



St Botolph's Church of England Primary School

Health & Safety Policy

Review Body:

Governing Board

Author:

Trust Operations Officer

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Annually

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Health & Safety Policy Statement of Intent

It is the policy of the Aletheia Anglican Academies Trust Board of Trustees to do all that it reasonably can to provide a healthy and safe working and learning environment in all its schools. The Trust will comply with the provisions of the Health and Safety at Work Act 1974 and the Regulations that apply to the Trust's activities. The Trust is committed to the sensible and proportionate management of health and safety.

To achieve this, the Trust will, so far as is reasonably practicable, provide and maintain in all of its schools:

- plant and systems of work that are safe and without risks to health;
- arrangements for the safe use, handling, storage and transport of articles and substances;
- a workplace that is safe and poses no threat to health;
- any information, instruction, training and supervision that is necessary; and
- a working environment that provides adequate facilities for the employees' welfare while at work.

The Trust also recognises its duty of care towards those stakeholders who are not employees but who may be affected by its activities (pupils, parents, visitors and contractors) and will ensure that arrangements are kept in place to ensure their health and safety.

The Trust will review this Policy annually, or sooner if required, and make whatever changes are required to keep it up to date with current Trust and legislative requirements. The Policy and all future updates will be communicated with all Trust Governing Bodies, staff and necessary stakeholders.

Objectives

The School's objectives for the next 12 months are:

- To meet the recommendations raised during the health and safety audit conducted by The Bradley Group Ltd in September 2020;
- To develop a training programme, with a focus on school leaders undertaking health and safety management training.

Signed: Date

Chair of Board of Governors

Signed Date

Headteacher

Organisation – Roles and Responsibilities

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| Board of Trustees | <ul style="list-style-type: none"> • Taking overall responsibility and accountability for health and safety across the Trust; • Strategic policy making; • Setting in place a plan for implementing the policy that includes identifying priorities and setting objectives; • Ensuring that schools have sufficient resources to properly implement the policy; and • Reviewing the effectiveness of the Trust policy annually, in co-operation with the Trust Management Board and staff, making any changes to the policy that are necessary |
| Chief Executive Officer (delegated to Trust Operations Officer) | <ul style="list-style-type: none"> • Taking operational responsibility and accountability for the management of health and safety matters within the Trust; and • Regularly reporting to the Board of Trustees to provide assurances that health and safety risk is properly managed |
| Local Governing Bodies | <ul style="list-style-type: none"> • Ensuring the Trust policy is implemented in their school; • Monitoring the effectiveness of the health and safety policy in their school; • Ensuring school budgets take account of the resources required to manage health and safety effectively; • Providing the Trust Operations Officer with accurate information on their school's health and safety performance; and • Reviewing the effectiveness of their school's health and safety management, making any changes that are necessary |
| Headteacher/Head of School | <ul style="list-style-type: none"> • Taking responsibility for the standards of health and safety in their School, delegating tasks as necessary; • Ensuring that systems and procedures are in place to implement the Trust's policy in their school, including systems and procedures to assess and control risks to safety and health; • Monitoring the effectiveness of the Trust policy in their school; • Reviewing the school's systems and making any changes that are necessary; and • Providing information on the school's health and safety management to the Local Governing Body and Trust Operations Officer as required; |
| School Business Manager/Office Manager | <ul style="list-style-type: none"> • Supporting the Headteacher to effectively implement the health and safety arrangements within this Policy on site; • Liaising with the Trust Operations Officer on relevant changes in health and safety legislation, codes of practice, guidance and Department for Education standards; • Supporting the Headteacher to ensure that systems and procedures are implemented to assess and control risks to safety and health; and • Working with Premises staff to ensure that the site and facilities are maintained safely and without risks to health, including implementing procedures for managing contractors |

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| Site Manager/Assistant Site Manager | <ul style="list-style-type: none"> • Supporting the Office Manager and Headteacher/Head of School to ensure that the School site is managed and maintained safely and without risks to health. This includes implementing procedures for managing contractors |
| Catering Manager/ Contractor | <ul style="list-style-type: none"> • Ensuring the implementation of the Trust Policy for the delivery of the catering service, including systems and procedures to assess and control risks to safety and health; and • Ensuring the implementation of food hygiene requirements |
| Heads of Department and/or Phase Leaders | <ul style="list-style-type: none"> • Ensuring the effective implementation of the Trust Policy within their areas of control, including the implementation of systems and procedures to assess and control risks to safety and health; and • Monitoring the effectiveness of the Trust policy within their areas of control and providing feedback to the Headteacher/Head of School |
| Employees | <ul style="list-style-type: none"> • Following the school's health and safety systems and procedures; • Taking reasonable care for their own health and safety and that of others who may be affected by their work activities, especially pupils and visitors; • Co-operating with the school in its efforts to implement the Trust policy; • Feeding back comments and suggestions on the policy for review; • Reporting any shortcomings in the policy to the Headteacher/Head of School; and • Reporting any serious hazards that they are unable to deal with or defects in their equipment or premises |

Arrangements

1. Health and Safety Management

1.1 Risk assessment

- 1.1.1 Each Headteacher/Head of School shall ensure that their School's risks are properly assessed, using a system of risk assessment agreed across the Trust. The task of assessing risks is delegated, where necessary, to staff responsible for the work activity that is being assessed (such as the Site Manager, Heads of Department or the Educational Visits Co-ordinator) or the School Business Manager/Office Manager.
- 1.1.2 Where any risk assessment shows that action needs to be taken to reduce risks, the Headteacher/Head of School shall ensure that such actions are dealt with in a reasonable time. If there are insufficient resources to do this, the Headteacher alerts the Chair of Governors to the situation. The decision on how further resources will be provided rests with the Local Governing body.
- 1.1.3 Where risk assessments have identified a risk to a new or expectant mother, this shall be noted. Once an employee informs the School that she is pregnant, the employee's line manager shall discuss with her how the work can be altered to reduce those risks. If there is still a risk that cannot be properly controlled, the Headteacher shall find alternative work for her. If this is not feasible, then the employee shall be suspended from work on full pay.
- 1.1.4 All risk assessments shall be reviewed either when circumstances change and they may no longer be valid or, if nothing has changed, annually.
- 1.1.5 The results of these reviews shall be recorded and any changes that are shown to be needed passed on to the Headteacher/Head of School who shall ensure that these changes are made.
- 1.1.6 The Local Governing Body shall appoint a Governor with responsibility for the oversight of Health and Safety of the School to review the task-specific risk assessments periodically, with the person whose work it covers, to check that risks are being adequately controlled and that risk controls are sensible and proportionate.

1.2 Controlling health and safety

- 1.2.1 The Trust shall ensure that all those who have health and safety responsibilities clearly understand what they must do to discharge those responsibilities and that they have the time and resources they need to fulfil them.
- 1.2.2 The Schools seek expert help and advice on any health and safety matter that is beyond the competence of their own staff. Advice shall be sought from the Trust Operations Officer in the first instance
- 1.2.3 The Trust Operations Officer shall receive an annual report on each School's health and safety from the Chair of Governors of each of the Schools. The report is discussed and if there are any matters that need to be addressed, a meeting is held with the Chair of Governors concerned, along with the Health and Safety Governor of the School and the Trust Operations Officer.

1.3 Monitoring health and safety

- 1.3.1 Every school shall undertake a programme of active monitoring to ensure that all health and safety measures are in place and are effective. The programme shall include, amongst other things, such methods as document checks, premises inspections, fire precautions checks, play equipment checks. The Headteacher draws up a programme of monitoring and delegates the work of monitoring where necessary to an appropriate member of staff, making use of documents such as [Workplace Inspection Forms](#). The Governing Body shall ensure that the programme is appropriate for the School and that it is effective. The Health and Safety Governor will take part in such monitoring as is appropriate for the School.
- 1.3.2 The results of such monitoring shall be reviewed by the Headteacher and Office Manager, who analyse the information to identify problem areas or common problems across the School. A report shall be provided to the Governing Body to an agreed timetable - quarterly or termly, as appropriate. The reports are discussed by the Governing Body who ensure that outstanding matters are closed within a reasonable time.
- 1.3.3 The Headteacher ensures that accident and incident data is recorded in sufficient detail to establish whether health and safety measures need to be changed. The information is analysed to identify trends or underlying problems that need to be addressed to prevent a recurrence of incidents.
- 1.3.4 The Office Manager sends a termly report to the Governing Body, summarising the accident and incident data and identifying any action that they or the Governors need to take.
- 1.3.5 Every Local Governing Body shall submit a report on accident and incident data to the Trust Operations Officer twice per year, or sooner if there has been a reportable incident.

1.4 The review process

- 1.4.1 Employees shall be consulted, through their elected health and safety representatives, on how well the health and safety management system is working and what improvements need to be made.
- 1.4.2 Each Local Governing Body shall review its School's monitoring information and the results of staff consultations to decide whether the way the Trust policy is effectively implemented or needs to be changed. A report of the discussions is sent to the Trust Operations Officer.
- 1.4.3 The Trust Operations Officer shall review annually the results of the Governors' reviews and decide on the changes that need to be made to the Trust policy or the processes in place for implementing it in the Schools.

1.5 Information and training

- 1.5.1 The Headteacher, with the assistance of the Health and Safety Governor, shall ensure that all employees have comprehensible and relevant information on the following:
- the risks to their health and safety identified by the risk assessments;
 - the control measures in place;
 - the procedure to be followed in the event of fire;

- the names of the fire wardens/marshals; and
- the names of qualified first aiders appointed by the School

1.5.2 The Board of Trustees shall keep abreast of changes to health and safety legislation or best practice that could affect the implementation of the Trust policy in the Schools or decisions made by the Board, via the Trust Operations Officer. If the Trust's policy needs to be changed, this is done by the Board and the changes communicated immediately to the Local Governing Bodies and Trust Management Board.

1.5.3 The School Business Manager/Office Manager of each School holds a training matrix showing which employees need specific health and safety training, first aid training and fire training and ensures that training is given or refreshed promptly.

1.6 Training and competence

1.6.1 The Trust has a 'competent person' who gives advice to the Trust Operations Officer and to the Schools on complying with health and safety law. The Competent Person is available to brief, advise and guide each Local Governing Body, Headteacher/Head of Schools and School Business Managers and designated Health and Safety Governors, on health and safety matters. The Trust Operations Officer will predominantly be the Trust's point of contact with the Competent Person.

1.6.2 Every member of staff shall be given induction training, which includes health and safety matters, such as the fire and emergency procedures, the results of risk assessments in their area of work and the control measures that are in place. This training is given before the member of staff begins work where possible but no later than two weeks after their start date.

1.6.2 All members of staff shall have basic health and safety training within their first year. This is repeated as often as necessary to ensure that they are aware of new health and safety legislation and codes of practice.

1.6.3 All members of staff who need additional training in order to work safely, such as manual handling training, working at height or using equipment, shall be given the appropriate training before they take up their duties, where possible, or no later than three weeks afterward.

1.6.4 Employment agencies who provide staff for the Schools shall be given information on the training and qualifications their staff will need to do their work safely before they begin work in any of the Schools.

1.7 Consultation and Communication

1.7.1 The Trust and Trust schools shall ensure effective communication of health and safety information up, down and across the organisation.

1.7.2 The Trust shall create a Health and Safety Committee to include members from each School to discuss relevant issues. The Health and Safety Committee shall meet three times per year.

1.7.3 The Headteacher shall ensure that staff are consulted on:

- the introduction of any measure which may substantially affect their health and safety at work;
- arrangements for getting competent people to help them comply with health and safety laws;
- information on the risks and dangers arising from their work, measures to reduce or eliminate risks and what employees should do if they are exposed to a risk;
- the planning and organising of health and safety training; and
- the health and safety consequences of introducing new technology.

2. Accidents, incidents and medical emergencies

- 2.1 All accidents, incidents and medical emergencies involving staff, pupils, contractors or visitors shall be recorded using the Trust's [online accident/incident form](#).
- 2.2 Accidents to staff, pupils, contractors or visitors to the School shall be reported immediately to the Headteacher.
- 2.3 All accidents, incidents and cases of work-related ill-health that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) shall be reported immediately to the Trust Operations Officer, the Headteacher and the Trust's Competent Person, The Bradley Group Ltd.
- 2.4 The Headteacher or the School Business Manager for each School is responsible for reporting such accidents to the Health and Safety Executive (HSE), with assistance where necessary from the Trust Operations Officer and/or the Bradley Group Ltd.
- 2.5 The Headteacher and Health and Safety Governor shall investigate incidents that did or could have led to injury or long-term damage to health, to establish both the immediate and underlying causes and establish what needs to be done to prevent a recurrence. A report of the investigation shall be sent to the Trust Operations Officer.

3. Fire

- 3.1 The School Business Manager/Office Manager of each School shall ensure that a competent person assesses the risk of fire and shall be responsible for reviewing the assessment if changes are made to the premises, the activities that are carried on the premises change, or on an annual basis. Such reviews shall be recorded in writing.
- 3.2 Using the results of those assessments the Office Manager shall issue a fire emergency plan that includes:
- the system for calling the Fire Service;
 - the names of those responsible for liaising with the Fire Service upon their arrival;
 - a clear evacuation plan;
 - a plan for putting the School back into operation following an emergency; and
 - a process for reviewing the plan after an emergency or after fire drills.

A copy of the plan is kept available by the Office Manager and shall be saved onto the school's shared network. A copy shall also be displayed on site.

- 3.3 Fire Wardens/Marshalls shall be appointed by the Office Manager, in consultation with staff. Those appointed are responsible for ensuring that their area of the School is properly evacuated in the event of a fire.
- 3.4 The fire evacuation procedures to be followed are to be displayed in every room in the School and, where appropriate, in corridors and other common areas. These procedures should be pointed out to visitors, contractors and new staff as soon as they come onto School premises.
- 3.5 Fire drills shall take place at least once a term. The Office Manager shall ensure that the time taken for evacuation is recorded along with any comments from staff on how the drill was conducted or any difficulties that arose during the drill.
- 3.6 In order to include everyone in the roll call in the event of a fire, all pupils are recorded in class registers and all contractors and visitors to the School electronically sign in at Reception on arrival. Where possible, visitors are accompanied while they are on the School premises.
- 3.7 The fire alarm system and emergency lighting shall be tested weekly and the results recorded in a log. Any defects that become apparent are rectified immediately. Fire alarm and emergency lighting maintenance is undertaken by a competent contractor at the appropriate intervals.
- 3.8 Fire extinguishers and fire blankets are checked by Premises staff fortnightly to ensure they are in the right place and have not been tampered with. The annual thorough inspection and maintenance of this equipment is done by a competent contractor.
- 3.9 Fire exits and fire evacuation routes are checked weekly by premises staff to ensure they are not blocked, either inside or outside, and are useable.

4. Contractors

- 4.1 The Trust holds an authorised contractor list. A contractor may only be admitted to the list after careful assessment of their standards of health and safety management. Their work is monitored and contractors who do not work to the Trust's high standards will be given notice to improve. If no improvement is evident the contractor may be removed from the authorised list. If Schools opt to engage an alternate contractor, they shall ensure that an authorised contractor list is maintained at a local level, taking into consideration their standards of health and safety management.
- 4.2 Only authorised contractors can undertake building, maintenance or other work. Staff using contractors for any work activity must contact the Office Manager to check that their choice of contractor is authorised.
- 4.3 The Office Manager ensures that all contractors provide an assessment of the risks of their work and a method statement, detailing how the work will be done, by whom and what equipment will be used, before work starts. Headteachers/Heads of School will be given information on how such work may affect their School to ensure that any extra risks the work may pose are properly controlled.
- 4.4 The Office Manager shall ensure that all contractors are provided with information on any risks to their workers' health and safety that they may encounter in the course of their work

in the School and the control measures in place, for example by ensuring that all maintenance contractors know the exact location of any asbestos in the School buildings.

- 4.5 All contractors are monitored by the Site Manager or the Office Manager to ensure that they are working to the agreed procedures and are not using unsafe practices. In the event that works are commissioned by the Trust, the Trust Operations Officer will also monitor contractors.
- 4.6 School Business Managers/Office Managers shall issue plans to all staff showing which contractors are working in School, what work they will be doing and where they will be working in the event that works are being undertaken during term time. Works carried out during school holidays should be notified to those staff directly affected. The Headteacher shall check to ensure that there is no possibility of the work causing unnecessary risks in their School and that any increased risks that are inevitable are properly controlled.
- 4.7 The Catering contractor/Catering Manager shall provide evidence that an Assured Safe catering system, or its equivalent, is in operation and that risk assessments for their work are completed and regularly reviewed.

5. First Aid

- 5.1 The School Business Manager/Office Manager of each School shall make an assessment of the first aid needs of their School and works with the Headteacher/Head of School to ensure that provision is sufficient. Advice can be sought from the Trust's health and safety advisers where necessary.
- 5.2 The Office Manager shall ensure that first aid kits are readily available around the School and shall appoint one of the First Aiders to check and re-stock them regularly.
- 5.3 First aid given to staff, pupils or visitors shall be recorded on the School's accident form.

6. Manual handling

- 6.1 Manual handling is defined as the lifting, supporting, pushing, or pulling of a load by manual force and is governed by the Manual Handling Operations Regulations 1992. Activities that come under this heading include lifting and carrying boxes and books and moving furniture and equipment.
- 6.2 Tasks that involve manual handling that could cause a risk to health or safety are avoided wherever this is reasonably practicable.
- 6.3 The Office Manager shall ensure that all the remaining manual handling tasks that could pose a risk to health or safety are assessed by a competent assessor. Where the assessment shows that equipment, for example a sack barrow or trolley, is needed to reduce the risks, this shall be provided.
- 6.4 A sample manual handling assessment form is attached to this Policy, along with instructions on how to do an assessment. Each assessment will consider the task, the individual doing the task, the load and the environment in which the work will be done.

6.5 Where assessments show that action is needed across the Trust, recommendations shall be passed to the Trust Operations Officer on what needs to be done to reduce any significant risks found.

6.6 All staff whose work includes manual handling shall be trained in how to operate any equipment that is needed and in safe ways of moving and handling loads.

7. Premises

7.1 Maintenance

7.1.1 The Office Manager of each School shall survey their premises once a term with the relevant Health and Safety Governor and Premises staff, looking at structural, health and safety and decorative issues. A prioritised action plan shall be constructed from the survey, giving priority to any matter that could significantly affect the health and safety of staff, pupils, contractors or visitors.

7.1.2 Premises staff shall maintain a system of premises defects reporting and prioritises the actions needed according to the level of risk to staff and pupils that the defect presents.

7.1.3 All heating, lighting and ventilation systems shall be maintained in an efficient state, efficient working order and good repair.

7.2. Asbestos

7.2.1 The Office Manager shall ensure that an asbestos survey is undertaken, and a register kept of any asbestos that is found, showing its location and condition. The register is kept at Reception and all contractors or employees who need to penetrate walls or other parts of the structure are required to sign the register to show that they have been made aware of the location of asbestos.

7.2.2 All staff members who may accidentally be exposed to asbestos through their work are given asbestos awareness training, which is refreshed annually.

7.2.3 Any work undertaken on the premises that would involve major refurbishment, particularly removing or penetrating stud walls, or demolition of parts of the structure, will not begin until a refurbishment and demolition survey has been undertaken by a competent person.

7.2.4 The condition of encapsulated asbestos in the buildings shall be periodically monitored to ensure that it remains undamaged. Any changes to its condition are noted in the asbestos register by the Site Manager and reported to the Office Manager.

7.3 Lighting, heating and ventilation

7.3.1 The Site Manager/Assistant Site Manager shall check the condition of lights regularly and is expected to replace any that are defective as soon as they are found.

7.3.2 Light fittings and diffusers are cleaned regularly.

- 7.3.3 The Site Manager for each School ensures that the heating system is able to maintain a reasonable temperature throughout the School. If any part of the system becomes defective or inefficient this shall be reported to the Office Manager, who shall ensure that resources are made available to rectify the situation.
- 7.3.4 A competent contractor, Delron Services Limited (DSL), is employed to maintain the heating systems throughout the Trust. Any contractors working on gas systems must be Gas Safe registered. Boilers shall be checked at least weekly by the Site Manager and are given a thorough examination annually by DSL. Oil fired boilers shall be inspected twice yearly as part of the Trust's Reactive Repairs and Maintenance Agreement with DSL. The Trust Operations Officer and each School's Site Manager shall keep a record of all checks and examinations.
- 7.3.5 Ventilation systems shall be checked termly to ensure that all are operational and clean. The Site Manager shall check that staff are using ventilation properly to ensure a sufficient supply of fresh air in their teaching rooms and work areas.
- 7.3.6 The kitchen ventilation systems shall be cleaned daily by the Catering staff and deep cleaned annually by a competent contractor.
- 7.3.7 Windows that are accessible (at shoulder height or below, for example) have either been replaced with safety glass or covered with film to ensure the glass breaks safely.
- 7.3.8 Windows and skylights shall be included in the termly site survey, which checks that these all open and close safely and easily.
- 7.3.9 The Site Manager shall ensure that blinds or curtains are provided in the rooms where sun can increase the temperature to an uncomfortable level.

7.4 Corridors, staircases, footpaths and outdoor traffic areas

- 7.4.1 Staircases shall be checked termly by the Site Manager Team to ensure treads are not so worn as to be unsafe and that handrails are secure.
- 7.4.2 The grounds of each School are maintained either by a competent contractor using his own equipment or the School's Premises staff. Where the School Premises staff maintain the grounds, suitable and sufficient risk assessments will be undertaken, including for all equipment used. All equipment used will be suitable for the job and maintained in an efficient state, in efficient working order and in good repair.
- 7.4.3 The Site Manager ensures that risk assessments are completed for all premises tasks and the work is monitored by the Office Manager to ensure that it is done safely.
- 7.4.4 Vehicle and pedestrian traffic is kept separate on all School sites, where this is reasonably practicable. The Site Manager Team monitors vehicle movements and parking on each site to ensure that there is no risk to pedestrians.
- 7.4.5 The Site Manager Team ensures that vehicle routes and parking areas in each School are clearly marked and the markings are checked and renewed as necessary.

- 7.4.6 All delivery companies coming on to School premises are requested to ensure that their delivery vehicles are fitted with audible and visible reverse warnings. Wherever possible, deliveries are arranged for times when pupils are not in the playground areas.
- 7.4.7 Parents are discouraged from bringing vehicles into the School grounds. Staff and visitors are prohibited from parking anywhere other than the designated parking areas. Any person who parks a vehicle on a yellow hatched emergency vehicle area is asked to move it immediately.
- 7.4.8 The Site Manager Team ensures that all pedestrian walkways and traffic routes are adequately lit and remain in a state of good repair.

7.5 Cleanliness and waste

- 7.5.1 The Office Manager shall ensure that a high standard of cleanliness is maintained consistently throughout the School.
- 7.5.2 The Site Manager Team shall ensure that there are sufficient waste receptacles throughout the School and that they are emptied regularly.
- 7.5.3 The Site Manager Team shall ensure that waste does not accumulate outside and that waste bins are sited away from School buildings.
- 7.5.4 The School kitchen is deep cleaned annually by a competent contractor.

7.6 Welfare facilities

- 7.6.1 The toilets provided for pupils and staff shall be kept clean, tidy, well-ventilated and lit. The Site Manager Team shall ensure that there is always an adequate supply of toilet tissue, soap and paper towels or hand driers in all toilets and washrooms.
- 7.6.2 Staff shall be provided with a comfortable room that is equipped for making hot drinks, heating food and resting.
- 7.6.3 Pupils and staff have a canteen or rest area where meals can be taken. Staff who handle chemicals or other hazardous substances in their work are prohibited from eating in their work area.
- 7.6.4 All rest and eating areas are kept clean, tidy, well-lit and properly ventilated with sufficient seating for the number of staff who will need them.

7.7 Electricity

- 7.7.1 The Office Manager shall ensure that all portable electrical equipment is tested annually by a competent contractor. Staff are prohibited from bringing personal electrical equipment into School to use unless it has a current test certificate and its use has been approved by the Office Manager.
- 7.7.2 The electrical installation of each School shall be tested every five years by a qualified electrician to ensure it complies with BS:7671. Any remedial works shall be promptly organised by the Office Manager.

- 7.7.3 All staff shall ensure that electrical outlets in their working areas are easily accessible by them so that the power supply can be isolated quickly if this becomes necessary. In infant and early years settings, outlets shall have socket covers fitted to protect younger children.
- 7.7.4 All staff are required to visually check the condition of plugs, cables and insulation on electrical equipment before using it and shall report any damage to the Site Manager Team immediately, who shall take it out of use.
- 7.7.5 Electrical intake cupboards shall be kept clear of combustible materials, be marked with an electrical hazard warning and be kept locked.
- 7.7.6 Any maintenance or other electrical work shall be completed by a competent person, who shall isolate the supply before starting work.

7.8 Legionella

- 7.8.1 The Office Manager shall ensure that a legionella risk assessment has been completed, in accordance with HSE Guidance Note L8.
- 7.8.2 In most cases, a legionella control regime is outsourced to a competent contractor selected by the Trust. The Trust Operations Officer shall ensure that such a contract is reviewed annually. The Office Manager shall ensure that the Site Manager undertakes weekly tasks not included within the control regime, specifically the flushing of seldom used outlets. The Site Manager is responsible for ensuring that this task is carried out and recorded.
- 7.8.3 In cases where the School undertakes a legionella control regime in-house, the Office Manager shall be responsible for ensuring that regular water temperature checks, water system cleanliness and dosing procedures that are shown to be required by the legionella risk assessment are carried out and recorded.
- 7.8.4 The Office Manager shall be responsible for ensuring that the School's Water Hygiene Control Scheme is reviewed annually, or a new risk assessment undertaken by the Trust's appointed competent contractor, in the event of any change to the water installation.
- 7.8.5 The Office Manager shall be responsible for ensuring that there is an emergency plan in place to deal with any accidental exposure to legionella bacteria.

7.9 Lifts

- 7.9.1 Any lifts in premises shall be kept clean and weekly checks shall be made to ensure that the emergency call buttons work. The Site Manager shall ensure that a procedure is in place for responding to an alarm
- 7.9.2 All lifts are maintained in an efficient state, in efficient working order and good repair. A competent contractor is used to maintain the lifts. In addition, a statutory inspection is carried out on the lifts every six months by the Trust's chosen insurance company in compliance with the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998, given that they are used for lifting people.

8. Equipment

- 8.1 The Site Manager shall keep a schedule of all equipment in use throughout the School that would cause harm to staff or pupils if it failed. The schedule shall include the maintenance each piece of equipment needs and a record of repair and maintenance work carried out.
- 8.2 The Site Manager shall ensure that all new work equipment conforms to EU Regulations and Directives or other recognised standards, bears the CE mark and is suitable for the purpose for which it is to be used.
- 8.3 Employees shall only use work equipment that they have been trained to use or that has clear and comprehensible instructions provided with it.
- 8.4 Heads of Department shall be responsible for the maintenance and use of equipment for teaching in their area, ensuring that any training needed to use the equipment safely is given.
- 8.5 The Site Manager shall be responsible for ensuring that all work equipment used by Premises staff is fit for purpose and properly maintained. This shall be achieved through regular inspections of equipment and repair or replacement when defects are evident.
- 8.6 The Site Manager shall be responsible for ensuring that any equipment that is subject to statutory checks or thorough examinations is made available when required and for ensuring that any equipment found to be defective is taken out of service immediately.
- 8.7 The Site Manager shall ensure that all staff have the training they need to use work equipment safely and without risks to their health.
- 8.8 The Office Manager shall arrange for all playground equipment to be inspected at least annually by a competent person and shall be responsible for acting on the subsequent report promptly. Playground equipment, including safety surfacing, is checked weekly by the Site Manager Team.

9. Security

- 9.1 The Site Manager shall ensure that the School has clearly visible notices requesting all visitors to the School to report to Reception and that all internal doors are fitted with security devices, where necessary, that allow access only to authorised personnel.
- 9.2 Corridor doors in each School shall be locked at the end of the School day to restrict access to other areas of the School.
- 9.3 Children shall be supervised during play times and gates are kept closed.
- 9.4 Exit doors that could be opened from the inside by children or from the outside by intruders shall be fitted with security locks. Where these doors are also used as fire exits, panic bolts or locks that are easily opened by an adult shall be fitted. These shall be regularly maintained to ensure they can be opened quickly in an emergency.
- 9.5 The Office Manager shall ensure that there is a system in place in each School to summon help in an emergency.

10. Off-site activities

- 10.1 The School's Educational Visits Co-ordinator shall carefully assess the risks of each activity to ensure that sufficient risk controls are in place to give a reasonable level of safety for pupils and staff.
- 10.2 The arrangements and the risk assessment shall be passed to the Headteacher so that the arrangements can be checked for safety and security.
- 10.3 The arrangements for day trips shall include a check on the first aid and emergency arrangements at the intended destination, the names and qualifications of staff who will instruct or work with the pupils and ensuring there will be sufficient staff for the trip, taking into account the number of pupils involved and whether two drivers are needed for longer trips. Information about the numbers of pupils and their abilities will be supplied to the intended destination, if applicable, in advance to ensure that they can be properly accommodated.
- 10.4 The Finance Assistant shall ensure that coach operators engaged by the School to transport pupils and staff are able to comply with all the legal requirements relating to public transport by requesting sight of their operating licence, proof of their drivers' competence and taking up references from other users of the service.

11. Hazardous substances

- 11.1 The Site Manager shall ensure that the School complies with the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) with respect to cleaning and other chemicals used for premises work.
- 11.2 In Secondary Phases, the Head of Science shall take responsibility for ensuring the safe use, handling and storage of any substances that are classed as hazardous, using CLEAPSS guidance. Risk Assessments are delegated to the Lead Science Technician.
- 11.2 Any activities that involve using hazardous substances shall be assessed to estimate the level of risk involved. If any significant risk is identified consideration is given to either eliminating the use of the substance or substituting a less hazardous substance. If neither of these courses of action are possible, then all precautions shall be taken to ensure that the risk is properly controlled, in accordance with the recommendations in the Approved Code of Practice attached to the Regulations.
- 11.3 Where information about a substance is not given on the label, or the substance is supplied in large quantities, the Site Manager shall request a safety data sheet from the supplier (all suppliers are legally obliged to supply this) and the following information shall be kept with the substance:
 - chemical composition of the substance;
 - any ill-health effects, such as irritation of the eyes, narcosis, etc.;
 - any protective clothing or equipment needed for handling;
 - how to deal with spillages; and
 - first aid or emergency treatment that may be needed

11.4 All members of staff who regularly handle hazardous substances shall be trained in their use and in the requirements of the COSHH Regulations.

12. Occupational health

12.1 The Office Manager shall identify any staff who are shown by the risk assessments (including DSE workstation assessments) to be at risk from occupational health disorders, for example, stress, musculo-skeletal injury, hand-arm vibration syndrome or eye strain, with a view to recommending further risk controls.

12.2 The Office Manager shall ensure that all School employees are given information on any risks to their health arising from their work and the measures that are in place to control those risks. Any new working procedures are agreed on and the Headteacher/Head of School shall ensure that they are always used. This may include such matters such as regular rest breaks from Video Display Unit (VDU) work, or using equipment for manual handling.

12.3 Smoking is strictly prohibited on all Trust premises.

12.4 The Headteacher shall inform the Office Manager if any member of staff reports that she is pregnant. A risk assessment shall be undertaken, with the member of staff, to identify any additional risks her work may pose to herself, the baby or others. Her duties shall then be revised to reduce the risks, where possible. If this is not possible, then the member of staff will be suspended on full pay.

12.5 Rest facilities, including a place to lie down, are provided for both nursing and expectant mothers.

12.6 The Office Manager shall ensure that pre-employment screening is in place and that any reasonable adjustments that are shown to be needed are made without undue delay.

12.7 Before any employee returns to work after an extended period of sickness absence or following an accident, the Office Manager shall ensure that a return-to-work meeting is carried out to help the employee to return without undue stress and to consider what reasonable adjustments may need to be made to either the workplace, the equipment they use or the work that they do and any support that they may need.

12.8 The School shall ensure that it has processes in place to manage the risks of stress at work and the promotion of employee wellbeing.

13. Workplace Vehicles and Driving

13.1 All workplace vehicles, such as minibuses, shall be serviced and maintained to ensure that they are safe to use.

13.2 Checks shall be carried out by the driver prior to using the vehicle to ensure that it is safe to use, including that all safety devices are working correctly.

13.3 Any staff driving the minibus shall be trained and approved to do so.

13.4 Any staff that drive their own vehicle to travel for work will have their driving licence, MOT and insurance checked by the Office Manager. Staff will have business insurance in place and will inform the Office Manager immediately of any convictions or endorsements on their licence.

14. Radiation

14.1 The Head of Science has responsibility for ensuring the safe use, handling and storage of any radioactive substances held by the School in compliance with the Ionising Radiation Regulations 1999 and CLEAPPS Guidance. This includes the appointment of a Radiation Protection Supervisor.