting servicing, air conditioning unit servicing. Schools are provided their schedule on an annual basis.

9. Contractors

Schools should only select from the Trust-approved contractors list. Depending on the nature of the work, schools should ask for risk assessments and method statements (a formal record of how they will do the work and what precautions they will take). A formal document is available to record these checks. A contractor will also require a ‘toolbox talk’ prior to commencing work.

10. Fire and Emergencies

School management are responsible for the completion of an on-site fire risk assessment and the Trust Estates Department will work with schools to ensure that this is implemented. Externally organised and in-house maintenance and servicing requirements are detailed in the fire log book. Fire drills should be undertaken on a termly basis. Fire Awareness Training should be provided on an annual basis. All schools should have an evacuation plan.

All schools should have an emergency plan which details what actions that should be considered by the Head Teacher in the case of an emergency in the school, local community or on a learning activity outside the classroom. The Trust Estates Department will work with schools to ensure that this is implemented.

11. Condition Survey

Condition surveys provide a systematic, uniform and objective basis for gathering information on the state of premises, and should identify work necessary to bring premises up to a serviceable state of repair and to rectify breaches of legislation and health and safety regulations over a five year period.

Once the condition of premises has been assessed, priorities are allocated according to the seriousness of the condition revealed and the urgency associated with any liabilities which may include within priority one liabilities breaches of legislation. Condition surveys are organised by the Trust Estates Department on a 36 month rolling cycle. Upon receipt of the survey, the Trust Estates Department will work with Head Teachers to address any priority one issues that require immediate attention.

12. Play Safety

Play activities which involve significant risk must be risk assessed to ensure that appropriate control measures are in place. When undertaking these risk assessments, the benefit of the activity and the residual risk should be taken into account when deciding whether the activity should go ahead.

To ensure that play equipment is maintained in good and safe condition, schools must arrange inspections on an annual basis. For external play equipment including trim trails the inspection must be undertaken with a company who is registered on the Register of Play Inspectors (RPII).

There are no qualifications required for the inspection of internal play equipment and schools are free to choose a competent contractor from the approved contractor list. Whoever is used for repairs or to replace equipment assurances must be obtained that any repaired equipment meets relevant British Standards. It is recommended that the contractor is a member of The Association of Play Industries (API)- the lead trade association for the UK play sector.

13. Individual Pupil

Individual pupils may require specific risk assessments for a number of reasons. These may include disabilities, short or long term medical conditions, emotional and behavioural problems. A risk assessment should be completed for all "high profile" pupils to ensure that their health and safety and that of other pupils and staff are protected. School must regularly assess their need for de-escalation and positive handling training for members of their staff.

14. Inspections

In house inspections of the school, its grounds and boundary should be undertaken on a periodic basis. On an annual basis this should include a member of the Governing Body. A method of reporting defects (e.g. spillages, breakages, and health and safety concerns) should be in place. This could be a verbal system, the use of a defect log book or whiteboard or a report to Site Management.

15. Extended Schools

Health and safety should be considered in the schools after school and holiday club provision. A general risk assessment (Part A) is available to cover all after school activities. A Part B assessment should be completed if the activity presents any additional significant risk that is not covered by other on-site risk assessments. If the activity is led by an external provider then they should be asked to complete the assessment. If it is led by the school then the risk assessment is the school's to complete.

16. First Aid

Schools should have a first aid risk assessment in place. This will ensure that they have a suitable number of trained first aiders and first aid boxes, take into account the size and layout of the school, the number of staff (and pupils), offsite visits and sickness cover. Where schools have early years settings they will need to train a suitable number of paediatric first aiders. Records of training courses should be held to ensure that courses are rebooked before certificates expire. Although there are British Standards for the contents of first aid boxes, they should match the risks in the part of the school that they cover. Academies should *consider* purchasing a defibrillator.

17. Work at Height

Work at Height should be avoided if possible. All work at height activities should be risk assessed using the NCC form. Typically schools will have between 5 and 10 risk assessments that relate to all these activities e.g. accessing the roof, putting up displays, changing light bulbs, clearing drains, accessing storage. From the risk assessment, decide who is authorised to use specific ladders and stepladders and lock away those that are not in general use. Proportionate training and instruction should be given to any member of staff who authorised to use a ladder or stepladder:

- Deliver 15 minute in-house training (presentation available on the safety manual)
- Include in H&S policy and staff handbook
- Show the risk assessment to staff and ask for their signatures
- Display posters (available to download from the HSE- ask the Schools H&S Team)

18. Medicines

Schools need to decide what type of medicines they are authorised to administer in school. A generic risk assessment should be completed to ensure that the school has considered all the aspects of managing medicines and control measures are in place.

19. Outdoor Learning

Schools should follow Nottingham City Council's 'Off-site Visits Guidance' when planning outdoor learning activities. The guidance can be found at <http://gossweb.nottinghamcity.gov.uk/nccextranet/index.aspx?articleid=9753>

Log in using the following details:

Username: academies

Password: safetymanual

The EVOLVE On-line Visit Approval and Management System and www.nottinghamcityvisits.org.uk both provide material to support schools in the planning and management of visits and include a number of generic risk assessments that underpin the planning process. The 'Off-site Visit Guidance' outlines the roles and responsibilities of staff in relation to off-visits and visit planning and provides a framework for visit approval. The Trust subscribes to the EVOLVE visit planning tool via Nottingham City Council and all visits that involve adventurous activities; a visit abroad or an over night stay require the approval of the SOLAR team.

Each school is required to nominate an Off-site Visits Co-ordinator who must undergo a one day training course in support of their role and the school should develop an Outdoor Learning Policy in support of their approach to Outdoor Learning.

20. Stress

Stress should be considered as a significant risk to the health & safety of school staff. As such, health and safety law requires management to identify risk factors and implement control measures to minimise or reduce risks. The benefits of good stress management include reduced staff turnover, lower absence rates, good morale and increased performance.

A complete stress management toolkit is available from the Safety Manual.

21. Accidents and Violence Management

Staff should be aware that all accidents, violent incidents and work-related mental ill-health should be reported according to City Council Procedures. The Manager should complete a thorough investigation and determine what action is required to prevent a reoccurrence. These should be discussed with the employee involved in the incident.

22. Security

Schools should have a Security Policy and employ a Security company to attend out of hours call-outs to avoid the need for Site Managers to attend alone. This avoids the need for potentially hazardous lone-working scenarios.

Security on site can be considered in three main areas:

- Prevention of pupils absconding or entering restricted areas
- Prevention of intruders on site during the school day and out of school hours
- Safeguarding of children and young people

23. Work-related Learning

Governing Bodies and the Senior Leadership Team have the responsibility for the Health, Safety and Welfare of their students when taking part in work related learning activities including work experience. Head Teachers have the responsibility to provide information and to assure both Governors and the Trust that correct procedures are being followed in accordance with national and local acts and guidance.

One way that can be demonstrated is by following the Work Related Learning and the Law Guide to assist them and their staff when managing, planning and delivering work experience placements for

students in KS4. The guidance can be found on the home page of the Work Related Learning Database: <http://notts.work-experience.co.uk>

In addition, schools may also work towards the DfES National Quality Standard for Work Experience which will help gauge where they are in terms of meeting their legal requirements.

24. Emergency Plan

An emergency plan should be created for each school using the model on the extranet. The purpose of an emergency management plan is firstly to allow consideration of various types of emergency and how the school is placed to deal with them, and secondly to give the school confidence when faced with a crisis.

In addition the school should have a Business Continuity Plan which is to be enacted in the event of a serious and/or prolonged disruption which could affect the delivery of key/critical activities. Business continuity will enable schools to react to events, continue to deliver key services, meet any statutory obligations and recover from any loss, disruption or interruption.

25. Governors

Governors should monitor the school's compliance with health and safety requirements by undertaking:

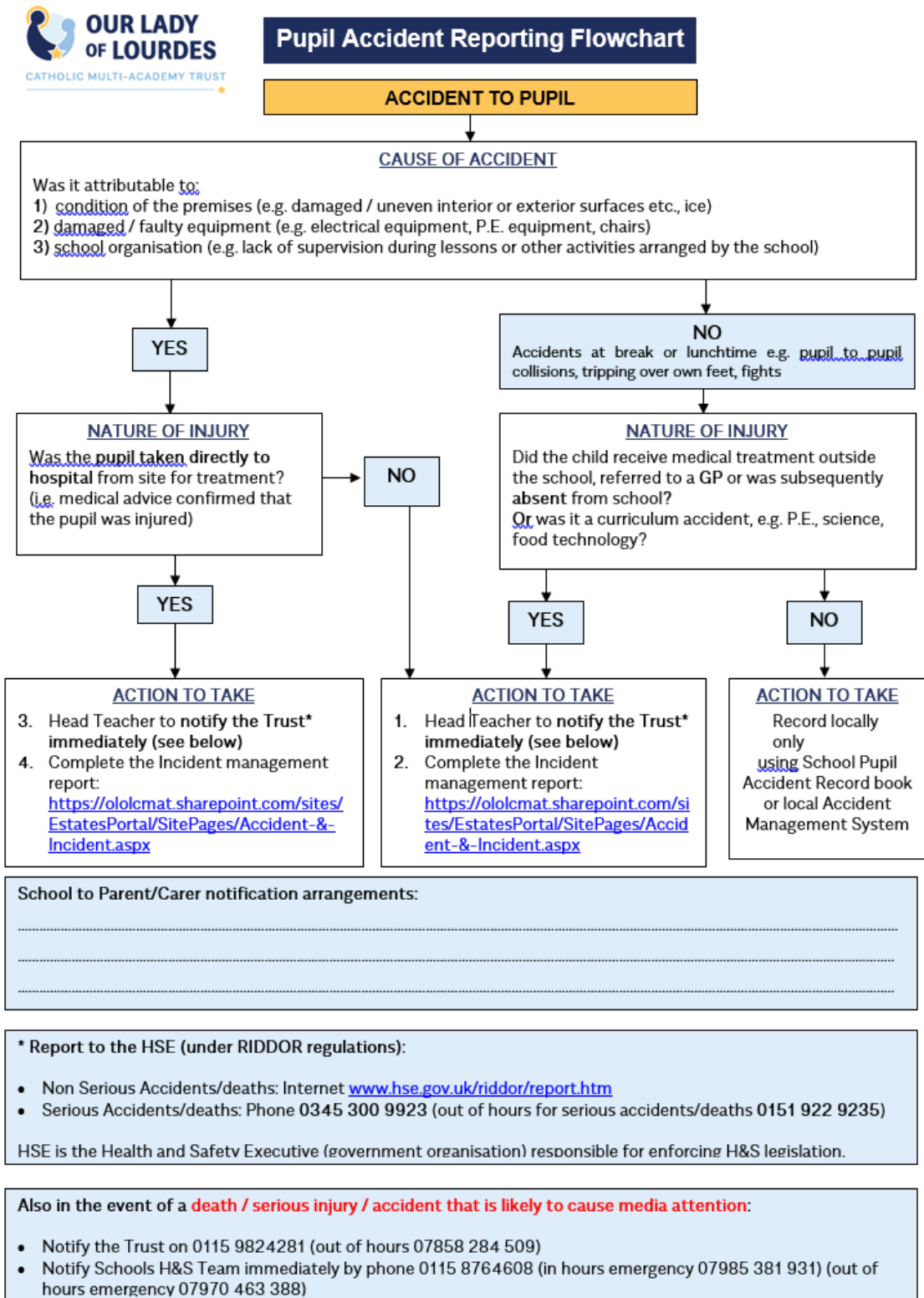
- A 'site-walk' inspection of the school
 - Reviewing of the annual report from the Head Teacher and external health & safety audit reports.
- A copy of this completed report should also be sent to the Trust Estates Department

Health & Safet Audit

To improve health and safety compliance and as the Trust's duty to monitor schools, the Trust Estates Department carry out periodic Health and Safety audits in conjunction with the Nottingham City Schools H&S Team. These include an action plan to work for the school to work towards. Copies are also sent to the Governing Body for their attention.

Appendix 4 Accident and Near-Miss Reporting

All accidents and Near-Misses should be reported on the [Trusts Accident Reporting System](#). ALL accidents to staff, visitors and volunteers should ALWAYS be reported. The flowchart below shows which accidents to children need to be formally reported



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